

UNIVERSITI TUNKU ABDUL RAHMAN
Rule XL
MASTER'S DEGREE BY MIXED MODE PROGRAMME

*Amended on
14 May 2013*

IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Rule:

Part I – General

1. This Rule may be cited as the **Master's Degree by Mixed Mode Programme Rule** and shall come into force as from the date of incorporation of the University. *Amended on
14 May 2013*
- 1A. This Rule would supersede all the following individual Rules: *Amended on
14 May 2013
and
4 Jan 2024*
 - (a) Rule VIII - Master of Arts (Chinese Studies);
 - (b) Rule XII - Master of Communication.
2. In this Rule, unless otherwise stated:
 - (a) 'the University' means Universiti Tunku Abdul Rahman (UTAR);
 - (b) 'the Senate' means the Senate of Universiti Tunku Abdul Rahman;
 - (c) 'the Faculty/Institute' means the Faculty/Institute at the University that conducts the degree programme;
 - (d) *deleted*;
 - (dd) 'Module' is defined as combination of core or elective courses;
 - (e) words importing the masculine gender only shall include feminine gender and words importing the singular number only shall include the plural number, and vice versa;
 - (f) 'Mixed mode programme' refers to postgraduate programme with at least a fifty (50) percent research component. *Amended on
14 May 2013*
- 2A. The Board of a Faculty/Institute (hereinafter referred to as "the Faculty/Institute Board") may propose the introduction of degree programmes at the Master's level through part coursework and part research. Upon a review of such proposal, the Senate may approve the introduction of the programmes by the Faculty/Institute. *Amended on
6 May 2014*
3. The following provisions shall apply to both the full-time and part-time candidates, unless the text expressly states a contrary intention.

Part II – Programme Structure

4. The programme shall consist of not less than a total of forty (40) credit hours of courses, inclusive of a dissertation which carries not less than fifty (50) percent of the *Amended on
14 May 2013
and
7 June 2016*

total credit hours.

5. *deleted*

*Amended on
6 May 2014*

5A. The programme may be conducted on a modular basis or on a trimester/semester system. Candidates following the modular programme or the trimester/semester system are allowed to defer module or modules offered in a trimester/semester subject to Section 6A below and Section 4(7)(e) of Regulation II. Prior written approval must be obtained from the Director of Institute of Postgraduate Studies and Research for such deferment.

*Amended on
6 May 2014*

6. (1) *deleted*

*Amended on
6 May 2014*

(2) *deleted*

6A. (a) The minimum duration of a Master's degree by mixed mode candidature for a full-time candidate or a part-time candidate shall be as stated in Schedule XL(a). A candidate may apply through the Faculty/Institute Board to change his candidature and the Senate may, upon recommendation of the Faculty/Institute Board, approve the same.

*Amended on
6 May 2014*

(b) A candidate shall be required to complete the core and elective modules, the dissertation and any other requirements as mentioned in Section 4 above and submit his dissertation for examination not later than the maximum duration for full-time study or part-time study respectively as stated in Schedule XL(a) from the date of commencement of the intake he enrolled in.

(c) Notwithstanding the above, the Senate may, on the recommendation of the Faculty/Institute Board, extend the period of candidature beyond the maximum duration. Such extension, if granted, shall not exceed one year in any one case and shall be subjected to such conditions as may be determined by the Senate.

7. *deleted*

*Amended on
6 May 2014*

8. *deleted*

8A. (a) A full-time employee of the University shall be admitted as a part-time candidate.

*Amended on
6 May 2014*

(b) Notwithstanding the above, full-time tutors and full-time research officers may register as full-time candidates upon the recommendation of the Faculty/Institute Board.

9. The Senate may, upon the recommendation of the Faculty/Institute Board, permit a

*Amended on
6 May 2014*

full-time candidate to convert the status of his candidature to part-time, or vice-versa. Consideration shall be given on a case to case basis and the Senate may subject the candidate to other such conditions, as it may deem necessary.

