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Section ONE – General

This handbook is intended to provide the essential information to postgraduate candidates. The University reserves the right to revise/amend the rules/regulations/procedures. It is the responsibility of the candidates to make themselves familiar with the rules and regulations and to understand that any breach may lead to disciplinary action and may disrupt the study of the candidate.

1.1 Definitions

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGPA</td>
<td>Cumulative Grade Point Average</td>
</tr>
<tr>
<td>PhD</td>
<td>Doctor of Philosophy Degree</td>
</tr>
<tr>
<td>University</td>
<td>Multimedia University</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Test of English as a Foreign Language</td>
</tr>
<tr>
<td>IELTS</td>
<td>International English Language Testing System</td>
</tr>
<tr>
<td>MUET</td>
<td>Malaysian University English Test</td>
</tr>
<tr>
<td>IELP</td>
<td>Intensive English Language Programme</td>
</tr>
<tr>
<td>R&amp;D</td>
<td>Research and Development</td>
</tr>
<tr>
<td>IPS</td>
<td>Institute for Postgraduate Studies</td>
</tr>
<tr>
<td>VP</td>
<td>Vice President</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>Question and Answer</td>
</tr>
<tr>
<td>IPTA</td>
<td>Institut Penggajian Tinggi Awam (Public University in Malaysia)</td>
</tr>
<tr>
<td>IPTS</td>
<td>Institut Penggajian Tinggi Swasta (Private University in Malaysia)</td>
</tr>
<tr>
<td>BOE</td>
<td>Board of Examiners</td>
</tr>
<tr>
<td>BOP</td>
<td>Board of Postgraduate Studies</td>
</tr>
<tr>
<td>Structure A</td>
<td>Programme by Research</td>
</tr>
<tr>
<td>Structure B</td>
<td>Programme by Coursework and Dissertation</td>
</tr>
<tr>
<td>Structure C</td>
<td>Programme by Coursework</td>
</tr>
<tr>
<td>Senate</td>
<td>Senate of Multimedia University</td>
</tr>
<tr>
<td>PSDC</td>
<td>Penang Skills Development Centre</td>
</tr>
<tr>
<td>Faculty</td>
<td>Academic Centre</td>
</tr>
</tbody>
</table>

The words denoting the masculine gender shall include the feminine gender and vice versa. The words denoting the singular number only shall include plural and vice versa.
1.2 Postgraduate Administrative Structure

Diagram 1 illustrates the administrative structure in implementing the postgraduate programme in terms of authority, functions and relations.

- **Senate**
  - Board of Postgraduate Studies (BOP)
    - 1. To ensure proper implementation of policy related to postgraduate programmes.
    - 2. To ensure that all postgraduate programmes offered are innovative, up-to-date and focused on achieving technological competitive edge.
    - 3. To ensure that the overall administration of postgraduate studies in terms of admission, student records and other requirements are done professionally.
    - Chairman: President/Vice-President (R&D)
    - Members: Dean/Deputy Dean of Faculty, Director of Research Management Centre, Two Senate Representatives, Dean of IPS
    - Secretariat: Institute for Postgraduate Studies

- **Faculty R&D Committee**
  - To recommend all matters pertaining to the postgraduate programme to BOP and Senate for approval.
  - Chairman: Deputy Dean (R&D) of Faculty
  - Members: as appointed by the Dean of Faculty

- **IPS Coordination Committee**
  - To consider and make the necessary recommendation to BOP on administrative matters and rules and regulations pertaining to postgraduate programmes in MMU.
  - Chairman: Dean of IPS
  - Members: All postgraduate programme coordinators and Deputy Deans

- **Institute for Postgraduate Studies (IPS)**
  - To function as a secretariat to the Board of Postgraduate Studies.
  - To formulate policies, review rules and regulations pertaining to the management of postgraduate programmes.
  - To administer the progress monitoring of postgraduate students.
  - To monitor the quality and performance of postgraduate programmes.
  - To coordinate university-wide postgraduate courses.
  - To facilitate the academic faculties on matters pertaining to postgraduate programmes.
  - To cooperate with academic faculties to maintain & enhance the quality of postgraduate education.
  - To support the academic faculties in upholding the integrity in postgraduate education practices.
  - To promote MMU postgraduate programmes in Malaysia and abroad.

**Diagram 1: Postgraduate Administrative Structure**
Section TWO – Postgraduate Programme

Multimedia University (MMU) offers three categories of postgraduate programmes:

1. Master’s and PhD Programmes by Research (Structure A)
2. Master’s and Doctoral Programmes by Coursework and Dissertation (Structure B)
3. Master’s Programme by Coursework (Structure C)

2.1 Master’s and PhD Programmes by Research

A candidate must conduct research under the supervision of the academic staff and submit a thesis for the fulfillment of the graduation requirements. In addition, he must register for and pass subject(s) as required by the respective Faculty.

2.2 Master’s and Doctoral Programmes by Coursework and Dissertation

A candidate must register and pass a prescribed number of taught subjects. In addition, he must conduct research under the supervision of academic staff and submit a dissertation for the fulfillment of the graduation requirements. The contribution of the coursework component shall be approximately 40%-70%.

2.3 Master’s Programme by Coursework

A candidate must register and pass a prescribed number of taught subjects. In addition, he must complete a project under the supervision of academic staff and submit a project for the fulfillment of the graduation requirements. The contribution of the coursework component shall be approximately 70% and above.

2.4 Postgraduate Programmes Offered in MMU

Postgraduate Programmes offered by the respective faculty in Multimedia University are as follows:

<table>
<thead>
<tr>
<th>No</th>
<th>Programme</th>
<th>Structure</th>
<th>Mode of Study</th>
<th>Cyberjaya campus</th>
<th>Melaka campus</th>
<th>PSDC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>2.</td>
<td>Ph.D. (Engineering)</td>
<td>●</td>
<td></td>
<td>●</td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>3.</td>
<td>M.Eng. (Telecommunications)</td>
<td>●</td>
<td></td>
<td>●</td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>4.</td>
<td>M.Eng. (Microelectronics)</td>
<td>●</td>
<td></td>
<td>●</td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>5.</td>
<td>M. Eng. (Photonics)</td>
<td>●</td>
<td></td>
<td>●</td>
<td></td>
<td>●</td>
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</tbody>
</table>
### Faculty of Engineering & Technology

<table>
<thead>
<tr>
<th>No</th>
<th>Programme</th>
<th>Structure</th>
<th>Mode of Study</th>
<th>Cyberjaya campus</th>
<th>Melaka campus</th>
<th>PSDC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>2.</td>
<td>Ph.D. (Engineering)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>M.Eng. (Embedded System)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>M.Eng. (Advanced Manufacturing Management)</td>
<td>●</td>
<td>●</td>
<td>●</td>
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</tbody>
</table>

### Faculty of Information Technology

<table>
<thead>
<tr>
<th>No</th>
<th>Programme</th>
<th>Structure</th>
<th>Mode of Study</th>
<th>Cyberjaya campus</th>
<th>Melaka campus</th>
<th>PSDC</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>1.</td>
<td>M.Sc. (Information Technology)</td>
<td>●</td>
<td>●</td>
<td>●</td>
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</tr>
<tr>
<td>2.</td>
<td>Ph.D. (Information Technology)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>M.I.T. (Multimedia Computing)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>M. Sc. (Software Engineering &amp; Software Architecture)</td>
<td>●</td>
<td>●</td>
<td>●</td>
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</tbody>
</table>

