

Postgraduate Student Handbook

THE ACADEMIC GUIDELINE

2025



UNIVERSITI
TEKNOLOGI
PETRONAS

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First Printing 2018

Second Printing 2018

Second Edition 2019

Third Edition 2021

Fourth Edition 2025

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1.0 GENERAL INFORMATION

1.1 Introduction

Universiti Teknologi PETRONAS (UTP) was established on January 10, 1997 when PETRONAS was invited by the Malaysian Government to set up a university.

The university was formerly known as The Institute of Technology PETRONAS (ITP) and was a wholly owned subsidiary of PETRONAS. It was registered with the Ministry of Education on April 26, 1995 and obtained approval under the “Essential Higher Education Institute Regulation 1996”. ITP began operations at PETRONAS Management Training Sdn. Bhd. (PERMATA), Kajang, Selangor on July 3, 1995. On July 26, 1995, ITP was registered as a private limited company and transferred its operations to Bandar Seri Iskandar, Perak Darul Ridzuan on July 1, 1996.

1.2 University Vision & Mission

Vision

A Leader in Technology Education and Centre for Creativity and Innovation.

Mission

- i. UTP is an institute of higher learning. We provide opportunities for the pursuit of knowledge and expertise for the advancement of engineering, science and technology to enhance the nation’s competitiveness.
- ii. Our objective is to produce well-rounded graduates who are creative and innovative with the potential to become leaders of the industry and the nation.
- iii. Our aim is to nurture creativity and innovativeness and expand the frontiers of technology and education for the betterment of society.

1.3 University Logo



- i. Relates to the concept of renaissance, birth and nurturing of the mind for national advancement of the highest order.
- ii. Simulates the bloom of a floral bud while injecting a graphic outline of the PETRONAS Twin Towers.
- iii. Reflects the beginning of a journey towards new standards in higher education.
- iv. Gold to donate light, and deep pastel blue to signify peace and tranquillity.

1.4 Academic Terms & Definition

Vice Chancellor

The Vice Chancellor is the Chief Executive Officer of the University who shall be responsible for the overall administrative, academic and management functions of the University and shall exercise all functions and duties provided in the Act, including general supervision over the arrangements for instruction, research, finance, administration, day to day affairs, welfare and discipline in the University, and shall act under the general authority and direction of the University Board of Directors.

Registrar

The Registrar is an officer of the University, responsible in administering students' intake, academic records, course registration, examinations, graduation approval and accreditation of Programmes.

Deputy Vice Chancellor Academic

The Deputy Vice Chancellor, Academic (DVCA) is an officer of the University who heads the Academic Division. DVCA is responsible for all matters involving foundation, undergraduate and postgraduate academic studies.

Deputy Vice Chancellor Research, Innovation & Commercialisation

The Deputy Vice Chancellor, Research, Innovation & Commercialisation (DVCRIC) is an officer of the University who heads the Research, Innovation & Commercialisation Division. DVCRIC is responsible for all matters involving research, innovation, consultancy and commercialisation.

Deputy Vice Chancellor Student Affairs

The Deputy Vice Chancellor Student Affairs (DVCSA) is an officer of the university who heads the Student Affairs Division. DVCSA is responsible for all matters involving student development and experience in support of the university's aspiration to produce well- rounded graduates.

Dean

The Dean is an officer of the University who heads the faculty. Dean is responsible for all faculty matters involving undergraduate and postgraduate academic studies.

Department Chair

A Department Chair (DC) is an officer of the University who heads a particular academic department. DC is responsible for managing all academic and administration matters of the department.

Lecturer

A lecturer is a person assigned by the respective Department Chair to manage a certain course and is responsible in delivering course materials, supervising students' projects as well as evaluating students' achievements.

Tutor

A tutor is a trainee lecturer/a postgraduate student/any individual assigned by the respective Department Chair to assist a lecturer in managing a certain course and is responsible for managing and evaluating tutorials for a particular course.

Laboratory Demonstrator

A demonstrator is a trainee lecturer/a postgraduate student/any individual assigned by the respective Department Chair to assist a lecturer in conducting laboratory work/ practical training. A demonstrator is responsible for demonstrating the usage of laboratory or computer equipment and evaluating laboratory reports and assignments.

Student

A student is an individual who enrolls for any academic programme at the University.

Programme

Programme refers to the approved curriculum offered and conducted by the University.

Course

A course is a subject that carries a unique code and a number of credit hour.

Semester

A semester is the study period within a year of study.

Programme by Coursework

A semester for the coursework programme is about four (4) months and normally starts in January, May and September.

Programme by Research

A semester for the research programme is about four (4) months and normally starts in January, May and September.

Modules

A module contains detail that include the course codes, credit hours, syllabus and the coursework involved.

Candidacy Period of Study

A student is allowed to register for courses by semester and must complete their studies within the subscribed candidacy period of study.

Curriculum

Curriculum comprises of courses and other activities that are compulsory for students as determined by the University.

Credit Hours

A credit hour is a weightage given to a course based on the number of hours per week of lectures, tutorials, research work or laboratory work.

Core Specialisation Courses

Core Specialisation Courses is a group of courses offered by the respective programme for their students to choose in the area of specialisation that they are interested to pursue at the end of their studies. The courses taken shall contribute to the overall programme structure.

Dissertation

A dissertation is a writing project for the purpose of assessment derived from literary readings, research using a methodology and sampling to obtain data that can answer all the hypothesis.

Transcript

A transcript is a complete record of a student's particulars and academic performance.

Supervisory

A lecturer acts as a facilitator when supervising students' project.

Lectures and Tutorials

- i. A lecture is an oral course presentation conducted by a lecturer.
- ii. A tutorial is an oral course presentation conducted by a tutor or lecturer to complement the lectures and to enhance the students' understanding of the subject matter.

Laboratory Work

Laboratory work is a practical approach to enable students to gain practical experience.

Student Research Attachment

Research attachment is a collaboration between the University and other universities or research institute. This collaboration provides the research opportunities for the students to enhance the research experience as well as create a linkage between two research bodies.

E-Learning/Open and Distance Learning (ODL)

E-Learning is an online learning method whereby students can access their course materials via the web.

Adjunct Lecturer/Professor

An adjunct lecturer/professor is an industrial expert appointed by the University to deliver lectures on topics related to the course content.

Examiner

An examiner is a lecturer or an appointed qualified person (internal/external) conducting academic assessment.

Invigilator

An invigilator is a qualified individual appointed by the University to invigilate a particular examination.

Principal Investigator (PI)

An individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement or public service project, contract, or other sponsored projects.

Grade

A grade is an assessment in a form of a letter signifying a student's performance in a particular course.

Grade Points

A grade point is the point given to a course based on the grade obtained multiplied by the credit hours allocated to it.

Grade Point Average (GPA)

A GPA obtained by a student at the end of a semester is calculated as follows:

$$\text{GPA} = \frac{\text{Total of Grade Points Scored in the Semester}}{\text{Total of Credit Hours Taken in the Same Semester}}$$

Cumulative Grade Point Average (CGPA)

A CGPA is the grade point average obtained by a student based on all courses he/she has completed to date. The calculation is based on the following formula:

$$\text{CGPA} = \frac{\text{Total of Grade Points Scored to Date}}{\text{Total of Credit Hours Taken to Date}}$$

Final Examination

Final Examination is a compulsory component to be given to students who have registered for non-project-based course(s). It is compulsory for students to attend the final examination, failing which; the students will be given an “F” grade.

Incomplete Grade

The “Incomplete” grade will be given to a student who is not able to sit for the final examination or to complete a course due to reasons accepted by the University.

Course Repeating

A student who fails or did not achieve the passing grade needs to re-register for the course and sit for the exam until he/she achieves the passing grade before graduation.

Course Re-sit

A student with an incomplete grade (with indicator “I”) will be given an opportunity to re-sit the final examination.

Viva Voce Examination

Viva voce is an oral examination where the postgraduate student presents and defends their research thesis to selected examiners that is comprised of internal examiner, external examiner and chairman.

Completion of Study

Student must fulfil all graduation requirements as specified by the programme and approved by the Senate for completion of study.

Graduate On-Time (GOT)

Graduate On-Time (GOT) is based on a fixed period which starts from date of admission until the date of Senate approval. The duration for Graduate On-Time (GOT) is based on the MyRA definition; PhD is 42 months and Master is 24 months.

Postgraduate Financial Assistance Committee (PGFAC)

PGFAC was established for the purpose to deliberate and approve financial assistance awarded to student sponsored by the university.

Intellectual Property (IP)

Include any invention, know-how, industrial design, layout design of integrated circuits, copyright and any other industrial or IP rights, registrable, registered or otherwise, and as defined by the respective laws of Malaysia applicable at the time of interpretation including future types of IP on related legislations.

Technology Exploitation & Delivery (TED)

The office established by UTP to specifically manage and monetise UTP’s IP.

Invention

An idea of an inventor which permits in practice the solution to a specific problem in the field of technology. The invention may be, or may relate to, a product or process.

Inventor

Means for a patentable invention, the Employee and Other Person acting on behalf of UTP who invented the Invention under patent law, generally a person who is the actual creator of the invention or who has made an intellectual contribution to the conception of the invention. The Inventor can be an individual or a group of individuals.

Other Person

UTP students, visitors and other person that acting on behalf of UTP.

Third party

Any person or entity other than UTP, Employee and Other Person that acting on behalf of UTP.

2.0 ACADEMIC ADMINISTRATION

2.1 Candidacy Period

The duration of candidacy for each programme is as shown in the table below:

| Level | Duration of Candidacy | | Graduate On Time (Full Time research only) |
|---|----------------------------------|-----------------------------------|---|
| | Full Time | Part Time | |
| PhD | Min: 36 months Max: 96 months | Min: 48 months Max: 120 months | 42 months |
| Master (By Research) | Min: 24 months Max: 48 months | Min: 36 months Max: 72 months | 24 months |
| Master (By Coursework) Conventional & ODL | Min: 12 months Max: 36 months | - | - |
| MBA in Energy Management (Coursework) Conventional & ODL | Min: 18 months Max: 36 months | - | - |

The candidacy period for research programme begins from the 1st semester registered until the submission of Soft Bound Thesis

