POSTGRADUATE LEARNER HANDBOOK
(Version 3.04 – Effective 1 Mac 2020)

Disclaimer:

The content of this handbook is true on the date it is published. The content is subjected to change upon the discretion of the University's Management.

TABLE OF CONTENTS

Note:
Please refer to the OUM portal for the Programme Structure and to the myINSPIRE for the Financial Policy.

MESSAGE FROM THE PRESIDENT/VICE-CHANCELLOR

Allow me to take this opportunity to congratulate you for choosing Open University Malaysia (OUM) for your tertiary studies. We are dedicated in helping you get through your academic journey so that you will achieve your goals.

We value your commitment and at OUM, we believe that every one of you has the ability to excel in your chosen field and make a difference to yourself, your family, your community and the country.

Our learning and teaching are designed to encourage you to be independent learners, thus allowing you to plan your studies based on individual needs and work commitments.

We also recognise that the quality of the country's human capital is critical to achieving Malaysia's aspiration of becoming a developed nation by 2020. At OUM, we strive to provide an environment where you can thrive and excel in your academic endeavour through the provision of high-quality programmes that are internationally recognised.

In order to be successful in life, we need to change our mindset. Some of the things we need to change include:

- a) Work hard
- b) Think positive
- c) Yes, we can do it

Once again, we warmly welcome you to OUM and hope that you will give your best in your studies.

Prof Dato' Dr Mansor Fadzil
President/Vice-Chancellor

TOPIC 1: LEARNING AT OUM

1.1 Learning Modes

(i) The modes of learning at OUM has been specifically developed to suit the requirements of open and distance learners like you who need to manage both your family and career.

(ii) There are two modes of learning: Blended Learning (BL) and fully Online Learning (OL).

(iii) Blended learning comprises:

(a) Self-Managed Learning (SML)
This mode gives you the freedom to learn at your own pace, by using learning materials in the form of modules or text books. Other learning materials provided, depend on the course and may include electronic content which is accessible through the OUM portal and CDs.

(b) Online Learning (OL)
The University leverages on myINSPIRE, a learning platform which allows you to:
- access and download learning materials including assignment questions, modules, i-Lectures, e-content and notes from facilitators;
- interact and communicate with colleagues and e-facilitators through the forum, chat or e-mail;
- share files with fellow learners and receive important announcements or notifications from the University; and
- obtain various services from the University

You may also access information on your courses through myINSPIRE. Please take note that your ID for the system will be activated after three working days upon completion of registration.

(c) Face-to-Face Learning (F2F)
Face-to-face interaction is conducted at your learning centre to allow you to discuss topics in modules with your facilitators and seminar group. These seminar sessions are held during weekends for four times per semester. Although attendance is not compulsory, you are encouraged to attend the seminar sessions as some topics may require further discussion with facilitators. Attendance is compulsory for sponsored learners.

(iv)   Some courses in the blended learning mode may also be offered through online learning. In this case, you will be assigned to online facilitators who will facilitate the online sessions. Please note that regardless of the mode of learning, you will still be required to sit for examinations at the authorised examination centres. You may apply for online mode for certain courses to suit your schedule. Application may be made through the UKR online services.

1.2   Learning Support

The University also provides various learning support to learners such as:

(i)   Digital Library

Refer to Topic 3 for details.

(ii)   Online Learning

Courses at OUM are delivered via blended learning approach, comprising self-managed learning, face-to-face learning and online learning. Online Learning is supported via a learning management system, called myINSPIRE.

myINSPIRE can be accessed from the OUM website or from the myINSPIRE URL address or directly from the OUM portal. Figure 1 shows the myINSPIRE homepage.
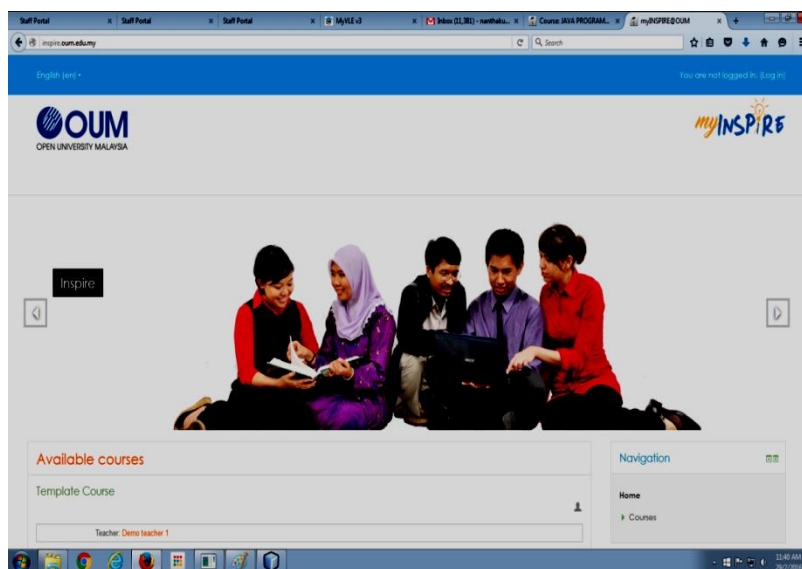
Figure 1: myINSPIRE homepage

myINSPIRE is a very user friendly system and has simple navigation structure. Some of the key features that are available on its course page (Figure 2) are listed below:

- • e-Module – OUM module developed in-house
- • e-Forums – asynchronous discussion platform for interaction between learners and efacilitators and among learners
- • Live Forum – real time chat communication between learners and efacilitators
- • Video Lectures – self-developed videos and Open Educational Resources (OER) videos
- • Resources – direct link to e-books available in the Digital Library and other interactive learning materials
- • Mobile Learning – a dedicated mobile app which is compatible with IOS and Android mobile devices are available to support mobile learning. Learners can download their learning materials using mobile devices and receive learning tips and interactive content on their smart phones. With M-learning, learners can truly study anytime, anywhere at your own pace and convenience.
- • Self-tracking – allows learners to manage their own learning
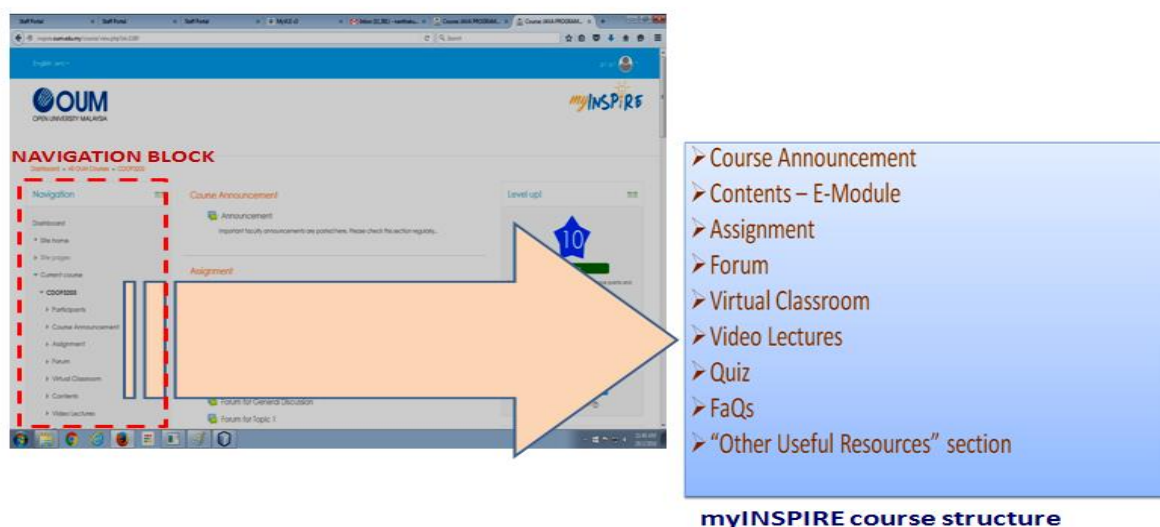
Figure 2: Key Features in Course Page

True to its motto, "*Learn More, Do More, Anytime Anywhere Anyhow*", myINSPIRE is ever ready to enrich, elevate and enhance learners' learning experience at OUM.

(iii)   i-Radio OUM (*http://iradio.oum.edu.my*)

i-Radio OUM is the university's Internet radio station which broadcasts educational and infotainment segments. The educational content is based on modules offered by OUM. The content is chunked according to relevance, given real-life examples and made interactive with skits and discussion interviews with subject matter experts. Not only that, listeners can also keep themselves up to date with the latest university events and happenings with campus announcements and infotainment segments. Through i-Radio OUM, the University aims to educate and entertain, helping listeners to enhance their knowledge while having a good time.

TOPIC 2: CENTRE OF LEARNER AFFAIRS

The Centre of Learner Affairs administers all matters pertaining to the provision of services to enrich learners' experience and knowledge mainly through the functions listed below:

- Planning and implementing Learner Retention Programmes;
- Planning of Learner Development Programmes and Learner Welfare;
- Providing Learner Support Services;
- Monitoring and Research mainly on Learner Engagement; and
- Preserving Alumni Relations

All of the above functions are directed towards retaining learners. CLA works closely and collaborates with other Clusters/Centres/Divisions/Units in organising activities aimed towards helping all OUM learners undergo an excellent, dynamic and comprehensive learning experience.

CLA is responsible for enforcing OUM's Learners' Code of Ethics. It disseminates information and guidelines for learners to comply diligently with the code of ethics.