### Faculty of Information Science & Technology

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<th>No</th>
<th>Programme</th>
<th>Structure</th>
<th>Mode of Study</th>
<th>Cyberjaya campus</th>
<th>Melaka campus</th>
<th>PSDC</th>
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<td>A</td>
<td>B</td>
<td>C</td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>1.</td>
<td>M.Sc. (Information Technology)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Ph.D. (Information Technology)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>M.I.T. (Information System)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
</tr>
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</table>

### Faculty of Management

<table>
<thead>
<tr>
<th>No</th>
<th>Programme</th>
<th>Structure</th>
<th>Mode of Study</th>
<th>Cyberjaya campus</th>
<th>Melaka campus</th>
<th>PSDC</th>
</tr>
</thead>
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<td>A</td>
<td>B</td>
<td>C</td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>1.</td>
<td>M.Phil (Management)</td>
<td>●</td>
<td>●</td>
<td>●</td>
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</tr>
<tr>
<td>2.</td>
<td>Ph.D (Management)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Doctor of Business Administration (DBA)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td>Master of Business Administration (MBA)</td>
<td>●</td>
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Faculty of Business and Law

<table>
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<th>No</th>
<th>Programme</th>
<th>Structure</th>
<th>Mode of Study</th>
<th>Cyberjaya campus</th>
<th>Melaka campus</th>
<th>PSDC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>1.</td>
<td>M.Phil. (Management)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Ph.D. (Management)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
<td>●</td>
</tr>
</tbody>
</table>

Faculty of Creative Multimedia

<table>
<thead>
<tr>
<th>No</th>
<th>Programme</th>
<th>Structure</th>
<th>Mode of Study</th>
<th>Cyberjaya campus</th>
<th>Melaka campus</th>
<th>PSDC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>1.</td>
<td>M.Sc. (Creative Multimedia)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Ph.D. (Creative Multimedia)</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>3.</td>
<td>Master of Knowledge Management with Multimedia</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Master of Multimedia (E-learning Technologies)</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
<td>●</td>
</tr>
</tbody>
</table>

2.5 Mode of Study

Structure A

A candidate is required to spend a stipulated amount of time at the University. He should have face-to-face consultations and regular contacts with his supervisor and co-supervisor. He must be familiar with University facilities, resources and regulations.

A candidate, who may be employed, may register as a part-time candidate if he is able to devote part-time study to his research.

Structure B & C

Candidates are required to register and present for the required credit hours in each semester according to the respective programme structure.

The full-time and part-time candidates are defined as follows:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Mode of Study</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme by research (Structure A)</td>
<td>Full-time</td>
<td>Registered and present at MMU for the whole period of candidature</td>
</tr>
<tr>
<td></td>
<td>Part-time</td>
<td>Registered and present at MMU for at least 10 working days per year</td>
</tr>
<tr>
<td>Programmes by Coursework and Dissertation (Structure B)</td>
<td>Full-time</td>
<td>Registered and present for a minimum of 12 credit hours for each semester and/or a dissertation or project.</td>
</tr>
<tr>
<td>Programme by Coursework (Structure C)</td>
<td>Part-time</td>
<td>Registered and present for a minimum of 3 credit hours for each semester and/or a dissertation or project.</td>
</tr>
</tbody>
</table>
2.7 Duration of Study

2.7.1 Duration of Study for Postgraduate Programmes

The minimum and maximum duration of study are shown in the table below.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Minimum (years)</th>
<th>Maximum (years)</th>
<th>Norm (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D. (full-time)</td>
<td>2</td>
<td>5</td>
<td>3.5</td>
</tr>
<tr>
<td>Ph.D. (part-time)</td>
<td>3</td>
<td>7</td>
<td>5.0</td>
</tr>
<tr>
<td>Doctoral (full-time)</td>
<td>3</td>
<td>5</td>
<td>4.0</td>
</tr>
<tr>
<td>Doctoral (part-time)</td>
<td>4</td>
<td>7</td>
<td>5.0</td>
</tr>
<tr>
<td>Master’s (full-time)</td>
<td>1</td>
<td>3</td>
<td>2.0</td>
</tr>
<tr>
<td>Master’s (part-time)</td>
<td>2</td>
<td>5</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Note: The normal period serves only as a guide.

2.7.2 Extension of Candidature

The candidate’s candidature ceases automatically once the candidate exceeds the maximum period of study for the programme. The candidate may apply for an extension. The candidate must make full payment of the outstanding fees (if any) before applying for extension. The extension shall not exceed one year for a candidate, except under special circumstances, with the approval from the Senate. The extension shall only be given for the completion of thesis/dissertation/project. The normal period of extension requested shall be THREE, SIX or TWELVE months (for structure A). The extension period for Structures B and C shall be granted in terms of semester.

The candidate has to complete the “Extension of Candidature” form and submit the form with the progress report (for Structure A and B only) to the faculty through the Supervisor/Co-supervisor at least:

- SIX months in advance (for Structure A).
- THREE months in advance (for Structures B and C).

The progress report must be written in a concise manner (about 10 pages) which includes the following:

(a) Objectives & Deliverables (Indicate whether the objectives have been achieved. Kindly provide justification if otherwise.)
(b) Contribution to knowledge
(c) Results and Discussion
(d) Thesis writing plan (with justification for the required period of extension)
(e) Gantt Chart of thesis/dissertation/project writing plan
(f) Publication (if any)

Supervisor/Co-supervisor must verify the progress report and recommend the extension of candidature to the faculty R&D Committee. The faculty R&D committee shall recommend to the BOP. Upon Senate approval, the candidate is required to pay all fees charged by the University.

Note: Tuition fee to be paid by candidate (for Structure A) will be pro-rated based on the number of months.
### Section THREE – Admission

#### 3.1 Entry Requirement

Candidates admitted into the Programme shall possess the following minimum qualification:

<table>
<thead>
<tr>
<th>Programme by Research (Structure A)</th>
<th>Programme</th>
<th>Entry Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s</td>
<td>(1) a Bachelor’s degree with 2\textsuperscript{nd} Class Honours or CGPA of 2.67 and above, in a related field from MMU or equivalent from another recognized University; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) a Bachelor’s degree with Honours or CGPA of 2.00 and above but less than 2.67, in a related field from MMU or equivalent from another recognized University, and evidence of at least one (1) year of relevant working or research experience; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) any other academic qualifications equivalent to (1) or (2), as approved by the Senate.</td>
<td></td>
</tr>
</tbody>
</table>

| PhD                              | (1) a Master’s degree in a relevant field from MMU or equivalent from another recognized University; or |
|                                  | (2) a Master’s degree from MMU or another University in a non-related field, and evidence of at least two (2) years of related research or working experience; or |
|                                  | (3) any other academic qualifications equivalent to (1) or (2) as approved by the Senate. |

* In addition, the candidate must demonstrate that he is qualified to undertake postgraduate work by satisfying the specific requirements set by the Faculty.

<table>
<thead>
<tr>
<th>Programme by Coursework and Dissertation (Structure B)</th>
<th>Programme</th>
<th>Entry Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s</td>
<td>(1) a Bachelor’s degree with 2\textsuperscript{nd} Class Honours or CGPA of 2.67 and above, in a related field from MMU or equivalent from another recognized University; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) a Bachelor’s degree with Honours or CGPA of 2.00 and above but less than 2.67, in a related field from MMU or equivalent from another recognized University, and evidence of at least one (1) year of relevant working or industrial experience; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) any other academic qualifications equivalent to (1) or (2), as approved by the Senate.</td>
<td></td>
</tr>
</tbody>
</table>

| Doctoral                                             | (1) a Master’s degree from MMU or another recognized University, and evidence of at least two (2) years of relevant working or industrial experience; or |
|                                                     | (2) any other academic qualification equivalent to (1) as approved by the Senate. |
In addition, the candidate must demonstrate that he is qualified to undertake postgraduate work by satisfying the specific requirements set by the Faculty.

