

POSTGRADUATE STUDENT HANDBOOK



INSTITUTE OF
POSTGRADUATE
STUDIES

Postgraduate Handbook

This handbook contains the rules and regulations of postgraduate studies at Universiti Sains Malaysia.

All postgraduate candidates should comply with these rules and regulations.

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

***Institute of Postgraduate Studies
Universiti Sains Malaysia
September 2019***

IPS Postgraduate Student Handbook
Correct at the time of printing

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A. CONTACT & ENQUIRIES

Main Campus	
Institute of Postgraduate Studies Universiti Sains Malaysia 11800 USM Penang, Malaysia	Working hours: Monday – Friday: 8.10 am – 5.10 pm Break Time Monday – Thursday: 1.00 pm – 2.00 pm Friday: 12.15 pm – 2.45 pm Tel: 604-653 2994 / 2606 ext. 2937 / 2946 / 6027 / 6309 / 2958 ext. 2936 / 2608 / 2943 ext. 2982 / 2983 ext. 2944 ext. 2935 / 2607 / 2948 / 2942 / 2961 / 2945
Admission & Registration Data & Record Fellowship Professional & Personal Development Viva-voce & Graduation	
Visa Unit, IMCC	Tel: 604-653 2777 / 2492 / 2493
Security Department (24 hours)	Tel: 604-653 4999 [Direct Line] 604-653 4333 / 604-653 4334
Engineering Campus, Nibong Tebal	
Academic Management Division Registry Department Engineering Campus Universiti Sains Malaysia	Working hours: Monday – Friday: 8.10 am – 5.10 pm Break Time Monday – Thursday: 1.00 pm – 2.00 pm Friday: 12.15 pm – 2.45 pm Tel: 604-599 5060 / 604-599 5016 604-599 6525 / 604-599 5075
Security Department (24 hours)	Tel: 604-599 5999 ext: 5030 / 5032
Health Campus, Kubang Kerian	
Institute of Postgraduate Studies Health Campus Universiti Sains Malaysia 16150 Kubang Kerian, Kelantan	Working hours: Sunday – Wednesday: 8.10 am – 4.55 pm Thursday: 8.10 am – 4.40 pm Break Time Sunday – Thursday: 1.00 pm – 2.00 pm Tel: 609-767 2382 ext. 2383 / 2384 / 2387
Security Department (24 hours)	Tel: 609-767 5999
Sains@KL	
Institute of Postgraduate Studies Menara Wisma Sejarah Jalan Tun Razak 50400 Kuala Lumpur	Working hours: Monday – Friday: 8.10 am – 5.10 pm Break Time Monday – Thursday: 1.00 pm – 2.00 pm Friday: 12.15 pm – 2.45 pm Tel: 603-2681 0091

1. REGISTRATION

Self-registration must be done according to the stipulated dates found in the offer package for admissions to USM and the academic calendar. Latest announcements for course(s) registration are readily available from the IPS website www.ips.usm.my.

Registration for postgraduate studies:

- Main Campus - Institute of Postgraduate Studies (IPS), Main Campus, Penang.
- Engineering Campus - Registry Department, Engineering Campus, Nibong Tebal, Penang.
- Health Campus - Institute of Postgraduate Studies (IPS), Health Campus, Kubang Kerian, Kelantan.
- Sains@KL - Institute of Postgraduate Studies (IPS), Menara Wisma Sejarah, Kuala Lumpur.

Original document of degree certificates and academic transcripts must be presented for verification at the time of registration as stipulated in the checklist of the registration guide. Other required documents/forms (as in the registration checklist) are required to be submitted to IPS during registration.

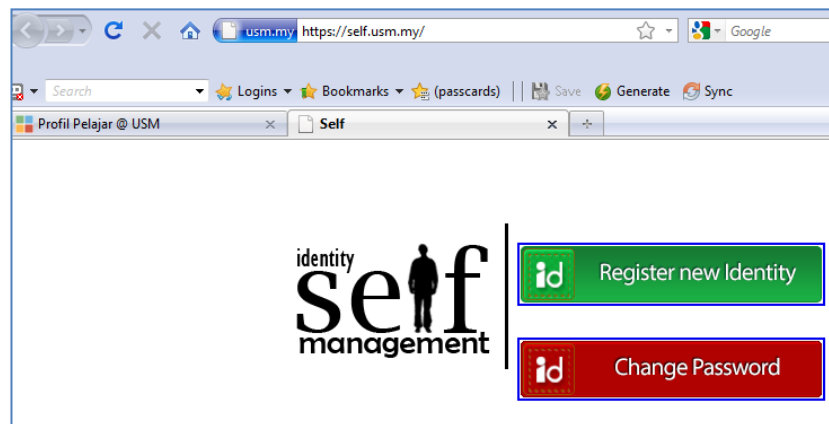
Postponement of registration is allowed for genuine cases. Official request can be submitted to IPS for consideration. If your request is approved, new offer letter or letter of offer extension will be issued. If it is not approved, you can re-apply for the same program without any penalty at <https://onlineips.usm.my/admission/>

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

Every registered student will be given an official email address that serves as a single unique ID for all USM applications.