Due to few factors, (i.e., deferment, change of mode, change of programme), the duration of candidacy may be changed. The scenarios are as follows:

| Deferment of Studies | |
|--|--|
| Deferment (Without Medical Certificate) Scenario 1: Student deferred (without medical certificate) for one (1) semester. | Deferment (With Medical Certificate) Scenario 2: Student deferred (with medical certificate) for one (1) semester. |
| Admission Date: 1 January 2024 PhD (Full Time) Duration: Eight (8) Years Candidacy Due Date (Original): 31 December 2031. Candidacy Due Date (New): 31 December 2031 (maintained). The intercalated semester will be counted as part of candidacy. | Admission Date: 1 January 2024 PhD (Full Time) Duration: Eight (8) Years Candidacy Due Date (Original): 31 December 2031. Candidacy Due Date (New): 30 June 2032. The intercalated semester will not be counted as part of candidacy |

| Change Mode of Studies | |
|--|---|
| Change Mode of Studies (Full-Time to Part-Time) | Change Mode of Studies (Part-Time to Full-Time) |
| Scenario 3: Student Change Mode from Full Time to Part Time. | Scenario 4: Student Change Mode from Part Time to Full Time. |
| Admission Date: 1 January 2024 PhD (Full Time) Duration: Eight (8) Years PhD (Part Time) Duration: Ten (10) Years Effective Semester for New Mode: Starting July 2026 semester. Candidacy Due Date (Original): 31 December 2031. Candidacy Due Date (New): 16 May 2033. Note: Calculation is based on ratio. Student has completed 2.5 years (29 months) on full-time mode, which is equivalent to approximately 3 years (37 months) of part-time mode. The remaining duration in part-time mode is 83 months (120 months – 37 months). 83 months starting from July 2026 semester will be ended in May 2033. The above calculation is a rough estimation to explain how the calculation works. The detailed calculations involved number of days to determine an exact date. | Admission Date: 1 January 2024 PhD (Part Time) Duration: Ten (10) Years PhD (Full Time) Duration: Eight (8) Years Effective Semester for New Mode: Starting July 2026 semester. Candidacy Due Date (Original): 31 December 2033. Candidacy Due Date (New): 30 June 2032. Note: Calculation is based on ratio. Student have completed 2.5 years (29 months) on part-time mode, which is equivalent to approximately 2 years (24 months) of full-time mode. The remaining duration in full-time is 72 months (96 months – 24 months). 72 months starting from July 2026 semester will be ended in June 2032. The above calculation is a rough estimation to explain how the calculation works. The detailed calculations involved number of days to determine an exact date. |

| Change of Programmes |
|---|
| The same mechanism applied in Scenario 3 & 4 (Change of Mode) will be applied for student who change their programme |

2.1.1 Extension of Candidacy

A student who requires more than the stipulated maximum period to complete his/her study may apply for an extension. Appeal for extension can be made to the Centre for Graduate Studies upon recommendation by respective Supervisor / Programme Manager or Department Chair before/on the candidacy ends. The appeal will be deliberated by the Graduate Studies Academic Committee. The University reserves its right to approve or reject any appeal for extension.

2.1.2 Visa application/renewal – International students only

All international students must have valid student visa until completion of study (subject to senate approval). Students must be physically available in Malaysia except for ODL programmes subject to change by the Malaysian Immigration Department. For detailed information, the students may refer to the guideline for International Student via this link <https://sway.office.com/b4hG0DsxokA2CQta>

2.2 Fee Matters and Policy

Students' tuition fees shall be the responsibility of the student themselves, whether funded by sponsorship body, under university financial assistantship scheme, etc. In the event that sponsors are not able to pay for the required fees, any outstanding amount shall be borne by the student. The fees amount will depend on the approved rate published by UTP and UTP reserves the right to revise the tuition fee as and when deemed appropriate.

- i. Students who have accepted to pursue for postgraduate studies in UTP are required to pay the stipulated fees upon registration.
- ii. It shall be a condition of registration that the student has made adequate arrangements for the payment of tuition fees and for maintenance during the period of study at the University.
- iii. Letter of sponsorship must be produced during registration.
- iv. Candidates are responsible to provide all the required information as may be necessary for the University to secure payment from the body concerned.
- v. Students who have no sponsors will be classified as self-supporting and will be responsible for the payment of their fees.
- vi. The rate of fees to be charged is determined by UTP from time to time.
- vii. The delays in the payments of fees, whether by students themselves or by a grant-awarding body or other sponsor, and where those students cannot show reasonable cause and give a satisfactory assurance as to payment, they may be excluded from further study in the University.

| Type of Fees | Remark |
|--|------------------------|
| Tuition Fee | Charged every semester |
| Semester Fee | Charged every semester |
| Research Methodology Fee | One time |
| Examination & Viva Voce Fee (Final Semester) | One time |

Note: Failure to comply with any of the above, a candidate may not be allowed to undertake any of the required process such as semester assessments, Research Proposal Defence (RPD), Research Completion Seminar (RCS) and viva voce examination, barred from pre-registration, sitting for examination, viewing results and restriction to any university's facilities including hostel, information resource Centre and IT facilities, whenever deemed appropriate.

2.3 Semester Registration

Students are required to register during the prescribed registration period and comply with the credit hour requirement/research structure. Students who fail to register after week five (5) may be placed under deregistered status (with indicator "DREG").

Students with outstanding dues (Financial or TA Hours) may not be allowed to register for the new semester. International students must have a valid visa for semester registration.

2.3.1 Course registration, Add/drop and Withdrawal

Course registration

Registration Modules for Postgraduate by Research Programmes:

| No | Module | Remarks |
|----|--|--|
| 1 | Research Methodology (RM) | Compulsory to enrol in first semester |
| 2 | Research Proposal Defence (RPD) | Compulsory to enrol in first semester |
| 3 | Research Progress | Compulsory to enrol in every semester after passing RPD |
| 4 | Research Completion Seminar (RCS) (<i>PhD candidate only</i>) | To enrol before submission of Notice of Thesis Submission |
| 5 | Active Enrolment Status (AES) | To enrol during waiting period for Viva voce or Senate approval |
| 6 | Viva voce | To enrol in the semester the viva voce is scheduled |
| 7 | Re-evaluation Thesis (Viva voce Category 4) | To register in the following semesters until completion of the re-evaluation process |

Students who have completed viva voce and obtained **category four (4)** are compulsory to register for Re-evaluation Thesis in the following semesters until completion of the re-evaluation process.

Adding/Dropping of Courses

Students are allowed to add/drop courses within the first two (2) weeks of semester registration.

Withdrawal from Courses

Students are allowed to withdraw from the courses latest by week eight (8). The course fee, however, shall not be refunded.

Withdrawal from Examination

Students who have registered for courses but are unable to sit for the examination due to unavoidable circumstances may apply for withdrawal from the examination, subject to recommendation from the Department Chair and approval by the Dean of Centre for Graduate Studies.

If the withdrawal is due to an illness or injury, the student must submit a medical certificate, or a letter certified by UTP's panel doctor. Upon approval, the student will be given an "INCOMPLETE" status, and the student is required to repeat that particular course when it is next offered.

Withdrawal from UTP

A student who requests to withdraw from UTP is required to submit the completed Clearance Form via Unified Customer Services (UCS). For detailed information, the students may refer to the guideline via this link [KA-01252](#).

2.3.2 Late Registration

Students who fail to register on the prescribed date must apply in writing to the Registration & Examination Department of Registry before week five (5) subject to the following consequences:

- i. Late registration penalty will be imposed,
- ii. Allowance for GRA and GA recipients will be suspended,
- iii. Will not be allowed to undertake assessment (RPD, Research Progress, RCS, Viva voce),
- iv. Visa cancellation for international students.

2.4 Credit Transfer

2.4.1 Credit Transfer Eligibility

A student who wants to apply for credit transfer, either with or without grades, must fulfil the following minimum requirement:

- i. Obtained a minimum grade of C/60% or equivalent for the course in which credit transfer is applied for.
- ii. The credit transfer must be for the same credit as the course credits of the programme being transferred into.
- iii. The credit transfer must be based on subject or course mapping with at least 80% match in content and equivalent course outcomes.
- iv. The programme from which the course credits are transferred from are accredited or approved in the country of origin.

2.4.2 Credit Transfer with Grade

i. **Integrated Programme between Bachelor to Master Study Level**

Vertical credit transfer is allowed by Malaysian Qualification Agency (MQA) to consider through integrated programs MQF 6 (bachelor's degree) and MQF 7 (master's degree) which allow postgraduate students to complete a degree within a shorter time.

ii. **Horizontal Credit Transfer**

Based on the guideline provided by MQA, if the student continues at the same university, there are no limit on horizontal credit transfer (change programme within the same academic level).

2.4.2 Credit Transfer without Grade

i. **Research Methodology**

Research Methodology, Business Research Methodology and Research Method IT is allowed for credit transfer without grade.

ii. **Horizontal Credit Transfer**

If student continues from other institution, MQA allows up to 30% credit transfer without grade for the receiving programme.

iii. **Exemption from Annual Postgraduate Conference (APC).**

Please refer 5.2.2

2.4.3 Charges for Credit Transfer

Student is not charge for the first credit transfer with grade, or credit transfer without grade request but a processing fee of RM100 will be charged for the second application onwards. Student who wants to request for credit transfer with grade, or credit transfer without grade must not register for the equivalent course in UTP as for once registered, exemption status will not be granted.

2.5 Deferment of studies

2.5.1 Deferment with medical reason

A student who wishes to apply for a deferment with medical reason must satisfy the following requirements:

- i. Deferment with medical reason is only applicable on medical grounds.
- ii. Deferment with medical reason may be given only for 1 semester in one approval.
- iii. Deferment with medical reason will not be considered as part of the period of study.
- iv. All applications for deferment must be made via UCampus and subject to approval by Registrar.
- v. University may only allow international students to defer their studies for two (2) times/semester only during the maximum period of study allowed by MoHE for health/medical reasons only (such as chronic illness/mental illness/childbirth/accident).
- vi. International students who are allowed to defer due to the factors mentioned in paragraph 2.4.1 (v) above do not need to shorten their student pass and are allowed to stay in Malaysia as long as the student pass is still valid.
- vii. All successful applicants for deferment are exempted from paying the necessary fees and the length of absence is not considered as part of the period of study.
- viii. Applicant must obtain the deferment official letter from the UTP Registry before leaving the University.
- ix. A student who deferred his/her study must return and register back to the University as stated in the deferment letter issued by the Registry. The university reserve the right to terminate the student's candidacy for failing to re-register again as specified in the letter.
- x. Applications that do not receive status (approved/reject) within 30 days from the date of application are considered unsuccessful. Application without endorsement will be considered incomplete and will be rejected.

2.5.2 Deferment without medical reason

A student who wishes to apply for a deferment without medical reason must satisfy the following requirements:

- i. Deferment without medical reason is applicable for any valid reasons other than medical reason.
- ii. Deferment without medical reason may be given only for 1 semester in one approval.
- iii. Deferment without medical reason must be made via UCampus and subject to approval by Registrar.
- iv. The application ONLY can be submitted before a new semester begins or before the end of registration period. Any application submitted after the registration period; full semester fees may be charged.
- v. Application to defer (without medical reason) during their last semester is not allowed.
- vi. The maximum duration for deferment is two (2) semesters for the entire duration of study, subject to the approval of UTP Registrar.
- vii. Deferment without medical reason will be considered as part of the period of study.
- viii. International students are required to shorten their current student pass and return to their home country during deferment period. Any cost incurred for the deferred semester

shall be borne by the student in the event that approval happened after the semester commence or add/drop periods ends, i.e. tuition fees and etc.

- ix. Applicant must obtain the deferment official letter from the UTP Registry before leaving the University.
- x. A student who deferred his/her study must return and register back to the University as stated in the deferment letter issued by the Registry. The university reserve the right to terminate the student's candidacy for failing to re-register again as specified in the letter.
- xi. Applications that do not receive status (approved/reject) within 30 days from the date of application are considered unsuccessful. Application without endorsement will be considered incomplete and will be rejected.