<table>
<thead>
<tr>
<th>Programme by Coursework (Structure C)</th>
<th>Master's</th>
</tr>
</thead>
</table>
|                                      | (1) a Bachelor's degree with Honours or CGPA of 2.00 and above in a related field from MMU or equivalent from another recognized University; or  
(2) any other academic qualifications equivalent to (1), as approved by the Senate. |

In addition to the academic requirements, an applicant is also required to possess a sufficient level of English language proficiency.

### 3.2 English Language Requirement

An applicant is required to possess a sufficient level of English language proficiency by obtaining one of the following requirements:

1. a minimum overall TOEFL score of 580 (paper based) or 237 (computer based) or 92 (internet based); or
2. a minimum IELTS (academic) overall band score of 6.5; or
3. a credit in 1119 English Examination; or
4. a minimum score of 580 in Multimedia University's English Language Proficiency Test; or
5. a minimum MUET overall band score of 4; or
6. any other qualification which is of equivalent level as determined by the Senate of the University.

All applicants must fulfill the English language requirement in order to be admitted to the approved programme.

The Faculty may interview the candidates who have obtained their Bachelor’s or Master’s degrees from institutions where English is used as the main medium of instruction or as one of the mediums of instruction, and recommend to the Senate for waiver.

An English Language Proficiency test will be conducted to gauge the proficiency level of the candidates who do not meet the English Language requirement and fail the English interview (if applicable).

Candidates who fail to meet the English Language requirement may enroll in the Intensive English Language Programme (IELP) offered by MMU in the month of February, June or October every year.
3.3 Application Procedure

The application form can be downloaded from MMU website (http://www.mmu.edu.my).

An applicant is required to submit the completed application form with the following documents:

<table>
<thead>
<tr>
<th>Local Applicant</th>
<th>International applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee of RM50</td>
<td>Application Fee of RM280</td>
</tr>
<tr>
<td>Two Certified True copies of each transcript of relevant academic qualifications</td>
<td>Four Certified True copies of each transcript of relevant academic qualifications</td>
</tr>
<tr>
<td>Two Certified True copies of each Certificate of relevant academic qualifications</td>
<td>Four Certified True copies of each Certificate of relevant academic qualifications</td>
</tr>
<tr>
<td>Two Complete Referee Forms</td>
<td>Two Complete Referee Forms</td>
</tr>
<tr>
<td>A Certified True copy of English Language Proficiency qualification (if any)</td>
<td>A Certified True copy of English Language Proficiency qualification (if any)</td>
</tr>
<tr>
<td>*Research Proposal</td>
<td>*Research Proposal</td>
</tr>
<tr>
<td>Four recent passport-sized photographs (3cm x 3.5cm)</td>
<td>Seven recent passport-sized photographs (3cm x 3.5cm)</td>
</tr>
<tr>
<td>-</td>
<td>Financial Guarantee Form &amp; Financial Statement (if applicable)</td>
</tr>
<tr>
<td>A Certified True copy of sponsorship/scholarship letter and documents (if applicable)</td>
<td>A Certified True copy of sponsorship/scholarship letter and documents (if applicable)</td>
</tr>
<tr>
<td>-</td>
<td>A copy of National ID / Passport</td>
</tr>
</tbody>
</table>

*Applicable to research based programme only.

All documents in languages other than English must be translated and certified. Application is open throughout the year for research based programme. The normal intake for programmes with coursework (Structures B and C) will be in February, June or October every year.

Applicants are advised not to submit the original certificates to IPS. All documents submitted to the University for application purposes will be treated with confidentiality. Submitted documents are not returnable to the candidate or another institution.

Applicants are advised that admission is based upon the truthfulness of documents submitted and information contained in the application form. Discovery of false information or omission of relevant information subsequent to the offer of admission will lead to the immediate dismissal at any point of time during the candidature period. Such dismissal shall result in forfeiture of all fees paid and academic credit earned.
An applicant should submit the completed application form with the required documents via postal mail or by hand to:

<table>
<thead>
<tr>
<th>For programme offered in MMU Cyberjaya campus and PSDC</th>
<th>For programme offered in MMU Melaka campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute for Postgraduate Studies Multimedia University Persiaran Multimedia, 63100 Cyberjaya, Selangor D.E., Malaysia. Tel: 03-8312 5276/5292 Fax: 03-8312 5300</td>
<td>Institute for Postgraduate Studies Multimedia University Jalan Ayer Keroh Lama, 75450 Melaka, Malaysia. Tel: 06-252 3564 Fax: 06-231 7141</td>
</tr>
</tbody>
</table>

Only complete application will be processed. A maximum of 3 reminders will be sent to applicants to submit any pending documents at fortnightly intervals. Failure by the applicant to respond to the 3rd reminder would cause the application to be closed. The acceptance of an applicant as University's candidate shall be solely at the discretion of the Senate, whose decision shall be final.

IPS will issue an offer letter of admission to the successful applicant. An applicant whose application has been rejected may appeal to the BOP by writing to the Dean of IPS.

### 3.4 Provisional Admission

A student who is completing his final semester of undergraduate programme may apply for provisional admission into a Master’s degree programme provided his current CGPA satisfies the programme requirement.

A postgraduate student who has passed his Master’s thesis/dissertation viva-voce may apply for provisional admission into a PhD degree.

The provisional offer will be automatically withdrawn if the applicant fails to submit the required documents by the stipulated date in the offer letter.

### 3.5 Deferment of Admission

An applicant may defer his admission by submitting the deferment form to IPS. The deferment of admission is not allowed for more than TWELVE months from the registration date stipulated in the offer letter. If the candidate fails to register or apply for a deferment of admission within the allowed period, the offer of admission is automatically lapsed.

Upon approval of the application for deferment of admission, the candidate will be notified of the new date of admission. Late registration is not allowed without prior approval of the admission deferment from the Dean of IPS.
Section FOUR – Registration

4.1 New Candidate

New candidates must register on the registration date stipulated in the offer letter. Failure to register on the stipulated date will result in automatic lapse of the offer of admission.

Candidates with provisional admission shall submit the required documents by the stipulated date in the offer letter.

Conditions required to be fulfilled before a candidate is allowed to register for the programme include:

1) meeting the English Language requirement of the University within ONE year from the registration date stated in the offer letter;
2) having obtained a valid student pass/visa from Immigration of Malaysia (for international candidates only);
3) payment of relevant fees at the time of registration;
4) submission of all BPKP forms at the time of registration;
5) providing satisfactory evidence of ability to pay the academic fees and other charges;
6) valid insurance coverage.

Once registered, the candidate will be entitled to the following:

1) MMU e-mail account
2) Library membership
3) ICEMS Username and Password
4) Smart ID Card (issued by Security Division of MMU)

A candidate is not allowed to register in any other programme in the University or any other University without written permission from the Senate of MMU. Permission may be given based on the following criteria:

1) the candidate possesses excellent academic credentials;
2) the candidate registers concurrently for not more than two postgraduate taught programmes at any one time;
3) the concurrent programmes are part-time taught programmes (NOT postgraduate programmes by research);
4) the concurrent programmes are in different areas of specialization.