Part III – Admission

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| 10. | A candidate for a Master's Degree by Mixed Mode programme shall possess the minimum qualifications as stated in Regulation I (Entry Requirements for Programmes of the University) . | <i>Amended on
14 May 2013
and
1 Aug 2023</i> |
| 10A. | <i>deleted</i> | <i>Amended on
7 May 2021
and
1 Aug 2023</i> |
| 11. | <i>deleted</i> | |
| 12. | An applicant may be required to satisfy the Faculty/Institute through an interview and/or examination and/or such other methods to determine his suitability to pursue the programme. | |
| 13. | The acceptance of the candidate shall be solely at the discretion of the Senate, whose decision shall be final. | |
| 14. | The candidate shall enroll for the programme by completing the prescribed form and remitting the specified fees by the date stipulated by the University. | |
| 14A. | A candidate shall, upon admission, attend the prescribed courses and conduct research required for the dissertation, which shall be undertaken under the supervision of Supervisor(s) appointed by the Senate upon recommendation of the Faculty/Institute Board, unless approval from Senate is obtained to attend the courses or to conduct research in another institution/organization either locally or overseas. | <i>Amended on
6 May 2014
and
4 April 2017</i> |
| 14B. | Upon admission into an UTAR Master's degree programme, a candidate shall not pursue any other postgraduate degree programme in the same discipline in UTAR or any other Institutions of Higher Learning. Prior written approval must be obtained from the University if he intends to pursue other academic programme in UTAR or any other Institutions of Higher Learning during the period of his candidature. | <i>Amended on
6 May 2014</i> |
| 14C. | A minimum of 70% attendance at classes for the programmes is compulsory, unless the candidate has obtained the prior written permission from the Dean of the Faculty/Institute to absent himself from any class, or unless the candidate is certified to be medically unfit. No candidate shall be admitted to the examination prescribed for the programmes unless the Dean of the Faculty/Institute certifies that the | <i>Amended on
6 May 2014
and
7 June 2016</i> |

candidate has satisfactory attendance for the prescribed programmes.

- 14D. No candidate with CGPA below 3.0000 shall be eligible to register for dissertation of the degree unless recommended by the Faculty/Institute Board and approved by Senate. *Amended on 6 May 2014*
- 14E. (1) A candidate shall be required to present and defend his research proposal before a committee established by the Faculty/Institute. This research proposal defence must be carried out within three (3) months from the date of registration of the subject (*dissertation*) for a full-time candidate and within six (6) months for a part-time candidate. A candidate would be graded as "Satisfactory" or "Not Satisfactory". In order to proceed with the programme, a candidate shall have attained a "Satisfactory" grade for the proposal defence. A candidate shall be allowed a maximum of three (3) attempts for proposal defence within nine (9) months for a full-time candidate and within twelve (12) months for a part-time candidate. *Amended on 6 May 2014*
- (2) Notwithstanding the above, for candidate registered from May 2024 intake onwards, once registered for the Dissertation, the research proposal defence must be carried out within week 6 of the trimester for both full-time and part-time candidate. A candidate would be graded as "Satisfactory" or "Not Satisfactory". In order to proceed with the programme, a candidate shall have attained a "Satisfactory" grade for the proposal defence. A candidate shall be allowed a maximum of three (3) attempts for proposal defence within week 12 of the trimester for both full-time and part-time candidate. *Amended on 4 Jan 2024*
- The committee shall comprise:
- (a) An expert identified by the Dean who shall be the Chairman;
 - (b) The Supervisor and/or the Co-Supervisor of the candidate; and
 - (c) A member of the Faculty/Institute R&D and Postgraduate Committee. *Amended on 4 Jan 2024*
- 14F. A candidate shall be required to submit a progress report every trimester on the progress of his research to the Faculty/Institute. *Amended on 6 May 2014 and 4 Jan 2024*