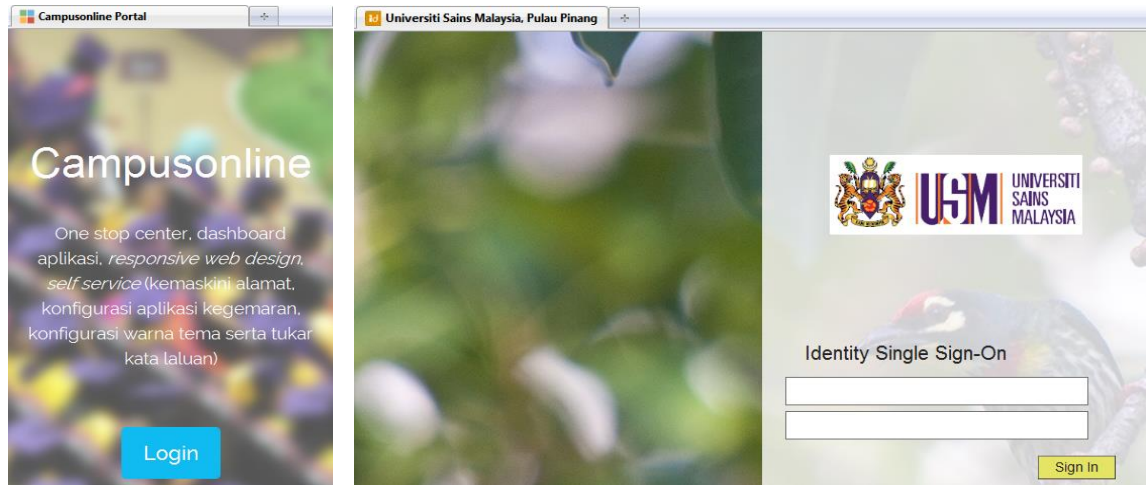
For **research mode students**, follow the steps below to register:-

- a. Access to <https://self.usm.my/> to setup your email and password. Click 'Register New Identity', enter your passport no. or Malaysian ID no. and the pin number provided.

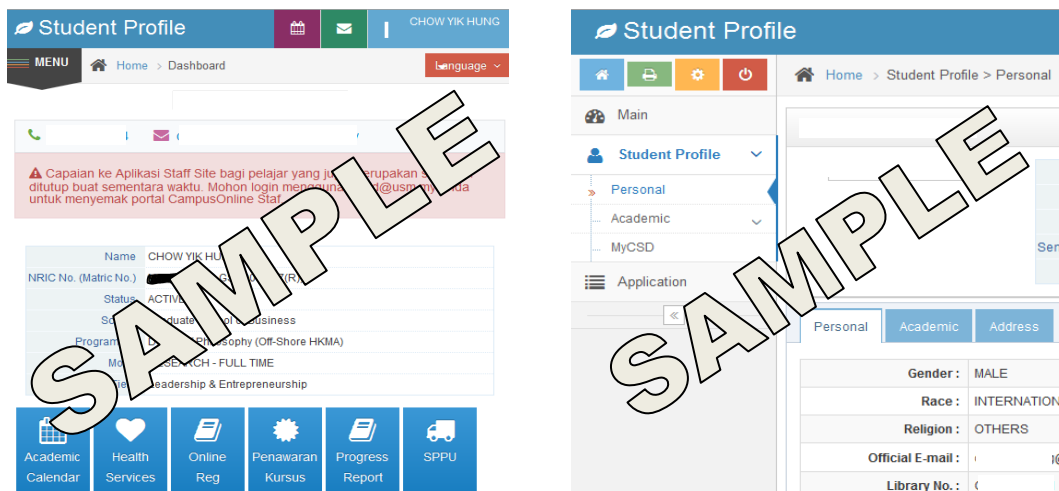


Your pin number: _____

- b. Upon successful, access to Campus Online Portal at <http://campusonline.usm.my/>, click LOGIN.
- c. Enter your official registered email address (.....@student.usm.my) and password created.



- d. Your student profile page will be displayed as below.



- e. For coursework/mixed mode students, steps are available at IPS website (refer the New Postgraduate Students Activities Schedule document).

You can visit the Centre for Knowledge, Communication & Technology for assistance in setting up the USM Wifi connection for your laptop or mobile devices. Smart Card (Student Identification Card) will be issued on the day of registration (except for certain cases). Smart Card photo booth is available at IPS Office (Main Campus) or Registry Office (Branch Campuses).

2. FEES

Non-Recurring Fees (payable once)

- Registration Fee
- Personal Bond (refundable at the end of studies)
- Thesis Fee (for research mode student)
- Convocation Fee

Recurring Fees (payable every semester)

- Tuition Fees

Coursework and Mixed-Mode tuition fees will be determined by the number of units taken. The course(s) registered will automatically be confirmed upon issuance of receipt. Research Mode tuition fees may vary depending on the field of studies.

Online payment is advisable and mostly preferred. However, payment by credit/debit card is accepted at the Bursary counter. Cash payment can only be made at the counter of any branch of CIMB Bank and please ensure a copy of Payment Slip is presented to confirm payment made to the Bursary, Student Account Section (Bursary at IPS) or email to record_ips@usm.my

For international students, fees are to be paid in Ringgit Malaysia although the advertised fees were in US Dollar. Amount to be paid will be charged based on current exchange rate.

3. DURATION OF CANDIDATURE

A student who register for postgraduate study must fulfil the duration of candidature as stated in the offer letter.