2.1 **Services Offered:**

    (iv) Learner Retention Programmes

    Retention programmes are designed and implemented as proactive interventions to ensure learners' smooth learning up to graduation. Specially designed programmes tailored for specific target groups of learners include the following:

    (a) Learning Skills Workshops

    Mainly there are three (3) workshops designed for all new learners and senior learners:

- *Bengkel Kemahiran Belajar (BKB)*
  - Provides an initial orientation to essential services and procedures that guide learners during their studies at OUM. Kindly refer to 'Survival Guide'
- *Sembang Teh Tarik 2.0*
  - Needs assessment analysis is conducted for new learners to discuss pertinent issues faced by them. These sessions are held where learners can meet to discuss academic issues and provide feedback on their experiences during the current semester.
- Academic Revision Session (ARES)
  - Session(s) conducted by OUM's Learning Centre for courses with high failure rates, where appointed facilitators shall guide learners to understand difficult concepts in the respective subject.

    (b)   Counselling and Guidance

        The following services are offered by the Counselling Unit:
- Academic advice;
- Individual counselling; and
- Group counselling

        Learners can contact counsellor through various channels as follows:

1. **e-CRM**
   (type: counselling > category: counselling > subcategory: academic/personal);
2. **Phone**
   (Call 03-2773 2172 during office hour, Monday to Friday: 9.00am to 4.15pm)
3. **Face-to-face**
   (Counselling Room 1stFloor, Centre of Learners Affairs,
   Open University Malaysia (HQ), Jalan Tun Ismail, 50480 Kuala Lumpur)
4. **Email** counsellor at kaunselor@oum.edu.my

    (c)   'SMS Reminders'

        CLA utilises multiple modes of communication to reach out to learners. Besides phone call reminders and email reminders, mobile technology (SMS) is a new initiative to boost the learner retention rate. Through SMS, messages are sent to clusters of learners alerting them on due dates for assignment submission, examination, online forum& quizzes and attendance to academic counselling sessions. Beginning Semester May 2018, the university will enhance communication channel via MyOUM Apps. All learners are strongly encouraged to download the apps (Apple: App Store / Android: Google Play).

  (v) Learner Development Programmes

    CLA encourages and assists Learner clubs at Learning Centres to participate in activities by external organisations as well as organise in house learner development programmes. CLA coordinates the overall learner development activities in line with OUM's vision, mission and shared values. Among the aspects of learner development are talent-building in various areas such as:

1) Public speaking
2) Organising community outreach events
3) Intellectual discourse
4) Sports and recreation
5) Academic and scientific
6) Entrepreneurship
7) Spirituality

8) Creativity and innovation
9) Culture and heritage
10) Social community service

(vi) Learner Support Services

(a) Learner Service Unit (LSU)
LSU is 'a one-stop centre' which facilitates and assists in learners' enquiries/ complaints/compliments and suggestions.

(b) Learner Welfare Fund
The fund helps learners in times of needs, such as when they fall victim to disasters or tragedies such as death or major accidents.

2.2 **Tracer Study**

CLA monitors satisfaction of graduates' experience of learning activities carried out at the learning centres. Since 2006, CLA has been conducting tracer studies in collaboration with the Ministry of Higher Education. The main objective of this study is to gauge the employability and marketability of graduates and data collection is conducted during convocation. Two notable findings of significance from the tracer studies which have remained consistent over the years is that the majority of graduates report their qualification at OUM to be of 'good return for investment' and they are willing to recommend family and friends to enrol in OUM for their studies.

2.3 **Alumni Relations**

CLA maintains a database of Alumni members and coordinates alumni activities that are organised by OUM Learning Centres nationwide.

2.4 **LEARNER SERVICES UNIT (LSU)**

CLA operates a Learner Service Unit (LSU) which provides efficient customer service for learners. The LSU can be contacted via its whatsapp service during working hours, e-Customer Relationship Management (e-CRM) service, or walk-in to request any of the following services:

(a) Enquiries
LSU caters to learner information needs and helps resolve administrative or academic-related issues. Staff operating the enquiry counters known as 'agents' attends to learners' requests for information and other forms of assistance.

(b) Grievances
All grievances by learners can be channelled through e-CRM and will be treated professionally. The grievances can pertain to course registration, requests to add or drop subjects, credit transfer, delayed examination results and other academic-related matters. Grievances will be responded to within 3 to 5 working days, unless the resolution of the issue requires further forms of specific information or action from other departments which may require a longer time to resolve.

2.4(b) - Amended: 7 May 2019

(c) Compliments
Positive remarks from learners are channelled to the relevant departments. All compliments are highly appreciated.

(d) Suggestions
LSU welcomes creative and pragmatic suggestions and inputs from our learners so that OUM can move forward and continue to improve its quality of services. All ideas and suggestions from learners are highly appreciated and they will form the basis for OUM to improve and provide services that truly meet learners' needs.

(e) Among the standard of services provided by LSU are as follows:-

TYPE OF SERVICES	PERIOD TAKEN AND QUALITY ASSURANCE
Issuance of letters: (a) Learner confirmation letter • self sponsorship • sponsorship, deferment & dormant status (b) Fee confirmation letter (c) Payment confirmation letter (for Inland Revenue Board of Malaysia), Zakat Collection Centre, and Baitulmal	• Walk-in: Immediately • Application via e-CRM will be processed within 2 - 14 working days
LSU also monitors pending cases of applications through various online UKR forms submitted by learners requesting certain services	Cluster and departments which have pending applications are given gentle reminders with offers to help speed up resolution as required.

(f) How to Contact Us?

LSU is located at the Ground Floor, Zone C of OUM Main Campus. You may also contact LSU through the following:

OUM Portal	e-CRM
Whatsapp	019-260 0264
Walk in	Operating Hours: Monday – Thursday : 9.00am – 4.15pm Friday : 9.00am – 4.00pm Friday (4th Week) : Closed (12.30am - 2.30pm)(half day) Saturday, Sunday : One Stop Centre (As per schedule) Public Holiday : Closed

(g) How Can We Help You?

To facilitate quick response and assistance, it is important for you to provide the following information each time you require services from LSU:

- Matric number
- Details of the problem encountered
- All supporting documents (if necessary)

TOPIC 3: TAN SRI DR ABDULLAH SANUSI (TSDAS) DIGITAL LIBRARY

The TSDAS Digital Library promotes a world-class digital environment for open and distance learning. As an information provider, it supports teaching, learning and research via virtual learning and enhances information skills among the learning community.

The Library's collection comprises a wide range of print and digital resources searchable through the Library system. The Library subscribes to a number of e-books and e-journal databases, including e-theses. The databases cover all courses offered in OUM and are accessible at anytime and from anywhere.

Most of the digital documents are downloadable and printable for reference and research purposes.

The Library also developed its own e-content of about 4,730 titles comprising articles, papers presented at conferences by OUM staff, samples of examination papers and also dissertations and theses.

To use the collection, users need to access the library portal through the main OUM portal. Various guides are available at the portal to guide users on how to use the databases and retrieve relevant information.

As part of OUM's lifelong learning concept, the Library also conducts information skills workshops and briefing sessions.The sessions introduce learners to printed and electronic resources available in the Library and how to use them, including services and facilities provided. Learners are also introduced to the use of Web 2.0 technology such as chatting, Facebook, WhatsApp, Instagram and Library Web Chat for effective communication with Library staff.

The Library also provides self-service features such as online loan renewals, and checking of items on loan.

Apart from the TSDAS Digital Library, there are also Resource Centres at the OUM Learning Centres throughout the country. These Resource Centres keep a number of printed text books and reference materials according to courses offered at the Learning Centres.

For further enquiries, please contact the Library by email (library@oum.edu.my) or telephone (03-7801 1925) or WhatsApp (019-260 0146).

TOPIC 4: ACADEMIC RULES AND REGULATIONS

Academic rules and regulations form an integral part of the Learner Handbook as it provides the mechanism for the University to administer you in a consistent and equitable manner. It is to be noted from time to time that the University will issue notifications including circulars arising from the deliberations and decisions of the University and you are expected to refer to these as well. It has been the University's policy that the Handbook be published on the learner's portal in myINSPIRE.

4.1   Academic Calendar

In general, learners registered in Malaysia are subject to the University Academic Calendar, while those registered from other countries will be subject to the prevailing terms stipulated in the Memorandum of Agreement between OUM and the partner institution or local learning centre. The University observes 3 semesters per year consisting of January, May and September semesters with 14 weeks of teaching and learning activities each semester.

Section 1 – Admission Requirements

4.2   **Entry Requirements for Master Degree Programme**

(i)   Bachelor Degree with Honors from Open University Malaysia or any other higher learning institution recognised by the University Senate; or

(ii)   Bachelor Degree from any higher learning institution recognised by the University Senate with at least two (2) years' working experience in the relevant field; or

(iii) Any other equivalent qualification approved by the University Senate.

(a)   Provisional admission: A learner in the final semester of an undergraduate study may apply for a Master degree programme provided his/her current CGPA meets the programme requirements.

(b)   APEL Admission: An applicant who does not have the minimum entry requirements for the Master degree programmes, may apply for Accreditation of Prior Experiential Learning (APEL) admission.

Refer to 4.24 APEL section for further details.
.

