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Research Handbook

This handbook contains the rules and regulations for graduate studies through Research Mode at Universiti Sains Malaysia.

All graduate students should comply with these rules and regulations.

USM reserves the right to amend the rules and regulations from time to time.

Institute of Graduate Studies
Universiti Sains Malaysia

1. REGISTRATION

Registration for graduate studies :

- At IPS **Main Campus in Penang** for all programmes except Engineering and Medicine/Health/ Dentistry.
- At the IPS Desk (Registry) Seri Ampangan, **Nibong Tebal Campus** for Engineering programmes.
- At the IPS Desk (Registry), **Health Campus, Kubang Kerian, Kelantan** for Medicine, Health and Dentistry programmes.

Registration of a student is based on the semester system and the date will be determined when the student registers. Semester I is from the month of June – November and Semester II is from the month of December - May.

The registration date will take effect based on the following:

> If a student registers on or before the 15th of the month, the effective date is the 1st of that month. If a student registers after the 15th of the month, then the effective date is the 1st of the following month.

It is the responsibility of a student to ensure that payment of fees is settled during registration. Receipts of payment must be produced upon registration. Scholarship holders or those with sponsorship need to produce the letter of offer from the respective bodies.

A foreign student must ensure that a student's pass has been approved by the Immigration Department of Malaysia before entering Malaysia. For issues pertaining to immigration matters, visas, student's pass, please contact the Officer-in-Charge at the International Office, USM.

A registered student of USM, either on a full-time or part-time basis is not allowed to register for another degree or programme of study with any other University either locally or abroad.

2. REGISTRATION FOR LANGUAGES AND PRE-REQUISITE COURSES

2.1 The Bahasa Malaysia 1 (LKM 100) course is compulsory for all foreign students and must be taken and passed prior to graduation. The passing grade is C+. Registration for this course can be made at the Centre for Languages & Translation, USM.

2.2 A TOEFL score of 550/ IELTS 6.0/ equivalent examination may be required for certain programmes.

2.3 Registration for all pre-requisite courses (where applicable), other than LKM 100, must be done within the first week of the Semester.

2.4 The registration form IPS/HEP – 05 for Pre-requisite courses are available at IPS.

3. FEES

3.1 Non Recurring Fees (payable once only on admission)

- Personal Bond (Refundable at the end of programme of study)
- Registration Fee
- Registration Card
- Equipment / Computer Fee
- Convocation fee, degree scroll, academic transcript
- Alumni
- MPA & MEM Club (if applicable)
- Malay Language (LKM 100) (applicable to foreign candidates)

3.2 Recurring Fees (payable every semester)

- Tuition Fee
- Health Service Fee (for full-time candidates only)
- Examination Fee
- Student Welfare Fund (for full–time candidates only)
- Library Fee
- Commuter Service (for full-time candidates at Main Campus only)

4. RENEWAL OF REGISTRATION

4.1 It is the responsibility of a student to renew his/her registration every semester and make payment of tuition fees within the renewal registration period.

4.2 If an active student fails to renew his/her registration, a show-cause letter will be issued. A student is given two weeks to respond to the show-cause letter failing which USM will initiate that:

(i) the candidature be terminated.
(ii) a penalty of RM200 will be charged (subject to permission granted for late registration).

4.3 A student is required to renew his/her registration and pay fees until such time that he/she has submitted ten (10) copies of the thesis to IPS for

examination.

4.4 Renewal of registration can be done "on-line" at the Health Campus portal (http://healthy campus.usm.my). The manual of the process can be obtained at the IPS website (www.ips.usm.my).

5. DURATION OF CANDIDATURE

5.1 A student who is registered for a Masters or PhD degree must fulfill the duration of candidature as follows:

Degree Programme	Type of Candidature	Period of Candidature	
		Minimum	Maximum
Masters Degree	Full-time	12 months	36 months
	Part-time	24 months	72 months
Degree Programme	**Type of Candidature**	**Period of Candidature**	
		Minimum	**Maximum**
PhD Degree	Full-time	24 months	60 months
	Part-time	36 months	90 months

5.2 RESIDENTIAL REQUIREMENTS

5.2.1 The residential requirement for a full-time Masters or PhD student is the duration of the minimum period of his/her candidature.

