



***HANDBOOK OF ACADEMIC REGULATIONS:
POST GRADUATE PROGRAMMES –
by COURSEWORK and RESEARCH
(FIRST AMENDMENT)***

Academic Affairs Division

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FOREWORD

All Praise be to Allah, The Almighty for His Blessings and Grace, Universiti Selangor has successfully published a Handbook of Academic Regulations as a general guideline. This handbook provides essential information on policies, procedures and academic regulations to assist candidates and academic staff in organising their teaching and learning activities. It is hoped that the information in this handbook could be used to plan and develop academic systems and structures applicable to this University. Through hard work, effective learning and positive attitude, UNISEL candidates will hopefully achieve their ambitions to be excellent graduates who are efficient technocrats with vision and sense of responsibility towards society and The Creator.

President & Vice Chancellor
Universiti Selangor

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PART CONTENT**PART 1.0 : DEFINITIONS**

1.0 Definitions

In this Handbook of Regulations, unless otherwise stated:

“Academic Board of the Faculty” is a board established by the faculty to manage all academic related matters;

“Academic Committee of CGS” is a committee established by CGS to manage all academic matters;

“Academic Work” refers to any material recognized for academic assessment;

“Active” refers to the status of a candidate who has registered for a current semester within the time frame given;

“Candidate” refers to registered candidate of the University who attends graduate studies for a programme in the University;

“CGPA” refers to Cumulative Grade Point Average earned for all the semesters a candidate has undergone;

“Contact Hours” refers to the total number of scheduled official interaction hours;

“Credit” is a quantitative measurement which reflects the learning load to achieve learning outcomes;

“Course” is a component of a programme which has its own code;

“Course Information” is the complete information regarding a course which has been organized to achieve course and programme learning outcomes according to the level of study;

“Completed” refers to the status of a candidate who has fulfilled the total number of credits to graduate and is awaiting Senate endorsement;

“Credit Calculated” is the total number of credits taken into account in calculating the CGPA for graduation purposes;

“Credit Earned” is the total number of credits earned for courses which a candidate has passed;

“Credit Taken” is the total number of credits taken throughout a candidate’s studies;

“Credit Transfer” is a process of transferring a course credit that has been taken by candidate from one programme to another programme which awards an equivalent qualification offered by the same or different institution;

“Curriculum” is a combination of educational activities carried out in the learning process which is planned specifically in terms of goals, objectives and learning outcomes;

“Current Candidate” is a candidate who has registered for at least one semester at the University and is eligible to continue his/her studies;

“Deferment of Studies” is the status of a candidate who is allowed to defer his/her studies in accordance with the procedures stipulated;

“Dean” is the head of Centre for Graduate Studies (CGS) or other faculties appointed by the Vice Chancellor;

“Examining Board of CGS” refers to a board set-up purposely to deal with alleged practice of misconduct of candidate;

“Expelled” refers to the status of a candidate who has been dismissed from the University in accordance with the Student Disciplinary Procedures;

“External Examiner” refers to a lecturer or specialist from outside the University appointed by the Senate to assess a candidate’s thesis;

“Faculty” refers to Centre for Graduate Studies and other respective faculties offering graduate programs;

“Full-time Study” refers to the University academic mode of study in which the number of credits registered in a semester is not less than the minimum number of credits stipulated, except for candidates with Conditional Status or final semester candidates;

“Fraud” refers to deliberate deception which may include the invention or fabrication of data;

“GPA” is the Grade Point Average obtained in a semester;

“Grade” is an alphabetical value to denote a candidate’s academic performance in a course;

“Grade X” is a temporary grade given for cases under the Student Disciplinary Procedures;

“Grade Point” is a numerical value to indicate a candidate’s performance in a particular course;

“Graduated” refers to the status of a candidate who has been endorsed by the Senate to graduate;

“General Requirement” refers to an entry requirement approved by the Ministry of Higher Education of Malaysia;

“HEP” refers to a local or foreign Public or Private Higher Education Provider recognised by the Government of Malaysia;

“Inactive” refers to the status of a student who has not registered for a current semester within the time frame given;

“Independent Study” refers to educational activity where a candidate plan a course of study in co-operation with a willing advisor/lecturer who also sticks around to make sure that the candidate

stays on track and complete assignments and tests. The format can be online, in-person or a hybrid of online in-person interaction;

“International Candidate” *refers to a candidate who is not a Malaysian citizen studying at the University;*

“Internal Examiner” *refers to a lecturer of the University appointed by the Centre for Graduate Studies to assess a candidate’s thesis;*

“Intersession” *refers to a seven (7) week learning session for programme that does not practise short semester in the curriculum structure and for candidates who register in the middle of a long semester;*

“Main Supervisor” *refers to a lecturer of the University appointed individually or to lead a group of two supervisors to supervise research, thesis/dissertation preparation and to guide and assess the candidate’s study;*

“Misrepresentation” *refers to any deliberate attempt to represent false or unfairly facts or the ideas or work of others, whether or not for personal gain or enhancement;*

“Panel of Evaluation” *is the Professional Body/ Institution/ Organisation which evaluates and oversees the quality of academic programmes;*

“Practicum” *refers to a status whereby candidates are under going Industrial Training/ Clinical Practice/ Internship that exceeds one (1) semester;*

“Piracy” *refers to the deliberate exploitation of the ideas from others without proper acknowledgement;*

“Part-time Study” *refers to the University academic mode of study in which the number of credits registered in a semester is less than the minimum number of credits stipulated;*

“Plagiarism” *refers to the copying of ideas, text, software or data (or various combinations thereof) without permission or acknowledgement;*

“Programme” *is the type of study conducted by the University at the Foundation, Certificate, Diploma, Bachelor, Master and Doctoral levels;*

“Quit” *refers to the status of a candidate who has been approved by the University to withdraw from his/her studies;*

“Second Supervisor” *refers to a lecturer or specialist appointed from outside the University as a second supervisor to supervise research, thesis/dissertation preparation and to guide and assess the candidate’s study;*

