



MALAYSIA UNIVERSITY *of*  
SCIENCE *and* TECHNOLOGY

**Academic Rules & Regulations**  
**(including Thesis Rules & Regulations)**

(Version 10 June 2004)

## Table of Contents

1.	Admissions.....	1
2.	Duration of Candidature.....	1
3.	Grading System.....	1
4.	Academic Progress.....	2
5.	Course Load.....	3
6.	Auditing.....	3
7.	Graduation Requirements for Master of Science Degree.....	3
8.	Master's Thesis.....	3
9.	Transfer Credits.....	4
10.	Registration for Thesis.....	4
11.	Guidelines in Submission of the completed Thesis.....	5
Appendix 1	Thesis Proposal Form.....	7
Appendix 2	Thesis Submission Form.....	8
Appendix 3	Sample Title Page.....	9

## **1. Admissions**

- 1.1. Applicants are required to have a First or Second Upper Class honors degree or CGPA of 3.00 or above (on a 4 point scale) or an equivalent qualification in a relevant field from a recognized university.
- 1.2. In special circumstances applicants who have relevant work experience in an appropriate field and a Second Lower honors degree or a CGPA of 2.50-2.99 (on a 4 point scale) may be considered for admission.
- 1.3. Language Proficiency - All lectures, laboratory sessions and written or oral examinations at MUST are conducted in English. Thus, applicants will be required to provide documentary evidence of proficiency in English in one of the following examination:
  - 1.3.1. Test of English as a Foreign Language (TOEFL) at a score of 600, or higher is required.
  - 1.3.2. International English Language Testing Services (IELTS), a minimum overall score of 6.5 and at least 6.0 on each individual component of the test.
  - 1.3.3. Provide proof of English proficiency as evaluated through personal interviews with MUST.

## **2. Duration of Candidature**

- 2.1. The normal duration in which a student is expected to complete the MSc is 18 months. The candidature for the MSc program is 3 years. If a student does not complete the course work and submit a thesis for examination at the end of the 3 years, he/she will be withdrawn from the program.
- 2.2. On a case-by-case basis, a student is allowed to appeal for an extension beyond the 3 years but this must be based on extenuating circumstances acceptable to the University.
- 2.3. A student may apply for a leave of absence which must be approved by the University. If approved, this leave of absence will not be counted in the 3 year candidacy period.
- 2.4. A student must fulfill a minimum residency of 2 semesters as a full-time student at MUST to be eligible for the award of an MSc degree.

## **3. Grading System**

- 3.1. Graduate students' work is graded at the end of each semester. MUST uses a system of letter grades to evaluate student performance.
  - 3.1.1. A: Exceptionally good performance demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and or materials. (4 points)

- 3.1.2. B: Good performance demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject. (3 points)
- 3.1.3. C: Adequate performance demonstrating an adequate understanding of the subject matter, an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field. (2 points)
- 3.1.4. D: Performance demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work. (1 point but no credit earned)
- 3.1.5. F: Failed. This grade also signifies that the student must repeat the subject to receive credit (0 point)
- 3.1.6. I: Incomplete. The grade I indicate that a minor part (less than one-third) of the subject requirements has not been met and that a passing grade is to be expected when the work is completed. A typical example of a “minor portion of the work required” might be a paper or a laboratory report. The work is to be completed before the Add Date of the succeeding semester of the regular academic year; however, the faculty member in charge, in negotiation with the student, has the right to set an earlier or later date for pedagogical reasons or extenuating circumstances.
- 3.2. Every course formally registered for by a student will receive a grade which carries a grade point. Every grade is computed in the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
- 3.3. All grades for courses taken will be reflected in the transcripts of the student. All grades will be computed into the CGPA. Grades for any courses that are repeated will also be included in the computation of the CGPA.

#### **4. Academic Progress**

- 4.1. To be allowed to continue into the consecutive semester, a student must obtain a minimum CGPA of 2.50. Student with a CGPA of less than 3.00 will be automatically put on probation. Students placed on probation for two consecutive semesters will be reviewed on their academic status and may be denied registration and required to withdraw.
- 4.2. Students who are required to withdraw may apply to be readmitted after one year's absence if they submit evidence of academic or research work of acceptable standard.