Programme	Full-Time		Part-Time	
	Minimum	Maximum	Minimum	Maximum
Doctor of Philosophy	4 semesters	10 semesters	6 semesters	15 semesters
Master (Research)	2 semesters	6 semesters	4 semesters	10 semesters
Coursework/Mixed Mode	Subject to programme structure			

4. RENEWAL OF REGISTRATION AND COURSE(S) REGISTRATION

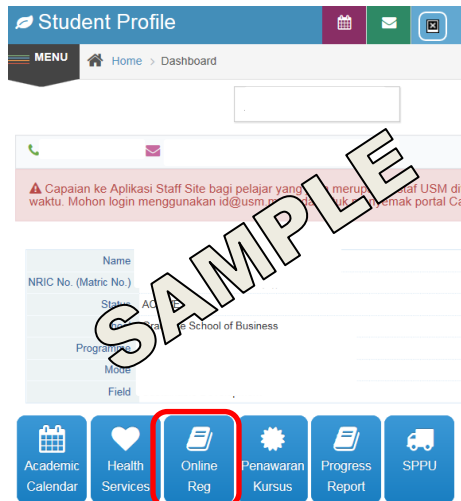
It is the responsibility of a student to renew registration every semester and pay tuition fees within the renewal registration period. The announcement for the registration renewal and courses registration period will be published on the IPS website, www.ips.usm.my usually two (2) months before the commencement of the new semester. Students are advised to check the website regularly for information updates prior to the registration period.

Renewal of Registration

Compulsory to be completed via the Campus Online Portal (<http://campusonline.usm.my>) before the beginning of each semester.

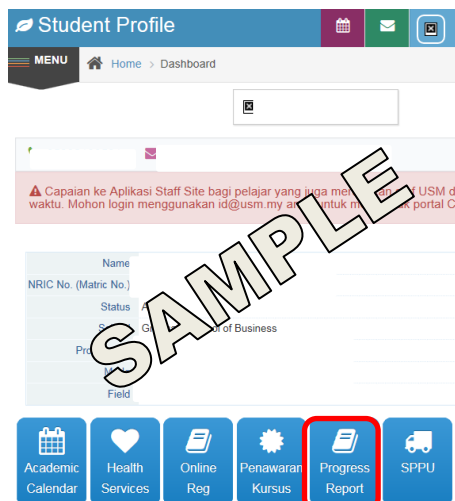
Coursework / Mixed Mode

Login to the Campus Online Portal and click 'Online Reg'. You will be directed to course registration page. Complete the course selection process until invoice of the fees is generated. Fees payment need to be made before the new semester commence.



Research Mode

Login to the Campus Online Portal and click 'Progress Report'. Ensure that the report is complete for both student and the main supervisor section. Invoice for the new semester will be generated after both reports are ready. Then, fees payment need to be made before the new semester commence.



Payment of Tuition Fees

Renewal of registration is considered complete upon completion of tuition fee payment. All payments MUST be cleared by the stipulated period to avoid the late registration penalty. A copy of bill and proof of payment/scholarship letter MUST to be sent to the Bursary and IPS at the respective campuses (Main/Engineering/Health/Sains@KL) within the renewal period of every semester. Students who have renewed the registration via online but did not complete the payment within the stipulated period will be considered as registering late and as such, liable for the late registration penalty of RM200.

Students who fail to renew the registration within the stipulated period (without justifiable reasons) will be terminated from their studies.

If any course(s) to be registered for that semester is not offered, students can apply for postponement of studies for that semester. Hence, renewal of registration is not required but the postponement request must be made before the date of the new semester commence. (Refer to page 6)

Coursework and Mixed-Mode Full-time students must register for at least two (2) courses each semester. Part-time students are required to register for at least one (1) course each semester (excluding project/dissertation/ repeating courses). This is not applicable for Master of Medicine and Research Mode students.

Course(s) offered for every semester can be referred to respective School/Centre/Institute.

5. BAHASA MALAYSIA I (LKM 100)

Compulsory for all international students and to be passed prior to graduation. The minimum required passing grade is C. Registration of the course is at the School of Languages, Literacies and Translation.

6. PRE-REQUISITE COURSE(S)

Registration of all pre-requisite courses (if applicable) must be done within the first week of the semester. Students need to complete the pre-requisite form, obtain approval from the respective School/Centre/Institute and submit to IPS together with the evidence (receipt) of payment. Pre-requisite form is available at IPS or can be downloaded from IPS website.

7. ADD/DROP OF COURSES FOR COURSEWORK & MIXED MODE STUDENTS

Any add/drop of course(s) must be made using the Add/Drop form available at IPS website. The form must be signed by the respective Dean/Director/Deputy Dean and submitted to IPS immediately. Final confirmation of course registration after the add/drop of courses can be checked through Campus Online Portal (<http://campusonline.usm.my>).

Add of Course(s)

Course(s) can be added within the first two (2) weeks of the semester. The application must be made using the Add/Drop Form.

Drop of Course(s)

Course(s) can be dropped up to the sixth (6) week after the semester commence.

Tuition fee will be credited into the student's account for the following semester if the course(s) is dropped within the first two (2) weeks of the semester. No refund will be made for courses dropped after the second (2) week of the semester.

The application must be made using the Add/Drop Form.