Once enrolled in a programme, the status of the candidate’s candidature is classified as ‘Active’:

During the course of study, the status of a candidate’s candidature shall be classified as one of the following:

1) Active
2) Completed
3) Graduated
4) Leave of Absence
5) Defaulted
6) Withdrawn
7) Terminated
4.2 Active Candidate

A candidate must maintain continuous registration throughout his duration of study. Conditions required to be fulfilled before a candidate is allowed to register in the subsequent semester (Structures B & C) or academic year (Structure A) are as follows:

1) The candidature is within the maximum duration of study;
2) All outstanding tuition fees have been settled;
3) The candidate has valid medical insurance coverage; and
4) The candidate possesses a valid student pass/visa (for international candidates only)

4.2.1 Structure A

Active candidates must register within TWO weeks before the registration date of each subsequent academic year.

A late registration fee of RM 25 per working day, up to a maximum of RM 250, will be charged to the continuing candidate who does not register after the registration date.

Should a candidate fail to register after TWO weeks from the registration date, the candidate’s candidature shall be automatically defaulted. He must pay all fees to change his status to active.

Failing to register after EIGHT months from the date of registration, the candidate’s candidature shall be automatically terminated.

The candidate must pay the late registration fee of RM 250 and tuition fee if the appeal for reinstatement is approved.

Late registration fee is also applicable to candidates who are entitled to fee waiver.

4.2.2 Structures B & C

New Candidates

New candidates must register on the date stipulated in the offer letter. New candidates who register within TWO weeks after the registration date stipulated in the offer letter shall pay the late registration fee of RM 100.

If a candidate fails to register or apply for a deferment of admission within the allowed period, the offer of admission is automatically lapsed.

Continuing Candidates

Active candidates must register within TWO weeks before the commencement of each semester.

A late registration fee of RM 100 will be charged to the continuing candidate who does not register after the commencement of the semester.

Should a candidate fail to register within THREE weeks after the commencement of the semester, the candidature shall be automatically defaulted. Candidate who fails to register for TWO consecutive semesters shall be automatically terminated.

The candidate must pay the late registration fee of RM 100 and tuition fee if his appeal for reinstatement is approved.
4.3 Subject Registration

A candidate must register for subject(s) within the TWO weeks before the commencement of each semester.

A full-time candidate shall register a minimum of TWELVE credit hours per semester, unless recommended otherwise by the faculty.

A part-time candidate shall register a minimum of THREE credit hours per semester.

Refer to Section 10.1 for add and drop of subject(s).

4.4 Dissertation/Project Registration

Requirement for dissertation/project registration:

1) The candidate must complete a minimum of 9 credits hours with a CGPA of 3.00 and above;
2) A candidate with a CGPA below 3.00 is allowed to register for the dissertation/project upon recommendation from the faculty’s board.

A candidate shall conduct research for a dissertation/project under the supervision of an academic staff member.

A candidate is required to register for the dissertation/project by submitting the following documents to the faculty:

1) Dissertation/project registration form.
2) Abstract of dissertation/project proposal.

A candidate shall register for the dissertation/project within TWO weeks after the commencement of each semester.

The Faculty shall consider the dissertation/project application based on the following:

1) whether the topic is within the areas of interest of the Faculty; and
2) the availability and capacity of the expertise/resources/facilities in the faculty/division of MMU.

Candidate who fails to complete the dissertation/project within the stipulated period shall register and continue the dissertation/project in the subsequent semester. The candidate shall pay for the fee of dissertation/project for each semester until the completion of his dissertation/project.

4.5 Default Candidate

Should a continuing candidate fail to register within TWO weeks from the registration date, the status of the candidate’s candidature shall be automatically defaulted.

The candidate needs to pay the late registration fee and submit "Change in Candidature Status" form and payment receipt to IPS in order to resume as an active candidate.
Section FIVE – Fees

5.1 Fees

The candidates are required to pay the tuition fee and other fees as stipulated by the University.

All fees shall be paid upon registration.

Failure to make payment within 4 weeks after the commencement of the semester will result in the candidate being barred from sitting the final subject(s) and dissertation/project examinations (for Structures B & C).

For the approved leave of absence or extension of candidature (for Structure A only), the tuition fee to be paid by the candidate will be pro-rated based on the number of months.

The amount of fees is subject to change by the University.

5.2 Insurance

A candidate must have a valid medical insurance coverage throughout his candidature.

5.3 Late Registration Fee

A late registration fee of RM 25 per working day, up to a maximum of RM 250, will be charged to the continuing candidate who does not register after the registration date (for Structure A).

A late registration fee of RM 100 will be charged to the continuing candidate who does not register after the commencement of the semester (for Structures B & C).

The candidate must pay the late registration fee of RM 250 (for Structure A) and RM100 (for Structures B & C) to resume as an active candidate.

Late registration fee is also applicable to candidates who are entitled to fee waiver.

5.4 Refund of Tuition Fee

There is no refund of tuition fee.

For a candidate who is granted a leave of absence, tuition fee paid for shall be carried forward (for Structures B & C).

If a candidate drops subject(s) after the second week of the semester with the approval of the faculty’s Dean, tuition fee paid for shall be carried forward.
Section SIX – Supervision

6.1 Supervision

Every candidate shall be assigned Supervisor/Co-supervisor, appointed by the Faculty R&D Committee from the academic staff of the Faculty. Supervisor or Co-supervisor (if applicable) may be appointed from another Faculty/Academic Centre.

The Supervisor/Co-supervisor shall guide the candidate in his research and preparation of the final thesis/dissertation/project write-up. The Supervisor/Co-supervisor is an academic member of MMU staff with expertise in possibly more than one area of study.

The academic staff member(s) appointed as Supervisor/Co-supervisor shall not have any personal/business relationship with the candidate(s) assigned under their supervision.

If the Supervisor/Co-supervisor is away from the University for more than a semester, the Faculty R&D Committee shall arrange for an interim supervision during that period.

In the event of the Supervisor/Co-supervisor leaving the employment of the University, the Faculty R&D Committee shall appoint a replacement Supervisor/Co-supervisor as soon as possible.

If there is no suitable candidate to be appointed as Supervisor/Co-supervisor, the Faculty R&D Committee shall appoint an academic staff member to assume the role of the Supervisor/Co-supervisor in the interim until a suitable Supervisor/Co-supervisor is appointed.

In the event of the withdrawal of Supervisor/Co-supervisor with valid justification, the Faculty R&D Committee shall appoint a replacement Supervisor/Co-supervisor as soon as possible.

A qualified academic from another institution may be appointed to act as a Supervisor/Co-Supervisor.

In special circumstances, if a candidate finds that he is unable to work with his assigned Supervisor/Co-supervisor and wishes to work with another supervisor, he is required to submit in writing through the Dean of Faculty to the Faculty R&D Committee for recommendation to BOP and Senate.

6.2 Contacts between Candidate and Supervisor

There shall be frequent and regular contact between the Supervisor/Co-supervisor and the candidate. The Supervisor/Co-supervisor and the candidate shall be jointly responsible for initiating the meetings.

A candidate must meet his Supervisor/Co-supervisor immediately after registration, and at least twice a month (for a full-time candidate) or once a month (for a part-time candidate) until his final submission of thesis/dissertation/project.