“Semester” *refers to the duration of study which has been set in the University Academic Calendar based on the Guidelines of the Ministry of Higher Education;*

“Senate” refers to the Senate of Universiti Selangor;

“Session” refers to an academic term based on the academic calendar;

“Short semester” refers to a seven (7) week study based on the approval of Malaysian Ministry of Higher Education;

“Specific Requirement” is an additional entry requirement for an academic programme;

“Student Self-Registration” refers to a candidate registering himself/herself for every semester;

“Supervisor” refers to a lecturer of the University appointed to supervise research, thesis/dissertation preparation and to guide and assess candidate’s studies which may consist of a Main Supervisor and/or a Second Supervisor or an External Supervisor;

“Suspended from Study” refers to the status of a candidate who has been suspended from studies for a specified period in accordance with the Student Disciplinary Procedures;

“Temporary inactive” refers to the status of a candidate who has not registered because courses are not offered for that particular semester as stipulated in the curriculum structure as approved by the MQA;

“Temporary grades” refers to other grades for academic cases;

“Terminated” refers to the status of a candidate who has been dismissed due to: failure to achieve a ‘pass’ in his/her programme of study and has failed in the appeal process; or failure to register in accordance with the semester or programme registration procedures; or non-fulfilment of admission requirements;

“Thesis” refers to a piece of academic writing for the candidates of the Masters and Doctorate programmes who have attended the research mode programmes only;

“University” refers to Universiti Selangor;

“Viva” is an examination where candidate verbally defend his/her thesis;

PART 2.0 : GRADUATE PROGRAMMES

Graduate Programmes are administered by a network of persons, panels and CGS Academic Committee (CGSAC)

2.1 Composition of Committee ;

- (i) Dean of CGS*
- (ii) Deputy Deans (Academic) and Head of Programs of various Faculties*
- (iii) Assistant Registrar (CGS) – ex officio*
- (iv) Registrar or Representative*
- (v) Director of Finance or Representative*

Duties ;

- (i) Admission of suitable candidates into graduate programme.*
- (ii) Dealing with matters related to department of admission, registration, candidate extension of studies, nomination of supervisors and examination.*
- (iii) Nomination of examiners (internal and external).*
- (iv) Final assesment of candidates for graduation.*
- (v) Review of graduate academic curriculum from time to time.*
- (vi) To consider graduate matters and make recommendations to the Senate.*
- (vii) To make recommendations to the Senate for the award of graduate degrees, certificates, fellowships, scholarships and prizes within CGS.*

PART 3.0 : ACADEMIC CALENDAR

3.1 *Academic Calendar*

University Academic Calendar is as endorsed by the Senate.

University Learning Session is divided into two (2) semesters and one (1) intersessions (depending on the programme structure-taught programme)and two (semesters) for research programme.

Table 3.1 : Structure of Learning Session

SEMESTER	
Lecture	7 weeks
Mid-semester Break	1 week
Lecture	7 weeks
Final Exam	2 weeks
Semester Break	3 weeks
Total	20 weeks
INTERSESSION	
Lecture	7 weeks
Final Exam	1 week
Semester Break	4 weeks
Total	12 weeks

PART 4.0 : ADMISSION

4.1 *General Requirements*

4.1.1 *Admission offer is based on the entry requirements approved by the Ministry of Higher Education(MoHE).*

4.2 *Admission Terms and Conditions*

4.2.1 *Certified true copy of original certificates.*

4.2.2 *Meet the general and specific admission requirements*

4.2.3 *Not involved in any fraud and disciplinary or criminal activities*

PART 5.0 : DURATION OF STUDY

5.1 *Duration of Study*

Table 5.1 : Duration of Study-Taught Programme*

Taught Programme	Minimum Credit	Minimum Duration (Semester)		Maximum Duration (Semester)	
		Full Time	Part Time	Full Time	Part Time
<i>Master</i>	40	3 (1 year)	6 (2 years)	9 (3 years)	15 (5 years)
<i>Doctorate</i>	90	9 (3 years)	9 (3 years)	18 (6 years)	21 (7 years)

Table 5.2 : Duration of Study-Research Programme*

Research Programme	Minimum Credit	Minimum Duration (Semester)		Maximum Duration (Semester)	
		Full Time	Part Time	Full Time	Part Time
<i>Master</i>	NA	3 (1.5 years)	4 (2 years)	8 (4 years)	12 (6 years)
<i>Doctorate</i>	NA	6 (2 years)	6 (3 years)	12 (6 years)	16 (8 years)

*Note : * Subject to programme of study and graduation requirements*

- 5.2 *If a candidate is able to complete his/her studies earlier than the minimum period of study, the Senate is empowered to waive the stipulated minimum duration mentioned in 5.1 above.*

PART 6.0 : REGISTRATION

6.1 *Registration as University Candidate (New Candidate)*

- 6.1.1 *All prospective candidates who are offered to further their studies have to register as University candidates during the specified period.*

6.2 *Student Self-Registration (Current Candidate)*

- 6.2.1 *It is compulsory for a current candidate to self-register at the beginning of every semester as stipulated by the University.*
- 6.2.2 *Student Self-Registration for current candidate can be done on line through the University official website.*

6.2.3 **Table 6.1: Penalty Imposed for Late Student Self-Registration in Long Semester**

LECTURE WEEK	PENALTY
1-2	RM50 and an additional RM20 for each subsequent day
3	Deferment or termination of study

Table 6.2: Penalty Imposed for Late Student Self-Registration in Short Semester

LECTURE WEEK	PENALTY
1	RM50 and an additional RM20 for each subsequent day
2	Deferment or termination of study

6.3 *Course Registration*

6.3.1 *All candidates are required to register for every course stipulated in the programme offered in each semester.*

6.4 *Course Registration (New Candidate)*

6.4.1 *A new candidate who has registered for the semester will be automatically registered for the semester courses offered in his/her programme.*

6.5 *Course Registration (Current Candidate)*

6.5.1 *It is compulsory for a candidate to register courses offered by the University within the specified period before the administration of the final examination. Course registration can be done through candidate portal and it depends on total number of minimal credit for the long/short semester respectively. Please refer to Table 9.1: Total Number of Credits Allowed.*

6.5.2 *A candidate who fails to register for any course will be fined RM20 for each day up to a maximum of RM400 for every course.*

6.5.3 *A candidate is required to confirm his/her Course Registration within the specified period and shall be informed of the fine stated in 6.5.2.*

6.6 *Registration to Improve Course Grade*

6.6.1 *A candidate is allowed to improve his/her grade in a particular course by re-registering for that course within the duration of his/her studies subject to faculty decision.*

6.6.2 *The best grade for the repeated course will be used in the calculation of the GPA and*

CGPA.