- a. Students are required to check the final list of courses registered through the Campus Online Portal before the ninth (9) week of the semester.
- b. For Bahasa Malaysia I (LKM 100), add/drop of course can be done at the School of Languages, Literacies and Translation, within the first week of the semester.

8. POSTPONEMENT OF STUDIES

Postponement of studies is only allowed after registration and completion of at least one (1) semester, except for medical or valid personal reasons. Postponement Form is available at IPS website. Students are allowed to postpone their studies maximum of two (2) semesters throughout the entire duration of the candidature period.

Tuition and Retaining Fees charges are subjected to the date of postponement application:

TIME FRAME	DETAILS
Application send to School/Centre/Institute before the new semester commence until the 2 nd week of the new semester	Retaining Fee will be imposed <ol style="list-style-type: none">a. Local –RM150b. International –RM250
3 rd week – 9 th week	50% of the tuition fee will be imposed
After 10 th week	Full tuition fee will be imposed

Note: Retaining Fee is to ensure student's candidature status remain ACTIVE

9. CONVERSION OF STATUS

Student can apply for conversion of status from full-time to part-time or vice versa. Application must be made using the Conversion of Status Form available at IPS website. The conversion of status is only permitted twice during the entire period of candidature.

10. CONVERSION OF DEGREE LEVEL

Research mode Master's degree students are eligible to apply for conversion to Doctor of Philosophy level. Students can apply for conversion within the first 12 months (full-time student) or 24 months (part-time student) from registration date by submitting an official request to the School/Centre/Institute.

Students are required to submit the development of research progress proposal to be evaluated by the main supervisor. Present the research output in a seminar and the School/Centre/Institute may request the student to sit for examination (if necessary).

The application will be reviewed by the School/Centre/Institute and endorsed by the University.

Student candidature for Doctor of Philosophy will be calculated from the registration date of Master's degree.

11. EXTENSION OF CANDIDATURE

Application for extension of candidature must be made two (2) months prior to the date of expiration of a student's candidature. The maximum period of extension allowed is two (2) semesters only. Application **must be made using the available form at IPS website.**

12. WITHDRAWAL FROM THE PROGRAMME

Withdrawal from programme can be made by sending a withdrawal letter to Dean/Director of School/Centre/Institute.

Coursework/Mixed mode student - **Refund** of all fees (except registration and smart card fees) will be made for withdrawals up to two (2) weeks from the date of registration.

Research mode student - **Refund** of all fees (except registration and smart card fees) will be made for withdrawals up to two (2) months from the date of registration.

13. CHANGE OF MODE OF STUDY (Not applicable for Professional Programme students)

Student must submit a new application together with the processing fees for change of mode of study.

14. TERMINATION OF CANDIDATURE

The University reserves the right to terminate a student's candidature based on:

- a. **Student's failure to renew the registration before new semester commences.**
- b. Unsatisfactory academic performance (Coursework/Mixed mode)/research progress (Research mode)
- c. Failure to pay the tuition fees
- d. Maximum candidature

15. REACTIVATION OF CANDIDATURE

Student may reactivate his/her candidature within 1 year after termination subjected to period of candidature. Reactivation for research mode student (terminated due to maximum period of candidature) will only be considered if the student submits **eight (8)** draft copies of thesis within one (1) year from the date of maximum candidature. The reactivation of the candidature is subjected to the decision of the University.

16. EXAMINATIONS (Applicable for Coursework & Mixed-Mode Students)

Examinations are conducted at the end of each semester. Examination slip is required for admission into the Examination Hall and can be printed from the Campus Online Portal (<http://campusonline.usm.my>). It is the responsibility of the student to comply with and to be present at the Examination Hall during the stipulated time, date and place of the examination.

If student is unable to sit for examination, the student is required to immediately notify the Examination Section (Registry Department) in writing and attach evidence (if any) to accompany the notification. Students must comply with all academic requirements (for lectures, tutorials, practical, etc.) to qualify them to sit for the examinations.

The examination process is based on the principle of continuous assessment that comprises the coursework and the written examination components. The coursework component can be based on participation in tutorials, tests, essays, project work, studio work, fieldwork, etc.

Performance is assessed according to the examination grading method, which the Cumulative Grade Point Average (CGPA) is based on the following scale:

Grade	Points	Master Degree	Professional and Doctorate
A	4.00	Pass	Pass
A –	3.67		
B+	3.33		
B	3.00		
B –	2.67		
C+	2.33	Fail	Fail
C	2.00		
C–	1.67		
D+	1.33		
D	1.00		
D–	0.67		
F	0.00		

Evaluation System (not applicable for Professional Programme students)

The passing grade for all master degree programmes is minimum grade C+ and for doctorate degree is minimum grade B. Courses that are graded as follows will not be taken into account in the calculation of the GPA & CGPA.

- TL (Incomplete)
- DK (with permission)
- P/F (Dissertation)
- Courses with code Y & Z

Dissertation course for Mixed Mode Programme will be taken into consideration for graduation and will be awarded a PASS/FAIL grade.

Academic Status (not applicable for Professional Programme students)

- GPA above 3.00 is necessary for an “ACTIVE” status and opportunity to continue the programme.
- GPA below 3.00 for any one semester will be categorized as “MONITORING” status.
- Fail and Out (F&O) status will be awarded for failure to obtain any credits.
- Student will be terminated if the CGPA is between 0.00-0.99 accumulated after 2 semesters.