The IPS office must be notified if the Supervisor/Co-supervisor is not able to contact the candidate for a month.
6.3 Supervisor Selection Criteria

The criteria for selecting Supervisors and Co-Supervisors (applicable for Structure A only) are as follows:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Criteria for Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's</td>
<td>(i) Ph.D. holders in the related field of studies and/or experienced in research, or (ii) Master’s Degree holders with 5 years of working experience after Master’s Degree in the related field of studies and experienced in research by way of academic publications.</td>
</tr>
<tr>
<td>PhD</td>
<td>Ph.D. holders in the related field of studies with (i) a minimum of 2 years of post-doctoral research, or (ii) evidence of scholastic excellence by way of publications as recommended by the Faculty.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programme</th>
<th>Criteria for Co-Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's</td>
<td>(i) Ph.D. holders in the related field of studies and experienced in research, or (ii) Master’s Degree holders with relevant working experience in the related field of studies and experienced in research by way of academic publications.</td>
</tr>
<tr>
<td>PhD</td>
<td>Ph.D. holders in the related field of studies and experienced in research.</td>
</tr>
</tbody>
</table>

Note: A Ph.D. candidate in any postgraduate programme at MMU or any other institution shall not be appointed as Supervisor/Co-supervisor (Applicable for Structure A only).
6.4 Role of Supervisor

A Supervisor shall be responsible for the following:

1) ensure that the candidate has relevant information regarding his own research and professional plans for the period of the candidate’s research/dissertation/project;

2) meet the candidate at frequent intervals to discuss, assess and guide the progress of the work;

3) advise the candidate on the scope and presentation of the thesis and on any publication likely to arise from the work;

4) assist the candidate to develop standards of achievement that will result in a thesis/dissertation/project of merit;

5) liaise with the faculty;

6) keep in regular contact with the Co-Supervisor (if any);

7) encourage and facilitate the candidate’s participation in conferences where relevant results of the research may be presented;

8) encourage and assist, where appropriate, the candidate to publish from his research in reputable conferences and/or journals;

9) evaluate the progress reports submitted by the candidate;

10) report the progress of the candidate as and when required by IPS;

11) ensure that the thesis/dissertation/project submitted conforms to MMU’s “Guide to Preparation of Thesis”.

The Co-Supervisor shall:

1) assist the Supervisor in supervising the candidate;

2) act as the supervisor in the absence of the Supervisor;

3) be involved in all stages of the planning of the candidate’s research plan;

4) maintain a level of communication with the Supervisor and candidate so as to allow him to participate in the supervision or act as a substitute for the Supervisor whenever this is necessary;

5) evaluate progress reports submitted by the candidate;

6) report the progress of the candidate as and when required by IPS;

7) ensure that the thesis submitted conforms to MMU’s “Guide to Preparation of Thesis”.

Section SEVEN – Monitoring and Grading System

7.1 Progress Monitoring

Structure A

Every candidate must submit a half-yearly progress report in June and December.

The progress report shall indicate the achievement/milestones achieved/ list of publications (if any), etc. and also include the work plan (including thesis/dissertation/project writing plan) for the next 6 months.

The Supervisor and Co-Supervisor shall grade the progress of the candidate either Satisfactory (S) or Unsatisfactory (US).

Failure to submit the half-yearly progress report will result in the candidate being given a ‘US’ grade.

A candidate will have his candidature terminated after obtaining 3 consecutive ‘US’ grades.

Structures B & C

Candidates who register for dissertation/project must submit a progress report not later than week 14 of every semester to the Supervisor/Co-supervisor.

The progress report shall indicate the achievement/milestones achieved/ list of publications (if any), etc and also include the work plan (including thesis/dissertation/project writing plan) for the next semester.

Failure to submit the progress report will result in the candidate being given a ‘US’ grade.

A candidate will have his candidature terminated after obtaining 3 consecutive ‘US’ grades.

7.2 Grading System for Structures B and C

For a taught subject, candidates shall be appraised on TWO evaluation components, as follows:

(a) final examination, which shall constitute 50% - 70% of the total marks; and
(b) coursework, which includes test, quiz, project, laboratory report etc., and which shall constitute 30% - 50% of the total marks.

Evaluation for subjects that are practical or design-based may be 100% on course work.

The following items pertaining to the grading system shall be determined by the Faculty Board and endorsed by the Senate:

(a) implementation of the open book examination practice;
(b) the percentage breakdown for the final examination and course work; and
(c) the breakdown for coursework.
The scheme of marks and grades shall be as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A+</td>
<td>4.000</td>
</tr>
<tr>
<td>80 - &lt;90%</td>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>79%</td>
<td>A-</td>
<td>3.933</td>
</tr>
<tr>
<td>78%</td>
<td>A-</td>
<td>3.867</td>
</tr>
<tr>
<td>77%</td>
<td>A-</td>
<td>3.800</td>
</tr>
<tr>
<td>76%</td>
<td>A-</td>
<td>3.733</td>
</tr>
<tr>
<td>75%</td>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>74%</td>
<td>B+</td>
<td>3.600</td>
</tr>
<tr>
<td>73%</td>
<td>B+</td>
<td>3.533</td>
</tr>
<tr>
<td>72%</td>
<td>B+</td>
<td>3.467</td>
</tr>
<tr>
<td>71%</td>
<td>B+</td>
<td>3.400</td>
</tr>
<tr>
<td>70%</td>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>69%</td>
<td>B</td>
<td>3.267</td>
</tr>
<tr>
<td>68%</td>
<td>B</td>
<td>3.200</td>
</tr>
<tr>
<td>67%</td>
<td>B</td>
<td>3.133</td>
</tr>
<tr>
<td>66%</td>
<td>B</td>
<td>3.067</td>
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<tr>
<td>65%</td>
<td>B</td>
<td>3.000</td>
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<tr>
<td>64%</td>
<td>B-</td>
<td>2.933</td>
</tr>
<tr>
<td>63%</td>
<td>B-</td>
<td>2.867</td>
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<tr>
<td>62%</td>
<td>B-</td>
<td>2.800</td>
</tr>
<tr>
<td>61%</td>
<td>B-</td>
<td>2.733</td>
</tr>
<tr>
<td>60%</td>
<td>B-</td>
<td>2.667</td>
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<tr>
<td>59%</td>
<td>C+</td>
<td>2.600</td>
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<tr>
<td>58%</td>
<td>C+</td>
<td>2.533</td>
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<tr>
<td>57%</td>
<td>C+</td>
<td>2.467</td>
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<tr>
<td>56%</td>
<td>C+</td>
<td>2.400</td>
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<tr>
<td>55%</td>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>54%</td>
<td>C</td>
<td>2.267</td>
</tr>
<tr>
<td>53%</td>
<td>C</td>
<td>2.200</td>
</tr>
<tr>
<td>52%</td>
<td>C</td>
<td>2.133</td>
</tr>
<tr>
<td>51%</td>
<td>C</td>
<td>2.067</td>
</tr>
<tr>
<td>50%</td>
<td>C</td>
<td>2.000</td>
</tr>
<tr>
<td>0-49%</td>
<td>F</td>
<td>0.000</td>
</tr>
</tbody>
</table>

The following codes shall be used to indicate a candidate’s status:

- **W** - Withdrawn - A candidate has withdrawn from a particular subject two (2) weeks prior to the examination.

- **I** - Incomplete - A candidate is not able to attend the examination due to valid reasons approved by the BOE or a candidate has not completed the requirements of the subject but has attained at least 75% attendance at lectures, tutorials and laboratory sessions.
U - Unofficial Withdrawal - A candidate has been absent from the examination without giving any reasons. Equivalent to ‘0’ points and will be included in the computation of the semester grade point average.

AU - Audit Subjects - A candidate has been allowed to audit the subject and has attended at least 70% of the lectures for the subject.

R - Barred from Examination - Equivalent to Grade ‘F’

EX - Expelled Candidates

Thesis/Dissertation progress is graded either as satisfactory (S) or unsatisfactory (US).

7.3 Appeal for Re-grading of Subject Examination Results

A candidate who is not satisfied with his examination results may appeal for re-grading.