6.7 *Registration of a Course not Listed in the Programme*

6.7.1 *A candidate is allowed to register for any course offered that is not listed in the Programme Structure subject to the approval of the faculty.*

6.7.2 *Grade obtained for the course will be used in the calculation of the GPA and CGPA.*

6.8 *Intersession Course Registration*

6.8.1 *Candidates who do not have short semester in his/her curriculum structure are allowed to register to enable him/her to repeat course(s) during the intersession.*

6.9 *Adding A Course*

6.9.1 *A candidate is allowed to add a course by the second week of long semester and by the first week of short semester.*

6.9.2 *A candidate is allowed to add a course with a fine subject to the approval of the faculty.*

6.10 *Dropping A Course*

6.10.1 *A candidate is allowed to drop a course as stated in Table 6.3 and 6.4 below.*

6.10.2 *A candidate is required to confirm course registration within the specified period and shall be informed of the fine as stated below:*

Table 6.3: Penalty for Dropping a Course in Long Semester

LECTURE WEEK	PENALTY
1 – 2	None
3 - 14	RM30 + the study fees will be pro-rated for every dropped course

Table 6.4: Penalty for Dropping a Course in Short Semester

LECTURE WEEK	PENALTY
1	None
2 - 7	RM30 + the study fees will be pro-rated for every droppedcourse

6.10.3 *Example of calculation:*

$$\text{Processing fee} + \left[\text{Credit hours} \times \text{Fee per credit hour} \times \frac{\text{weeks of lecture}}{\text{total weeks of lecture}} \right]$$

Prorated Amount of Fees

$$\text{RM30} + (3 \times \text{RM550} \times 10/14) = \text{RM1,208.57}$$

6.10.4 *Dropping a course depends on the minimal total of credits allowed. Please refer to Table 9.1: Total Number of Credits Allowed.*

PART 7.0 : CREDIT TRANSFER

7.1 *A candidate may apply for transfer of credits if he/she fulfils the following conditions ;*

7.1.1 *Credit transfer from degree to master programme is not permitted. Credit tranfer is allowed for programs that are equivalent for instance; from master to master programme. The courses applied for transfer of credits must be at par or higher than those offered by UNISEL.*

7.1.2 *The content of courses applied must be at least 70% overlapping with those offered by UNISEL.*

7.1.3 *The grade or point obtained for the courses applied must not be less than grade B or 3.0 grade point.*

7.1.4 *The number of credit hours approved for the transfer of credits must not exceed one third (1/3) of the total credit hours for a particular programme.*

7.1.5 *The application for transfer of credit is done only once that is during the first semester. The application form must be submitted to the Dean of the relevant faculty together with a complete certified and certified copies of acadelic transcripts ; and a copy of each of the course syllabus.*

7.1.6 *Decisions pertaining to transfer of credits are under the preview of the Faculty Dean and the Senate.*

7.1.7 *Every application will be charged at RM10.00 per course.*

7.1.8 *Successful application is required to pay 10% of course fee.*

7.1.9 *Decisions pertaining to transfer of credits are under the preview of the Faculty Dean and the Senate.*

PART 8.0 : CHANGE OF PROGRAMME OF STUDY

8.1 *Change of Programme of Study*

- 8.1.1 *Change of programme of study must be made in the first week of the semester.*
- 8.1.2 *The candidate's academic standing must be 'good' (Good Standing) and of active status in the previous programme.*
- 8.1.3 *A candidate has to fulfill the entry requirements of the programme applied for.*
- 8.1.4 *For international candidates, changing of programme is subject to conditions and approval from the relevant authority of the Government of Malaysia.*

PART 9.0 : CREDIT SYSTEM

9.1 *Total Number of Credits Allowed*

- 9.1.1 *A candidate can only register for the number of credits specified in any one semester as stated in Table 9.1.*
- 9.1.2 *Registration for the total number of credits that is less than the minimum or exceeds the maximum requirement is subject to approval from the Dean.*

Table 9.1 : Total Number of Credits Allowed

Academic Year	Long Semester		Short Semester	
<i>Mode of Study</i>	<i>Minimum Credits Allowed</i>	<i>Maximum Credits Allowed</i>	<i>Minimum Credits Allowed</i>	<i>Maximum Credits Allowed</i>
<i>Full Time</i>	9	18	3	9
<i>Part Time</i>	3	18	3	9

PART 10.0 : GRADING SYSTEM

10.1 Grading System

10.1.1 Grades and grade points are as indicated in Table 10.1:

Table 10.1 : Grading Scheme/ Grade and Grade Point

Marks	Grade	Grade Point	Status
90 – 100	A+	4.00	Excellent
80 – 89	A	4.00	Excellent
75 – 79	A-	3.75	Very Good
70 – 74	B+	3.50	Good
65 – 69	B	3.00	Good
60 – 64	B-	2.75	Weak
55 – 59	C+	2.50	Weak
50 – 54	C	2.00	Weak
47 - 49	C-	1.75	Fail
44 - 46	D+	1.50	Fail
40 - 43	D	1.00	Fail
30 – 39	E	0.75	Fail
0 – 29	F	0.00	Fail
Attended	AP/AF	None	Pass/Fail
Pass/Attended			
Fail			

10.1.2 Apart from the above grades, the following gradings are also applicable.

10.1.2.1 IP Grade (In Progress)

i. Temporary grade will be awarded for courses such as academic papers/ project writing/ industrial training/ practical training/ clinical practice which cannot be completed within the semester stipulated.

ii. 'F' (Fail) Grade shall be deemed if the IP grade exceeds more than one (1) subsequent semester. If a candidate is unable to complete the task as stated in 10.1.2.1 within the stipulated time.

iii. Candidates who are awarded with IP Grade for a course as stated in 10.1.2.1(i), do not have to do course registration in the following subsequent semester.

iv. The course(s) fees are charged simultaneously for the semester in which the courses are registered.