4.3   **Entry Requirements for Doctoral Degree Programme**

(i)   Master Degree from Open University Malaysia or other higher learning institution recognised by the University Senate; or

(ii)   Any other equivalent qualification and experience approved by the University Senate.

(iii) Provisional admission: A learner who has submitted his/her Master's thesis/ dissertation for examination may apply for a Doctoral Degree programme.

4.4   **Language Requirements**

(i)   A Malaysian applicant must be sufficiently competent in English.

(ii)   International applicants from countries where English is not a medium of instruction must have obtained a minimum score for TOEFL, IELTS or other equivalent test.

4.5   **Application**

(i)   Application can be made using an online form which accessible at OUM Portal or *www.fastrac.oum.edu.my.* Upon successful submission of the online application, the applicant must send the necessary supporting documents and application fee by mail or courier to the Admission & Record Unit or nearest learning centre.

(ii)   Application may also be done online at http://www.oum.edu.my. Upon successful submission of the online application, the applicant must send the necessary supporting documents and application fee by mail or courier to the Admission & Record Unit.

(iii) Applicants for Master and Doctoral Degree programmes by research need to submit a tentative research topic and a brief (3 to 5 pages) synopsis of the research intent together with the supporting documents.

(iv) An application that is incomplete or does not fulfil the entry requirement will not be considered.

(v)   Application can be submitted any time throughout the year, but must reach the Admission & Record Unit within the stipulated deadline of a particular semester intake.

Note:
These rules should be read in conjunction with other application documents which contain more detailed procedures.

4.6 **Provisional Admission**

(i) An applicant who has been given a provisional offer of admission made under Rule 4.2 (iv) or Rule 4.3.

(ii) Will be granted full admission upon submission of satisfactory evidence required before the stipulated date.

(iii) The provisional offer will be withdrawn if the applicant fails to submit the required evidence by the prescribed date.

4.7 **Transfer Learner**

An applicant who has been enrolled in a Master or Doctoral Degree programme in other universities or institutions may apply for transfer to an equivalent postgraduate programme at the University.

4.8 **Deferment of Admission**

(i) An applicant who has been accepted into a programme of study but has not registered may opt to defer his/her admission.

(ii) Application for deferment should be sent not later than two (2) weeks after the commencement of the new semester. Once approved, the applicant will be notified of the new date for admission.

(iii) An applicant is not allowed to defer admission for more than three (3) consecutive semesters or one (1) academic year.

(iv) After this period, the applicant must submit a new application for admission.

4.9 **Concurrent Registration**

An applicant who has been accepted into a programme of study and has registered may not be permitted to concurrently register for another academic award either in OUM or with other institutions of higher learning without the prior approval of the Registrar.

Section 2 – The Postgraduate Programmes

4.10 **Postgraduate Programmes**

The postgraduate programmes offered by the University are categorised into three (3) structures as follows:
(i)   Structure I – Degree by Research
(ii)   Structure II – Degree by Coursework and Research
(iii)   Structure III – Degree by Coursework

4.11 **Structure I – Degree by Research**

Learners pursuing a degree under this structure are required to take a sustained and in-depth study of a particular research topic, which they will then write in the form of thesis.

(i)   Upon admission, learners will be assigned an advisor whose role is to guide and counsel the learner prior to the appointment of a supervisor.

(ii)   In the first semester of the programme, a learner is required to enroll in core courses and enrichment courses (if necessary).

(iii)   A learner who successfully completes the required course(s) may begin work on his/her research proposal. A supervisor will be appointed to guide the learner in proposal writing. The proposal must be submitted within one academic year.

(iv)   Once the research proposal has been submitted, the Cluster will convene a Proposal Defence.

(v)   Upon acceptance of the research proposal, the learner may proceed to conduct his/her research.

(vi)   A learner is required to submit the completed thesis/dissertation for examination followed by an oral defence or viva voce.

4.12 **Structure II – Degree by Coursework and Research**

(i)   A learner must fulfill the required number of credit hours and sit for written examinations for the courses registered at the end of each semester. Assessment will be based on assignments and/or presentations and/or examinations.

(ii)   A learner who successfully completes the required course(s) may begin work on his/her research proposal. A supervisor will be appointed to guide the learner in proposal writing. The proposal must be submitted within one academic year.

(iii)   Once the research proposal has been submitted, the Cluster will convene a Proposal Defence.

(iv)   Upon acceptance of the research proposal, the learner may proceed to conduct his/her research.

(v)   A learner is required to submit the completed dissertation for examination followed by an oral defence or viva voce.

4.13 Structure III – Degree by Coursework

Learners must fulfill the required number of credit hours and sit for written examinations for the courses registered at the end of each semester. Assessment will be based on assignments and/or presentations and/or examinations. Following the successful completion of the relevant coursework component, the learner will begin work on his/her Master's Project.

4.14 Duration of Study

(i)   The general duration for the completion of a programme of study is as follows:

Level	Minimum	Maximum
Master Degree	2 years	4 years
Doctoral Degree	4 years	8 years

(ii)   Extension

A learner who is unable to complete his/her studies within the stipulated maximum duration may apply for an extension to the Registrar for approval. The application must be made at least three (3) months before the end of the maximum duration of study.

Failure to complete a programme within the stipulated duration may result in the termination of candidature.

4.14 Updated: 1 Mac 2020. Refer to Pekeliling Pendaftar Bil. 1/2020

Section 3 – Registration

4.15 **New Learners**

(i)   A new learner is required to register for a programme of study on the Registration Day stated in the letter of offer.

(ii) Late registration is allowed up to a maximum of two (2) weeks from the stipulated registration date, subject to approval by the Registrar. A learner who fails to register within the stipulated time frame will be advised to apply for deferment of admission.

4.16 **Registration for Senior Students**

(i)   In order to maintain your status as an active learner, you are required to register at least one (1) course per semester, otherwise you will be deemed inactive. In general, you are allowed to register for a maximum of three (3) courses or a maximum of eleven (11) credit hours per semester. For your final semester, you may take up to a maximum of 14 credit hours.

4.16(i) Replaced: 28 May 2019. Refer to Surat Maklumat MQA Bil. 3/2018

(ii) Registration is conducted online before the commencement of the new semester. A learner is advised to refer to the announcement in myINSPIRE for the exact registration date and location.

(iii) Late registration is allowed up to a maximum of two (2) weeks from the stipulated registration date. A continuing learner who fails to register within the stipulated time will be advised to apply for deferment of semester.

(iv) A learner must maintain continuous registration every semester throughout the period of study. A learner who fails to maintain continuous registration for three semesters will be considered not active or dormant. To re-activate into an 'active' status, the learner need to apply and pay the activation fee.

Section 4 – Add, Drop, Credit Transfer, Change of Programme, Conversion, Reversal, Deferment and Withdrawal

4.17 **Add and/or Drop of Course**

Learners may apply to add and/or drop a course(s) using the Add & Drop Form (PG04) based on the following rules and regulations:

(i)   Learners pursuing programmes under Structure II and III:
      (a)   Shall be allowed to add any course up to the third week of the semester.
      (b)   Shall be allowed to drop any course up to the fifth week of the semester

(ii)   Learners pursuing programmes under Structure I:
    (a)   Shall be allowed to add any course up to the third week of the semester.
    (b)   Shall be allowed to drop any course up to the eighth week of the semester.

(iii)   Learners are not allowed to drop any course after the stipulated time except for medical reasons or other exceptional circumstances (should be supported with appropriate evidence besides recommendation from the Supervisor and approval by the Registrar).

Courses dropped after the stipulated time provided under Rule 4.17(i)(b) and Rule 4.18(ii)(b) shall be recorded as "W" grade and will not be entitled for a full refund.

4.18 Credit Transfer

(i)   Learners may apply for Credit Transfer of postgraduate level courses successfully completed at another recognised university or institution into the postgraduate programme at the University, provided that:

    (a)   The courses are relevant to his/her programme of study;

    (b)   The credits to be exempted shall be for courses that are equivalent to those courses offered at the University and shall be of a minimum of grade B (65 marks and above);

    (c)   The courses applied must be taken not less than five (5) years prior to the application; and

    (d)   The number of credit-hours approved for the transfer of credits must not exceed one-third (1/3) or 33% of the total credit hours for a particular programme.

(ii)   Learners may apply for credit transfer using the Credit Transfer Form (CGS03) in the first semester.

4.19 Change of Programme

Learners may apply to change programme using the Change Programme Form (PG07).

4.20 Conversion from Master to Doctoral Degree Programme

A Master Degree learner under Structure I and II may apply for conversion from Master to a Doctoral Degree programme. The application must be made with the recommendation of the Supervisor/Supervisory Committee of the learner. The Supervisor/Supervisory Committee shall make a recommendation to the Cluster Chair, who will then forward the application to the Postgraduate Committee of the Cluster for approval.

The following regulations are to be adhered to:

(i)   Learners:

    (a)   Must have completed at least three (3) semesters or one (1) academic year of the Master programme and the application is made by the tenth week of the following semester and if approved, the conversion will be effected the following semester;

    (b)   Must complete all required courses and obtain a minimum CGPA of 3.00;

    (c)   Must have shown outstanding research work that merits the transfer; and

    (d)   Must submit the intended research proposal (must be a continuation or an expansion of the Master research project).

(ii)   Supervisor/Supervisory Committee must submit a comprehensive report to the Cluster Chair highlighting the merits and achievements that will support or justify the conversion. The Supervisor/ Supervisory Committee shall verify that the learner:

    (a)   Has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;

    (b)   Demonstrates critical, analytical and independent thinking skills; and

    (c)   Has a good understanding of relevant research methodology.