2.6 Change of study mode

Change of study mode is valid for research programme only with the following criteria;

- i. Full time to part time or vice versa
- ii. Self-sponsored only. (For sponsored student by UTP/grant or any agencies, approval from the scholarship provider shall be obtained before student request through UCampus. For student under GA, approval from PGFAC is required).
- iii. International students are not allowed to study in part time mode unless the student has a valid Malaysian employment pass.
- iv. It is compulsory for international student to upload valid Malaysia working permit and study plan (Gantt Chart).
- v. Students may apply for a change of study mode via UCampus subject to approval from the Registrar, UTP.
- vi. The application ONLY can be submitted before a new semester begins or before the end of registration period. Any application submitted after the registration period, the new programme mode will be effective in the following academic semester and old semester fees will be charged.
- vii. University may only allow international students who have completed one (1) semester of study to change institutions or change programme. The change of programme is subject to the entrance qualification of the study course that has been set.
- viii. International students are only allowed to change institutions or programme only one (1) time in the same level of study in the first year of study.
- ix. Applicant must obtain the official letter from the UTP Registry on the changes before continuing study in the new programme mode.
- x. Applications that do not receive status (approved/reject) within 30 days from the date of application are considered unsuccessful. Application without endorsement will be considered incomplete and will be rejected.

2.7 Change of programme

Student may apply change of programme via UCampus. Change of programme will be endorsed by Dean of CGS subject to availability and approval from the Registrar and the sponsor (if any). A student who wishes to apply for change programme must satisfy the following requirements:

- i. The application ONLY can be submitted before a new semester begins or before the end of registration period. Any application submitted after the registration period, the new programme will be effective in the following academic semester and old semester fees will be charged.
- ii. Student not allowed to change programme during their last semester.

- iii. Student only will be allowed to change programme by maximum of one (1) time only, subject to the approval of UTP Registrar.
- iv. Applications of change programme must obtain endorsement by supervisor/programme manager, Chair of Department and approval from UTP Registrar.
- v. Applicant must obtain the official letter from the UTP Registry on the changes before continuing study in the new programme.
- vi. For International student, you must apply new student visa upon approval of change of new programme. Please liaise with International Student Visa Office (ISVO) with regard to your visa matter.
- vii. International students are only allowed to change institutions or programme only one (1) time in the same level of study in the first year of study.
- viii. University may only allow international students who have completed one (1) semester of study to change institutions or change programme. The change of programme is subject to the entrance qualification of the study course that has been set.
- ix. Upon the approval for change of programme, students need to apply for credit transfer if applicable.
- x. The requirements set by the Ministry of Higher Education (MOHE) as shown below:
 - a. The student must complete at least one semester before applying for a programme change.
 - b. The programme change must occur within 18 months from the start of their studies.

2.8 Upgrading of Master to PhD

2.8.1 Eligibility

A Master's candidate may apply for an upgrade to PhD within their first year of candidature. The supervisor may recommend upgrading a master student to PhD level based on the following criteria:

- i. Obtained a minimum CGPA of 3.30 in bachelor's degree.
- ii. Application must be WITHIN 12 months of Master candidature.
- iii. Passed Research Proposal Defence (RPD) for Master's degree.
- iv. Accepted article in indexed journals (*Scopus* or *Web of Science*).
- v. Presented and defended PhD proposal with rigorous assessment by panel of assessors.
- vi. Approved by University Examination Committee (UEC).

2.8.2 Application Process

The followings are the processes involved for an upgrading level of study.

- i. A Master's candidate applies for upgrading level of study from Master to PhD at CGS office.
- ii. The supervisor recommends an upgrade to the Department's Chair.
- iii. If recommended by the Department Chair, the Department Chair shall propose an independent evaluation panel for the purpose of examination/evaluation for the endorsement of the Dean of Centre for Graduate Studies.
- iv. The student prepares a submission containing an overview of the completed work and the proposed PhD research proposal.
- v. The RPD for PhD should be conducted upon receiving approval from Dean of Centre for Graduate Studies.
- vi. The recommendation for the upgrade of level of study is subjected to the approval of the UTP University Examination Committee.
- vii. CGS shall inform the student on the result of the application for upgrading from MSc to PhD upon approval by the UEC.

- viii. International students must apply for a new student visa after the upgrading is approved. Students should contact the International Student Visa Office (ISVO) for visa matters.

2.8.3 Members of Assessors for the Upgrading Panel

The upgrading panel of Assessors shall consist of a minimum of three (3) panel members consisting of the chairman (Dean of CGS), one (1) expert within the department and one (1) expert in related field from another department. Members of the panel must have a minimum PhD qualification with academic standing of an Associate Professor and above.

2.8.4 Written Submission

The candidate shall submit PhD research proposal to justify the upgrade to Centre for Graduate Studies. A copy of PhD research proposal shall be submitted together with the upgrading application Form (UTP/CGS/050) to the Centre for Graduate Studies.

2.8.5 Proposal Evaluation

The date for evaluation by the panel of assessors shall be conducted within one (1) month upon completing submission of the application to Centre for Graduate Studies.

2.8.6 Oral Presentation

During the evaluation process, the student will be given twenty (20) minutes of oral presentation to the upgrading panel of assessors followed by proposal defence. The oral presentation should explore the research undertaken to date and the anticipated future directions of the PhD research work.

2.8.7 Overall Evaluation

The Chairman of the Upgrading Committee shall verify in writing in the assessment form that the candidate:

- i. has in-depth and broad knowledge of research and theories pertaining to issues that are fundamental to the field of study.
- ii. has conducted comprehensive, in depth and critically analysed literature review suitable for PhD level research.
- iii. has formulated the problem and research hypothesis with clear objective and sound methodology.
- iv. has demonstrated novelty in research with publishable results.
- v. has presented feasible research plan within the candidacy period.

2.8.8 Approval

The upgrading result is subject to approval by UEC.

3.0 ACADEMIC GRADUATION

3.1 List of Graduation Requirements

| By Research | | By Coursework |
|---|--|---|
| Master | PhD | |
| <ul style="list-style-type: none"> i. Pass Research Methodology Course. ii. Publication: One (1) article accepted in journals indexed by <i>Scopus</i> or <i>Web of Science (WoS)</i> iii. Pass viva voce. iv. Submit final hardbound thesis. v. Approval by Senate. | <ul style="list-style-type: none"> i. Pass Research Methodology Course. ii. Publications: <ul style="list-style-type: none"> • One (1) article accepted/published in Q1/Q2 journal indexed by <i>Web of Science (WoS)</i> OR; <ul style="list-style-type: none"> • Two (2) articles accepted/published in journals indexed by (WoS)/ERA or Scopus. iii. Pass viva voce. iv. Submit final hardbound thesis. v. Approval by Senate. | <ul style="list-style-type: none"> i. Pass with minimum of B grade Research Methodology Course. ii. Completed all the required credit hours iii. Obtain CGPA 3.00 and above iv. Minimum grade allowed is D for all modules, provide that (i), (iii) and (v) are met. v. Pass with minimum of B grade for the dissertation/industrial-based project/Capstone Project. vi. Approval by Senate |

3.2 Student Clearance

A student who has been approved for graduation is required to submit the completed Clearance Form via Unified Customer Services (UCS) upon receiving notification from Registration & Examination Department. For detailed information, the students may refer to the guideline via this link [KA-01252](#).

Note: International students are required to obtain Check Out Memo from International Student Management Unit, Registry on immigration matters within one (1) month after completion of study or before leaving Malaysia as per requirement from the Malaysian Immigration Department.

3.3 Final transcript and degree

The University reserves the right to withhold a student's final transcript or degree if the student;

- i. Does not submit the duly completed Clearance Form to the Registrar Office before leaving the university after completing their studies;
- ii. Has any outstanding fees to be paid to the University;
- iii. Does not comply with any other conditions imposed by the University.

3.4 Intellectual Property (IP)

3.4.1 General Statement

UTP asserts and claims all rights, titles or interest to any IP created by Employees, Students and Other Person which was generated, created or developed using facilities, materials, funds or other resources provided or obtained by or through UTP.

Regardless of ownership of the IP, UTP shall have access to all data generated using UTP resources and will retain the original raw data when the Employee, Students or Other Person leaves

Students of UTP

Except as otherwise agreed in writing or stated in this IP Framework, UTP asserts and claims the right, title and/or interest to all IP created by Students herein:

- i. The IP was generated, created and developed by the student in the course of their studies or research;
- ii. Generation of the IP has required use or support of Employee, facilities, materials, funds or other resources provided or obtained by or through UTP;
- iii. Generation of the IP has resulted from the use of pre-existing IP owned by UTP;
- iv. The student is a joint owner of an IP which was created and developed with a third party in the course of their studies or research; and/or
- v. Generation of the IP in the course of and as a result of employment with UTP;

Where UTP owns IP created by Students, UTP shall ensure that such ownership does not interfere with the assessment of the Student's academic performance or grant or award. UTP reserves the right to place such restrictions or rules on the disclosure, dissemination or other dealings with respect to any work containing such IP for such period as may appropriate for the purposes of IP protection.

Mode of IP creation

The type of activity which is likely to create IP includes the following activities but not limited to:

- i. research and development (R&D);
- ii. study, testing and analysis;
- iii. customisation of equipment, tools or software;
- iv. development of prototype or proof of concept;
- v. product or process validation, certification and endorsement;
- vi. conducting pilot trials;
- vii. process or system development and optimisation;
- viii. discovery of new material or process or new application of known material and;
- ix. any other activity which produces a new or improved product or process or enhances one's knowledge in a product or process.

Invention and Protection

An Employee and Other Person acting on behalf of UTP is entitled to be named the inventor of the IP if he or she is the creator of the invention or who has made an intellectual contribution to the conception of the invention.

There can be more than one inventor for any IP.

An invention will qualify for protection if it meets the requirement under the IP legislation. An IP protection application can be initiated as soon as the development of the invention is completed or the proof of concept for the invention is completed (whichever is the earlier).

Any UTP inventor who has developed or involved in the development of any invention shall keep details of the invention confidential and not make public disclosure of the information.

Student's Academic Thesis, Dissertation and Term Paper

For any thesis, dissertation or term paper that contains information on a protectable invention:

- i. The student's supervisor shall inform the Department Chair concerned in writing.
- ii. The Department Chair shall thereafter submit an Invention Disclosure Form to TED and Dean, Centre for Graduate Studies of such invention.
- iii. The Dean, Centre for Graduate Studies will then ensure that;

- a. the examiners of the thesis, dissertation or term paper enter into a Non-Disclosure Agreement (NDA) with UTP.
- b. the thesis, dissertation or term paper shall be withheld from being placed and catalogued in the library.
- c. Should the TED decide to proceed with IP protection and pursue commercialisation, the thesis, dissertation or term paper will be withheld until such time the patent application is filed. Once the TED informs the Dean, Centre for Graduate Studies that an IP has been filed, the Dean, Centre for Graduate Studies can proceed to release the thesis, dissertation or term paper.
- d. However, in the event that the TED decides not to pursue IP protection and commercialisation, TED shall inform the Dean, Centre for Graduate Studies of such decision. The Dean, Centre for Graduate Studies shall then release the thesis, dissertation or term paper.