10.1.2.2 IC Grade (Incomplete)

i. A temporary grade will be given to candidates who fail to sit for the final examination for the following reasons as approved by the Faculty Academic Board:

- a. Health problems.
- b. Death of next of kin/ close family member(s).
- c. Unexpected mishap(s).

ii. Course grade will be considered soon after the said course(s) is completely undertaken before the last week of the Special Examination semester.

iii. Grade F will be awarded if candidate fails to complete it within the stipulated duration.

10.1.2.3 X Grade

i. Temporary grade will be awarded under Student Disciplinary Procedure.

ii. Actual grade will be given based on the decision made by the Student Disciplinary Committee Meeting.

10.1.2.4 Y Grade

i. Temporary grade will be awarded to candidates who fail to meet 80% of contact hours for any course.

ii. The grade value is equivalent to 0.00.

iii. Grade F will be awarded after the examination results have been approved by the Senate Meeting.

10.1.2.5 Z Grade

i. Temporary grade will be awarded to candidates who fail to sit for the examination without valid reasons as approved by the Faculty Academic Board.

ii. The grade value is equivalent to 0.00.

iii. Grade F will be awarded after the examination results have been approved by the Senate Meeting.

PART 11.0 : ASSESSMENT AND EXAMINATION**11.1 Mode of Assessment**

The performance for every course is evaluated using grades and point values based on total marks earned in course work and final examination EXCEPT for courses that do not have any final exam.

11.1.1 Coursework

(i) Each candidate is compulsory to sit for final examination. Candidate will be assessed continuously based on his/ her final examination and coursework throughout the lecture weeks allocated per semester according to the assessment methods decided by the Faculty.

(ii) If and when necessary, a candidate with the approval of the Dean is permitted to register for independent study for certain courses identified by the Head of Programme.

11.1.2 Final examination

It is compulsory for all the candidates to sit for the final examination for all courses in accordance with requirement set. Candidates who fail to attend the final examination will be given 0.00 (F) without considering the coursework assessment marks.

11.1.3 Mini Thesis or Final Project

All candidates must submit and pass the Mini Thesis or Final Project

11.2 Examination Schedule

11.2.1 *The examination schedule will be released by the University and any changes are subject to approval by the University.*

11.2.2 *If there is any overlap of courses in the Finalised Examination Schedule, it is compulsory for the candidates to inform the Examination Unit at least one (1) week prior to the examination.*

11.3 Checking Examination Schedule

11.3.1 *It is COMPULSORY for all the candidates to check the examination schedule a week before the administration. There will be no replacement examination conducted if the candidates fail to sit for any paper due to their own negligence.*

11.4 Examination Slip

11.4.1 *It is COMPULSORY for the candidates to print out the Examination Slip from the candidate portal within the time frame given. Candidates are only allowed to sit for the courses listed in the Examination Slip.*

11.5 Requirements to Sit for Final Examination

11.5.1 *Candidates need to fulfill 80% of attendance for every course.*

11.5.2 *If candidates do not fulfill 11.5.1 for any course, candidates are not allowed to sit for final examination and will be given 0.00 (F).*

11.5.3 *It is COMPULSORY for candidates to settle all outstanding tuition fees before sitting for the examination.*

11.5.4 *It is compulsory for candidate to comply with all the examination rules stipulated by the University*

11.6 Re-Examination

11.6.1 *The University has the right to conduct a re-examination if necessary at any time in these situations:*

(i) *There is a leak of the final examination questions;*

(ii) *A candidate has not sat for the examination due to chronic or major illness and a natural disaster;*

(iii) *By the order of the Vice Chancellor*

11.7 Examination Results

11.7.1 *For taught courses, the University will display the grades for all the courses within the stipulated time frame. Only eligible candidates are allowed to check their examination results.*

11.7.2 *For research candidates, their results will be announced immediately after senate approval.*

11.8 Academic Standing

11.8.1 *A candidate's academic achievement will be indicated by his/ her Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).*

(i) Grade Point Average (GPA)

GPA refers to the grade point average obtained by a candidate at the end of every semester. The formula to calculate the GPA for a semester is as indicated below:

$$GPA = \frac{\sum_{j=i}^n (\text{credit} \times \text{grade point})_j}{\sum_{j=i}^n (\text{credit})_j}$$

n = total courses taken for the semester

Example 1: Calculation of GPA for Semester 1

Course	Grade	Point Value	Credit	Grade Point
EPE 1133	B	3.0	3	9.0
EPE 1103	B+	3.5	3	10.5
EDE 1123	C+	2.5	3	7.5
EPE 1133	B	3.0	3	9.0
EPE 1101	A	4.0	1	4.0
EPE 1102	B+	3.5	2	7.0
		TOTAL	15	47.0

$GPA = 47.0/15 = \underline{3.13}$

Example 2 : Calculation of GPA for Semester 2

Course	Grade	Point Value	Credit	Grade Point
EPE 1343	B+	3.5	3	10.5
EPE 1323	B	3.0	3	9
EPE 1342	A	4.0	2	8
EPE 1363	D	1.0	3	3
EPE 1343	C+	2.5	3	7.5
EPE 1302	B	3.0	2	6
		TOTAL	16	44