4.21 Reversal from Doctoral to Master Degree Programme

A Doctoral Degree learner under Structure I and II may apply for a reversal from Doctoral to Master Degree programme. The application must be made with the recommendation of the Supervisor/ Supervisory Committee of the learner. The Supervisor/Supervisory Committee shall make a recommendation to the Director. The following regulations are to be adhered to:

(i)   Learners:

    (a)   Must have completed at least one (1) semester of the doctoral programme; and

    (b)   Application is made one (1) semester before the examination of the thesis/dissertation. If approved, the reversal will be effected in the following semester.

(ii)   Supervisor/Supervisory Committee may recommend a reversal if the Supervisor/ Supervisory Committee is satisfied that the learner:
   (a)   Is unable to complete the doctoral studies; or

   (b)   Has failed the doctoral Qualifying Examination.

4.22 Deferment of Semester

(i)   A registered learner may apply for deferment throughout the semester. An application made after the said period will only be considered based on medical grounds or other specific reason which is supported with appropriate documents.

(ii)   Learners may apply to defer using the Deferment of Semester Form (PG06) for approval.

(iii)   There is no limit to the request for deferment, provided it does not occur in three (3) consecutive semesters or one (1) academic year, except for medical reasons.

(iv)   Learners who are required to submit a thesis for re-examination will not be allowed to defer his/her study, except for medical reasons.

(v)   Learners who have been granted a deferment of semester will not be qualified to use any of the facilities provided by the University.

4.23 Withdrawal from Programme

A learner who wishes to withdraw from a postgraduate programme can apply by using the Withdrawal Programme Form (PG09). A learner who has withdrawn may apply for re-admission to the postgraduate programme by submitting a new application.

4.24 ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING FOR ADMISSION (APEL A)

(i)   If you do not have the minimum entry requirements for the Master's Degree, you may apply for Accreditation of Prior Experiential Learning for admission (APEL A). All applicants must comply with the admission criteria set by the Ministry of Higher Education (MOHE) and they are as follows:

Master:
- **30 years** and above at year of application
- Recognised Diploma/A-Levels/STPM/Equivalent
- Possess relevant work experience / prior experiential learning; AND
- Pass the APEL Assessment for Masters Degree

(ii)   The APEL A Assessment is outlined by the Malaysian Qualifications Agency (MQA) comprising the following components:

(a)   APEL Aptitude Test (covering Bahasa Malaysia, English Language, Mathematics and General Knowledge/Critical Thinking)
(b)   Portfolio (covering formal, informal and nonformal learning)
(c)   Interview (for Master programmes only)

(iii)   You should take note that APEL A mechanism does not apply to all the programmes in OUM. Kindly refer to OUM portal from time to time for more updates.

4.25 ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING FOR CREDIT AWARD (APEL C)

(i)   Definition of APEL C

Accreditation of Prior Experiential Learning for credit award (APEL C) recognises, assesses and awards credits for experiential learning gained through informal and non-formal means. Credit is granted on the basis of knowledge and skills acquired through formal and non-formal learning. It is the learning and not the experience of the learners which is being evaluated. The APEL C provision is applicable to OUM learners regardless of their mode of entry (through normal or APEL A entry)

(ii)   Objective

Through APEL C, OUM is trying to achieve a few objectives:
(a)   Firstly, to provide recognition for learning acquired from non-formal and informal sources.
(b)   The second objective is to reduce the duplication of learning, or learning of the similar content.
(c)   Finally, to capitalise on APEL and provide opportunity for learners to accelerate their graduation period, which reduces the time of completing a programme.

(iii)   Criteria and Policies for APEL C

If you are undertaking Master Programmes at OUM with relevant prior learning experience, you are eligible to apply for APEL C. However, APEL C may not be applicable to you if you are sponsored by the Ministry of Education or linked to professional bodies. Not all courses are opened for APEL C. Please refer to OUM's official website from time to time to see which courses are available for APEL C. APEL C will only be offered for selected courses of Masters as identified by the respective Programme Directors and Cluster Chairs after discussing with APEL Centre in OUM.

OUM reserves the right to add or remove any course for APEL C anytime without any notification.

Please take note that the maximum percentage of credit transfer through APEL C is 30% of the total graduating credits of a specific programme of study at OUM. This percentage is in addition to the maximum 30% credit transfer provision based on the existing formal credit transfer policy.

(iv)   Form of Credit Award

Form of credit refers to the amount of credit granted to a learner on the basis of prior learning for a course. If you are successful in the APEL C application and assessment for a course, you will be awarded with full credits for the course. You will be required to register and complete the courses as in an ordinary semester if you are unsuccessful in the application or assessment stage.

(v)   Forms of Assessment: APEL C Test & Portfolio

Either APEL C test (challenge test) or Portfolio assessment will be used in OUM to assess you before awarding the credits. You will only obtain the credits if you are able to meet the intended learning outcomes for the particular course. You must achieve at least 50% of each Course Learning Outcomes. Please take note that you must pass all the learning outcomes in order to be granted the credits.

The APEL C challenge test is a paper-based examination. OUM reserves the right to amend the format of test or the assessment form at its discretion. You are advised to find out about the assessment prior to application. APEL C challenge test may come in the form of multiple choice, short answer, essay and situation-based problem solving. Two questions will be set for every course learning outcome. On the other hand, a portfolio is a formal document that contains a compilation of evidence documenting your prior experiential learning and articulation of your learning acquired over a period of time. The portfolio must be prepared in such a way that it can it allow you to demonstrate whether or not you have achieved the course learning outcomes.

To give you a better picture, you must first understand the criteria for evidence if you decide to go for APEL C portfolio submission
- Acceptability: good matching between course learning outcome and the evidence presented
- Sufficiency: sufficient breadth and depth of evidences which can demonstrate the competencies claimed
- Authenticity: reflection of your own effort and experience
- Currency: evidence must reflect the currency of knowledge and skills

(vi)   Withdrawal from a Registered APEL course

If you have registered for APEL C course and do not intend to proceed with the APEL C assessment in the current semester, kindly withdraw before the deadline. If you intend to pursue APEL C in the following semester, then you must reapply and the process will be treated as a new process. In the event if you are incapable to take the scheduled APEL C test, you must notify APEL Centre ONE (1) week in advance prior to the test schedule. Failing so, you would be given an Unsatisfactory (U) grade for the APEL C course and no appeal will be entertained.

(vii)   APEL C grades

Grades awarded for the APEL C course can be either Satisfactory (S) or Unsatisfactory (U) depending on the outcome of the assessment. The APEL grades do not contribute to the computation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). Awards of credits under APEL C are in the form of credit transfer where it does not involve the transfer of grades. Nevertheless, credit awarded for the course will be counted towards the total credit requirements for graduation

(viii) Results of APEL C Application and Assessment

(a)   Application: Results of the APEL C Application will be made known to you through the APEL Application Result menu in myVLE, eServices.
(b)   Assessment: Results of the APEL Assessment will be made known the same time within the semester results, upon endorsement by the University Examination Committee. The results will be displayed at the APEL Application Result menu in myVLE, eServices. Alternatively, you may also refer to your Academic Transcript for the results.
(c)   For successful APEL assessment attempts, a Satisfactory (S) grade will be awarded and full APEL credits for the course will be stated in the Academic Transcript.
(d)   For unsuccessful APEL assessment attempts, an Unsatisfactory (U) grade will be given and no APEL credits will be granted. You will be required to take the course through the normal mode (i.e, attending facilitatorials/online classes).

(ix)   Payment

A certain amount of fee will be charged by OUM if you intend to do APEL C. Kindly refer updates in the website or talk to your learning centre administrators for more information on the fees. The fee will be charged automatically to your account when the course is registered. There will be no refund if you:

(a)   withdraw a registered APEL C course after the specified deadline;

(b)   failed to attempt the APEL C assessment without providing written notice to APEL Centre via email; and did not pass the APEL C assessment.

(x)   Appeal Mechanism

If you are unsuccessful in your APEL assessment, you may appeal to the Appeals Committee, whose decision will be accepted as final. Charges for appeal may apply.

For more information on APEL, visit *http://apel.oum.edu.my*

TOPIC 5: EXAMINATION

5.1   **Examination Matters**

The information on examination matters in this handbook is subject to revisions from time to time. You should refer to the Registry Announcements in OUM portal for the latest information or changes.

5.1.1   Examination Eligibility

You are eligible to sit for examination for a course that you have officially registered.

5.1.2   Examination Registration

You are automatically registered for the examination when you register for a course at the beginning of a semester.

5.1.3   Examination Authorisation Slip

(a)   Examination Authorisation Slip is an official document listing the examination papers for which you are registered in a semester. The Chief Invigilator may disallow you from taking an examination for courses NOT listed in the Examination Authorisation Slip.

(b)   Examination Authorisation Slips will normally be uploaded in myINSPIRE under learner portal at least one month before the scheduled examination period in each semester. You may download and print the Examination Authorisation Slip from MyVLE. It is your responsibility to check that the list of registered courses and all other particulars printed on your Examination Authorisation Slip are complete and accurate; and immediately inform the Assessment and Examination Division of any errors.