## 5. Course Load

- 5.1. A normal course load for a full-time student is four courses, or 12 credit hours, per semester. All graduate students must register for a minimum of 9 credit hours to attain full-time status.

## 6. Auditing

- 6.1. Full-time graduate students may attend regularly offered courses as *Listeners*. Permission for such action must be granted by the instructor in charge of the course concerned. Such student must indicate *Listener* status on the registration form.
- 6.2. No recognition or certification of such activity is recorded on the student's permanent record.

## 7. Graduation Requirements for Master of Science Degree

- 7.1. The Master of Science degree is conferred upon a student who has been admitted to the Malaysia University of Science and Technology who has satisfactorily completed his/her program of study, and who has successfully completed and defended a thesis. The minimum degree requirement for the Master of Science is 12 courses (36 credits hours) distributed over the following:

7.1.1. University Core Courses	2-3 courses
7.1.2. Required Program Courses	3-5 courses
7.1.3. Elective Program Courses	1-3 courses
7.1.4. Elective Non-Program Courses	1-3 courses
7.1.5. Thesis Research	equivalent to 3 courses
- 7.2. To graduate, a student must have a minimum CGPA of 3.00 after completing the required 27 credit hours and successfully completed the thesis. The specific courses making up the 27 credit hours are as determined by the department.
- 7.3. A student is only deemed to have graduated once the department verifies that the above specified 27 credit hours has been completed and the thesis submitted in accordance with the procedures as stated in the Thesis Rules and Regulations. The full transcripts of a student will only be issued after the completion of the above process.

## 8. Master's Thesis

- 8.1. Every student is expected to complete an individual research thesis to a satisfactory level. The work on the thesis is supervised by a thesis committee. (See Thesis Rules and Regulations for details)

## 9. Transfer Credits

- 9.1. A student may apply to transfer up to 9 credit hours comparable graduate coursework from other accredited institutions provided the applicant has obtained a grade of B or better. Requests for transfer of credit should be made directly with the Registrar.

## 10. Registration for Thesis

- 10.1. Students are not allowed to register for Thesis Research in their 1<sup>st</sup> semester at MUST.
- 10.2. Students are encouraged to register for 3 credits hours in Thesis Research during the 2<sup>nd</sup> semester (Spring). The Head of Program (HoP) will appoint a supervisory committee (SC) which will comprise of one or more faculty members for each student.
- 10.3. A student must do the thesis in his/her program area. A thesis covering the program area and another area may be permitted provided that the student demonstrates to the SC sufficient capability within both areas.
- 10.4. The student is expected to submit a thesis proposal by the end of the semester in which he/she has registered for Thesis Research. The proposal can be submitted anytime during the semester when the student is registered and not necessarily only at the end of the semester registered. The thesis proposal is submitted to the HoP on the prescribed form duly signed by the student's SC. (Appendix 1)
- 10.5. At least once per semester, the HoP will organize a session for group meeting for thesis proposal presentations by students who have recently submitted a proposal. Once a thesis proposal is submitted, the student is required to make a presentation at the next scheduled proposal presentation.
- 10.6. After the presentation has been made, the SC will judge if the thesis proposal is acceptable. The SC must come to a decision to:
  - 10.6.1. accept with no amendments
  - 10.6.2. accept with amendments
  - 10.6.3. rejectThis decision must be conveyed to the HoP within 14 days of the thesis proposal presentation. A rejected proposal needs to be presented again.
- 10.7. If accepted, the HoP will duly sign on the thesis proposal form and the student may proceed. This form is then passed on to the Registrar for record keeping purposes.
- 10.8. At the end of the semester, a grade of S (satisfactory) or U (unsatisfactory) will be submitted by the student's supervisor for Thesis Research. This notation will remain permanently a part of the student's official academic records.