$GPA = 44/16 = \underline{2.75}$

(ii) Cumulative Grade Point Average (CGPA)

CGPA is the cumulative grade point average of all examinations he/she has taken. The formula to calculate the CGPA is the point average which a candidate has obtained in all the as follows:

$$CGPA = \frac{\sum_{i=1}^m \left(\sum_{j=1}^n (\text{Credit} \times \text{GradePoint}) \right)_i}{\sum_{i=1}^m \left(\sum_{j=1}^n (\text{Credit}) \right)_i}$$

m = total semesters undergone
n = total courses taken for each semester

Example 3: Calculation of CGPA

Semester 1

Cumulative Points (CP) = 47.0

Cumulative Credits (CC) = 15 (refer to Example 1)

Semester 2

Cumulative Points (CP) = 44

Cumulative Credits (CC)= 16 (refer to Example 2)

$$CGPA = \frac{(47 + 44)}{(15 + 16)} = 2.93$$

- 11.8.2 A candidate's academic standing is determined at the end of each semester based on his/her **CGPA** as shown in **Table 11.1**.

Table 11.1: Academic Standing

STANDING	CGPA	REMARKS
Good (GS)	3.00 and above (CGPA ≥ 3.00)	Qualify to graduate
Probation	From 2.00 to 2.99 (2.00 ≤ CGPA ≤ 2.99)	Candidate will be put under probation
Fail (F)	From 0.00 to 2.99 (0.00 ≤ CGPA ≤ 1.99)	Candidate status will be terminated

11.9 Appeal to Recheck Course Grade

- 11.9.1 A candidate is allowed to apply for a reexamine/recheck of his/her final examination answer script for any course and has to be done only in the first week of the following semester. Rechecking of course grade is permissible for any courses that are examination oriented.

- 11.9.2 *Any change in the course grade is final subject to the decision of the Senate.*
- 11.9.3 *A payment of RM100 will be charged for each course to be reexamined/ rechecked.*

11.10 *Appeal to Proceed in Studies*

- 11.10.1 *A candidate who has exceeded the maximum period of study years can make an appeal to the Senate to continue his/her study through the Dean of the Faculty and CGS within the first 2 weeks after the semester commenced.*
- 11.10.2 *A current candidate who has been terminated can forward a written appeal to the University Academic Appeal Committee through the Dean of the Faculty and CGS.*
- 11.10.3 *A candidate whose appeal is accepted will have to abide by the following conditions:*
 - (i) *In long semester, re-registration should be completed by the second week of the current semester;*
 - (ii) *In short semester, a candidate will be given the “Defer” status automatically.*
 - (iii) *The candidate will be terminated if he/she fails to register within the time frame given;*
 - (vi) *Where applicable, the candidate is required to repeat a course he/she has failed.*
- 11.10.4 *A candidate who has failed in his/her appeal will be terminated.*

11.11 *Transcript and Certifications*

- 11.11.1 *A candidate can obtain his/her mini transcript and a letter of study completion before the Convocation Ceremony.*
- 11.11.2 *Transcript and certification will be awarded after the Convocation Ceremony.*
- 11.11.3 *However, candidates can apply for mini transcript after being confirmed as ‘completed’ status by the University.*
- 11.11.4 *A processing fee of RM30 will be charged for every application of the second copy of the transcript.*
- 11.11.5 *Application for a replacement of a certificate shall be officially made to the Registrar of University Selangor. The following documents must be attached:*
 - (a) *a written application;*
 - (b) *original copy of a police report; and*
 - (c) *payment receipt/ postal money order of the charge rate determined by the University.*

11.11.6 *A fee of RM100 is charged for the application for replacement of certificate.*

BAHAGIAN 12.0 : ACADEMIC MISCONDUCT

12.1 Academic Misconduct

12.1.1 *If a candidate has committed any academic misconduct, action can be taken based on the 1996 Private Higher Institution Act (Act 555), Handbook of Student Disciplinary Regulations & Handbook of Academic Regulations (3rd Edition: January 2012).*

12.1.2 *A candidate must not commit any academic misconduct such as:*

- (i) Plagiarism;*
- (ii) Cheating or attempting to cheat in course work/ examinations/assignments.*
- (iii) Piracy*
- (iv) Misrepresentation*
- (v) Fraud*

12.2 Disciplinary Actions for Academic Misconduct

12.2.1 *The following actions will be taken if there is any academic misconduct:*

- (i) Grade X will be given for ALL COURSES which the candidate has taken for that particular semester;*
- (ii) Disciplinary action will be taken against the candidate;*
- (iii) The candidate who is found guilty will be penalised in accordance with the rules of the University.*

12.3 Misconduct in Research Degrees

12.3.1 *The Examining Board of CGS will be instituted to examine if unfair practice can be identified at different stages in the examining / award process, namely at the pre-oral examination stage, during the examination and after the degree has been awarded.*

- 12.3.2 *In the event of the complaint of unfair practice, the matter will be investigated and should the Examining Board conclude there is a 'prima facie' case of unfair practice to be answered, the candidate will be called to defend himself/herself. If the candidate is not able to clear doubts and suspicions raised by the Examining Board, the Board will submit a full report to the Senate.*
- 12.3.3 *A decision will be made which can be in the form of ;*
- (i) Strong Warning;*
 - (ii) Suspension for a period of 1 – 2 semesters;*
 - (iii) Deprivation of the award of degree.*

BAHAGIAN 13.0 : ACADEMIC STATUS

13.1 Deferment

- 13.1.1 *A candidate is allowed to apply for deferment.*
- 13.1.2 *A candidate can be given the "Deferred" status under certain circumstances with the approval of the University.*
- 13.1.3 *A candidate who has reached the maximum study period has to follow the latest curriculum of the programme before completing his/her studies.*
- 13.1.4 *The deadline to apply for deferment is in the ninth week of lecture for a long semester and the fifth week of lecture for the short semester. Candidates have to pay RM50 as deferment fee.*
- 13.1.5 *Application for deferment should be made during or before current semester. A maximum of two (2) semesters within the study period (based on the approved duration of study).*
- 13.1.6 *An International candidate is allowed to defer based on the rules and regulations of Immigration Department of Malaysia.*