(c)   Your Examination Authorisation Slip is for your reference and NOT ALLOWED to be taken inside the examination hall during examination.
(5.2.3   (a) &(c) - Amended: 7 August 2018 – Refer to Pekeliling Pendaftar 7/2018)

5.1.4   Language Policy on Examination Questions and Answers

Examination question papers for most courses are set in Bahasa Melayu and English. However, certain question papers may be set in Bahasa Melayu, English or other languages, depending on the language of the course module.

5.1.5   Re-sit of Final Examination

(a)   All information related to the examination activities will be posted in myINSPIRE – Examination Announcement at the beginning of the semester. This includes the list of courses to be offered for a re-sit, the application procedures and closing dates.

(b)   The University reserves the right to specify the courses that may be offered for examination re-sit in each semester.

(c)   Late application for re-sitting the final examination shall not be accepted.

(d)   If you register for examination re-sitting, you will be subject to a fee which is chargeable into your account with the university. Application must be made online via myINSPIRE – e-services – exam online – UP11.

5.1.6   Examination Location

(a)   Within Malaysia

You have to sit for examination at your Learning Centre or at designated venues as decided by the University. If you intend to take an examination at another Centre, you must submit an application using the UP10 Form *(Borang Permohonan Tukar Lokasi Peperiksaan)* which is available in myINSPIRE – e-services – exam online – UP10 before the closing date. If you apply after the closing date, your application would be subject to unauthorised change of location fee policy.

Further information concerning online application and closing dates for change of examination location would be made known in myINSPIRE under the examination announcement section at the beginning of the semester. If you sit the examination for a course at another location without prior application or approval, your examination answer script will not be marked. In case your examination script is accepted for marking, a fine will be imposed as penalty.

The University reserves the right to approve or reject any application for change of examination location.

All fees related to the above applications (change of examination location, late application submission and the penalty for unauthorised change of location) where applicable shall be charged to your account with the University.

(b)   Outside Malaysia

If you intend to sit for an examination for any course at a location outside Malaysia, you must inform the Assessment and Examination Department through e-mail at least two months before your semester examination begins through email.

To facilitate your application, you should make preliminary inquiries with the persons concerned at the intended location as to whether invigilation and room facilities are available. All the information must be forwarded to the Assessment and Examination Department for follow up with the contact at the intended location.

If your application is approved, you are required to bear the cost of examination room rental, invigilation and the despatch by courier of question papers, answer scripts and other examination materials.

The University reserves the right to reject late application or if suitable venues and qualified invigilators cannot be identified to conduct the examination at your intended location.

5.1.7   Absence or Withdrawal From Semester Examination

(a)   If you intend to withdraw from a semester examination for any course due to medical or other valid reasons, you must officially notify the Assessment and Examination Department not later than one working day before the semester examination begins. Supporting documents from the authority, where applicable, should also be attached with your letter.

(b)   Unless you have officially withdrawn from the examination for a registered course or having valid reasons for your absence to the examination as approved by the University, you shall be awarded F grade should you fail to take the examination for the course concerned and could not provide acceptable/valid reasons.

(c)   Application must be made online via myINSPIRE – e-services – exam online – UP17.

5.1.8   Continuous Assessment Grades

(a)   The marks for the continuous assessment components shall be uploaded to your myProfile in myINSPIRE as soon as they are available and verified.

(b)   Marks that are incomplete or unavailable could delay the processing of the results and the release of your overall grades for the courses concerned. You should therefore, check your MyProfile regularly to ensure that the marks for the continuous assessment components are uploaded and complete. For assignments submitted online, you should contact Assessment and Examination Department if the assignment marks are still unavailable in your myINSPIRE after the release date. In the case of assignments submitted to the tutor, you should notify your respective Director/Administrator of your Learning Centre if the mark is still unavailable.

5.1.9   Notification of Examination Results

(a)   Examination results for each semester shall, as far as possible, be posted in myINSPIRE within four to six weeks after the last day of semester examination. It can be viewed in myINSPIRE – MyProfile - Examination – Current Result – Course Grade.

(b)   Any issues related to examination result must be channelled through eCRM. Be brief and precise when posting your query in eCRM.

(c)   If you have outstanding fees due to the University or if you are undergoing disciplinary proceedings, you would not be able to view your examination results until these matters have been dealt with accordingly.

(d)   All semester examination results are released subject to endorsement by the University Examination Committee.

5.1.10 Re-checking of Grade

(a)   You may apply to recheck the examination script and/or assignment if you are dissatisfied with the grade/mark received.

(b)   Application Procedure:
- Your application should be submitted online through myINSPIRE.
- Closing date for applications is two weeks after official announcement of the results.
- Make sure that your application form is complete before submitting it online. For record-keeping purposes and future reference, you are advised to print and retain a copy of the completed form.
- The application fee, which is non-refundable, will be charged to your account.
- Applications received after the closing date shall not be accepted.

(c)   Results of Re-checking
- The result of re-checking of examination scripts or assignment will be ready within 4 weeks after the closing date. Please note that the result of re-checking will be taken from the latest result.

(5.2.10 (c) - Amended: 7 March 2019 – Refer to Pekeliling Pendaftar 3/2019)

- Any application to re-check an assignment mark will not be accepted where the assignment had earlier been rejected by similarity check and found to be plagiarised.

- The decision of the University Examinations Committee on a course mark and grade after a recheck is final and binding.

5.1.11 Breach of Examination Regulations

(a)   Learner Code of Ethics (*Kod Etika Pelajar*) and examination regulations prescribe the rules that you must comply with and the penalties that would be imposed in the event of violation. You should familiarise yourself with the Learner Code of Ethics and the regulations governing examinations.

(b)   You are reminded that severe penalties including suspension for a specified period from the programme can be imposed on anyone found guilty of breaching the Learner Code of Ethics and examination regulations. The Disciplinary Board will determine the degree of penalty for each case.

5.1.12 Partial Transcript

(a)   All course grades, grade points, GPA, CGPA and cumulative credit hours up to the most recent semester are available in a Partial Transcript. It can be viewed in myINSPIRE under myProfile section within one week after the announcement of the semester examination results.

(b)   It is your responsibility to check your Partial Transcript to:
- ensure that the academic records shown are complete, accurate and current; and
- inform the Assessment and Examination Department immediately (if there are discrepancies or disputes).

(c)   If there is no complaint within a month after the examination results have been posted in the Partial Transcript, your academic records in the Partial Transcript shall be deemed correct and official.

5.1.13 myAcademic Progress

(a) myAcademic Progress screen which is also available under myINSPIRE is intended to help you plan your study and chart your progress until completion of your study. The myAcademic Progress screen provides you with the current information on:
- course requirements, credit hours and other conditions for completion of your programme of study;
- total credit hours and courses completed until the most current semester; and
- remaining credit hours and courses to be completed to graduate

(b) You should check the myAcademic Progress screen regularly to ensure that all particulars are complete, accurate and up-to-date. In case of errors, you must immediately lodge a report through eCRM.

(c) It is also your responsibility to update the most current information concerning your contact number, address and personal particulars should there be any changes. This is to be done through myProfile.

5.1.14 Programme Completion, Graduation and Issuance of Scrolls/Transcripts

(a) You are considered as completing and eligible for graduation in the programme of your study once you have fulfilled all the requirements as follows:
- Acquired total credit hours as set by the Cluster;
- Achieved minimum CGPA of 2.00 (undergraduate) or 3.00 (postgraduate);
- Endorsed by the Cluster and Assessment and Examination Division; and
- Approved and endorsed by University Senate

(b) Upon approval by the University Senate, your name will be listed in the convocation section of the OUM website for the forthcoming convocation ceremony. You should check your graduation status in that section regularly.

(c) Postponement of convocation is not allowed unless with written permission by the University management. Should you intend to postpone your convocation due to certain circumstances, you must write an official request to the Registrar. The University reserves the right to approve or reject the request based on the reasons given.

(d) If you have fulfilled the graduation requirements in a particular semester but have registered to take or re-sit an examination for one or more courses in the subsequent semester, your name will not be recommended to the Senate for the award of your degree/diploma until after the official release of the examination results for the course(s) in the subsequent semester.

(e)   If you have successfully completed your study programme and require a confirmation letter, you should submit a written application to the Assessment and Assessment and Examination Division or through eCRM.

(f)   Scrolls and official academic transcripts would only be issued after the convocation session as stated in the convocation portal provided you have settled all outstanding fees and returned all library books to the University.

(g)   If you are unable to attend the convocation, you may request to have the degree/diploma posted to you or you may authorise an immediate relative to collect the degree on your behalf. Degree/Diploma scrolls and the official Academic Transcript, however, shall only be issued after the convocation ceremony.

(h)   Further details on the procedures, payment and conditions applicable would be posted on the OUM website near to the Convocation date.

5.2 **Evaluation**

The mode of assessment for the courses in OUM is revised from time to time to be abreast with current trends and developments in formative and summative evaluation in higher education. The revisions may result in changes to the assessed components, the component marks weightage or the examination questions format. In this regard, you are advised to refer regularly to the OUM website and your Cluster for the latest information.

5.2.1 Submission of Assignment Answer

(a)   Depending on the course, certain assignment answers should be submitted through the online mode while others require you to submit to face-to-face tutors. You should submit the assignments for your courses via the mode stipulated in the announcement by the Clusters and in the assignment question before the deadline.

(b)   Guideline for online submission is clearly stated on the front page of the assignment question. You must follow the deadline for assignment submission as marks shall be deducted for late submission.