5.2.2 The minimum period of residential requirement for a part-time Masters or PhD student is **15 days a year**.

6. CONVERSION OF STATUS OF CANDIDATURE

6.1 A student can apply for conversion of his/her status from full-time to part-time or vice-versa. Application for conversion must be made using IPS/HEP – 03 available at IPS. Approval must be obtained from the respective Dean of the School/Centre concerned.

6.2 The conversion of status is permitted twice only during the entire period of candidature.

7. CONVERSION OF CANDIDATURE: MASTERS TO PHD

7.1 The upgrading of the level of candidature from that of a Masters degree to a PhD must be done within a period not exceeding 12 months for full-time students and 24 months for part-time students, starting from the date of registration as a student.

7.2 A Masters student who is applying for conversion of his/her candidature to that of a PhD must submit a new research proposal endorsed by the main supervisor. This application must be done in writing to the Dean of IPS via the Dean of the School/Centre.

7.3 The recommendation for conversion of candidature as above is subject to approval of the University Board of Graduate Studies, USM.

8. EXTENSION OF CANDIDATURE

8.1 An application for extension must be made two (2) months prior to the date before the expiration of the candidature.

8.2 This application must be made officially to the Dean/Director of the respective School/Centre using form IPS/HEP – 03. The duration for the extension applied should be stated. The completed form is then to be submitted to IPS.

8.3 The maximum period of extension allowed is two (2) semesters only.

9. CHANGE OF MODE OF STUDY PROGRAMME.

9.1 A student who wishes to change his/her mode of study must submit a fresh application form to IPS. A processing fee will be charged for this.

10. WITHDRAWAL FROM PROGRAMME OF STUDY

10.1 Withdrawal from a programme of study can be made to IPS based on acceptable reasons.

10.2 Refund of fees (tuition fees and caution money) can be made for withdrawals of candidature up to the second month after registration.

10.3 No refund of fees will be given to a candidate who withdraws from the third month onwards except for the refund of caution money.

11. TERMINATION OF CANDIDATURE

11.1 The University Senate reserves the right to terminate a student if his/her progress is found to be unsatisfactory or expiration of his/her maximum period of candidature.

12. POSTPONEMENT OF STUDIES/PENALTY

12.1 A student can apply to postpone his/her studies for a period not exceeding one (1) year.

12.2 The postponement is only allowed after registration and completion of at least one (1) semester except for medical or valid personal reasons. Apart from medical reasons, approval can also be given if a student has presented one seminar (if this regulation is stipulated in the entry requirement).

12.3 Application for postponement can be made using form IPS/HEP – 03. Approval must be obtained from the respective Dean/Director of the School/Centre. The endorsed form must be submitted to IPS.

12.4 The Dean/Director of the School/Centre is authorised to approve an application for leave not exceeding three (3) months.

12.5 A student, whose application for postponement of studies has been approved **With Penalty**, need to pay RM50.00 to the University for the candidature to remain active. The period of postponement will be considered as part of the candidature period.

12.6 No penalty will be imposed on postponements made on medical or valid personal grounds.

13. REACTIVATION OF CANDIDATURE

13.1 A student must activate his/her candidature within one (1) year starting from his/her effective date of termination.

13.2 An application to reactivate the candidature after one (1) year from the date of termination will not be considered.

14. CHANGE OF SUPERVISORS, RESEARCH TOPICS AND FIELDS

14.1 Permission to change supervisors, topic or field of research must be approved by the Supervisor. A student must specify his/her intention to

apply for a change in the area of study or change of topic.

14.2 The form must be submitted to the Supervisor for approval before it is submitted to the relevant School/Centre for endorsement.

15. PREPARATION, SUBMISSION AND EXAMINATION OF THESIS

15.1 "A Guide to the Preparation, Submission and Examination of Thesis"

15.1.1 IPS has published a guide which is designed to assist students to prepare their theses available at IPS website (www.ips.usm.my). The guide sets out the requirements for the format.

15.1.2 This guide is to facilitate the processes involved in the submission of the thesis.

15.1.3 The official documentations (templates) can be downloaded from this website.

Forms	Reference
Notice of Submission of Thesis For Examination	IPS/Exam – 01
Submission of Ten (10) Copies of Thesis	IPS/Exam – 02
Declaration on Authenticity of Candidate's Thesis	IPS/Exam – 02 (a)
Submission of Three (3) Final Copies of Thesis	IPS/Exam – 03
Degree Scroll Information (Candidate's Particulars)	IPS/Exam – 03 (a)
Re-submission of Seven (7) Copies of Thesis for Re-examination	IPS/Exam – 04

15.2 Notice of Submission of Thesis

A Masters or PhD student is required to submit the form IPS/Exam – 01, at least three (3) months prior to submitting ten (10) copies of the thesis. At this point, payment of the Thesis Examination Fee must be made at the Bursary. A copy of the receipt of payment should be submitted to IPS together with the 10 copies of thesis.