13.2 Quit Study

- 13.2.1 *A candidate who wishes to quit has to apply to the Faculty.*
- 13.2.2 *An International candidate who wishes to quit has to abide by the current University rules and regulations and has to refer to the University International Student Centre.*

13.3 Termination

13.3.1 *A candidate can be terminated for the following reasons:*

- (i) *failure to achieve a 'pass' in his/her programme of study and has failed in the appeal process; or*
- (ii) *failure to register in accordance with the semester or programmeregistration;or*
- (iii) *Non-fulfillment of admission requirement.*
- (iv) *Absence for 3 consecutive semesters without any valid reason.*

An International candidate who has been terminated is bound by conditions and procedures stipulated by the University and the Government of Malaysia.

13.4 Expulsion

13.4.1 *A candidate who is found guilty of misconduct that could lead to expulsion from the University in accordance to the Student Disciplinary Procedures would be given the "EXPELLED" status.*

13.4.2 *A candidate may appeal within the stipulated time frame.*

13.5 Suspension

13.5.1 *A candidate who is found guilty under the Student Disciplinary Procedures, which could lead to suspension from studies, will be given the "SUSPENDED" status.*

13.5.2 *A candidate may appeal within the stipulated time frame.*

13.6 Temporary Inactive

13.6.1 *A candidate who could not register in a semester because a course is not offered in any current semester is given the status 'TEMPORARY INACTIVE'.*

13.6.2 *The faculty will determine which candidate will be given the said status.*

13.7 *Completion of Study*

- 13.7.1 *A candidate who has fulfilled the credit hours required for graduation will be given the status 'COMPLETED'.*
- 13.7.2 *The number of credit hours required for graduation depends on the total credit hours required for each programme.*

13.8 *Inactive*

- 13.8.1 *A candidate is required to register every semester within the stipulated period in accordance with the procedure for candidate registration.*
- 13.8.2 *After the end of the registration period for the semester, a candidate who fails to register will be given the status 'INACTIVE'.*
- 13.8.3 *A fine for late registration must be paid by a candidate who registers after the registration period.*
- 13.8.4 *A candidate will be terminated if he/she fails to register within the time frame (Refer Table 6.1 and Table 6.2).*

13.9 *Practicum*

- 13.9.1 *Practicum status will be given to candidates for the second semester in the event if the Industrial Training/ Clinical Training/ Internship/ Practicum exceeds more than one semester.*

PART 14.0 : GRADUATION

14.1 *Requirements for Graduation*

- 14.1.1 *A candidate is qualified to graduate after fulfilling the following requirements:*
- (i) *Earned total credit hours required and obtained 'Good Standing';*
 - (ii) *Not subject to any disciplinary action for misconduct;*
 - (iii) *Has applied for graduation;*
 - (iv) *Endorsed by the senate;*
 - (v) *Cleared by the Bursar Office.*
- 14.1.2 *Confirmation Letter for Completion of Studies can be issued by the University after the decision on completion of studies has been approved by the Senate and has been given*

clearance by the Bursar Office.

14.2 *Class of Distinction*

14.2.1 *Class of Distinction is awarded to taught courses based on the final cumulative grade point average (CGPA) obtained as shown in Table 14.1.*

Table 14.1 : Class of Distinction

Degree Programme	CGPA Category
Distinction	CGPA ≥ 4.00
Pass	3.00 ≤ CGPA < 4.00

PART 15.0 : ASSESSMENT FOR PROGRAMME BY RESEARCH

15.1 *Preparation of Intent of Research*

15.1.1 *At the initial stage, a candidate may seek advice from the Academic Advisor from the respective School/Faculty.*

15.1.2 *The Academic Advisor role is to guide candidate in preparing the Intent of Research in the first semester.*

15.1.3 *Before a supervisor can be appointed, a candidate needs to submit a 2-page of Intent of Research to CGS by indicating the following;*

- (i) proposed title and scope of study*
- (ii) brief statements of research problems conceptual framework (e.g. the variables involved, methods used in brief)*
- (iii) reasons for undertaking the study (e.g. career enhancement, academic requirement, self-fulfilment)*

15.2 *Appointment of Supervisor*

15.2.1 *The respective School/Faculty through its Higher Degree Committee may assign suitable Supervisor or the candidate may nominate his/her own Supervisor by submitting a Nomination of Supervisor Form, the proposed Supervisor's CV (latest) & brief profile of proposed Supervisor.*

15.2.2 *CGS will then propose to the Senate meetings for approval/endorsement.*

15.3 Progress Monitoring

- 15.3.1 Candidates are requested to discuss their research progress with their Supervisors and submit a half-yearly Progress Report.
- 15.3.2 The Supervisor shall grade the progress of the candidate either Satisfactory (S) or Unsatisfactory (U).
- 15.3.3 A candidate who has obtained grade "U" (Unsatisfactory) for 3 consecutive semesters will be referred to the CGS Academic Committee.
- 15.3.4 All research candidates are required to submit to CGS annually their Personal Development Record (PAR) to record the following information ;
- (i) Record of Activity: Formal meetings with their supervisor and activities undertaken as and about of these meetings.
 - (ii) Research Skills Audit: evidence of attainment of appropriate research skills.
 - (iii) Training and Generic Skills Record: Skills training and related generic skills activities such as joining journal clubs, etc.

15.4 Preparation of a Research Proposal

- 15.4.1 Upon recommendation from the Supervisor, the candidate shall submit the Submission of Thesis/Dissertation Proposal Form together with the research proposal (4 sets) and power point slide to CGS.
- 15.4.2 The proposal defense shall normally be conducted within 2 months.

15.5 Research Methodology Course

- 15.5.1 Students are compulsory to attend the Research Methodology Course during the first semester of their enrolment.