Part IV – Examination

15. The examination for the Master's Degree by Mixed Mode shall consist of the following:
- (a) assessment of the coursework and the written examination for each taught course; and *Amended on 14 May 2013*
 - (b) assessment of the dissertation, which shall be a record of original work or a critical exposition of existing data. A "viva voce" shall be conducted for a candidate or *Amended on 7 June 2016*
- Amended on 6 May 2014*

	(c) under special circumstances, the Senate may direct that the assessment for any course be conducted using any assessment format as it thinks fit.	<i>Amended on 8 May 2020</i>
16.	A candidate who fails the examination for any core course in the third attempt shall be terminated from the programme.	<i>Amended on 7 June 2016</i>
16A.	For candidate registered from May 2024 intake onwards, once the candidate registered for the Dissertation, he is required to submit the Dissertation at or before the end of the duration of the trimester(s) allocated for the Dissertation in the approved programme structure. A candidate shall be graded as Fail in the event he/she did not submit the Dissertation for examination by the deadline.	<i>Amended on 4 Jan 2024</i>
16B.	A candidate is allowed to apply for an extension of the submission of his/her Dissertation for examination. Such appeal shall be submitted to the Board of the Faculty/Institute/Centre concerned, which shall make its recommendation to the Senate for approval. If approved, further extension shall normally not exceed two trimesters. The decision of the Senate shall be final and any further appeal shall not be entertained. The candidate shall be graded as Fail in the event he/she did not submit Dissertation for examination by the approved extension date.	<i>Amended on 4 Jan 2024</i>
16 C	A candidate who has not passed the Dissertation after two attempts from the date of first registration of the Dissertation before the lapse of his maximum candidature period shall be terminated from the programme.	<i>Amended on 4 Jan 2024</i>
17.	There shall be a Board of Examiners for taught courses, appointed by the Senate, for the Master's Degree by Mixed Mode. The membership of the Board of Examiners shall comprise of the following:	<i>Amended on 14 May 2013 and 7 June 2016</i>
	(a) Dean of Faculty/Institute or his representative as Chairman; and (b) All members of the Academic Staff who are involved in teaching the taught courses.	<i>Amended on 7 June 2016</i>
18.	The examiners for a Master's Dissertation shall be appointed by the Senate and shall comprise of two (2) Internal Examiners In the event that there are no suitable internal examiners, the Senate may appoint external examiners for the dissertation.	<i>Amended on 4 Jan 2024</i>
19.	The Board of Examiners for a Master's dissertation shall comprise: (a) the Director of Institute of Postgraduate Studies and Research (IPSR) or in his absence, the Director of IPSR's representative, who shall be the Chairman; (b) the Internal Examiners;	<i>Amended on 4 Jan 2024</i>

- (c) a representative of the Senate; and
- (e) a representative of the Faculty/Institute.

The Board of Examiners shall invite the Supervisor/ Co-Supervisor and may invite the Dean of the Faculty/ Institute/ Head of Department to attend the Board of Examiners meeting as invited members.

- 19A. Notwithstanding the above, for candidate registered from May 2024 intake onwards The Board of Examiners for a Master's dissertation shall comprise:

*Amended on
4 Jan 2024*

- (a) the Dean of Faculty/Institute or his representative, who shall be the Chairman.
- (b) the Internal Examiners;

The Board of Examiners shall invite the Supervisor / Co-Supervisor to attend the Board of Examiners meeting as invited members.

- 19A. deleted

*Amended on
16 May 2014
and
5 May 2015*

- 19B. If the Board of Examiners for a Master's dissertation is not satisfied that a sufficient standard has been reached in the "viva voce", the candidate shall be required to repeat the "viva voce". A candidate is allowed a maximum of two (2) attempts to obtain a "satisfactory" grade for his "viva voce".