## 11. Guidelines in Submission of the completed Thesis

- 11.1. A candidate may submit his/her completed thesis only during the semester that he/she has registered for Thesis Research.
- 11.2. A thesis must follow the APA format in its write up.
- 11.3. A thesis should normally not exceed 200 pages in total.
- 11.4. A candidate must submit his/her completed thesis in soft-cover bound version. Two copies must be submitted through the HoP with the prescribed approved form duly signed by the SC (Appendix 2). The SC is responsible for approval of the thesis to be submitted for examination.
- 11.5. The week after the final exam week of each semester is designated 'Thesis Defense Week'. A candidate who wishes to submit a completed thesis must do so at least one month from the 1st day of the 'Thesis Defense Week'. The HoP will then schedule the actual date and time for the thesis defense. While this is normally done during the specified 'Thesis Defense Week', a HoP can exercise discretion and schedule it earlier if the department wishes to do so.
- 11.6. The HoP has the prerogative, but is not obliged, to accept a thesis for defense if it is submitted later than one month from the 1st day of the 'Thesis Defense Week'. The HoP will be in the best position to judge if there is sufficient time for the examiners to read the submitted thesis. For late submission of thesis that are accepted by the HoP, a date no later than the 1st day of the next semester must be set for the thesis defense.
- 11.7. The thesis will be read by an examination committee (EC) appointed by the HoP and will comprise one or more examiners and the SC. One of the examiners will be the chair of the examination committee. The candidate will be required to present the completed thesis at the next scheduled thesis defense presentation. The HoP will arrange for the thesis defense presentation to be held at least once every semester. The EC must return the thesis with comments within 4 weeks from the defense of the thesis to the HoP.
- 11.8. The EC will decide whether the thesis is:
  - 11.8.1. accepted with no corrections required
  - 11.8.2. accepted with minor corrections required
  - 11.8.3. accepted with major corrections required
  - 11.8.4. rejected
- 11.9. It is the responsibility of the SC to ensure that all corrections (factual, grammatical, formatting, and otherwise) as required by the examiners have been done by the candidate and that the thesis is accepted and ready for binding.
- 11.10. The grading for the thesis will then be decided by the supervisor and examiner and will be A, B, or C.

- 11.11. Upon approval, the HoP will pass the form to the Registrar and the confirmation of this grade will go through the examination board meeting for ratification.
- 11.12. Two hard-cover bound copies of the completed corrected thesis must be submitted to the library. This should include the title page (appendix 3). Binding must be done according to the specifications as set out by the Librarian and by the approved binder as determined by the Librarian.
- 11.13. One copy will be retained by the library, one copy will be for the department, and the candidate is encouraged to bind a third copy for himself/herself.
- 11.14. An electronic copy in PDF format must also be submitted to the library.

## Appendix 1      Thesis Proposal Form

### Thesis Proposal Form

Malaysia University of Science and Technology  
Department of <dept name>

#### Proposal for Thesis Project

I submit (2 copies) for approval the following description of my thesis project for the Master of Sciences Degree in <name of program> in partial fulfillment of the requirement for the MSc degree.

1.      Tentative title:
  
2.      Attached is the proposal document covering the review of literature, research question, justification for importance of research question, theoretical framework, methodology, resources required, and schedule of research project.

\_\_\_\_\_  
Name of Student                      Signature of Student                      Date

---

APPROVAL RECOMMENDED: (for office use only)

\_\_\_\_\_  
Name and Signature of Supervisor (to be signed when student submits to HoP)                      Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Head of Program (to be signed when supervisor and examiner approves proposal)                      Date: \_\_\_\_\_

## Appendix 2      Thesis Submission Form

### Thesis Submission Form

Malaysia University of Science and Technology  
Department of <dept name>

#### Submission of Completed Thesis

I submit (2 soft-bound copies) for examination the following description of my thesis project for the Master of Science Degree in <name of program>.

Title: <title>

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

---

APPROVAL RECOMMENDED: (for office use only)

\_\_\_\_\_  
Name and Signature of Supervisor (to be signed when student submits to HoP)      Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Assigned Examiner (to be signed upon approval by examiner)      Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Head of Program (to be signed when supervisor and examiner approves the thesis)      Date: \_\_\_\_\_

Grade granted: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Provost (to be signed when approved by the exam board)      Date: \_\_\_\_\_

(This form is to be completed accordingly and eventually given to the Registrar for records purposes)