15.6 Proposal Defense

- 15.6.1 Dean of CGS with recommendation from Dean of respective School/Faculty and Supervisor to nominate members of Proposal Evaluation Committee:

- (i) 1 Chairman
- (ii) 2 Internal Examiners or;
- (iii) 1 Internal Examiner and 1 External Examiner

15.6.2 CGS to conduct the Proposal Defense Session.

15.6.3 Candidate will be given 30- 40 minutes to present the proposal to the committee.

15.6.4 Proposal Evaluation Committee evaluates the proposal and recommends:

- (i) Candidate can immediately embark on the research once approved by the Proposal Evaluation Committee.
- (iii) A candidate shall be given 3 opportunities to pass the research proposal. Failure on the third attempt shall result on the termination of his / her candidature.

15.7 Research / Data Collection

15.7.1 The Supervisor shall assist and supervise the candidate in the preparation of the thesis/dissertation and to ensure that the thesis/dissertation meets required standards.

15.7.2 During this stage of the research process, the candidate is required:

- (i) To meet the Supervisor regularly every semester.
- (ii) To attend seminars, conferences, workshops and colloquiums organized by Unisel or other Academic Institutions.

15.7.3 Candidate who conducts his/her research in a laboratory or other venue outside of the University, must first get approval from the Head of Programme.

15.8 Thesis / Dissertation Report Writing

❖ Guidelines for Thesis / Dissertation Writing - (refer to CGS Thesis Guidelines)

15.9 Mock Viva

15.9.1 Candidate has to prepare and present for a mock viva (oral examination) to CGS.

15.9.2 CGS on the recommendation of the Dean of the School/Faculty will appoint two (2) readers to assess the candidate's work. The readers will decide and advise on the status of the work submitted.

15.10 Thesis / Dissertation Submission

15.10.1 Notice of Submission of Dissertation/Thesis

A candidate is required to give three (3) months notice to CGS of his intention to submit the thesis/dissertation by using Submission of Thesis/Dissertation Form. This form must be accompanied by a Table of Contents (TOC) and Abstract of the dissertation/thesis.

15.10.2 Submission for Checking of Format

An unbound copy of the thesis/dissertation shall be submitted to the School/Faculty to be checked for conformity to the format requirements.

15.10.3 Thesis/Dissertation Submission for Examination

Five (5) soft bound copies of the completed dissertation/thesis and power point slides must be submitted to the CGS.

15.11 Nomination and Appointment of Thesis/Dissertation Examiner

15.11.1 Dean of CGS with recommendation from Dean of respective School/Faculty & Supervisor to nominate the Panel of Examiners.

15.11.2 The examiners must have a minimum qualification of no less than the supervisor. Where an examiner is without the required qualification, there must be sufficient experience in relevant field and the appointment is subjected to the approval of Senat.

15.11.3 The Panel of Examiners for Master's degree shall comprise of:

(i) Dean of CGS or his representative as Chairman

(ii) 1 Internal Examiner

(iii) 1 External Examiner

15.11.4 *The Examination Committee for Doctoral degree by research shall comprise of:*

- (i) *Dean of CGS or his representative as Chairman*
- (ii) *1 Internal Examiner*
- (iii) *2 External Examiners*

15.11.5 *The Panel of Examiners for Doctoral degree (e.g Ed.D) shall comprise of:*

- (i) *Dean of CGS or his representative as chairman.*
- (ii) *2 Internal Examiners or*
- (iii) *1 Internal and 1 External Examiner*

15.11.6 *CGS to propose the appointment of the Panel of Examiners to CGS Academic Committee and /or to Senate for approval.*

15.12 *Recommendation of Thesis/Dissertation Evaluation by Examiners*

15.12.1 *The Examiners to examine the thesis/dissertation in less than 3 months.*

15.13 *Thesis Examination / Viva*

15.13.1 *CGS to conduct viva after receiving the reports of thesis/dissertation from the Supervisor and Examiners.*

15.13.2 *The University shall invite the Supervisor to attend the viva voce but his/her presence is not mandatory. The Supervisor's role is to provide the examiners with any assistance they require but will not take an active part in the viva voce.*

15.13.3 *Candidate will be given 30 - 45 minutes to present to the Panel of Examiners.*

15.13.4 *Following the viva a joint report should be prepared and agreed by the examiners and submitted by the Panel of Examiners to CGS.*

15.13.5 The recommendation from the Panel of Examiners shall be one of the following:

- (a) Thesis/Dissertation is accepted; assessment classification given is A (refer to Table 15.1 and Table 15.2).
- (b) Thesis/Dissertation is accepted subject to:
 - (i) Minor modifications being made ;

Errors	Maximum period of correction	Assessment Classification
<ul style="list-style-type: none"> • errors in grammar and/or syntax and/or minor changes in phraseology 	1 month	B1 / A-
<ul style="list-style-type: none"> ▪ errors in grammar and/or syntax and/or minor changes in phraseology and/or ▪ Other amendments which do not significantly affect the conclusion of the dissertation/thesis. 	3 months	B2 / B+

- The assessment classification is shown in Table 15.1 and Table 15.2

- (ii) Major modifications being made ;

Errors	Maximum period of correction	Assessment Classification
<ul style="list-style-type: none"> • Serious omissions of sections and/or • Inadequate argument in terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles. • Inadequate explanations on the theory • Lack of latest references 	6 months	C1 / B
<ul style="list-style-type: none"> • Serious omissions of sections and/or • Inadequate arguments in 	12 months	C2 / B-

<p><i>terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles.</i></p> <ul style="list-style-type: none"> • <i>Inadequate explanations on the theory</i> • <i>Lack of latest references</i> • <i>Major improvement of methodology, analysis and restructuring of the thesis</i> 		
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- *The assessment classification is shown in Table 15.1 and Table 15.2*

(iii) If the thesis does not meet the requirements for the Doctoral degree but does have merits which meet the requirements for the Master’s degree, the candidate shall be given the opportunity to submit the thesis in revised form for the appropriate Master’s degree. The assessment classification given is D (refer to Table 15.1)

(iv) Thesis/Dissertation is rejected with no right of revision or re-submission. The assessment classification given is E for PhD and Master by Research (refer to Table 15.1)and F for Doctorate by Coursework (refer to Table 15.2)

15.13.6 In the case whereby external examiner is not able to attend the viva, he/she needs to provide the assessment report prior to the session. The candidates will proceed with the session without the presence of external examiner.