Disclaimer

This section in this handbook is intended to serve as a basic guideline for IP and by no means exhaustive. Therefore, PG students and their respective Supervisors shall refer to the latest UTP Intellectual Property Framework and shall reach Technology Exploitation & Delivery (TED) for further advice and action.

4.0 ACADEMIC PERFORMANCE

4.1 Satisfactory performance

A student's performance is considered satisfactory if he/she obtains 65% marks and above for Postgraduate by Research programme or a GPA and CGPA of 3.00 and above for Master by Coursework programme. If a student's result is unsatisfactory, he/she will be placed on probation or dismissed from UTP.

4.2 Academic Probation

A student may be placed under Academic Probation if he/she falls under these categories.

| Research | Coursework |
|---|---|
| <ol style="list-style-type: none">1. Failed Research Methodology.2. Failed Research Proposal Defense (RPD).3. Obtained Research Progress/APC marks 64.9% and below any semester.4. Obtained "Category 4" in viva voce. | <ol style="list-style-type: none">1. Failed Research Methodology.2. Obtained a GPA or CGPA of 2.99 and below for any semester. The student will only be allowed to register for a maximum of eleven (11) credit hours granted by the Department's Chair. |

4.3 Academic Dismissal

A student will be dismissed under the following conditions:

| <ol style="list-style-type: none">1. Failed to complete the semester registration within the registration period.2. Failed Research Methodology for two (2) consecutive semesters.3. Exceeded the maximum duration of candidacy. (Refer 2.1) | |
|---|--|
| Research | Coursework |
| <ol style="list-style-type: none">1. Failed to complete the Research Proposal Defense (RPD) within stipulated time.2. Obtained Research Proposal Defense (RPD) unsatisfactory results (64.99% and below) on the second attempt.3. Placed under Academic Probation for two (2) consecutive semesters.4. Obtained "Category 4" in viva voce re-evaluation.5. Obtained "Category 5" in viva voce.6. Failed to submit final hardbound thesis within stipulated time. | <ol style="list-style-type: none">1. Obtained GPA or CGPA 2.99 and below in two (2) consecutive semesters.2. Placed under Academic Probation for two (2) consecutive semesters.3. Obtained GPA or CGPA below 2.50. |

All decision on academic dismissal is at the discretion of the University Examination Committee (UEC) & Senate.

4.4 Appeal for reinstatement / re-admission

- i. An appeal for reinstatement/re-admission is an application by a student who has been placed under academic dismissal status to continue his/her studies in the University.
- ii. The Academic Appeal Committee shall decide to reject or to grant for reinstatement or re-admission. Reinstatement refers to the decision to continue studies in the same programme whereas re-admission refers to the decision to continue studies in another programme.
- iii. Students under academic dismissal may appeal for reinstatement. The student is required to submit an appeal in writing to the Registry within one (1) week after the examination results are announced.

4.5 Appeal for incomplete/replacement courses

- i. For incomplete courses, student or department can apply by email through Registration and Examination Department (REX) subject to University Examination Committee (UEC) approval.
- ii. For replacement courses, student can appeal by email through Examination Department (REX) subject to approval by University Examination Committee (UEC).

4.6 Attendance & Study hours

Master by Coursework - myTIMETABLE

The minimum attendance requirement is eighty percent (80%) for each course. Students who fail to fulfil this requirement may be barred from sitting for the final examination.

Master & PhD by Research - UTrace

Student is required to clock-in and clock-out daily on working days using university's online attendance system.

The attendance requirement is compulsory for all FULL-TIME students. Students who fail to fulfil the attendance requirement may lead to GA/GRA allowance being suspended and barred from registration.

For International students who fail to fulfil the attendance requirement, application for student visa renewal may not be supported. The minimum attendance requirement is eighty percent (80%) for each programme.

4.7 Annual leave (by Research Full Time only)

PG by Research Full Time students is entitled up to a maximum 14 days of annual leave. All leave requests must be submitted via UCampus for Department Chair approval.

| Semester | No of Annual Leave |
|----------|--------------------|
| Jan | 5 Days |
| May | 4 Days |
| Sept | 5 Days |

Note: Unused leave cannot be carried over to the following year.

5.0 PG SUPERVISION, PROGRESS MONITORING & ASSESSMENT (By Research)

5.1 PG Supervision

5.1.1 Appointment of Supervisor

All postgraduate students by research mode are required to have a main supervisor and co-supervisor(s) to supervise on research activities.

5.1.2 Application for Co-Supervisor/Field Supervisor

For internal Co-supervisor

Students requiring internal Co-supervisor must submit application via UCampus, subject to approval by Dean CGS.

For external Co-supervisor/Field Supervisor

Students must submit application to CGS by email and subject to approval by Dean CGS.

5.1.2 Application for Change of Supervisor

Students who require change of supervisor must submit application via UCampus, subject to approval by Department Chair.

For student under GA, student shall communicate with supervisor regarding change of supervisor application and ensure the request change of supervisor is approved at PGFAC. Once approved, supervisor should communicate with student and provide memo or relevant evidence of approval before submitting with application via UCampus for processing by CGS.

5.1.1 Roles and Responsibility Supervisors and Students

Introduction

The methods used in supervising a postgraduate student may range from one which sees students as apprentices who require close supervision on a continuous basis, to one which sees students as essentially independent researchers who only require periodic guidance. Students normally will become more independent over the period of the research program. However, agreement and regular exchange on research work is important for supervisor and their postgraduate students to maximize the benefits of their undertaking and to minimize misunderstandings.

It is important for supervisor to assume the leadership role in the overall relationship with postgraduate students. It is also paramount for students to understand that they have a shared responsibility in maintaining open channels of communication and finding out for them self what may be required to their success, and act accordingly. Having good wisdom of open and timely communication between supervisors and students is crucial in creating good working relationships. The understanding between student and supervisor role and responsibility, will create good working relationships across the University as a whole.

Establishing Student-Supervisor Relationship

It is a requirement that all students by research programme must have a supervisor while doing research work and preparing for their thesis. Students are advised to study in the field of specialization of the respective department to ensure that expertise exists within the department for their own areas of academic interest.

Sometimes, there will be unforeseen cases when it may be difficult or impossible for a student to have a supervisor on the research topic they are engaged in especially if the supervisor decides to leave the university permanently, or the student themselves decides to change the research topic or wish to

change the supervisor. In such cases, students, department and the Dean, Centre for Graduate Studies must work together to do what they can to ensure continuous supervision for students.

Expectations on Students

Intellectual Scope

A student undertaking a master's degree by thesis must demonstrate that he/ she is competent in research design and able to execute a substantial piece of research. For PhD, the student must be able to make a significant contribution of a scholarly nature which is recognized as such by peers in the discipline in general.

Originality of Research Work

Both PhD and Master thesis are expected to be of original contributions within the discipline concerned.

Student's Roles and Responsibilities

The followings are some of the roles and responsibilities of a postgraduate student:

- i. Student should inform themselves concerning any policies, processes, procedures, rules & regulations and standards as prescribed by the CGS, faculty, department and University.
- ii. Student is responsible for presenting in symposium and submitting research progress work and meeting contractual obligations in a timely fashion and for maintaining regular contact and meeting with supervisors.
- iii. Student shall maintain and record their research progress in their research logbook and submit the logbook for their supervisor's verification and validation on the research work data, finding and progress during their consultation/meetings with their supervisors.
- iv. Should student have a reasonable ground for changing supervisor, they should submit a request using the prescribe form that is available at the CGS. The student must also state the reason/s for the changing of supervisor.
- v. Student is responsible to act in a manner which conforms to basic principles of natural justice, academic integrity and professionalism and to manage in conflict situations which may arise in the relationship with their supervisors.
- vi. Student should also show initiative and diligence in his/her studies and must be aware of opportunities to meet other researchers in the field, attend seminars, meetings and conferences as required.
- vii. Student should also take the initiative in raising problems or difficulties and share responsibility for seeking solutions from the supervisor.
- viii. Student shall adopt at all times, safe working practices relevant to the field of research and adhere to the ethical practices appropriate to the discipline.
- ix. Student under the Graduate Assistantship Scheme (GA)/Graduate Research Assistantship Scheme (GRA) are required to undertake a number of academic duties involving tutorials or weekly laboratory demonstrations. The respective Department Chair may require the student to perform other additional academic duties under this scheme.
- x. Student should submit thesis, or draft publication materials, based on research work, to supervisors before submission for publication or viva voce examination.
- xi. Student should prepare the thesis for examination, including arranging for typing, proofreading and binding, and where appropriate consulting the Supervisor regarding matters of style and presentation.
- xii. Student should arrange for the thesis copies to be sent to CGS on time as per agreed schedule.
- xiii. Student should take appropriate action based on comments on the evaluation reports of the examiners.

- xiv. Student should adhere to all notices and directives pertaining to the research work given by the Supervisor, Faculty, department or CGS.

Supervisor's roles and responsibilities:

- i. Supervisor shall oversee the research undertakings of their postgraduate student in a manner prescribed by CGS and respective departments.
- ii. Supervisor and student should ensure mutual agreement on their expectations and supervisor should discuss with the student on the general nature of their working relationship early in the developmental stages of their collaboration.
- iii. Supervisor should be available to students on a reasonable basis for consultation and discussion of research progress and issues related to research work. During these meetings, supervisor is required to verify the student's logbook to validate the data/ findings acquired on the research conducted.
- iv. Supervisor is expected to provide technical assistance, advice and guidance on the nature of research, the choice of the research topic, the planning of the research programme, and the research outcome.
- v. Supervisor should provide timely comments on written material submitted by their students, and this would include comments on the advisability of submitting thesis for examination.
- vi. Supervisor shall submit their students' Research Progress Report/ Symposium under his/her supervision to the relevant office as and when required or as per prescribed schedule by CGS.
- vii. Supervisor should make appropriate arrangements for students when they go on sabbatical leave or are on extended absence.
- viii. Supervisor with students receiving financial assistance such as Graduate Assistantship (GA), Graduate Research Assistant (GRA) etc. should make clear on the terms and condition on the financial assistance received from the beginning of the student's tenure at the university.
- ix. Supervisor should play an active role in seeking to ensure the availability of basic resources required for the student's research work and progress.
- x. Supervisor must advise students on their obligation to adhere to the existing copyright law or contract in writing and conducting their research work.
- xi. If a supervisor withdraws from supervising a student, this should be made in writing to the Dean of CGS and to the student.
- xii. The supervisor has the responsibility to act in a manner which conforms to basic principles of natural justice, academic integrity and professionalism and to act in a similar way in any situation which may arise in the relationship with the student.
- xiii. Supervisor should recommend candidates for the external and internal examiner(s) for endorsement from University Academic Committee (UAC).

5.2 Progress Monitoring

All postgraduate students by research mode shall be evaluated on their research progress every semester i.e. January, May and September semesters. The research progress assessment is to ensure that all graduate students by research mode progress is meeting their agreed research milestone with their supervisors and within their period of candidacy.