Repeating Course (not applicable for Professional Programme and Research Mode students)

- Student is allowed to repeat course(s) to improve the CGPA to be minimum of 3.00 as long as the duration of student candidature is still active.
- If student obtains grade B- or below for any course, the course can be repeated if offered either in Semester I or Semester II or Inter-Academic Session Break (KSCP).
- Repeating of course(s) is not allowed in KSCP for students who obtain grade F* or X in the normal semester.
- Project/dissertation must be completed during the stipulated period according to the programme.
- Student who repeats the project/dissertation is required to select a new topic.

17. PREPARATION, SUBMISSION AND EXAMINATION OF THESIS FOR RESEARCH MODE STUDENT

Thesis Format Guideline

Thesis format guideline is available at IPS website. This guide is to facilitate the processes involved in the submission of the thesis. The format of the thesis should include the following;

Title Page
<ul style="list-style-type: none">• Title of Thesis.• Student full name• Thesis submitted in fulfilment of the requirements for the Degree of Doctor of Philosophy, Master of Science, Master of Social Science or Master of Arts).• Month and Year thesis was submitted for examination to IPS• DO NOT number this page.
Acknowledgements
<ul style="list-style-type: none">• This is a statement of appreciation to supervisors (s), source of scholarship, assistance obtained during research etc.• Number this page "ii".
Table of Contents
<ul style="list-style-type: none">• Comprises the titles of parts, sections or chapters and their subdivisions.• Must be worded exactly as in the text. Must have Headings (1,2,3 and so on), sub-headings (1.1, 1.2, 1.3) and sub sub-headings (1.2.1, 1.2.2 and so on)• Further divisions to be indicated by small letters in parenthesis e.g. 1.2.1(a),1.2.1(a)(i).• Number this page "iii".
List of Tables
<ul style="list-style-type: none">• Must be worded exactly as in the text.• Page numbered in Roman numeral accordingly
List of Figures/ Plates
<ul style="list-style-type: none">• Must be worded exactly as in the text.• Page numbered in Roman numeral accordingly
List of Symbols and Abbreviations
<ul style="list-style-type: none">• Page numbered in Roman numeral accordingly
Abstrak (<i>in Bahasa Malaysia</i>)
<ul style="list-style-type: none">• An abstract is a summary of the entire thesis and should contain a brief write-up of the problem statement, objective, methodology, and summary of the findings in context of the whole study.• The Bahasa Malaysia abstract appears first.• Both versions must have their respective titles.• Not more than 400 words and double spacing.• Indent in one paragraph
Abstract (<i>in English</i>)

Chapter 1 : Introduction
<ul style="list-style-type: none"> • Gives a background and highlights the problems under investigation by describing the status of the problem(s) conceptually or theoretically. • Sets forth the scope and objectives of the study
Chapter 2 : Literature Review
<ul style="list-style-type: none"> • Outlines plan of action or research protocol. Can include a fully-referenced review of the existing literature.
Chapter 3 : Methodology
<ul style="list-style-type: none"> • Contains detailed description of experiments carried out. • Experimental methods should be described so that another researcher will have no difficulty replicating them
Chapter 4 : Results
<ul style="list-style-type: none"> • Consists of results obtained from the study. • Can be presented as a series of figures, tables etc. with a descriptive text. • Analysis of data such as statistical analysis can be stated
Chapter 5 : Discussion
<ul style="list-style-type: none"> • Discusses the outcome of research in relation to results obtained and existing evidence/reports
Chapter 6 : Conclusion
<ul style="list-style-type: none"> • Recapitulation of the study's findings. • Discussion of the findings. • Recommendation for future research. • Conclusion of the study
References
<ul style="list-style-type: none"> • Start on a fresh page. • The title REFERENCES to be centered in capital letters. • Single spacing within entry. • Double-spacing between entries. • 3-space indentation for entry exceeding a single line.
Appendices
<ul style="list-style-type: none"> • Referred to in the text. • Comprises of supplementary illustrative materials, original data, and quotations too long for inclusion in the text or lengthy experimental methods. • Words APPENDICES to be centered in capital letters. • Do not number this page. • Must be listed in the Table of Contents

List of Publication

- List of all the publications (including conference articles from the research work).
- List only accepted publications.
- Manuscript that has been accepted but not published must be printed as •in press..
- Use the same style as the references.
- Obtain written permission to borrow any copyrighted material. You need to keep your own file of permission letters for any copyrighted materials used in your dissertation or thesis.

USM upholds the policy of ensuring all students for higher degrees are trained to practice highest standards of intellectual honesty and integrity. This means that ideas and data of other researchers that you used must be duly acknowledge in your thesis by citing the quoted materials and providing the full references in the reference list. Failure to do this will make you liable for plagiarism. Please remember that a writer may unconsciously commit plagiarism but nonetheless it does not absolve him/her from the charge.

Notice of Submission of Thesis

Masters or PhD student is required to submit the Notice of Submission of Thesis form, at least three (3) months prior to submitting eight (8) copies of the thesis. A student's status must be active during submission of this notice.