Appeal for re-grading of examination results must be made in writing and must reach the Examination Unit not later than ONE week after the official release of the results.

A fee of RM 50 for each subject must accompany the appeal.

The answer script will be re-examined by a second examiner appointed by the Faculty Dean.

The change of grade (if any) shall be submitted to the Senate for approval through the BOE.

Appeal fee will be refunded to the candidate if the appeal is upheld.

Appeal fee will be forfeited for rejected appeal.
Section EIGHT – Intellectual Property

Candidates must adhere to the provisions of the Intellectual Property Regulations of the University.

8.1 Plagiarism

The candidate must certify that the work has been done by him and has not been submitted elsewhere for the award of any degree or qualification. Proper acknowledgement must be made to the work of others.

Plagiarism includes:

1) Copying, partly or wholly, from one or more sources which are the work of others in whatever form.

2) Presenting the work of another person without proper acknowledgement

3) Treating a translation of another person’s work from another language to be one’s own work.

4) Use of another person’s idea, data or work without due acknowledgement

5) Any act that violates another person’s copyright

The candidate has to declare that in the event of any infringement of the provisions of the Copyright Act 1987 whether knowingly or unknowingly the University shall not be liable for the same in any manner whatsoever and undertakes to indemnify and keep indemnified the University against all such claims and actions.
Section NINE – Publication

9.1 Publication

Structure A

Every Ph.D. candidate must have submitted at least one manuscript to international journals and/or top conference proceedings arising from the research work carried out during his candidature before submission of his thesis for examination.

Master candidates are encouraged to publish.

Structures B & C

Candidates are encouraged to publish papers in reputable journals and conference proceedings arising from the research work carried out for the dissertation/project.
Section TEN - Add and Drop of Subject and Withdrawal

10.1 Add and Drop of Subject (Structures B & C)

A candidate may add/drop subject(s) within TWO weeks after the commencement of the semester.

A candidate is not allowed to add/drop the subject(s) after the second week of the semester, except with the approval of the faculty’s Dean.

10.2 Withdrawal of Subject (Structures B & C)

A candidate is allowed up to TWO weeks prior to the final examination to withdraw the subject(s) in which he has registered.

Withdrawal will result in an automatic grade of 'W' to be recorded. This grade will not be included in the computation of the cumulative or semester grade point average.

10.3 Leave of Absence

A candidate may apply for leave of absence under various situations except for candidate who has submitted his thesis for examination.

If a full time candidate would like to carry out research in another organization/institution of research for a consecutive period of THREE months and above, prior approval of leave of absence must be obtained from the Senate of MMU (for Structure A only).

The candidate is required to submit the “Leave of Absence” application form with the supporting documents at least THREE months in advance to the faculty.

A leave of absence request submitted less than THREE months in advance will only be considered based on one of the following reasons with supporting documents:

1. Medical grounds - The candidate must submit a medical report from the doctor to the Faculty Dean through the Supervisor/Co-supervisor/Programme Coordinator. Medical Certificate (MC) is NOT acceptable.

2. Work commitment - The candidate who is involved in company activities such as business trip or outstation assignment must submit a letter from the CEO, Director or immediate superior to the Faculty Dean through the Supervisor/Programme Coordinator indicating the business activities.

3. To attend and fulfill Course requirements - A candidate may apply leave of absence to follow another course in Multimedia University or any other institution of higher learning, if the course is a requirement by the Faculty.

4. Humanitarian reasons as follows, but not limited to:
   (a) Demise of immediate family member;
   (b) Financial difficulties;
   (c) Natural Disaster in home country of candidate.
Leave of absence due to the above reasons will not be counted in the duration of study. Candidates must settle all outstanding fees (if any) before applying for the leave of absence.

Leave of absence applied shall not exceed 12 months for each application except under special circumstances with Senate’s approval.

The total duration of leave of absence granted to a candidate shall not be more than 24 months.

Candidates who have submitted thesis for examination are not allowed to apply for the leave of absence.

Upon Senate approval, tuition fee paid for shall be carried forward (for Structures B & C).

After returning to the University, the candidate shall submit the “Change of Candidature Status” form to IPS to resume his candidature.

Note:
1. Tuition fee to be paid by candidate (Structure A) will be pro-rated over the number of months granted per year.
2. The period of leave of absence for Structures B and C shall be granted in terms of semester.

10.4 Withdrawal of Candidature

A candidate who intends to withdraw from the programme shall submit the “Withdrawal” form to the faculty.

A candidate who fails to notify the faculty of his withdrawal is liable to all fees due to the University.

The date of receipt of a candidate’s withdrawal form by the faculty is the official date of withdrawal.

A candidate who has withdrawn his candidature may apply for re-admission by submitting a fresh application for consideration.
Section ELEVEN – Transfer

11.1 Credit Transfer

Candidates applying for credit transfer must have completed the subject(s) and have good academic standing at the previous University or Institution recognized by MMU.

Candidates shall submit the application for credit transfer together with the certified copies of the official transcripts, course structure and syllabi when applying for the postgraduate programme in MMU.

Transfer of credit will be awarded provided that:

1) the subjects are relevant to the programme (covering at least 70% of the MMU subjects’ syllabus).
2) the credit of the subject to be transferred should be equivalent to the credit of the subject offered at MMU.
3) the previously attempted subject should have earned a minimum of grade ‘B’ or 65% of the total marks.
4) the subjects were taken by the candidates not more than THREE years prior to the registration date of the programme at MMU.
5) the total number of credits transferred shall not be more than 12 credit hours of the total credit requirement of the programme.
6) the subjects were not taken for the degree previously awarded.

The credit transfer shall be considered by the faculty’s board.

Note: Candidates who have failed a particular programme may apply for admission to a new programme. However, credit transfer shall not be allowed.

11.2 Change of Research Field

A candidate may apply for change of research field within the SIX months from the beginning of candidature and the candidature shall continue upon Senate’s approval.

The application for the change of research field is not allowed after SIX months.

Under special circumstances, the candidate may appeal to Senate through the Dean of Faculty and his candidature shall start afresh upon Senate’s approval.

11.3 Change of Mode of Study

(From full-time to part-time, and vice-versa)
(From part-time (weekday) to part-time (weekend), and vice-versa)

Candidates who intend to change the mode of study shall submit “Change of Mode of Study” form to the faculty.
Structure A
The maximum duration of study after conversion will be based on the time elapsed between the earlier and subsequent maximum duration of study based on the formula as follows:

(i) Full-time to part-time

$$\text{Maximum duration} = \frac{\text{Maximum period for part-time (Years)}}{\text{Maximum period for full-time (Years)}} \times \text{remaining period of study for Part-time (Months)}$$

(ii) Part-time to full time

$$\text{Maximum duration} = \frac{\text{Maximum period for full-time (Years)}}{\text{Maximum period for part-time (Years)}} \times \text{remaining period of study for Full-time (Months)}$$

Structures B and C
The respective programme coordinator shall determine the duration of study for the candidates who apply for the change of mode of study.

11.4 Programme Conversion (for Master’s Programme by Research Only)
A candidate may apply for conversion from a Master’s to a Ph.D. degree programme.

A full-time candidate must have completed at least SIX months of the Master’s programme. The application for programme conversion is not allowed after 18 months from the registration date.

A part-time candidate must have completed at least TWELVE months of the Master’s programme. The application for programme conversion is not allowed after 24 months from the registration date.

The candidate shall submit the application form with a Ph.D. research proposal to the faculty.

A panel of examiners shall evaluate the Ph.D. research proposal and conduct the viva-voce.

Upon Senate’s approval, the candidature shall continue with the minimum and maximum duration of study of the Ph.D. programme.