The five (5) monitoring levels implemented to candidates are as follows:

- i. Research Methodology**

Candidates by research mode are required to attend the Research Methodology class and pass the course. Research Methodology course is a national requirement set by the

Malaysian Qualification Agency (MQA) and part of graduation requirement. It is also a pre-requisite for Research Proposal Defence (RPD).

ii. Research Proposal Defence (RPD)

Candidates by research mode must satisfy a panel of examiners before being allowed to proceed with their research work. Candidates must complete their RPD within a given time period.

iii. Annual Postgraduate Conference (APC)

UTP has implemented the APC assessment format for all postgraduate candidates by research mode as its annually assessment. Student will be assessed every May semester on their progress report, online submission of paper and oral presentation (symposium) annually.

iv. Research Progress

UTP has implemented the Research Progress assessment format for all postgraduate candidates by research mode as its semester assessment. Student will be assessed every January and September semester on their progress report by the respective supervisor.

v. Research Completion Seminar (RCS) – PhD only

A PhD candidate must undergo RCS before being allowed to submit their Final Draft Thesis for Viva Voce examination. This is to ensure the quality of the thesis to be submitted and to guide candidates before the actual Viva Voce examination.

5.2.1 Research Methodology (RM)

Please refer to Postgraduate Student Handbook THE CURRICULUM 1.1

5.2.2 Research Proposal Defence (RPD)

Research Proposal Defence (RPD) is a written description of a proposed scientific research to be conducted within the period of a candidate's graduate study. All candidates are required to undertake the RPD within the allocated time given. Candidates are required to present the RPD to a panel of examiners appointed by respective departments. Candidates who are unsuccessful in their RPD are given another opportunity to re-submit their RPD within the allocated time after their first attempt of RPD. Failing this, they may face termination of candidature. However, student must first attend and pass Research Methodology course before undergo Research Proposal Defence (RPD).

RPD Submission

All candidates are required to submit one (1) copy of the RPD report using the form "Submission for RPD/RCS – <https://forms.office.com/r/ZeAcqsmnJ8> via online within the allocated deadline. The RPD must be endorsed by the candidate's main supervisor prior to submission. Student will distribute the submitted RPD report to the nominated Panel of Evaluators two (2) weeks prior to the date of the RPD session.

RPD Deadline – Effective January 2025

Candidate under the research programme mode must undertake the RPD within the stipulated period given below. All candidates will be allowed a maximum of TWO (2) attempts to deliver a successful RPD. Failure to resubmit or unsuccessful RPD within the given period may cause termination of candidature.

Full Time Students:**i. Master Programmes**

All master's candidates are required to successfully complete their first RPD within the first semester of registration or eight (8) months from the date of registration. The unsuccessful candidate in the first RPD may re-submit for the second RPD within three (3) months from date of the first RPD. The panel can only be changed under specific circumstances (e.g., transfer, retirement), with written approval from the Department Chair.

ii. PhD Programmes

All PhD candidates are required to successfully complete their first RPD within eight (8) months from the date of registration. Candidates who are unsuccessful in their first RPD may re-submit for the second RPD within six (6) months from the date of first RPD. The panel can only be changed under specific circumstances (e.g., transfer, retirement), with written approval from the Department Chair.

Part Time Students:**i. Master Programmes**

All master's candidates are required to successfully complete their first RPD within the first semester of registration or twelve (12) months from the date of registration. Candidates who are unsuccessful in the first RPD may re-submit for the second RPD within six (6) months from the date of first RPD. The panel can only be changed under specific circumstances (e.g., transfer, retirement), with written approval from the Department Chair.

ii. PhD Programmes

PhD candidates are required to successfully complete their first RPD within twelve (12) months from the date of registration. Candidates who are unsuccessful in their RPD may re-submit for the second RPD within twelve (12) months from the date of first RPD. The panel can only be changed under specific circumstances (e.g., transfer, retirement), with written approval from the Department Chair.

RPD Assessment Session

The RPD assessment session will be notified to the student by respective departments. However, the student must also confirm with the department on the schedule for his/her RPD assessment session.

Panel of Examiners

The Panel of Examiners shall be nominated by the Department Chair. The members are selected from related field of the proposed research work.

i. Master Programmes

The RPD examiners consist of a minimum of three (3) members consisting of the chairman, supervisor and one (1) examiner from the department.

ii. PhD Programmes

The RPD examiners consist of a minimum of four (4) members consisting of the chairman, the main supervisor, one (1) Internal Examiner from the department and one (1) External Examiner from other clusters/departments.

5.2.3 Research Progress and Annual Postgraduate Conference (APC)

Beginning Academic Year of 2025, students by research mode (Full-Time and Part-Time) are to be assessed via Research Progress that will be conducted in January and September semester. Meanwhile for May semester they will be assessed on Annual Postgraduate Conference (APC). Please refer to the Academic Calendar in UTP website for Postgraduate by research mode.

The APC will enable postgraduate students to gain experience in presenting their research work in a formal conference environment. The assessment of postgraduate students by research mode will be held in conference style.

All postgraduate students are to submit their semester progress report through the prescribed online system and conduct oral presentation during the conference.

Tentative activities of Annual Postgraduate Conference (APC):

- i. Semester Registration
- ii. 1st Notification and Invitation for Online Submission of Symposium Paper
- iii. Online System Open for Paper Submission
- iv. 2nd Notification and Invitation for Online Submission of Symposium Paper
- v. Closing of Online System for Submission of Paper
- vi. Reviewing Submitted Paper by Respective Department
- vii. Annual Postgraduate Conference

Marking System and Assessment Grading

Marking System for APC – May Semester

| No | Components | Percentage (%) |
|----|--------------------------------|----------------|
| 1 | Paper Review | 20 |
| 2 | Presentation | 20 |
| 3 | Progress marks from supervisor | 60 |
| | Total | 100 |

Marking System for Research Progress – January and September

| No | Components | Percentage (%) |
|----|--------------------------------|----------------|
| 1 | Paper Review | 50 |
| 2 | Progress marks from supervisor | 50 |
| | Total | 100 |

Assessment Grading

Based on the performance, a student is considered to be in any one of the academics standing as described below:

| Score Range | Grade | Overall Grade |
|-------------|-------|---------------|
| 85 – 100 | A | Pass |
| 80 – 84.9 | A- | Pass |
| 75 – 79.9 | B+ | Pass |
| 65 – 74.9 | B | Pass |
| 55 – 64.9 | C+ | Fail |
| 50 – 54.9 | C | Fail |
| 45 – 49.9 | D+ | Fail |
| 40 – 44.9 | D | Fail |
| 0 – 39.9 | F | Fail |

Assessment Standing

Based on the performance, a student is considered to be in any one of the academics standing as described below:

| Academic Status | Description |
|-----------------|---|
| Pass | Student who obtains 65% and above |
| Probation | Student who obtains below 65% Failure to upload conference paper Failure to conduct the oral presentation |
| Dismissal | Fail in two (2) consecutive semesters |

Exemption from APC

A PG student under the following academic progress may appeal for exemption from the Semester Assessment by filling the online form of Semester Assessment Exemption Form and submit the duly completed form to respective academic department. The following are steps for the appeal:

- i. Set and pass the research completion seminar before the online paper submission deadline,
- ii. Submit the Final Draft Thesis for Viva Voce before the online paper submission deadline,
- iii. Set and complete the viva voce before the online paper submission deadline.

All PG candidates by research mode (Full-Time and Part-Time) must submit their online paper submission, progress report and conduct oral presentation during the APC every May semester.

No exemption will be given to candidate who is in the process of writing their thesis.

New intake is exempted by default.

Submission of Online Paper

Student must submit a full paper indicating the topic, theoretical framework, research questions or hypotheses, methods, results and conclusions. The full paper should not exceed six (6) pages. Student must provide full contact information including name, email, postal addresses, telephone number and academic affiliation for each author. The format for the full paper can be accessed from the IEEE website: http://www.ieee.org/conference_events/conferences/publishing/templates.html

The online system will be opened for submission (please refer to the APC schedule) ONLY to submit paper based on the respective program. The instruction on how to submit your paper will be given via email.

Failing to submit within the given time, student may be given the “F” Grade for the semester assessment which may put student under “Academic Probation” or “Academic Dismissal” status.

Student must secure the endorsement from supervisor before submitting the paper to the system and register their names as co-author. Please be advised that the online system will only allow active and registered students to upload their papers. Those who did not register will not be given access to the system and will not be able to submit the paper and may be given the “Academic Probation” status due to no assessment. Obtaining the “Academic Probation” status may affect many things including the GA/GRA allowance, visa renewal and dismissal.

5.2.4 Research Completion Seminar (RCS) – PhD Only

Research Completion Seminar (RCS) is a process of evaluation on a PhD student's written report/dissertation which describes the research conducted within the period of PhD candidacy graduate study. PhD candidates are required to undertake RCS assessment before being allowed to submit their final draft thesis and sit for viva voce examination. Candidates are required to present RCS to a Panel of Examiners appointed by Dean of Centre for Graduate Studies. Candidates who are successful in their RCS may submit the form via UCampus (Refer Notice of Thesis Submission Form) for submission of the final draft thesis for viva voce examination. Candidates who are unsuccessful in their first RCS must re-sit for a second RCS within the allocated time.

RCS Submission

All candidates are required to submit RCS report using the form "Submission for RPD/RCS – UTP/CGS/007" via online. The RCS report will be provided to the Panel of Examiners two (2) weeks prior to the date of the RCS session. <https://forms.office.com/r/ZeAcqsmnJ8>

RCS Assessment Session

The notice for RCS assessment session will be sent to the student by Centre for Graduate Studies. However, the student must also confirm with Centre for Graduate Studies on the schedule for his/her RPD assessment session.

RCS Written Submission

RCS report in written form shall be submitted by candidates to their supervisor for endorsement before submitting to the Department Chair for approval. The format for RCS report should follow the Thesis Guideline Format.

Panel of Evaluators

The Panel of Evaluators shall be nominated by the Department Chair. The members are selected from related field of the proposed research work.

The RCS panel of Examiners shall consist of a minimum of three (3) panel members consisting of chairman one (1) Internal Examiner from the Department and one (1) External Examiner from other clusters/departments. Supervisor is invited as an observer to the RCS but not as a panel member.

5.3 Viva Voce Examination

The Viva Voce oral examination is compulsory for both Master and PhD candidates. It is the most important assessment in deciding whether the research work (thesis) has satisfied the panel of examiners and that is eligible to be offered a postgraduate degree pending submission of the final hardbound thesis and approval by Senate.

Normally the oral examination will take place at UTP and is conducted by a chairman and at least one external examiner and an internal examiner. The candidate's supervisor may be present at the oral examination as an observer.

The oral examination is primarily intended to test the candidate's awareness of the background of the research, the significance of the thesis in the field studied and, especially in the case of the PhD, the extent to which it contributes to existing knowledge. Its aim is to enable the examiners to clarify with the candidate any aspects of the research work which might be unclear in the thesis submitted. The oral examination may also take the form of a general discussion, and/or considered in greater depth in some sections of thesis which particularly interest the examiners, or in which they have found some problems which require clarification. The oral examination is also intended to assure the examiners that the thesis is the candidate's own work.