Submission of Draft Copies of the Thesis

Submission of a thesis must be made after a candidate has fulfilled the minimum period of candidature. IPS will not accept any thesis that has not been written in accordance with the prescribed format. Format checking must be made at IPS before submitting the eight (8) copies of the thesis.

Student is compulsory to submit the softcopy of the draft thesis from first until last chapter for Turn-it-in screening to respective School/ Centre/ Institute.

- Students from School or Institute/Centre (CDR, INFORMM, INOR, PTPM, IPPT and IPPTN) must submit seven (7) copies of the thesis to the School and one (1) copy to the IPS.
- Students from Centre / Institute (ABrC, CCB, CENPRIS, CGSS, CEMACS, CEDEC, IPharm, ISDEV, KANITA, NAV6, PPAG and PRN) must submit four (4) copies of the thesis to the Centre / Institute and four (4) copies to the IPS.

Submission of Draft Copies of Thesis form must be completed properly.

Should there be any changes of the thesis title, written confirmation from the main supervisor and approval from the respective Dean/Director of the School/Centre/Institute need to be obtained before the thesis be submitted to IPS.

Payment of the Thesis Examination Fee must be made and a copy of the receipt should be submitted to IPS together with the eight (8) copies of the thesis.

The Viva Voce (Oral Examination)

In general, the purpose of the viva-voce is to demonstrate the originality of student's work and to ensure understanding of the research and defend it verbally. The student must answer question(s) in such a way as to demonstrate sufficient knowledge of the subject to pass the viva-voce.

Student is required to attend a viva-voce to defend the research and duration of the viva-voce may vary between one to two hours. On the day of the viva-voce, student must make sure that they present at the venue at least 30 minutes before the event.

Viva-voce result are as follows:

Scale 1 – Pass

A student is awarded a Doctor of Philosophy/Master's Degree

Scale 2 – Pass with minor corrections

A student is awarded Doctor of Philosophy/Master's Degree subject to changes/corrections to the thesis as listed in the Viva-voce Panel Report.

Scale 3 – Pass with major changes/corrections

A student is awarded Doctor of Philosophy/Master's Degree subject to changes/corrections to the thesis as listed in the Viva-voce Panel Report. The thesis MUST be revised and verified by the Viva-voce Panel after the student has made the changes/corrections

Scale 4 – Re-examination (Re-viva)

A student is allowed to re-submit the thesis for re-examination after the candidate has made the changes/corrections to the thesis as required in the Viva-voce Panel Report. The thesis MUST be re-examined and the candidate MUST attend another viva-voce. The result will be only PASS or FAIL.

Scale 5 – Fail

A student is not eligible to be awarded a Doctor of Philosophy/Master's Degree and is not allowed to re-submit the thesis for examination.

After the viva-voce, a student must obtain the result of the viva-voce and reports for making the necessary corrections and improvements from the viva-voce Secretary. Student will be given a specific period to correct and complete the thesis before submitting the final two (2) hard bound copies and two (2) CDs. Period given for correction includes correction checking, endorsement by the assigned Panel and submission of the hard bound to IPS.

In any case, if a student is required by the Viva-voce Panel to resubmit the thesis for re-examination, student must complete Re-submission of Thesis form. This document is then submitted together with the seven (7) softbound copies of the thesis to:

- Students from School or Institute/Centre (CDR, INFORMM, INOR, PTPM, IPPT and IPPTN) must submit six (6) copies of the thesis to the School and one (1) copy to the IPS.
- Students from Centre / Institute (ABRC, CCB, CENPRIS, CGSS, CEMACS, CEDEC, IPharm, ISDEV, KANITA, NAv6, PPAG and PRN) must submit three (3) copies of the thesis to the Centre / Institute and four (4) copies to the IPS.

Submission of Final Copy of Thesis

When all corrections have been made and incorporated into the thesis, a student is required to complete the Submission of Final Copy of Thesis form. The final content of the thesis is to be produced on a CD. The documentation of the thesis must be written clearly on the CD label. The two (2) copies of the CD with two (2) copies of hardbound final thesis must be submitted to:

- Student from School must submit both one (1) copy to the School and IPS
- Student from Centre/Institute must submit two (2) copies to IPS

Student Thesis's Copyright and University's Intellectual Property

The copyright to a thesis belongs to the student. However, as a condition of being awarded the degree, the student hereby grants to the University, a free, ongoing, non-exclusive right to use the relevant work and/or thesis for the University's teaching, research and promotional purposes as well as free and the non-exclusive right to retain, re-produce, display and distribute a limited number of copies of the thesis, together with the right to require its publication for further research and archival use.

18. PLAGIARISM

Plagiarism is defined as the act of presenting, quoting, copying, paraphrasing or passing off of ideas, images, processes, works, data, own words or those of other people or sources without proper acknowledgement, reference or quotation to the original source(s). The acts of plagiarism include but are not limited to the following:

- Quoting verbatim word for word replication of work of other people.
- Paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source(s).
- Submitting another person's work in whole or part as one's own.
- Auto-plagiarising or self-plagiarising one's own previous work or work that has already been submitted for assessment or for any other academic award and pass it as a new creation without citing the original content.
- Insufficient or misleading referencing of the source(s) that would enable the reader to check whether any particular work has indeed been cited accurately and/or fairly and thus identify the original writer's particular contribution in the work submitted.
- Any other acts, which in the opinion of the University, fall into the plagiarism definition.