*Amended on
5 May 2015*

- 19C. If the Board of Examiners for a Master's dissertation is not satisfied that a sufficient standard has been reached in the dissertation and "viva voce" [after a maximum of two (2) attempts] for the award of Master's degree by Mixed Mode, the Board shall either:

*Amended on
5 May 2015*

- (a) report that the candidate has failed; or
- (b) recommend that the candidate be required to pursue a further scheme of work over a period to be specified by the Board of Examiners, at the end of which the candidate may resubmit his dissertation for re-examination.

- 19D. If a candidate is required by the Board of Examiners to resubmit his dissertation for re-examination, he is automatically required to repeat the "viva voce". A candidate is allowed only one (1) resubmission of dissertation for re-examination.

*Amended on
5 May 2015*

20. A candidate who is unable to sit for the final examination for one or more of the following reasons, will be given an Incomplete ('I') Status :

- (a) The candidate has a certified medical condition during the examination. The candidate shall normally be required to submit the medical report to the Dean of Faculty/Institute within three (3) working days of the medical leave. The production of a Medical Certificate (MC) will **NOT** be sufficient.

*Amended on
14 May 2013*

- (b) The candidate who is involved in employment activities such as business travel requirements or important assignments by the employer shall normally be required to submit a letter from the CEO, Director or immediate supervisor to the Dean of Faculty/Institute preferably not less than ten (10) days before the examination date.
21. A candidate shall be allowed up to two (2) weeks before the examination period to withdraw from course(s) that he is registered for. Withdrawal shall result in an automatic grade of (W) to be recorded. This grade shall not be used in the computation of the Cumulative Grade Point Average for the candidate concerned. *Amended on 7 June 2016*
22. Subject always to the limitation imposed in Section 16, a candidate who fails a course may be allowed by the Senate upon the recommendation of the Board of Examiners to retake the course. *Amended on 7 June 2016*

Part V - Probation and Termination of Study

23. A candidate for the Master's Degree by Mixed Mode shall be governed by the following provisions of probation of study: *Amended on 14 May 2013*
- (1) A candidate shall be put on probation if his GPA for a trimester/semester is less than 3.0000 except in a trimester/semester where all courses taken do not contribute towards the computation of GPA and CGPA. The academic probation period shall end when the candidate has attained a GPA of 3.0000 and above in the following trimester/semester. *Amended on 7 June 2016*
- (2) Where a candidate is placed on probation, the candidate shall be informed of his Probation Status through the Notification of Results (NOR).
- (3) The decision on the academic standing of a candidate shall be made based on his results after an Examination. The Senate upon recommendation of the Board of Examiners shall decide whether or not the candidate be placed on probation.
24. The candidature of a candidate for a Master's Degree by Mixed Mode shall be terminated if: *Amended on 14 May 2013*
- (a) the candidate has not completed the programme within the maximum period prescribed in Section 6A above;
- (aa) does not comply with the requirement under the provisions of Section 14B above; *Amended on 6 May 2014*
- (b) the candidate fails under the provisions of Section 16 above;
- (c) *deleted*; *Amended on 6 May 2014*
- (d) the candidate conducts himself in a manner which contravenes any

provisions of the Laws of the University;

- (e) the Grade Point Averages in two consecutive trimesters/semesters are less than 3.0000 and the Cumulative Grade Point Average for the current trimester/semester is less than 3.0000;
- (f) the candidate does not attain a “Satisfactory” grade for his proposal defence within the stipulated duration;
- (g) the candidate has been given three (3) consecutive warnings for failing to obtain a “Satisfactory” grade for the progress in his research work or non-submission of the research progress reports on time;
- (h) the candidate does not complete and formally submit his dissertation for examination within the maximum duration of study prescribed for the programme.

*Amended on
1 Aug 2023*

*Amended on
6 May 2014*

25. *deleted*

*Amended on
6 May 2014*

Part VI - Award of Degree

26. A candidate shall be awarded the Master’s Degree by Mixed Mode if he has:
- (a) passed all the modules and the dissertation;
 - (b) attained a minimum CGPA of 3.0000 for the programme of taught structure; and
 - (c) fulfilled all the requirements of the Laws of the University and paid all the outstanding fees to the University.