The oral examination is a formal occasion. The examiners may have decided on a result before the oral examination takes place in some cases. However, the student's capacity to deal adequately with the points raised might influence their final decision.

| Category | Duration of Correction |
|----------|---|
| 1 | Student to submit the final thesis within 1 month |
| 2 | Student is given up to 3 months to submit the final thesis. |
| 3 | Student is given minimum 3 months and up to 6 months to submit the final thesis. |
| 4 | Student is given minimum 6 months and up to 12 months to submit the thesis for viva voce/ final thesis. |
| 5 | Dismiss |

PhD candidate MUST PASS RCS prior to the process of Viva Voce examination. The Viva Voce examination process flow is available in the online form portal ([Viva Voce Kit](#)).

The Panel of Examiners for Master candidate shall consist of the following:

- i. One (1) external examiner, and
- ii. One (1) internal examiner, who is not the Supervisor or Co-Supervisor of the candidate
- iii. Chairman

The Panel of Examiners for PhD candidate shall consist of the following:

- i. One (1) external examiner, and
- ii. One (1) internal examiner, who is not the Supervisor or Co-Supervisor of the candidate
- iii. Chairman

Thesis Submission

- i. A candidate must submit notice of submission of thesis via online form to the Centre for Graduate Studies using the specified form at least three (3) months before the submission of the final draft thesis. Notice of Thesis Submission for PhD/MSc Candidate via UCampus.
- ii. The thesis must be written in the English language. The abstracts must be both in English and *Bahasa Melayu* translation.
- iii. A PhD thesis must not exceed 100,000 words and a Master thesis must not exceed 50,000 words. The number of words excludes quotations, translations, footnotes and endnotes, appendices, figures and illustrations. Candidates who wish to exceed the maximum number of words permitted must have the permission of the University Academic Committee (UAC) through the Supervisor at least three (3) months before the thesis submission.
- iv. The candidate is required to proof that the thesis submitted has a similarity percentage not more than 25%.
- v. Two (2) copies of the Final Draft Thesis (soft bound thesis) certified by the supervisor must be submitted to the CGS for viva voce examination.
- vi. In the preparation of the thesis, the candidate must always refer to the latest guidelines on University thesis format and other specific requirements as decided by the University Academic Committee.
- vii. A candidate is not allowed to submit a thesis or part thereof which has been prepared for another degree without explicit written permission.
- viii. Thesis submitted to UTP whether successful or not will become the property of UTP. UTP reserves the right to make copies of the thesis in whole or in part.

- ix. A candidate must submit their soft-bound thesis for viva voce examination before the end of their candidature.

Quality and Integrity of the Thesis/Dissertation

Postgraduate candidates of Universiti Teknologi PETRONAS (UTP) are expected to produce original academic work. Students are reminded that consistency and accuracy of the submitted thesis/dissertation are important. Careful editing is required in order to ensure that thesis/dissertation is free of errors before submission for thesis/dissertation examination.

Plagiarism

Definition of plagiarism by Oxford Dictionaries is “the practise of taking someone else’s work or ideas and passing them off as one’s own”. The University does not tolerate plagiarism. Students are recommended to use online web-based plagiarism software such Turnitin as to check for the similarity index. The similarity percentage allowed is not more than 25%. Failure to do so will result in disciplinary action as stipulated in Universiti Teknologi PETRONAS Student Rules.

Extension of Thesis Correction Duration

The candidate may submit their appeal with supporting documents to the Centre for Graduate Studies for extension of thesis correction duration. The application will be deliberated and approved by the Graduate Studies Academic Committee. Maximum duration for extension of thesis correction duration is three (3) months.

Submission of Final Hard Bound Thesis

The candidate is required to submit their final hard bound thesis to the Centre for Graduate Studies within the given period agreed during the viva voce examination. Failing to submit the final hard bound thesis within the given period, the candidate is deemed to have failed in their viva voce examination.

Completion of Viva Voce.

The candidate will be considered to have completed their study upon completion of viva voce examination, submit the final hard bound thesis and the result presented to Senate for approval.

6.0 PG PROGRESS MONITORING & ASSESSMENT (MSc By Coursework)

6.1 Progress Monitoring

6.1.1 Research Methodology

Please refer to Postgraduate Student Handbook THE CURRICULUM 1.1

6.1.2 Credit Hours

Student are required to fulfil all credit hours as design by programme (Please refer to Postgraduate Student Handbook THE CURRICULUM).

6.1.3 Grading System

The grading system is applicable to all courses except for Research Methodology (Please refer to Postgraduate Student Handbook THE CURRICULUM 1.1) and Project & Dissertation (Please refer 6.2.1)

| Score Range | Grade | Grade Point | Overall Grade |
|-------------|-------|-------------|---------------|
| 85 – 100 | A | 4.00 | Pass |
| 80 – 84.9 | A- | 3.75 | Pass |
| 75 – 79.9 | B+ | 3.50 | Pass |
| 65 – 74.9 | B | 3.00 | Pass |
| 55 – 64.9 | C+ | 2.50 | Pass |
| 50 – 54.9 | C | 2.00 | Pass |
| 45 – 49.9 | D+ | 1.50 | Pass |
| 40 – 44.9 | D | 1.00 | Pass |
| 0 – 39.9 | F | 0.00 | Fail |

6.2 Assessment

6.2.1 Project & Dissertation

Project/Dissertation is the final component in the coursework programme. Students must complete the project/dissertation within two (2) consecutive semesters. Students who fail to complete the project/dissertation within the stipulated time will be given a “Fail” status. The minimum marks for Project and Dissertation are 65% (B).

Students will be supervised for the project and dissertation. The topic for the project/dissertation will be based on the discussion between the student and the supervisor.

6.2.2 Final Examination/Assessment

Final Examination is a compulsory component for non-project-based course(s). It is compulsory for students to attend the final examination. Students who fail will be given an ‘F’ grade. The final examination will be conducted as follows:

- Full Time Conventional: Physical examination at exam hall in UTP.
- Full Time ODL: An open book and online examination in ULearnX with proctoring through Microsoft Teams.

7.0 FINANCIAL ASSISTANCES

7.1 Teaching Assistant (TA)

Tuition fee waiver is a financial assistance provided to eligible postgraduate students of UTP. In return, the recipient is required to undertake duties as a **Teaching Assistant (TA)**; to perform teaching duties as class tutor, laboratory demonstrator or any required academic matters for 6 hours per week or at least eighty-four (84) hours per undergraduate semester as instructed by the assigned course lecturer. The activities must be reported and recorded via UCampus. Teaching Assistant will be offered based on demand requested by academic department and the duties is subject to change from time to time.

This scheme covers:

- Semester tuition fee
- Research Methodology course fee (first attempt only)

The registration fee during admission, accommodation, transportation, viva voce examination fee and annual university resource/semester fee are **NOT** covered under this scheme and shall be borne by the recipient.

UTP, at its sole discretion may deduct the amount of the tuition fee waiver for a TA recipient if the number of TA hours conducted is less than eighty-four (84) hours per semester. All TA activities must be performed in UTP vicinity. Any TA activities performed outside UTP vicinity will not be accepted.

The total number of hours need to fulfil:

- i. 84 hours per semester
- ii. 252 hours per year

Calculation of TA Workload Claim

The following are the guidelines for calculating the TA workload:

| TA Activity | | Descriptions | Approver |
|----------------------------|---|---|---|
| Tutorial | Tutorial | To conduct tutorial that has been prescheduled as part of Student Learning Time (SLT) | Course Coordinator / Lecturer |
| | Focused Group Tutorial | To conduct tutorial for specific groups of students that require extra attention | Department Chair |
| | Conduct Special Training | To organise and conduct special training on specific topics, simulation software or tools for assisting students on project-based courses. (e.g. FYP/ETP/STP/Capstone, MSc by CW project). | Dean of CGS |
| Laboratory | Lab Demonstration | To conduct teaching lab demonstration that has been prescheduled in the timetable as part of SLT | Course Coordinator / Lecturer |
| Evaluation of Assessment | Evaluating short assignment /assessment | To conduct marking of quizzes, short assignments, and brief lab report as per marking scheme provided by course coordinator / lecturer. | Course Coordinator / Lecturer |
| Invigilation/ Coordination | Invigilation of Final Exam / Test | To conduct invigilation of final exam or test that has been prescheduled by Registration and Examination Department (REX) or course coordinator / lecturer. | Manager, Registration and Examination Department (REX) or Course Coordinator / Lecturer |

| TA Activity | | Descriptions | Approver |
|-------------|---|--|-------------------------|
| | Course Management | <p>1. Project-based courses To assist project-based course coordinator in managing sessions for evaluation and assessment purposes (e.g. FYP/ETP/STP/Capstone, MSc by CW project).</p> <p>2. Courses with large no of students (»80 students) with lab component/field work. To assist course coordinator / lecturer on course management which include grouping and scheduling for labs and field work sessions.</p> <p>3. Preparation on SIM Development for Master Programme by Coursework Mode (ODL) To assist course lecturer on development of SIM for every courses. Refer Guideline of TA scope of work for SIM development.</p> | Course / PG Coordinator |
| | Assessment for Annual Postgraduate Conference (APC) | To assist PG Leader in managing APC sessions for evaluation and assessment purposes | |

Guideline of TA scope of work for SIM development.

Eligibility / Requirement:

1. TA activities request must get approval from Course Lecturer
2. The subject must be within area of expect of the students
3. The students must go through training module before they start SIM Development.

| Activities | Tasks | PIC | Remark |
|--------------------------------|---|-----------------|---|
| Preparation of Module Workbook | 1. Develop Course Content | Course Lecturer | |
| | 2. Arrangement Course content based on chapters according to SIM templates SIM Content Outline: Preparation of SIMs content outline based on UTP SIM Standard Template (i.e. course learning outcomes, synopsis, SLT, Study Schedule, Table of contents & assessment) | PG Student | Preparation UTP SIM Content Outline for Module Workbook |
| Preparation of Content | 1. Creation SIM materials <ol style="list-style-type: none"> i. Video recording ii. Slide Preparation iii. Quiz Questions iv. Creating Quizzes games (e.g. Kahoot) based on questions prepared by lecturers. v. Preparation of Illustration for the content (e.g. graph, scenario, picture, figure, etc.) | PG Student | |

| Activities | Tasks | PIC | Remark |
|------------|--|------------|-------------------------------------|
| | 2. Organization of course content based on UTP SIM Chapters Template. <ol style="list-style-type: none"> Identify & organize correct names for video, figure, table. Organize contents & media in ULearnX. Organize and Identify course materials according to identified SLT. Organize and identify the right sequence and navigation of course materials according to study plan. | PG Student | Preparation SIM Chapter for Modules |

Penalties

UTP, at its sole discretion will impose tuition fee to GA/GRA recipient if:

- The number of hours of teaching duties (tutorials/ Laboratory Demonstration/ Examination Invigilation) is less than eighty-four (84) hours per semester (January, May & September semester).

7.2 Graduate Assistant (GA) scheme

Introduction

The Graduate Assistant (GA) scheme is a financial assistance given to eligible postgraduate students of UTP. This scheme is awarded to applicants prior to enrolment in UTP.