Good Academic Practice

Academic Integrity

All parties shall help the University to prevent any misconduct which comprise misattribution of data, stealing of ideas or direct plagiarism, deliberate interference and failure to act with integrity in the creation, development, application and use of knowledge, ideas and information in relation to the work of others.

Intellectual Property (IP)

The University is committed to safeguard its intellectual property (IP), including all assets arising from the University's research, innovation, invention and creative output as well as the management, creation, protection, commercialization, exploitation and expansion of such rights.

Levels of Plagiarism

A complaint on plagiarism shall be investigated from all perspective including;

- a. Degrees of similarity [quantitative] as determined by the detection tool
- b. Levels of plagiarism [qualitative/descriptive]
- c. the significance of the plagiarism
- d. the person's intention and/or motivation
- e. mitigating factors such as:
 - i. stage/level of the academic programme
 - ii. number of previous offences
 - iii. the person's academic/education background
- f. academic conventions within the relevant discipline
- g. the impact of a particular outcome on a person's progression
- h. information provided to the person about academic integrity

The University reserves the right to take one or more action in the event depend on the levels of plagiarism defined as below:-

Level One

The extent of plagiarism at this level includes but is not limited to inadequate or misleading quoting, referencing or paraphrasing. Rather than intention to deceive, it is determined that plagiarism at this level would have arisen from limited knowledge about plagiarism, conform to academic honesty and integrity, or from carelessness or neglect. At this level, plagiarism does not amount to an academic misconduct. If the degree of plagiarism falls within Level One, repeat offenders will be reclassified as Level Two or Level Three offenders.

Level Two

The extent of plagiarism at this level includes inappropriate or fraudulent acts of work due to ignorance of academic honesty and integrity, where it would be expected that there is adequate knowledge of honesty and integrity. It is also classified as Level Two if it is apparent that there was an intention to deceive or cheat by way of plagiarism. Plagiarism at this level is considered as an academic misconduct.

Level Three

The extent of plagiarism at this level includes a copied work that arises from a clear intention to deceive by way of plagiarism. Level Three plagiarism is considered as an academic misconduct. Repeat offenders of Level Two will be classified as Level Three offenders.

Level Four

The extent of plagiarism at this level is beyond reasonable doubt which includes a substantive plagiarised work as evident from the quantified degree of similarities (such as that from a credible detection tool), that arises from an irrefutable intention to deceive. Level Four plagiarism is considered as an academic misconduct. Repeat offenders of Level Three will be classified as Level Four offenders.

For more information on USM Policy on Plagiarism, please refer to www.ips.usm.my

19. GRADUATION REQUIREMENTS

A **Coursework/Mixed Mode** student must comply with the following graduation requirements:

- a. Pass all courses and other pre-requisite courses determined by the respective School/Centre/Institute;
- b. Pass dissertation/research project;
- c. Obtain at least a CGPA of 3.00; and
- d. Fulfill the minimum duration of candidature;
- e. Master of Medicine/Pathology/Surgery students must pass all Professional examination and satisfactory in dissertation;
- f. The Bahasa Malaysia 1 (LKM 100) is compulsory for all international students. Minimum grade C must be obtained prior to graduation.
- g. Fulfilled the publication requirements as below (for Doctorate Programme from School of Dental Sciences and School of Medical Sciences only);-

DOCTORATE PROGRAMME (Mixed Mode)**School of Dental Sciences**

1. Doctor of Dental Public Health

School of Medical Sciences

1. Doctor of Public Health (Health System Management)
2. Doctor of Public Health (Family Health)
3. Doctor of Public Health (Environmental Health and Occupational)
4. Doctor of Public Health (Epidemiology)
5. Doctor of Neuroscience
6. Doctor of Psychology (Clinical Psychology)
7. Doctor of Psychology (Clinical Neuropsychology)

At least one (1) articles journal accepted or published in journals indexed by ISI/SCOPUS/PUBMED

Authorship

Publications accepted must be published with the supervisor(s).

The candidate must be the first student author. Only the first student author is allowed to use this article to fulfil his/her graduation requirement.

Plagiarism

Plagiarized article will not be accepted for graduation requirement

Topic of publications

Publications accepted must be related to his/her thesis/dissertation.

Affiliation

Publications accepted must carry USM affiliation.

Blacklisted journals

Publications in the following journals are **NOT** accepted:

- List of blacklisted journal publishers by Ministry of Higher Education, Malaysia
<https://referencephsusm.files.wordpress.com/2013/06/four-4-publishers-not-recognized-by-malaysia-ministry-of-education.pdf>
- Beall's List of Predatory Publishers
<https://clinicallylibrarian.wordpress.com/2017/01/23/bealls-list-of-predatory-publishers/>

A **Research Mode** student must comply with the following graduation requirements:

- a. Fulfill the minimum duration of candidature.
- b. Pass the pre-requisite courses (if any) as determined by the School/Centre/Institute.
- c. The Bahasa Malaysia 1 (LKM 100) is compulsory for all international students. Minimum grade C must be obtained prior to graduation.
- d. Fulfilled the publication requirements as below;