(c)   Submission of assignment after the deadline shall not be accepted for grading except in extenuating circumstances supported by documentary evidence. If accepted for grading, the rules regarding deduction of marks for submission after the deadline shall apply.

(d)   If you do not submit assignment and/or sit for final examination for any registered courses, you shall be awarded an 'F' (fail) grade.

(e)   You should observe strictly the University rules governing plagiarism and originality of work submitted for assessment. The University reserves the right to deduct marks including outright rejection of assignments found to be plagiarised.

(f)   Any assignment submitted for marking cannot be resubmitted after it has been graded where marks have been awarded.

TOPIC 6: ASSESSMENT

6.1   **Grading System**

All courses taught including research projects undertaken by a learner shall be evaluated and awarded grades based on the grading system as follows:

Grade	Marks	Grade Point	Meaning	
			Before January 2010	**From January 2010 Onwards**
A	80-100	4.00	Outstanding	Outstanding
A-	75-79	3.67	Very Good	Very Good
B+	70-74	3.33	Good	Good
B	65-69	3.00	Pass	Pass
B-	60-64	2.67	Marginal Failure *(Subject To CGPA => 3.00)*	**Conditional Pass *(Subject To CGPA=> 3.00)***
C+	55-59	2.33		
C	50-54	2.00		
C-	45-49	1.67		Fail
D+	40-44	1.33		
D	35-39	1.00		
F	0-34	0.00	Fail	

E	-	-	Excellent
G	-	-	Good
S	-	-	Satisfactory
U	-	-	Unsatisfactory
I	-	-	Incomplete
CT	-	-	Credit Transfer
W	-	-	Withdrawal from Course

6.2 **Other Grades :**

E/G/S/U – Awarded for Research work and graded either as Excellent "E", Good "G", Satisfactory "S" or Unsatisfactory "U". No grade points are assigned for grades awarded for the research work and the grades are not computed in the grade point average and the cumulative grade point average

I - Incomplete - Awarded to a learner who is unable to sit for the final examination or complete the assignment(s) for a course in a semester due to medical or other reasons that are acceptable to the University Examinations Committee. A learner who is awarded the grade

I - Incomplete shall be required to re-sit the final examination and/or resubmit the assignment failing which the learner shall be awarded the "F" grade for the course or zero mark for the assignment as the case may be.

W - Awarded for courses that are dropped by a learner in accordance with the dates specified under Rules 4.18(i)(b) and 4.18(ii)(b) in Section 4 of Academic Rules and Regulation

AU - Awarded where a learner is required to attend the lectures, seminars and laboratory or practical, sessions and to sit the examinations prescribed for a course. The credit hours are not included in the computation of the grade point average and the cumulative grade point average.

6.3 **Grade Replacement**

Unless specified otherwise, a learner must repeat any course with a Fail grade. The new or better grade shall be used in the computation of the CGPA. However, the original grade recorded in the learner's academic transcript for the particular semester shall remain.

6.4 **Recheck of Course Grade**

A learner who is not satisfied with the official grade awarded for a course may apply to recheck the grade by submitting an *Appeal of Grade (UP03)* form together with a fee of RM100.00 for each course, not later than two weeks after the official announcement of the examination results. Late applications will not be entertained.

6.5 **Good Standing**

A learner should maintain Good Standing in his/her academic performance during each semester. A learner shall be deemed to be in Good Standing if he/she achieves a CGPA of 3.00 or higher and/or the grades "E", "G" or "S" for the research work.

6.6 **Academic Probation**

A learner whose CGPA is below 3.00 but not less than 2.50 /or who receives a "U" grade for research work, shall be placed on academic probation. The Academic Probation status shall remain until the learner achieves a CGPA of or higher or receives a grade "E", "G" or "S" for the research work.

6.7 **Progress Report**

A learner pursuing a degree programme under Structure I or II must submit a Progress Report not later than two (2) weeks after the end of the University examination period specified for each semester. Submission must be made to the Research and Project Management Unit (RPMU) through the Supervisor/Supervisory Committee. Failure to do so shall result in a "U" grade being awarded for the research work or parts thereof.

6.7 Amended – 15 May 2019

6.8 **Termination of Candidature**

The candidature of a learner may be terminated due to any one of the following reason

(i) Learner obtains a CGPA below 2.50 in three (3) consecutive semesters; or

(ii) Learner fails to attain the required minimum GPA of 3.00 in the semester following the semester for which the learner was placed on probation; or

(iii) Learner was awarded the grade "U" consecutively for three (3) semesters or one (1) academic year for research work; or

(iv) Learner fails the Proposal Defence after the second attempt; or

6.8(iv) Amended - 15 May 2019

(v) Learner violates any rule or regulation of the University.

6.9 **Appeals against Termination of Candidature**

A learner whose candidature is terminated may appeal to reinstate his/her candidature. The guidelines for submission of an appeal are as follows:

(i) The appeal should be submitted on the Appeal Against Termination form and forwarded to the Registrar within two (2) weeks of receipt of official letter of notification of termination of candidature or official notification of the examination results, but not later than the fourth week of the current semester;

6.9(i) Amended - 15 May 2019

(ii) The appeal fee of RM50.00 should be enclosed with the application;

(iii)   The reasons for an appeal must be clearly stated;

(iv)   A supporting letter/document (if applicable) from Facilitator, Supervisor/Supervisory Committee or Medical Officer should be attached with the Appeal Against Termination form; and

(v)   All outstanding and current fees and other charges due to the University have been paid;

6.10 Assessment Format

The assessment components and allocation of marks for the components of the taught courses prescribed for the degree programme shall be as follows:

FORMAT A (50% Final Examination and 50% Coursework)

Components	Marks Weightage /Description
Final Examination	**50%** Duration of Examination : 3 hours 10 minutes Questions are based on application, analysis and synthesis NO objective/Multiple Choice Questions or True-False
Coursework	**50%** Assignment based

FORMAT B (40% Final Examination and 60% Coursework)

Components	Marks Weightage /Description
Final Examination	**40%** Duration of Examination : 3 hours 10 minutes Questions are based on application, analysis and synthesis NO objective/Multiple Choice Questions or True-False
Coursework	**60%** Assignment based

FORMAT C (100% Coursework)

Only for coursework as below:

Components	Marks Weightage/Description	
Field Study/ Lab-based Research/ Case studies/ Case analyses	**Assignment 1 : 50%** **Assignment 2 : 50%**	**Participation** in Field Study or Lab-based research or Case studies/Case analyses
		Progress Report of Field Study or Lab-based research or Case studies/ case analyses

NOTE: There may be some variations in the percentage for Format C. Learner will be informed in the changes accordingly.

.

6.11 **Examination**

(i) **Examination for Structure III**

A learner who has registered for the courses prescribed for a degree programme under Structure III shall be assessed on the coursework and/or examination. If the assessment includes an examination component, the time and venue of the examination for the courses shall be determined by the Assessment and Examination Division, OUM. A learner who fails to take the examination for a course without valid reason(s) shall be awarded zero mark for the examination.

(ii) **Proposal Defence for Structure I and II (Option 1)**

A learner pursuing a Doctoral programme under Structure I and II (Option 1) shall be required to take a Proposal Defence.

A Proposal Defence is designed to evaluate the learner's knowledge in the area of study, his/her ability to integrate knowledge of research and theories pertaining to issues that are fundamental to the field of study and his/her understanding of relevant research methodology and designs.

The Proposal Defence for a Doctoral programme under Structure I and II (Option 1) shall consist of a written and/or oral examination. The oral examination is conducted to seek further clarification of any section of the written examination and to explore the learner's knowledge in the area which is not covered in the written examination.

The following rules shall apply to the Proposal Defence:

(a)   A Doctoral degree learner must sit and pass the Proposal Defence after satisfactory completion of all the courses prescribed for Part I of the degree programme and within five (5) semesters from the commencement of the proposal stage (Part II).

(b)   If a learner is unable to take the Proposal Defence within the time stipulated under rule 6.11(ii)(a) and 6.11(ii)(b), due to medical reasons or other emergencies, he/she should apply for approval of an extension of time to the Programme Director. All relevant supporting documents should be enclosed with the application.

(c)   The Proposal Defence shall consist of written and oral examinations for the programmes under Structure I and Structure II.

(d)   The outcome of the Proposal Defence will be:
(i)   Minor modifications or
(ii)   Major modifications (maximum 1 semester /4 months) or
(iii)   Resubmission (maximum 2 semesters / 8 months)

For **minor &major modifications**, the learner has to make corrections and submit to the supervisor to be reviewed. The learner is to submit the revised to the RPMU for assessor endorsement, before he/she can proceed to the further stage.

For **resubmission,** the learner has to make corrections and submit to the supervisor to be reviewed. The learner is to submit the revised proposal to RPMU to re-present in Proposal Defence.

6.11(ii)(d) Amended - 15 May 2019

(e)   A learner shall be given two (2) attempts to pass the Proposal Defence within the time stipulated in rule 6.11(ii)a and 6.11(ii)b. Failure at the second attempt shall result in the termination of the learner's candidature.

6.11(ii)(e) Amended - 15 May 2019

(iii)   **Final Examination for Structure I and II**

The Final Examination for a Doctoral programme under Structure I and II shall consist of the examination of a dissertation/thesis submitted by a learner and a viva voce. The final examination is to determine the learner's competency in the field of study.