11.5 Branch/Campus Transfer
The candidate may apply for branch/campus transfer (with no change of existing programme) by submitting the “Branch Transfer” application form to the faculty.

Upon Faculty’s approval, the candidates are required to pay the processing fee of RM 200, the difference in tuition fee and other fees (if applicable). There is strictly no refund of fees if the fees paid for former branch is higher than those of the latter branch.
11.6. Approval and Change of Dissertation/Project Title

11.6.1 Approval and Change of Thesis Title

The panel of evaluators shall approve the thesis title for the candidates who have passed the proposal defence.

The candidate may apply for the change of thesis title without the change of research area throughout the duration of study. The candidate shall submit the “Change of Thesis Title” application form to the faculty.

The faculty R&D committee shall recommend to BOP for consideration.

The panel of evaluators shall approve the change of thesis title for candidates (if any) who have passed the work completion defence.

11.6.2 Approval and Change of Dissertation/Project Title

The Faculty R&D Committee shall approve the Dissertation/Project Title upon submission of dissertation/project registration form together with the abstract of dissertation/project by the candidates.

The change of dissertation/project title shall be done within the first semester of the period of dissertation/project. The candidate shall submit the application for the change of dissertation/project title to the Faculty R&D committee for consideration.

The panel of evaluators shall approve the change of dissertation/project title for candidates (if any) who have passed the work completion defence.

11.7 Change of Specialization (for Structures B &C)

The candidate may apply for the change of specialization by submitting the application to the faculty. The application shall be considered by the faculty’s board.
Section TWELVE – Examination

12.1 Subject Examination

No candidate shall be eligible for admission to the final examination for any subject unless:

1) he is officially registered for that subject;
2) he has paid the tuition fees; and
3) he has achieved at least 75% attendance in lectures, tutorials and laboratory sessions of the subject.

Every candidate who is eligible to sit for an examination shall be given a registration confirmation slip by the Examination Unit as proof of eligibility to sit for the examination.

12.1.1 Absence from Examination

In the case where a candidate is absent from the examination of any subject due to medical or humanitarian reasons, he should inform the Programme Coordinator in writing of his absence together with the evidence documents within 48 hours thereafter. The candidate is required to submit a full medical report for the absence on medical ground.

Subject(s) registered by the candidate shall be recorded as ‘Incomplete’ (I) upon acceptance of the given reasons. The candidate shall be allowed to sit for the replacement examination for that particular subject as the main examination when it is offered. Refer to section 12.1.2.

In the case where a candidate is absent from the examination of any subject due to reasons that are not acceptable by the BOE, that particular subject shall be graded as ‘Fail’ (F).

In the case where a candidate is absent from the examination of any subject without any reason, the Board shall record results for that particular subject as ‘Unofficial Withdrawal’ (U), which carries 0 points.

In the case where a candidate is required or allowed to repeat a subject, he shall be required to re-do the entire course work and examination for that particular subject. The candidate shall register and pay for the subject fee in the subsequent semester when it is offered.

12.1.2 Incomplete Subjects

The subject(s) registered will be recorded as ‘Incomplete’ (I) for candidates with attendance of less than 75% or absence from final examination with acceptable reason approved by the BOE.

The candidate shall be allowed a maximum duration of one academic year (to be decided by BOE) to change the status, failing which the status for the subject shall be converted to ‘F’.
12.1.3 Repeat of Subject

If a candidate repeats a subject, the best grade shall be the one taken into account for the computation of the Cumulative Grade Point Average. Grade for each attempt will be recorded on the transcript.

A candidate who fails the examination for any subject in the third attempt shall be terminated from the programme.

12.2 Proposal Defence (Structure A)

A candidate shall pass the proposal defence within the norm and maximum periods, relative to the registration date of the programme as follows:

<table>
<thead>
<tr>
<th>Programme Type</th>
<th>Norm Period</th>
<th>Maximum Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s (Full-time)</td>
<td>3 months</td>
<td>6 months</td>
</tr>
<tr>
<td>Master’s (Part-time)</td>
<td>6 months</td>
<td>9 months</td>
</tr>
<tr>
<td>Ph.D. (Full-time)</td>
<td>6 months</td>
<td>9 months</td>
</tr>
<tr>
<td>Ph.D. (Part-time)</td>
<td>9 months</td>
<td>12 months</td>
</tr>
</tbody>
</table>

Upon recommendation from the Supervisor and Co-Supervisor, the candidate shall submit the proposal defence form together with the research proposal to the Faculty at least TWO weeks before the proposal defence.

The proposal defence presentation must have at least the following:

1. Introduction & Justification of the study
   - Research Background
   - Problem Statements & Motivations
   - Objectives & Deliverables
2. Literature Review
3. Research Methodology
4. Research Schedule

A candidate shall be given THREE attempts to pass the proposal defence. A pass will be graded as ‘S’ while failure will be graded as ‘US’. The candidate shall submit a new proposal defence form together with the proposal for each attempt.

Failure of the third consecutive attempt shall result in the termination of the candidature.

Should a candidate fail to conduct the proposal defence within the maximum period of proposal defence, the candidate is deemed to have failed and shall automatically terminated.
12.3 Work Completion Defence (Structures A and B)

Upon recommendation from the Supervisor and Co-Supervisor, the candidate shall submit the work completion defence form with the thesis/dissertation draft to the Faculty at least TWO weeks before the work completion defence.

A candidate shall be given THREE attempts to pass the work completion defence. A pass will be graded as ‘S’ while failure will be graded as ‘US’. The candidate shall submit a new work completion form for each attempt.

Failure of the third consecutive attempt shall result in the termination of the candidature.

The candidate shall normally conduct the work completion defence and pass it by week 14 in the final semester of the dissertation (for Structure B).

The work completion defence presentation must have at least the following:

1) Introduction
   a. Objectives & Deliverables
   b. Contribution to Knowledge
2) Research Background/ Literature Review
3) Research Methodology
4) Implementation/ Results & Discussion
5) Conclusion & Future Work

12.4 Notice of Thesis/ Dissertation Submission

12.4.1 Notice of Thesis/Dissertation Submission

A candidate shall give THREE months for Master’s and SIX months for Ph.D. notice of his intention to submit his thesis/dissertation for examination by submitting the Notice of Thesis/Dissertation Submission form. The candidate must obtain the agreement and signatures of the Supervisor, Co-Supervisor and Dean of the Faculty, who will verify on the form whether the candidate has:

1) satisfactorily completed the Proposal Defence;
2) completed and passed Research Methodology and Entrepreneurship Courses (if relevant), or any other subjects as stipulated by respective Faculties;
3) satisfactorily completed the Work Completion Defence;
4) submitted all the progress reports;
5) been an active candidate; and
6) has fulfilled the minimum period of study.

Non-fulfillment of any of the above requirements may result in the rejection of the Notice of Thesis/Dissertation Submission by the Faculty.
12.4.2 Re-Submission of Notice of Thesis/Dissertation Submission

If for any reason, the candidate is unable to submit his thesis within THREE months for Master’s and SIX months for Ph.D., he is required to re-submit the Notice of Thesis/Dissertation Submission, which will allow him an extension of THREE months to submit his thesis/dissertation.

12.5 Thesis/Dissertation Preparation

MMU provides a guide for the submission and preparation of a postgraduate thesis/dissertation. It covers information on the procedure for thesis/dissertation submission, format, arrangement of the chapters, design and layout of the cover and preliminary pages, pagination and use of font size and font type. MMU adopts a modified version of the APA format.