*Amended on
14 May 2013*

26A. Aegrotat & Posthumous Degree

*Amended on
5 April 2021*

- (1) For the purpose of this clause:

An Aegrotat Degree is an award, without classification, made to a candidate who is prevented from completing his programme of study due to medical reason, permanent loss of ability or other reasons accepted by the Senate based on the evidence that the candidate would have fulfilled all the degree requirements should he had been able to continue his study. The award title conferred shall contain “Aegrotat”.

A Posthumous Degree is an award, without classification, made to a deceased candidate who did not complete his programme of study but had completed sufficient work to be awarded a degree. The award title conferred shall contain “Posthumous”.

- (2) For the award of Aegrotat Degree, a candidate must:

- (i) obtain a CGPA of at least 3.0000 for the last trimester/semester of study; and

- (ii) complete and submit his dissertation.
- (3) Application for Aegrotat Degree must be made by the candidate (where possible) or candidate's guardian/ next of kin in writing to the Dean of the Faculty/Institute. The written application must include:
- (i) a signed statement from the candidate (where possible) or student's guardian/ next of kin that he or the guardian/ next of kin is willing to accept the aegrotat award and thus, agreeing to waive the candidate's right to any further assessment/re-assessment should the application is approved; and
 - (ii) a medical report issued by a certified doctor in the case of illness or other appropriate documents for other cases that can establish the facts of the candidate's case.
- (4) For the award for Posthumous Degree, a candidate must:
- (i) obtain a CGPA of at least 3.0000 for the last trimester/semester of study; and
 - (ii) complete and submit his dissertation.
- (5) Application for Posthumous Degree must be made by the deceased candidate's guardian/ next of kin, in writing to the Director of Institute of Postgraduate Studies and Research. The written application must be accompanied by the death certificate of the deceased candidate.
- (6) The Senate may, upon the recommendation of the Board of Examiners and upon such conditions as it shall think fit, award an Aegrotat Degree or Posthumous Degree to the candidate concerned.

Part VII - Appeal

27. (1) A candidate who failed under Section 19C may appeal to the President of the University for re-examination of the dissertation or/and viva voce. The decision of the President shall be final;
- (2) A candidate, whose candidature has been terminated under Section 24 above, may appeal to the President of the University for reinstatement of his candidature. The decision of the President shall be final.
28. The appeal to the President shall be in writing and submitted to the Director of Institute of Postgraduate Studies and Research together with payment of a prescribed appeal fee within two (2) weeks from the date of receipt of the termination notice or notification of result. Appeals submitted after the lapse of the said period shall not be entertained.

*Amended on
6 May 2014
and
5 May 2015*

*Amended on
6 May 2014*

Schedule XL(a) - Duration of Study for Full-time & Part-time Master's Degree by Mixed Mode Programmes in UTAR as Approved by MOHE/MQA

Programme Name / MQA Registration No.	Mode of Study	Faculty	Date of MOE Approval	Full-time		Part-time	
				Minimum Duration	Maximum Duration	Minimum Duration	Maximum Duration
Master of Chinese Studies <i>[formerly known as Master of Arts (Chinese Studies) - Structure B]</i> (MQA/FA0124)	Mixed Mode	ICS	25.03.2011/ 08.01.2013	1.5 years	4 years	2 years	6 years
Master of Communication (A7014)	Mixed Mode	FCI	16.12.2010	1.5 years	4 years	2 years	6 years
Master of Psychology (Industrial & Organisational Psychology) (MQA/FA3161)	Mixed Mode	FAS	02.08.2013	1.5 years	4 years	2 years	6 years
Master in Education Technology (MQA/PSA 16670)	Mixed Mode	FCI	06.07.2023	1.5 years	4 years	2 years	6 years

*Amended on
5 May 2015
and
4 April 2017*

*Amended on
8 May 2020*

*Amended on
4 Jan 2024*