6.12 **Dissertation / Thesis Examination**

(i)   **Doctoral Degree**

The Examination Committee for the Doctoral degree shall, after examination of the dissertation/thesis submitted by a learner, recommend as follows:

(a)   That the dissertation/thesis be accepted without modification for the Doctoral degree; or

(b)   That the dissertation/thesis be accepted for the Doctoral degree subject to:

(1)   Minor modifications being made
Such minor modifications might include errors in grammar and/or syntax and/or minor changes in phraseology and/or other amendments which do not significantly affect the conclusion of the dissertation/thesis, or

(2)   Major modifications being made
Such major modifications might include omissions of sections and/or inadequate argument in terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles; or

A learner not be permitted to revise and re-submit a dissertation/thesis for reexamination more than once.

(c)   That the dissertation/thesis be resubmitted for the Doctoral degree.

Resubmission is recommended where substantial modifications (e.g. re-writing of sections and/or further experiments and/or profound correction of a scientific argument) are required to make the dissertation/thesis acceptable. The dissertation/thesis following revision and resubmission, shall be reexamined by the Examination Committee for the Doctoral degree before final approval; or

(d)   That the dissertation/thesis does not meet the requirements for the Doctoral degree but does have merits which meet the requirements for the Master degree in which case, the learner shall be given the opportunity to submit the dissertation/thesis in revised form for the appropriate Master degree; or

(e)   That the dissertation/thesis be rejected with no right of revision or re-submission.

6.13 **Notification on Modifications to Dissertation/Thesis**

Where a learner is required to undertake additional work as recommended by the Examination Committee for the Doctoral, the RPMUshall ensure that both the learner and supervisor are provided, within two (2) weeks after the viva voce, with written notification of:

(i)   the details of the additional work required, and

(ii)   the deadline for the completion of the additional work required.

6.14 **Results Notification**

The Assessment and Examination Division shall after the examination of the taught course or courses of a degree programme, inform the learner of the grade(s) obtained by him/her. For the examination of a dissertation/thesis and viva voce, the RPMU shall notify the learner on the outcome at the end of the viva voce and provide him/her with a copy of the examiners and viva voce report.

6.15 **Appointment of Dissertation/Thesis Examiners**

(i)   Nomination and Approval

The Cluster Chair shall in consultation with the Postgraduate Committee, nominate and recommend the examiners for a learner's dissertation/ thesis to the Academic Management Committee for approval.

(ii)   Number and Composition of Dissertation/Thesis Examiners

There shall be at least two (2) examiners for the examination of the dissertation/ thesis for a Doctoral degree of which at least one (1) examiner shall be external examiners:
PhD – three examiners (two external)
EdD – two examiners
DBA – two examiners

(iii) Pre-requisites for Appointment

(a)   All internal and external examiners should have established reputation in the area/of the dissertation/thesis topic to be examined.

(b)   The internal examiner shall be appointed from amongst the academic staff member of the University and should not be the supervisor or member of the Supervisory Committee.

(iv)   Appointment Procedure

Upon receipt of the *Notice of Thesis/Dissertation Submission (PGSR06)* form from a learner, the RPMU shall be responsible to send to the duly appointed examiners, a formal appointment letter.

(v)   Conflict of Interest

To avoid any possible conflict of interest, examiners should not in any manner, be personally related to each other, to the Supervisor/Supervisory Committee or to the learner who is being examined.

Note:
These rules should be read in conjunction with Guidance Notes for Research Learner

6.16   **Dissertation/Thesis Submission**

(i)   Notice of Submission of Dissertation/Thesis

A learner is required to give at least three (3) months notice to the RPMU of his/her intention to submit the dissertation/thesis by using the *Notice of Thesis/Dissertation Submission (PGSR06)* form*.* The form must be accompanied by a Research Abstract and a receipt for the payment of the dissertation/thesis examination fee.

(ii)   Submission of Soft Bound Copies of Dissertation/Thesis for Examination

Five (5) soft bound copies of the completed dissertation/thesis should be submitted to the Cluster together with the *Confirmation of Thesis/Dissertation Submission (PGSR07)* form.

Note:
These rules should be read in conjunction with Guide to the Preparation of Thesis Manual

6.17 **Viva Voce of Dissertation/Thesis**

   (i)   The viva voce shall be conducted when all the examiners' reports have been received.

   (ii)   The University shall appoint the Examination Committee approved by the University Academic Management Committee (or JPAU) to conduct the viva voce of the dissertation/thesis.

   (iii)   The Examination Committee for the viva voce of the dissertation/thesis of a Doctoral degree shall comprise:

   (a)   The chair person and the examiners.

   (b)   The examiners appointed for the examination of the dissertation/thesis under rule 6.15(ii).

   (iv)   The Examination Committee for the viva voce of the dissertation/thesis of a Master degree shall comprise:

   (a)   Chairperson : Representative as per appointed by Postgraduate Committee, and

   (b)   The examiners appointed for the examination of the dissertation/thesis under rule 6.15(ii).

   (v)   The Supervisor may, with the consent of the Examination Committee for the viva voce of the dissertation/thesis, be invited to attend the viva voce but his/her presence is not mandatory. The Supervisor's role is to provide the Examination Committee with any assistance required but he/she will not take an active part in the viva voce or be involved with the decision concerning the dissertation/thesis.

   (vi)   At the conclusion of the viva voce, a report shall be prepared and after jointly agreed to by the examiners, shall be submitted by the Chairman of the Examination Committee to the RPMU.

   (vii) If the examiners cannot agree on the outcome of the examination result, the Examination Committee may recommend to JPAU that another external examiner be appointed to examine the dissertation/thesis and submit his/her report for deliberation by the Examination Committee.

6.18 **Submission of Final Hard Bound Dissertation/Thesis**

(i) A learner whose dissertation/thesis is recommended for acceptance under rule 6.12(i)(a) and 6.12(ii)(a) shall have one (1) month to submit to the RPMU, one (1) hardbound copies of the dissertation/thesis, duly corrected and verified, together with one(1) copy of compact disc (CD)/thumb drive containing a soft copy of the dissertation/thesis. The Supervisor/Supervisory Committee shall be responsible to verify that all the required amendments have been made in the dissertation/thesis.

(ii) A learner whose dissertation/thesis is recommended for acceptance under rule 6.12(i)(b)(1) and 6.12(ii)(b)(1), shall have three (3) months to submit to the RPMU, three (3) hard bound copies of the dissertation/thesis, duly corrected and verified, together with a copy of compact disc(CD)/ thumb drive containing the soft copy of the dissertation/thesis. The Supervisor/Supervisory Committee shall be responsible to verify that all the required amendments have been made in the dissertation/thesis.

(iii) A learner whose dissertation/thesis is recommended for acceptance under rule 6.12(i)(b)(2) and 6.12(ii)(b)(2), shall have six(6) months to submit to the RPMU, three (3) hardbound copies of the dissertation/thesis, duly corrected and verified together with one (1)copy of a copy of the compact disc (CD)/ thumb drive containing a soft copy of the dissertation/thesis. The Supervisor/Supervisory Committee shall be responsible to verify that all the required amendments have been made in the dissertation/thesis. The learner shall be required to register as a learner and pay the research fees prescribed.

(iv) A learner who requires an extension of time to submit the final hardbound copy of his/her dissertation/thesis should apply to the Programme Director through the Supervisor/Supervisory Committee. The Programme Director may, at his/her discretion, extend the time for submission by up to two (2) months but only one extension shall be granted to a learner. During the extension period, the learner shall be required to register as a learner and pay the fees prescribed.

(v) If a dissertation/thesis is not amended as required by the Examination Committee and/or not submitted by the learner within the time stipulated by the Examination Committee, the dissertation/thesis shall be deemed to have been rejected.

6.19 **Resubmission of Dissertation/Thesis**

(i) A learner whose dissertation/thesis is recommended for resubmission under rule 6.12(i)(c) and 6.12(ii)(c), shall be given 12 months to do so. During the period, the learner shall be required to register as a learner and pay the prescribed tuition and research fee.

(ii)   When a dissertation/thesis is resubmitted for examination, it shall be re-examined by the original examiners in toto. If the original examiner(s) is/are unavailable to re-examine the revised dissertation/thesis, the Senate shall on the recommendation of the Postgraduate Committee, appoint another or other examiner(s) for the purpose.

TOPIC 7: ADVISOR AND SUPERVISOR

7.1 **Supervision for Learners under Structure I and II**

(i) **Advisor (Structure I only)**
Learners will be advised by Programme Director to register for the first two courses in the first semester. Upon passing a grade B for the two courses they can proceed and request for supervisor.

(ii) **Nomination and Appointment of Supervisor / Supervisory Committee**

(a) A learner may choose to nominate his/her Supervisor/Supervisory Committee (if required) by submitting the *Nomination of Supervisor/Supervisory Committee (PGSR01)* form to the RPMU.

(b) A Supervisory Committee must consist of a Chairperson and at least one (1) member who are capable of providing advice and guidance to the learner's research;

(c) Members of the Supervisory Committee may be appointed from within or outside the University;

(d) The nomination must be done upon completion of the required courses.

(iii) **Additional Requirements for Appointment**

(a) In addition to the requirements prescribed in rule 7.1(ii), Supervisor/ Supervisory Committee of a Doctoral Degree learner may be one of the following persons:

(1) An academic staff member who is a Doctoral Degree holder; or

(2) An academic staff member who is a Professor; or

(3) An academic staff from a local public university or any other recognised institution/organisation which has formal link with the University subject to conditions (1) and (2).