This scheme also covers the student's tuition fees which include semester tuition fee and Research Methodology course fee (first attempt only). The registration fee during admission, accommodation, transportation, viva voce examination fee and annual university resource fee are **NOT** covered under this scheme and shall be borne by the recipient.

Eligibility Requirement

- Fulfils all the UTP admission criteria.
- Registered as a full time by research (local and international) postgraduate student only.
- Shows research capability in the proposed research project.
- Recipient passed the interview session for GA selection.
- The age limit does not reach 40 years old.
- Recipient not receiving any other financial support or scholarship/fellowship, and should not be on any type of employment i.e.: Special Services, Graduate Research Assistantship (GRA), External Sponsorship, etc.
- Fulfil all Malaysian immigration rules and regulations for international students.
- Spouse did not receive GA scheme from university.

Academic requirement for Graduate Assistant (GA) Scheme

| Level | Requirements |
|--------|--|
| Master | <ul style="list-style-type: none"> CGPA: minimum 3.25/4.00 |
| PhD | <ul style="list-style-type: none"> Coursework: CGPA: 3.25/4.00 and above or equivalent from renowned university Research: Pass |

GA Allowance Rate

| Level of study | GA Allowance (Normal rate) |
|----------------|-------------------------------|
| Masters | RM1,800.00 per month |
| PhD | RM2,300.00 per month |

Recipient is required to perform maximum of twenty-two (22) research days per month and to report the activities to the Supervisor. A recipient is also required to submit the report via UCampus to claim monthly allowance. Each activity performed must be endorsed by the supervisor and to be approved by the PG Coordinator. The duly filled form must be submitted and endorsed by Supervisor and PG on the 15th until 20th of the month.

In lieu of the waived tuition fee, a recipient is required to undertake duties as a **Teaching Assistant (TA)**. Refer to TA section for further details.

Successful applicant is not allowed to receive any other form of financial aid including Graduate Research Assistantship Scheme (GRA).

Recipient shall also perform any other academic related duties and/or responsibilities as requested by the supervisor or DC.

Recipients may also be required to work beyond the above required academic related activities or individual research days with no extra allowance.

GA recipients are **NOT ALLOWED** to convert to GRA scheme during their candidacy period. Any application for GA received from UTP's progression students i.e. from one academic level to another, will **ONLY** be considered if the student has yet to register as a new student (and level). Application for GA need to be done prior to student's registration i.e. during entry application (PGFAC-03 (3/2022)).

Note:

Universiti Teknologi PETRONAS reserves the right to add, amend or make any alterations to the GA scheme terms and conditions as and when necessary. UTP also reserves the right to determine the amount of monthly subsistence allowance given to a GA recipient and shall depend on the availability of the GA fund.

Duration of Graduate Assistant (GA) scheme

| Level of Study | Duration of appointment | Max duration supported. (As per candidacy period) |
|----------------|---------------------------------|--|
| Masters | Min: 3 months Max: 12 months | Up to Twenty-Four (24) months |
| PhD | Min: 6 months Max: 18 months | Up to Forty-Two (42) months |

Termination of Allowance

GA offer can be automatically discontinued if a recipient has been put under/placed in any of the following condition/status:

- i. Reach maximum duration of GA/GRA candidacy.
- ii. Does not satisfy the panel during Research Proposal Defense (RPD)
- iii. Failed Research Methodology course;
- iv. Been categorized as “Academic Probation” or “Dismissal”;
- v. Withdraws from candidacy;
- vi. Placed under academic or university suspension;
- vii. Placed under investigation;
- viii. Approved for deferment;
- ix. Under disciplinary action;
- x. Absent without prior approval or dismissed by the University;
- xi. Instructed/requested by supervisor/DC/ID/GSAC or University Committees to discontinue your GA scheme;
- xii. Give misleading or false information for the purpose of securing the GA scheme;
- xiii. Two (2) months after a student has completed his/her viva voce and still under GA candidacy
- xiv. Any other reasons deemed appropriate by the University.

Roles and Responsibilities of The Recipient

The expected roles and responsibilities of a GA recipient shall include, but not limited to, the following:

- i. Adhere to all University rules and regulations.
- ii. Discuss with the Supervisor the type of help considered most useful and keep to an agreed schedule of meetings.
- iii. Maintain the progress of the work in accordance with the stages agreed with the Supervisor, including the presentation of any required written material in sufficient time to allow for comments and discussions before proceeding to the next stage.
- iv. Discuss the progress towards, and impediments to maintain the agreed timetable with the Supervisor at regular intervals.
- v. Always adopt safe working practices relevant to the field of research and adhere to the ethical practices appropriate to the discipline.
- vi. Prepare the thesis for examination, including arranging for typing, proofreading, and binding, and where appropriate consulting the Supervisor regarding matters of style and presentation.
- vii. Arrange for the thesis copies to be sent to the Centre for Graduate Studies Office on time as per agreed schedule.
- viii. Take appropriate action based on comments on the evaluation reports of the examiners.
- ix. Adhere to all notices and directives pertaining to the research work given by the Supervisor, Institute Director and Dean, Centre for Graduate Studies.
- x. Show initiative and diligence in studies and be aware of opportunities to meet other researchers in the field, attend seminars, meetings and conferences as required.
- xi. Take the initiative in resolving problems or difficulties and share responsibility for seeking solutions from the supervisor.

Penalties

UTP, at its sole discretion will deduct the allowance of a GA recipient if:

- i. The number of research days performed is less than 22 days per month.

7.3 Graduate Research Assistant (GRA) scheme

Introduction

Graduate Research Assistant (GRA) scheme is a financial assistance given to postgraduate students of UTP via a Principal Investigator's (PI) research grant. Successful applicants will work under the supervision of the PI for a postgraduate degree in UTP and to support their respective PI's in ensuring delivery of result for the research grant.

GRA Allowance Rate

| Level of study | GRA Allowance (Normal rate) | *GRA Allowance (Special rate - subject for approval) |
|----------------|--------------------------------|---|
| Masters | RM1,800.00 per month | Up to RM2,500.00 per month |
| PhD | RM2,300.00 per month | Up to RM3,900.00 per month |

*Subject to initiated by PI and approved by Dean CGS.

GRA recipients are **NOT ALLOWED** to convert to GA scheme.

Any application for Graduate Assistantship (GA) will ONLY be considered for NEW local or international applicant that has yet to register as a student in UTP. Any application received from existing students will NOT be considered for GA (PGFAC-03 (3/2022)).

Eligibility Requirement

- Fulfil all the UTP admission criteria.
- Registered as a full time by research (local and international) postgraduate student only.
- Shows research capability in the proposed research project.
- The age limit does not reach 40 years old.
- Recipient not receiving any other financial support or scholarship/fellowship, and should not be on any type of employment i.e.: Special Services, Graduate Assistantship (GA), External Sponsorship, etc.
- Fulfil all Malaysian immigration rules and regulations for international students.
- Able to carry out the work to be assigned by the Principal Investigator (PI).

Academic requirement for Graduate Research Assistant (GRA) Scheme

| Level | Requirements |
|--------|---|
| Master | <ul style="list-style-type: none">CGPA: minimum 3.25/4.00 |
| PhD | <ul style="list-style-type: none">Coursework: CGPA: 3.25/4.00 and above or equivalent from renowned universityResearch: Pass |

Appointment of GRA

The recipient will be required to sign the Graduate Research Assistant Scheme Agreement with UTP; The recipient is also to undertake duties as a **Teaching Assistant (TA)**, based on the policies set by the university (refer to TA section for further details);

Duration of Graduate Research Assistant (GRA) appointment:

| Level of Study | Duration of appointment | *Max duration supported (As per candidacy period) |
|----------------|---------------------------------|--|
| Masters | Min: 3 months Max: 12 months | Up to Twenty-Four (24) months |
| PhD | Min: 6 months Max: 18 months | Up to Forty-Two (42) months |

**The appointment as GRAs is subject to the duration and availability of their PI's research grant. For matters pertaining to the administration of research grants, PIs and students must refer to Technology Research Excellence (TReX)*

- The minimum and maximum duration shall be at least three (3) months and twelve (12) months. All applications for GRA appointment must be submitted at least one (1) month for normal GRA scheme and three (3) months for exceeding duration and revision allowance.
- GRA Appointment date of appointment is 1st or 16th. Ending appointment date is 15th or end of the month. Backdated appointment OR redundant agreement is not allowed.

GRAs Duties and Responsibilities

The duties and responsibilities of a GRA may vary according to the nature of the research project in which they participate and the source of the funding. In general, GRAs will help PI on research projects and perform such research and related duties that may include:

Comply with the University's for Postgraduate Student Handbook on postgraduate studies, and to progress on research activities according to milestones set by the supervisor.

Comply with department related assignments such as jobs related to teaching and/or tutoring and/or lab demonstration and/or other administrative tasks as required by the department and PIs.

- i. Performs routine clerical duties as instructed, if essential to the research project activities of PI or project to which the GRA is assigned.
- ii. Assists in administrative duties such as completing reports for budget, project expenditures, in the maintenance of project records.
- iii. Assists with the editing and preparation of research manuscripts.
- iv. Prepares research project articles, reports, and presentations.
- v. Assists with duties related to the preparation and production of academic journals.
- vi. Meets regularly with supervisor to discuss research assignments.
- vii. Performs research work in archives, through interviews, online, or whatever may be appropriate to assist the PI.
- viii. Prepares literature reviews.
- ix. Gathers and performs analysis of data.
- x. Prepares materials for submission to agencies and foundations that fund research.
- xi. Assist PI and PL in project-related correspondence.
- xii. Attends project meetings if requested by PI and PL.
- xiii. Assists in the acquisition of research project materials in campus facilities.
- xiv. Prepares research project articles, reports, and presentations.

Confidentiality

GRAs shall keep strictly confidential all data, documents, reports including but not limited to information on formulae, process, manufacturing methods, business affairs of ITPSB or the Project, or any other information obtained, collected, or worked on during the provision of the Services. GRAs shall not, either during the Contract Period or after its expiration, disclose, utilise, or disseminate any information or data related to the Project or ITPSB to any third party except with prior written approval from ITPSB. PL can if required may request the GRA to sign the Non-Disclosure Agreement from to ensure confidentiality.

Termination of Contract

The GRA appointment may be terminated by the Principal Investigator (PI) on or before expiration of the specified time under the following conditions:

- i. Incompetence or neglect of duty as determined by the PI;
- ii. Misconduct;
- iii. Delinquency in academic work as determined by the PI;
- iv. Chronic physical or mental ailment or condition which impairs and undermines the GRA's performance of required duties;
- v. Resignation;
- vi. No longer satisfies the criteria for being eligible for appointment;
- vii. Other employment during the tenure of the Graduate Research Assistantship.

In addition, a GRA appointment can be automatically discontinued if a recipient under placed any of the following condition/status:

- i. Reach maximum duration of GA/GRA candidacy.
- ii. Does not satisfy the panel during Research Proposal Defense (RPD)
- iii. Failed Research Methodology course;
- iv. Been categorized as "Academic Probation" or "Dismissal";
- v. Withdraws from candidacy;
- vi. Placed under academic or university suspension;
- vii. Placed under investigation;
- viii. Approved for deferment;
- ix. Under disciplinary action;
- x. Absent without prior approval or dismissed by the University;
- xi. Instructed/requested by supervisor/DC/ID/GSAC or University Committees to discontinue your GRA scheme;
- xii. Give misleading or false information for the purpose of securing the GRA scheme;
- xiii. Two (2) months after a student has completed his/her viva voce and still under GRA candidacy
- xiv. Any other reasons deemed appropriate by the University.