CLUSTER	MASTER'S DEGREE	DOCTOR OF PHILOSOPHY
Sciences/ Engineering/ Health & Medical	At least one (1) article journal, accepted or published in journals/proceedings indexed by ISI / SCOPUS	At least two (2) articles journal accepted or published in journals indexed by ISI / SCOPUS
Arts	At least one (1) article journal, accepted or published in any categories listed below: <ol style="list-style-type: none"> i. Journals/proceeding indexed by ISI / SCOPUS / ERA ii. Journals by the University or listed in myJurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Centre) iii. Book chapters published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or Penerbit USM or MAPIM 	At least one (1) article journal, accepted or published in journals indexed by ISI / SCOPUS / ERA or At least two (2) articles journal, accepted or published in any categories listed below:- <ol style="list-style-type: none"> i. Journals by the University or listed in myJurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Centre) ii. Book chapters published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or Penerbit USM or MAPIM
Authorship	Publications accepted must be published with the supervisor(s). The candidate must be the first student author. Only the first student author is allowed to use this article to fulfil his/her graduation requirement.	
Plagiarism	Plagiarized article will not be accepted for graduation requirement	
Topic of publications	Publications accepted must be related to his/her thesis/dissertation.	
Affiliation	Publications accepted must carry USM affiliation.	
Blacklisted journals	Publications in the following journals are NOT accepted: <ul style="list-style-type: none"> • List of blacklisted journal publishers by Ministry of Higher Education, Malaysia https://referencephusm.files.wordpress.com/2013/06/four-4-publishers-not-recognized-by-malaysia-ministry-of-education.pdf • Beall's List of Predatory Publishers https://clinicallylibrarian.wordpress.com/2017/01/23/bealls-list-of-predatory-publishers/ 	

20. GRADUATION-in-COUNCIL (GIC)

GIC is a policy on the submission of degree scrolls and academic transcripts to the graduates after graduation approval by the Senate.

Terms and Conditions:

- Graduates are required to settle all outstanding debts with the University (tuition fees, accommodation fees, library, etc).
- All applications are subject to the approval of the Registrar.
- The degree scroll and academic transcripts will be given after 14 working days from the date of approval.
- GiC graduates are permitted to attend the Convocation Ceremony.

21. STUDENT SUPPORT SERVICES

University provides various of student support services to enhance postgraduate student knowledge and values. Below are the services provided:

Professional and Personal Development (PPD) Programmes

PPD is series of workshops provided to research mode students to equip them with the essential knowledge that they may need throughout their research journey and skills after graduation. The workshops/seminars under this programme are conducted by expert speakers and comprise of modules as below:

- Structural Equation Modelling: Intermediate Level
- SPSS for Beginners
- Smart PLS 2.0
- Basic Principles of the Experimental Design
- Effective Public Speaking
- Literature Review
- Mixed Methods Research Methodology
- Qualitative Research Methodology
- Structural Equation Modelling: Beginner Level
- Regression Analysis
- Conference Scientific Presentation

Advisory Services

Advisory Services provide Statistician and Editor to assist student in terms of statistical data analysis and thesis writing. The editorial service is to support student in developing better skills in writing and publishing their research finding in reputable journals. Student will be guided by the experienced academicians located at all three (3) campuses (Main, Engineering and Health Campus).

Conference Fund

The fund is to assist research mode student to participate and present their research findings at any local or international conference. USM will cover a portion of total payment comprises of conference fees/accommodation/transportation. Eligibility to receive the fund is only once during the student candidature.

Student Ambassadors

USM Student Ambassadors is a group of postgraduate volunteers from various countries assisting their countrymen coming to USM to pursue their postgraduate studies. The responsibilities of USM Student Ambassadors are to:

- assist new student registration and orientation programme
- become the contact person/reference for students in campus
- contact person for new students from home country coming to USM
- assisting new students in airport transfer/finding accommodation in USM/Visa matter
- promoting USM for postgraduate and undergraduate studies destination

22. SMART CARD (ID)

A smart card is issued to all registered USM postgraduate students upon completion of the registration process. This card is non-transferable and used for the following purposes:

- Identification/security check for entry and movement within the Campuses
- Access to and use of University facilities (i.e. Library, Laboratory, Recreation and Sports, etc.)
- Examination (accessible to enter examination hall)
- Medical treatment at the University's Wellness Centre/Panel Clinics or Hospitals
- Other related matters pertaining to immigration authorities and police.

Loss of the smart card must be reported immediately to USM Security Office and IPS. A charge of RM60.00 is applicable for every card replacement.

23. DRESS CODE

Students must observe the rules for the stipulated dress code of the University and be appropriately attired at all times.

Formal attire

Students are required to wear formal attire at any official functions, attending lectures/tutorials/laboratories, visiting library/wellness centre/Chancellory building/IPS office/Schools/Centres/Institutes, meeting with officials/lecturers. Smart attire includes sleeved shirts, uniforms, t-shirts with collar, traditional clothes, proper shoes, long pants/skirts. Denied of access is applicable if students fail to follow the rules.

Casual attire

Students are not allowed to wear casual attire for official events as in the above example (formal attire). In other situations, University is strictly not allowed for female students to wear sleeveless shirts, miniskirts or extremely short shorts and revealing/skimpy clothes. Flip flops should not be worn by all students while attending classes or interviews, visiting University departments, etc. Male students should not have long hair that touches the collar.

Sports attire (shorts) can be used for areas allocated for sports only.

Laboratory coats are meant for working in the Laboratories only.

NOTES



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