15.14 Final Submission of the Dissertation/Thesis

15.14.1 A candidate whose thesis/dissertation is accepted or accepted with minor or major modifications will have to submit to the CGS five (5) hardbound copies of the thesis/dissertation (duly verified and corrected) together with a compact disc (CD) containing a soft copy of the thesis/dissertation within the prescribed time. The Supervisor will be responsible to verify that all the required amendments have been made in the dissertation/thesis.

15.14.2 A candidate may, if necessary, apply to the Dean for extension of time for the final submission of his dissertation thesis. All such applications must be made through the Supervisor. The Dean may, at his discretion, extend the time for final submission of a thesis/dissertation for up to 60 days but only one extension may be granted to a candidate. During the extension period, the candidate must continue to be a registered candidate.

15.14.3 *If after being required by the Panel of Examiners, a thesis/dissertation is not amended and submitted by the candidate within the prescribed time, the thesis/dissertation shall be deemed to have been rejected by the Panel of Examiners.*

15.15 *Assessment Classification – PhD, Master (Research) and Doctorate (by Coursework) Programme*

Table 15.1 : Assessment Classification – PhD and Master (by Research) and Doctorate (by Coursework) Programme

Code	Decision
A	The candidate be awarded with the degree of Doctor of Philosophy;
B1	The candidate be awarded with the degree of Doctor of Philosophy subject to minor corrections;
B2	The candidate be awarded with the degree of Doctor of Philosophy subject to the amendments and corrections as listed elsewhere in this report being made in the thesis to the satisfaction of the Examiner (s) and / or supervisor (s);
C1	The candidate be awarded with the degree of Doctor of Philosophy subject to major corrections; resubmission of the thesis for further examination in a revised form after a further period of study and research. This candidate is <u>not required</u> to re-sit for viva;
C2	The candidate be awarded with the degree of Doctor of Philosophy subject to major correction; resubmission of the thesis for further examination in a revised form after a further period of study and research. This candidate is <u>required</u> to re-sit for viva;
D	The candidate not be awarded with the degree of Doctor of Philosophy but can be awarded with Master of Philosophy;
E	The candidate not be awarded with the degree of Doctor of Philosophy

Table 15.2 : Assessment Classification –Doctorate (by Coursework) Programme

CODE	Decision
A (80 and above)	The candidate be awarded with the degree of Doctor of Education;
A- (75 – 79)	The candidate be awarded with the degree of Doctor of Education subject to minor corrections;
B+ (70 – 74)	The candidate be awarded with the degree of Doctor of Education subject to the amendments and corrections as listed elsewhere in this report being made in the thesis to the satisfaction of the Examiner (s) and / or supervisor (s);
B (65 – 69)	The candidate be awarded with the degree of Doctor of Education subject to major corrections; resubmission of the thesis for further examination in

	a revised form after a further period of study and research. This candidate is <u>not required</u> to re-sit for viva;
B- (60 and below)	The candidate be awarded with the degree of Doctor of Education subject to major correction; resubmission of the thesis for further examination in a revised form after a further period of study and research. This candidate is <u>required</u> to re-sit for viva;
F	The candidate not be awarded with the degree of Doctor of Education.

15.16 *Graduation*

15.16.1 *Award of Degree*

The Senate shall confer a Master’s or Doctoral degree to a candidate upon recommendation by the Panel of Examiners once all the requirements for graduation have been fulfilled.

15.16.2 *Graduation/Conferment Requirements*

A candidate is eligible for conferral of a degree after fulfilling the following conditions:

- ✓ *Passed the Thesis/Dissertation Examination*
- ✓ *Passed the viva Examination*
- ✓ *Has paid all the due fees*
- ✓ *Has fulfilled other requirements as specified by the University*

PART 16.0 : GENERAL PROVISIONS

16.1 *Each candidate is OBLIGED to abide by all the University academic rules and regulations;*

16.2 *The Handbook of Academic Regulations must be read together with the Handbook on Rules on Student Conduct, Examination Rules or any University circulars/rules and regulations/ directives;*

16.3 *The Senate has the right to amend any academic rule from time to time;*

16.4 *If any contradiction arises, the Senate’s decision is final.*

SENARAI JADUAL/LIST OF TABLES

NO	TABLE	TABLE TITLE
1.	Table 3.1	<i>Structure of Learning Session</i>
2.	Table 5.1	<i>Duration of Study – Taught Programme</i>
3.	Table 5.2	<i>Duration of Study – Research Programme</i>
4.	Table 6.1	<i>Penalty Imposed for Late Student Self-Registration in Long Semester</i>
5.	Table 6.2	<i>Penalty Imposed for Late Student Self-Registration in Short Semester</i>
6.	Table 6.3	<i>Penalty for Dropping a Course in Long Semester</i>
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8.	Table 9.1	<i>Total Number of Credits Allowed</i>
9.	Table 10.1	<i>Grading Scheme/Grade and Grade Point</i>
10.	Table 11.1	<i>Academic Standing</i>
11.	Table 14.1	<i>Class of Distinction</i>
12.	Table 15.1	<i>Assessment Classification – PhD and Master (by Research) Programme</i>
13.	Table 15.2	<i>Assessment Classification –Doctorate (by Coursework) Programme</i>

ENDORSED BY THE
SENATE OF UNIVERSITI SELANGOR (UNISEL)

CHAIRMAN
SENATE OF UNIVERSITI SELANGOR