Penalties

UTP, at its sole discretion may deduct the allowance of a GRA recipient if:

- i. The number of research days performed is less than 22 days per month.
- ii. The number of hours of teaching duties (tutorials/ Laboratory Demonstration/ Examination Invigilation) is less than eighty-four (84) hours per undergraduate semester (January, May & September semester)

7.4 Extension and working hours

Extension

The application for GA/GRA must be submitted to CGS office with certified copy of candidate's resume, academic transcript, professional certificates (if any), publications (indexed and impact factor), work experiences, student visa, UTP offer letter and account bank number. No stipends allowance provided if exceed the candidacy of studies.

Working Hours

GA/GRAs are required to provide the services during the following working hours:

| Day | Working Hours | Lunch Break |
|-------------------|-------------------|--------------------|
| Monday – Thursday | 8.00 am – 5.00 pm | 1.00 pm – 2.00 pm |
| Friday | 8.00 am – 5.00 pm | 12.30 pm – 2.30 pm |

However, due to the nature of the Project, GA/GRAs may be required to work beyond the above working hours at no extra allowance.

7.5 Submission of Monthly Allowance Claim for GA and GRA

GAs and GRAs are required to submit their allowance claim every month via UCampus latest by 20th of each month. Failure to do so will result in delay for the recipients in receiving their monthly allowances.

Each research activity performed must be authorised by relevant supervisors / principal investigators / lecturers and to be endorsed by the respective department chair. Incomplete claim form will not be processed.

GA & GRA work service claim duration (payment schedule)

| No | Monthly Claim Work | Payment for the month of |
|----|---------------------------|--------------------------|
| 1 | 16 December – 15 January | January |
| 2 | 16 January – 15 February | February |
| 3 | 16 February – 15 March | March |
| 4 | 16 March – 15 April | April |
| 5 | 16 April – 15 May | May |
| 6 | 16 May – 15 June | June |
| 7 | 16 June – 15 July | July |
| 8 | 16 July – 15 August | August |
| 9 | 16 August – 15 September | September |
| 10 | 16 September – 15 October | October |
| 11 | 16 October – 15 November | November |
| 12 | 16 November – 15 December | December |

7.6 Stage gate for GA & GRA allowance continuation

For GAs and GRAs to ensure their monthly allowance continuation as per the maximum supported duration, they will have to satisfy the stage gate requirements as tabled below:

Postgraduate Programme by Research (Master):

| Stage gate level | Candidacy Month | Timeframe for completion | Requirement for GA/GRA continuation | GA/GRA allowance up to |
|------------------|-----------------|--------------------------------|-------------------------------------|------------------------|
| 1 | Month 3 | From Month 3 to Month 6 only | RPD Completion* | Month 12 |
| 2 | Month 12 | From Month 12 to Month 18 only | One (1) article accepted | Month 18 |
| 3 | Month 18 | From Month 18 to Month 24 only | One (1) article published | Month 24 |

Note:

RPD must be completed from Month 3 until Month 6 only. If later than Month 6, any allowances will be forfeited and will resume after the completion of RPD. Example as below scenario;

| Scenario | Completion RPD | Backdated payment | Forfeited payment | Payment Resume |
|----------|----------------|-------------------------|-------------------------|---------------------------|
| 1 | Month 10 | From Month 4 to Month 6 | From Month 7 to Month 9 | From Month 10 to Month 12 |
| 2 | Month 6 | From Month 4 to Month 6 | Nil | From Month 7 to Month 12 |
| 3 | Month 4 | Only Month 4 | Nil | From Month 5 to Month 12 |

Postgraduate Programme by Research (PhD):

Option 1: One (1) article accepted/published in Q1/Q2 journal indexed by Web of Science (WoS):

| Stage Gate Level | Candidacy Month | Timeframe for Completion | Requirement for GRA Continuation | GRA Allowance Up To |
|------------------|-----------------|--------------------------------|----------------------------------|---------------------|
| 1 | Month 6 | From Month 6 to Month 9 only | RPD Completion | Until Month 18 |
| 2 | Month 18 | From Month 18 to Month 30 only | One (1) article accepted | Until Month 30 |
| 3 | Month 30 | From Month 30 to Month 36 only | One (1) article published | Until Month 36 |
| 4 | Month 36 | From Month 36 to Month 42 only | Soft bound submission for RCS | Until Month 42 |

Option 2: Two (2) articles accepted/published in journals indexed by Web of Science (WoS)/ERA or Scopus:

| Stage Gate Level | Candidacy Month | Timeframe for Completion | Requirement for GRA Continuation | GRA Allowance Up To |
|------------------|-----------------|--------------------------------|---|---------------------|
| 1 | Month 6 | From Month 6 to Month 9 only | RPD Completion | Until Month 18 |
| 2 | Month 18 | From Month 18 to Month 30 only | One (1) article accepted | Until Month 30 |
| 3 | Month 30 | From Month 30 to Month 36 only | One (1) article accepted One (1) article published | Until Month 36 |
| 4 | Month 36 | From Month 36 to Month 42 only | Soft bound submission for RCS | Until Month 42 |

Note:

RPD must be completed from Month 6 until Month 9 only. If later than Month 9, any allowances will be forfeited and will resume after the completion of RPD. Example as below scenario;

| Scenario | Completion RPD | Backdated payment | Forfeited payment | Payment Resume |
|----------|----------------|-------------------------|--------------------------|---------------------------|
| 1 | Month 12 | From Month 6 to Month 9 | From Month 7 to Month 11 | From Month 12 to Month 18 |
| 2 | Month 9 | From Month 6 to Month 9 | Nil | From Month 10 to Month 18 |
| 3 | Month 6 | Only Month 6 | Nil | From Month 7 to Month 18 |

GA/GRAs are required to submit proof of completion of their respective stage gate to CGS. Failure to do so will result CGS withholding the monthly allowances until the GA/GRAs satisfy the stage gate requirements.

7.5 Allocation for paper publication for graduation requirement

CGS may allocate financial aid for Full Time Research students to publish their research work during their candidacy. The number of allocations is limited according to the number of publications required as per the graduation requirement (Master – 1 paper, PhD – 1 or 2 papers depend on the option met).

8.0 STUDENT AFFAIRS

8.1 Health, Safety and Environment

The University adopts and practices health, safety and environment policies provided by the law. Before being offered admission to the University, each candidate is required to fulfil all health requirements as per Guidelines for Medical Examination and Insurance issued by The Malaysian Ministry of Higher Education.

Any candidate who is found to have any of the diseases/disorders that prohibits registration during a verification process by UTP's Health Centre will not be admitted to the University. International students will be required to return to his/her home country at his/her own expense.

UTP students are obliged to comply with all government and University laws and regulations with regards to Health, Safety and Environment.

It is the responsibility of each student:

- i. To take precautions to safeguard one's own health and safety, as well as others. This may be affected as a result of one's actions or ignorance.
- ii. To support the University's personnel in implementing the relevant laws and regulations. To wear and/or use proper/required clothing and safety equipment to avoid any risk against health and safety.
- iii. To obey all instructions and follow all health and safety procedures prescribed by the University.
- iv. To report to any University personnel immediately of any case of accident, dangerous occurrence, poisoning and infectious disease.
- v. To avoid disturbances or misuse of equipment for health and safety precautions.

Students who fail to comply with the above laws and rules may be suspended for a specified period of time or dismissed or any other penalty deemed necessary by the University.

8.2 Facilities

Facilities and services are provided by the University to fulfil academic and non-academic requirements e.g. lecture theatres, laboratories, and information technology and sports facilities.

8.3 International Students

The University provides services and organises programmes that support the development and welfare for international students such as immigration regulatory advising and processing, cultural adjustment, social enrichment, and assistance with practical matters related to living in Malaysia. For detailed information, the students may refer to the International Student Welcome Guide.

8.4 Counselling Services

Psychological & Counselling Services Unit is responsible to provide counselling services and assist students in personal growth and development. Students may access our services voluntarily by walk-in, appointment, e-mail, and via phone or being referred by any University departments.

(Note: Students may refer to the UTP website for further details.)

8.5 Co-Curriculum Activities (Sports & Recreation)

Department is responsible in management and co-ordination of UTP sports activities. This includes the organising, managing and coordinating games and competition internally or externally, planning and training of UTP sport teams and providing the required sport equipment. In addition, this unit is responsible in managing and overseeing the UTP sport complex facilities and sport equipment. All facilities and services are opened to students and staff of UTP.

Sports for excellence is to enhance and develop sports skills to the highest level and aspiring for outstanding achievements, while Sports for Fun is focused more on UTP sports activities in order to create a vibrant campus environment.

8.6 Postgraduate Student Council (PGSC)

Postgraduate Students Council (PGSC) provides a platform for students, Centre for Graduate Studies (CGS) and the administration of UTP to interact.

Vision

A platform between students, Centre for Graduate Studies (CGS), and the administration of UTP via the Postgraduate Students Council (PGSC) of Universiti Teknologi PETRONAS (UTP).

Mission

- i. As a medium of interaction between post-graduate students, Centre for Graduate Studies (CGS) and the administration of UTP via the Postgraduate Student Council (PGSC) of Universiti Teknologi PETRONAS,
- ii. To enhance the unity of postgraduate students of Universiti Teknologi PETRONAS towards a healthy lifestyle and academic achievement,
- iii. To provide welfare support for postgraduate students of Universiti Teknologi PETRONAS

8.7 Student Disciplinary Rules and Regulations

Students must abide to the rules and regulations stated in the “Student Disciplinary Rules and Regulations”.

8.8 Responsible Conduct of Research, Innovation and Commercialisation.

By research Students must abide by the Responsible Conduct of Research, Innovation and Commercialisation, which is comprised of the following fourteen (14) principles as per stated in the **Framework for Responsible Conduct of Research, Innovation and Commercialisation**.

- i. Integrity
- ii. Conflict of Interest or Commitment
- iii. Protection of Human Subjects and Humane Use of Animals
- iv. Research, Innovation and Commercialisation Safety
- v. Confidentiality & Information Security
- vi. Research, Innovation and Commercialisation Impact and Overall Responsibility
- vii. Compliance With Laws, Policies, Rules & Regulations, and Others
- viii. Due Diligence and Risk Management
- ix. Data, Asset and Space; Management, Sharing and Ownership
- x. Trust and Respect
- xi. Safeguard and Ensure Proper Use of Services, Resources, etc
- xii. Commitment to Excellence
- xiii. Dissemination of Research, Innovation and Commercialisation Findings
- xiv. Accountability

Violation of any of the principles is a serious misconduct; therefore, everyone must take responsibility in reporting such violations. Reporting can be done through the *Technology Research Excellence (TReX)* or through the University whistleblowing channel which can be found at:

<https://www.utp.edu.my/Pages/The-University/Governance/Whistleblowing.aspx>