12.6 Thesis/Dissertation Submission

**Structure A**

On completion of the thesis, a candidate shall submit an unbound copy of the thesis to the Supervisors to be checked for conformity to the format stipulated in the ‘Guide to the Preparation of Thesis’ before it is allowed to be submitted for examination.

IPS shall check to ensure that the thesis/dissertation/project follows the specifications set by the University. A thesis which is not presented in accordance with the guideline shall not be accepted.

Once deemed to conform, the candidate must submit ONE digital copy with the following number of comb-bounded copies of his thesis for examination to IPS.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Master’s (Structure A)</th>
<th>Ph.D. (Structure A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of comb-bounded copies of thesis</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

A candidate’s status is changed to ‘Completed’ once he has submitted his thesis for examination. The invoicing of tuition fees shall cease when the candidate is in the ‘Completed’ status.

**Structure B**

On completion of the dissertation, a candidate shall submit an unbound copy of the dissertation to the Supervisor to be checked for conformity to the format stipulated in the ‘Guide to the Preparation of Dissertation’ before it is allowed to be submitted for examination.

The candidate must submit ONE digital copy with the following number of comb-bounded copies of his dissertation to faculty for examination.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Master’s (Structure B)</th>
<th>Doctorate (Structure B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of comb-bounded copies of dissertation</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>
12.7 Thesis/Dissertation Examination

12.7.1 Viva-Voce (Structure B for Doctoral degree only)

The University shall practice an open viva system where the viva session shall be open to the University community. The viva voce will be arranged once the reports from all the examiners have been received. The candidate will be given ONE week notice for the viva. Due to the short notice given, candidates are advised to keep the IPS office informed of their whereabouts and contact numbers.

The BOE will deliberate on the reports by the external and internal examiners without the presence of the candidate, after which the viva session shall start with the presentation by the candidate (approximately 30 - 45 minutes for a Ph.D./Doctoral candidate and 20 - 30 minutes for a Master’s candidate) covering all aspects of a typical thesis:

- Introduction
- Objectives & Deliverables
- Contribution to Knowledge
- Research Background/ Literature review
- Research Methodology/ Analysis & Design
- Implementation/ Results & Discussion
- Conclusion & Future Work

This will be followed by a defence of the thesis, i.e. questions and answers (Q&A) session.

The decision of the BOE will be conveyed to the candidate officially in writing by the Secretary of the Board within ONE week from the date of the viva voce.

12.7.2 Re-Examination:

A candidate whose thesis is referred for further work and re-examination shall be given a specific timeframe to complete his work and to resubmit a revised thesis. No extension shall be allowed for the re-submission of the thesis except in special circumstances, as decided by the Dean of IPS. Any extension, if given, shall not exceed ONE month.

12.8 Appeal on BOE Decision

Structure A

In the event a candidate is not satisfied with the decision of the BOE, he may submit a written appeal to the Vice President (Academic).

The candidate shall be charged a fee (amount shall be the same as the thesis examination fee) if the request for re-examination is approved. If there is a change in the BoE decision, the re-examination fee shall be refunded to the candidate.

Structure B

In the event a candidate is not satisfied with the decision of the BOE, he may submit a written appeal to the BOP through the Dean of IPS.
12.9 Amendments and Submission of Thesis/Dissertation

A candidate is required to submit three bound copies of the thesis/dissertation and an electronic copy to IPS/Faculty within the stipulated time.

A candidate who fails to submit the amended thesis/dissertation/project within the stipulated time is deemed to have the thesis/dissertation/project Rejected/Failed.

12.9.1 Thesis Amendments

A candidate whose thesis is accepted with/without modification shall be given a period determined by the BOE to submit the final bound hard cover copies of the thesis to the Dean of IPS.

Within that period the candidate shall have to submit the final draft (a comb-binded copy) to the Supervisor at the soonest possible date to ensure all processes thereafter may be completed in time.

Once the Supervisor has checked the thesis, it will be submitted to the Internal Examiner to verify that all required amendments have been made.

If required, the candidate can apply through his Supervisor to the Dean of IPS for an extension of the period. The extension shall not be for more than 30 days, and only one extension shall be granted.

12.9.2 Dissertation Amendments

A candidate whose Dissertation is accepted with/without modification is given 2 weeks to submit the final bound, hard cover copies of the Dissertation to the Faculty.

Within that period the candidate must submit the final draft (a comb-binded copy) to the Supervisor at the soonest possible date to ensure all processes thereafter may be completed in time.

The Supervisor shall guide the candidate to make the changes and the Internal Examiner shall verify that all required amendments have been made.

If required, the candidate can apply through his Supervisor to the Dean of Faculty for an extension of the period. The extension shall not be for more than 14 days, and only one extension shall be granted.
12.10 GRADUATION

The Senate shall award the degree upon the recommendation of the BOE once all Requirements for Conferment of Degree have been met.

12.10.1 Requirements for Conferment of Degree (Structure A)

A candidate is deemed academically eligible to be conferred the degree if:

- All the requirements under Post-Examination/ Pre-Graduation have been met.
- He has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all residential requirements.

In addition to the academic requirements, all the following requirements need to be fulfilled. The candidate must:

- be currently registered (not withdrawn, defaulted, deferred or terminated);
- have made full settlement of fees and be free from any financial commitments and debts to the University;
- be free from any disciplinary action or any other pending disciplinary action.

The candidature of a candidate also ceases automatically when he has fulfilled all graduation requirements for the programme and his status has been changed to ‘Graduated’.

12.10.2 Requirements for Conferment of Degree (Structures B and C)

A candidate is deemed academically eligible to be conferred the degree if he:

1) passes all the core subjects, dissertation/project and achieves a minimum CGPA of 3.00 for the programme; and

2) fulfills all the requirements of the University Regulation and pays all the dues outstanding to the University.
Section THIRTEEN – Termination and Appeal

13.1 Termination

The candidature shall be terminated if:

1) The candidate is not able to complete the programme within the maximum period.

2) The candidate conducts himself in such a manner that is deemed to contravene any Statute, Rule or Regulation of the University.

3) The candidate’s project progress is unsatisfactory for three consecutive progress monitoring evaluations.

4) The candidate does not pay the required fees within a stipulated period.

5) The candidate is found guilty of examination offence.

6) Upon 15 credit hours, the candidate’s CGPA is below 2.00 (Structures B & C-Master level).

7) Upon 24 credit hours, the candidate’s CGPA is below 2.67 (Structures B & C-Master level).

8) Upon 18 credit hours, the candidate’s CGPA is below 2.00 for TWO consecutive semesters (Structure B- Doctoral level).

9) The candidate fails on his third consecutive attempt within the maximum period of proposal defence or obtains the grade of ‘US’ beyond the maximum period of proposal defence, whichever is earlier (Structure A).

13.2 Appeal

A candidate whose candidature has been terminated may appeal to the VP (Academic) through the Dean of IPS for reinstatement of his candidature.

The lapsed time between termination and reinstatement shall not exceed 12 months.

Appeals shall be considered by the Appeal Committee, which shall consist of THREE members from among the SEVEN Faculty Deans appointed by the Vice President (Academic).
Section FOURTEEN – Others

14.1 Grievance Procedure

Candidates who have any grievance relating to their postgraduate study should raise it in the first instance with their Supervisor/Co-supervisor. If the matter is not settled to their satisfaction, they should take the matter up to the Faculty Dean. As a final stage, the candidates may appeal to BOP through the IPS Dean to consider, adjudicate upon, and, if thought fit, redress any grievance.

14.2 Penalty

If a candidate is found to have contravened any rules and regulations of the University, disciplinary action will be taken against the candidate by the relevant authority of the University.