15.3 A student's status must be active in order to submit this notice.

15.4 A student has to submit a written application endorsed by the main supervisor requesting for an extension of the notice of submission of the

thesis if he/she fails to submit the ten (10) copies within the three (3) months period.

15.5 A student who fails to submit the ten (10) copies of the thesis within six (6) months after the submission of the Notice of Submission of Thesis, has to resubmit a new notice of submission form IPS/Exam – 01 to IPS for approval.

16. SUBMISSION OF TEN (10) COPIES OF THE THESIS

16.1 The submission of a thesis must be made during the period of candidature after a student has fulfilled the minimum period of candidature.

16.2 IPS will not accept any thesis that has not been written in accordance with the prescribed format.

16.3 A student has to ensure, when submitting the ten (10) copies of the thesis to IPS, the form IPS/Exam – 02 has been completed properly, i.e. the title of the thesis and its translated version written clearly, and that the main supervisor and the respective Dean/Director of the School/Centre for verification and confirmation have endorsed it.

16.4 Should there be any changes to the title of the ten (10) copies of the soft bound thesis, i.e. the title is different from the original title in the Notice of Submission of Thesis form, IPS/Exam – 01, the candidate has to obtain a written confirmation from the main supervisor (form IPS/Exam – 01, Section B) and approval from the respective Dean/Director of the School/Centre before the thesis can be submitted to IPS.

17. THE VIVA VOICE (ORAL EXAMINATION)

17.1 The viva or oral defense will be scheduled by IPS as soon as all reports from the External and Internal Examiners have been received.

17.2 At the viva, the student will appear before a Panel of Examiners consisting of the following: External Examiner (if applicable), Dean/Director of the School/Centre/Unit, Internal Examiners, Supervisors, and Secretary.

17.3 Should there be any changes to the address or contact information, the student must immediately inform IPS so that the invitation to attend the viva can be forwarded urgently and correctly.

17.4 Should a student need any audio-visual equipment (e.g. Laptop or LCD) for presentation during the viva, prior request in writing should be made to IPS.

17.5 After the viva, a student must obtain the information/comments and report for making the necessary corrections and improvements to the thesis as directed by the Thesis Examination Panel. This can be obtained directly from the Secretary of the Panel of Examiners at IPS.

17.6 A student will be given a specific period to correct and complete the thesis for the submission of the final three (3) hard bound copies. He/she is advised to meet the main supervisor for this purpose.

17.7 The **period** given for corrections/modifications of the thesis is as follows;

(i) Student with a **scale 2** : will be given 6 months

(ii) Student with a **scale 3** : will be given 1 year

(iii) A student who needs extra time than the period allocated for corrections can appeal to the Deputy Vice Chancellor (Academic & International Affairs).

17.8 In any case, if a student is required by the Panel of Examiners to **re-submit** the thesis for **re-examination,** he/she must complete Re-submission of Thesis form, IPS/Exam – 04 and endorsed by the Main Supervisor and the respective Dean/Director of the School/Centre/Unit. This document is then submitted together with the seven (7) soft bound copies of the thesis to IPS.

18. SUBMISSION OF THREE (3) FINAL COPIES OF THE THESIS

18.1 Once the necessary corrections have been made and incorporated into the thesis, a student is required to complete the Submission of Three (3) Final Copies of Thesis form, IPS/Exam – 03 and obtain the signature of the Main Supervisor and respective Dean/Director of the School/Centre/Unit. The final content of the thesis is to be produced on a CD. Ensure that documentation of the thesis is spelt out clearly on the CD label. The CD can then be submitted to IPS together with the three (3) hard bound copies of the thesis.

18.2 If the Main Supervisor/Co-Supervisor or the Internal Examiner is the Dean/Director of the School/Centre where the student is registered, the endorsement and approval of form, IPS/Exam – 03 (Section C) will be officially stamped by the Dean of the Institute of Graduate Studies.

19. GRADUATION REQUIREMENTS

19.1 Compliance of the entire following is necessary for graduation:

(i) Adhere to all Rules and Regulations of the graduate degree programme.

(ii) Fulfill the minimum duration of candidature.

(iii) Pass the pre-requisite courses (if any) as determined by the School/Centre/Unit.

(iv) Settle all outstanding fees (if any)

20. SMART CARD (Student's ID)

20.1 A smart card is issued to all registered graduate students of Universiti Sains Malaysia.

This card is non-transferable and is used for the following purposes:

(i) Identification/security check for entry and movement within the Campus

(ii) Access to and use of Library facilities

(iii) Payment of Fees at the Bursar's Office

(iv) Course registration

(v) Examination (Language or pre-requisite courses)

(vi) Medical treatment at the University's Clinic/Panel Clinics or Hospitals

(vii) Access to and use of Sports facilities, and

(viii) Other related matters pertaining to authorities like the immigration and police.

20.2 **Loss** of the smart card must be reported immediately to IPS. A card replacement fee of **RM60.00** will be charged.

21. STANDARD FORMS

Standard Forms are available at IPS for students who need to seek approval pertaining to matters of their candidature. The forms are:

21.1 Admission & Registration

FORMS	REFERENCE
Adding of Courses	**IPS/HEP – 01**
Dropping of Courses	**IPS/HEP – 02**
Postponement of Candidature, Extension of Candidature, Change of Status of Candidature, Change of Topic of Field of Study, Change of Supervisor	**IPS/HEP – 03**
Renewal of Registration & Payment of Fees	**IPS/HEP – 04**
Registration form for Pre-requisite Courses	**IPS/HEP – 05**
Change of Identity Card No./Passport No. Correction of Identity Card No. / Passport No./ Name	**IPS/HEP – 06**
Change of Address	**IPS/HEP – 07**
Request of Certification Letters	**IPS/HEP – 08**
Declaration on Plagiarism	**IPS/HEP – 09**
Smart Card Application form	**IPS/HEP – 10**

21.2 Examination

Documents	**Reference**
Notice of Submission of Thesis For Examination	IPS/Exam – 01
Submission of Ten (10) Copies of Thesis	IPS/Exam – 02
Declaration on Authenticity of Candidate's Thesis	IPS/Exam – 02 (a)
Submission of Three (3) Final Copies of Thesis	IPS/Exam – 03
Degree Scroll Information (Candidate's Particulars)	IPS/Exam – 03 (a)
Re-submission of Seven (7) Copies of Thesis for Re-examination	IPS/Exam – 04

22. DRESS CODE

A graduate student must observe the rules for dress code imposed by

being smartly attired at official places and semi-casual attired at semi-official places on campus.

- Smart Attire : at official functions, appointments/meetings with officers. short/long sleeved shirt, uniform, t-shirt with collar, proper shoes, traditional clothes i.e. baju melayu etc.

- Semi-Casual Attire : at lecture halls, tutorial rooms/laboratories, library, health centre, USM clinic, sports centre, Chancellory, & cafeteria.
  T-Shirt (without collar), jeans, denim jackets & sandals

- Casual Attire : **Not allowed on Campuses**
  Sleeveless shirts, mini skirts or extremely short shorts, revealing/skimpy clothes, Japanese slippers, long hair that touches the collar (applicable to male candidates only).

Sports attire (shorts) can be used for areas allocated for sports only.
Laboratory coats are meant for working in the Laboratories.

Contact & Enquiries:

Main Campus		
Institute of Graduate Studies Universiti Sains Malaysia 11800 USM Penang	Admission & Registration Student Affairs & Fellowship Examination	Tel: 604-653 3888 ext. 2948 / 2944 / 2942 / 2941 ext. 2943 / 2960 ext. 2945 / 2946 / 2960
Security Department (24 hours)	Tel : 04-653 3888 ext : 4333 / 4334 Tel : 04-657 3970 [Direct Line & SMS (013 & 019)] 04-653 4333 / 04-653 4334	
Crime & Intelligence Unit	Tel : 04-653 4325 / 04-653 4330	
Nibong Tebal Campus		
IPS Desk (Registry) Seri Ampangan,	Tel : 04 – 599 5012 / 04 – 599 5016 04 – 599 5060 / 04 – 599 5075	
Security Department	Tel : 04 – 599 5999 ext : 5030/5032/ 5033	
Health Campus		
IPS Desk (Registry) Health Campus Kubang Kerian Kelantan	Tel : 09-766 4477	
Security Department	Tel : 09 – 766 4999	

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