(b) In addition to the requirements prescribed in rule 7.1(ii), a Supervisor/ Supervisory Committee of a Master Degree learner may also be one of the following persons:

(1) An academic staff member who is a Doctoral Degree holder; or

(2) An academic staff member with the rank of a Lecturer with a Master degree qualification and has published research experience; or

(3) An academic staff from a local public university or any other recognised institution/organisation which has formal link with the University subject to conditions (1) and (2); or

(4) An individual with relevant postgraduate professional qualification recognised by the University, provided having fulfilled conditions (1) and (2).

(iv) **Restriction**

The Supervisor/Supervisory Committee shall not in any manner be personally related to each other or to the learner who is under their supervision.

(v) **Change of a Supervisor or Reconstitution of the Supervisory Committee**

(a) A Supervisor may be changed or a Supervisory Committee reconstituted under the following circumstances:

(1) Upon a withdrawal by, or resignation, incapacitation or disqualification of the Supervisor/Supervisory Committee;

(2) Where, the University decides and deems it desirable that the Supervisor/Supervisory Committee should be replaced;

(3) Where, the University decides and deems it desirable that an additional member is required.

(b) A learner may also seek to change the Supervisor or reconstitute the Supervisory Committee if he/she believes that continued supervision by the Supervisor/ Supervisory Committee will not lead to a satisfactory completion of the degree. A learner has to complete and submit *Change of Supervisor/Supervisory Committee (PGSR02)*form to RPMU.

(vi) **Responsibilities of the Supervisor/Supervisory Committee**

The Supervisor/Supervisory Committee is responsible for guiding the learner in planning the research and in the thesis preparation. The following are some aspects of the responsibilities of a Supervisor/ Supervisory Committee:

(a) Guide the learner in the selection and planning of an original research topic that can be successfully completed within the expected time frame.

(b)   Establish with the learner a realistic timetable for completion of various phases of the research.

(c)   Provide the learner with realistic times for provision of feedback and ensuring that the learner adheres to the timetable.

(d)   Ensure that the learner has an understanding of the relevant theories and the methodological and technical skills necessary for the research, including provision of information through an ethical review process where applicable.

(e)   Make arrangements to ensure continuity of supervision during an extended period of absence.

(f)   Submit a Progress Report on the learner's research work at the end of each semester to the RPMU.

(g)   Recommend for Proposal Defence.

(h)   Continue to guide and advise the learner's research work after the research proposal defense.

(i)   Decide (or if the learner has a Supervisory Committee, decide as a committee) to recommend to the RPMU for the submission of the learner's thesis/dissertation.

(j)   May attend the learner's viva voce examination; however the Supervisor/Supervisory Committee does not take part in the discussion/defense/question-answer session.

7.2   Course Coordination and Project Supervision

(i)   Programmes under Structure III have specific structure that the learners have to follow. The learners may seek advice from the Programme Director if necessary.

(ii)   Learners pursuing programmes under Structure III are required to undertake the Master's Project as partial fulfillment of the requirement for graduation. The learner is expected to nominate a qualified person to be his/her supervisor or the learner shall be assigned a Supervisor by the Cluster for this purpose. The responsibilities of the Supervisor are the same as that of the Supervisor/Supervisory Committee listed under rule 7.1(vi).

TOPIC 8: GRADUATION

8.1 **Graduation Requirements**

(i) A learner under Structure I shall be eligible for conferral of a degree after fulfilling the following conditions:

  (a) Pass the Thesis Examination;

  (b) Pass the Viva Voce;

  (c) Paid all fees due; and

  (d) Fulfill other requirements as specified by the University.

(ii) A learner under Structure II shall be eligible for conferral of a degree after fulfilling the following conditions:

  (a) Achieved a CGPA of at least 3.00;

  (b) Pass the Dissertation Examination;

  (c) Pass the Viva Voce Examination;

  (d) Paid all fees due; and

  (e) Fulfill other requirements as specified by the University.

(iii) A learner under Structure III shall be eligible for conferral of a degree after fulfilling the following conditions:

  (a) Achieved a final CGPA of at least 3.00,

  (b) Paid all fees due; and

  (c) Fulfill other requirements as specified by the University.

(iv) Beginning January Semester 2019, all new intake postgraduate learners are required to submit research publications as follows:

  (a) Masters' degree – Research Mode: To submit at least ONE (1) article published in any index/peer review journal.

      (b)   Doctorate degree: To submit TWO (2) publications;
           (1)   One (1) article published in index/peer review journal; and
           (2)   One (1) article published in SCOPUS (or at least evidence of submission).

      (c)   All publication must be published together with the supervisor and under Open University Malaysia.

8.2   Award of Degree

The Senate shall on the recommendation of the University Examination Committee, confer a Master or Doctoral degree to a learner who has fulfilled all the requirements for graduation as specified in 8.1.

A learner who has fulfilled all the requirements for graduation may be conferred the degree with "Pass with Distinction" under the following conditions:

(i)   degree structure is either Structure II or Structure III;
(ii)   obtained a CGPA of 3.75 or higher;
(iii)   the total credit hours taken in each semester must not be less than that of prescribed by the Cluster according to the programme diet;
(iv)   obtained not less than "C" grade in any of the courses taken;
(v)   did not repeat any course(s) or examination for the course(s) in any semester; and
(vi)   did not defer any semester during the study period (case basis).

8.2(vi) Amended: Refer to MJPAU Bil. 6/2019

A learner who obtained **I–*Incomplete*** grade for a course in any semester before May 2013 would still be considered for a "Pass with Distinction" after the I grade has been redeemed and converted to a normal grade, provided, the other requirements of the award are fulfilled.

With effect from May 2013 semester, learner having **I–*Incomplete*** grade for a course in any semester shall not be considered for a "Pass with Distinction" even if the I grade has been redeemed and converted to a normal grade.

Only courses with grades and the equivalent grade points that are used to calculate the GPA in a semester shall be considered in determining the award of "Pass With Distinction".

TOPIC 9: CODE OF ETHICS

Part I – Learner's Code of Ethics

9.1 **Purpose**

Open University Malaysia (OUM), as an educational institution and learning community, is based upon certain core values, including responsible citizenship, integrity, honour, accountability, mutual respect, leadership and service. These and other core values are fundamental to the University community and the ethical standards of the University and its learners. It is the responsibility of each learner to protect and support the University, its community members and its objective as a learning community.

Ethics and integrity are the responsibilities of each learner. Therefore, every learner is responsible for ethical conduct consistent with this code and the University's policies. This code is a statement of our belief in ethical, legal and professional behaviour in all dealings within and outside of the University.

This code applies to the behaviour of all learners of the University, whilst enrolled, irrespective of their location or the mode of delivery of the programme(s) in which they are enrolled; and applies in respect of all actions and activities (including inaction or inactivity) relating to or impacting on the University or its learners and employees.

The learner's code of ethics is based on:

(a)   The Laws of the Nation;
(b)   The National Article of Faith (Rukun Negara);
(c)   The National Education Philosophy; and
(d)   Private Higher Education Institution Act (Act 555); and
(e)   Malaysian and universal social values.

<div align="right">*9.1(d) – Added on 7 May 2019*</div>

The Code of Ethics aims to:

(a)   Assists learners to understand the community of which they have chosen to be a member.
(b)   Aims to facilitate a cooperative and productive relationship between staff and learners, as well as among learners.
(c)   Provide guidelines for conduct and discipline which must be followed by learners; and specify the consequences of violating these guidelines.
(d)   Create a society of learners who are of noble character, disciplined, moral and courteous as well as respectful towards one another.

9.2 **Interpretation**

Unless the context otherwise requires:

(a)	"**Drugs**"	means any drugs or substances which are listed in the First Schedule to the Dangerous Drugs Act 1954.
(b)	"**Disciplinary Committee**"	means the committee set up by the Board of Directors for the purpose of handling disciplinary cases involving learners.
(c)	"**Gambling**"	means any games of chance, or the combination of chance and skill, for money or monetary value, including betting or lottery.
(d)	"**Code**"	means the Learner's Code of Ethics and Conduct of the Open University Malaysia.
(e)	"**Board of Directors**"	means the Board of Directors of Open University Malaysia.
(f)	"**Drinks**"	means any drink which contains alcohol.
(g)	"**Learner**"	includes any learner at the certificate, diploma, degree and postgraduate levels who is enrolled on a full-time or part-time basis at the University.
(h)	"**Registrar**"	means the Registrar of the Open University Malaysia.
(i)	"**President**"	means the President of the Open University Malaysia; and includes any person or persons authorised by the President to act on his/her behalf.
(j)	"**OUM Learning Centre**"	means the Learning Centre of the Open University Malaysia.
(k)	"**Poison**"	means any substance which has been listed in the List of Poisons in the Poisons Act 1952.
(l)	"**Weapons and Explosives**"	means the objects and substances listed in the Firearms Act 1971.
(m)	"**University**"	means the Open University Malaysia.

9.3 **Enforcement of the Code**

(a) Subject to the provisions under Section 46 of the Private Institutions of Higher Learning Act, the President is responsible for the discipline of learners.

(b) The President can delegate his/her authority to any officer or officers to deal with any matters relating to learners' discipline.

9.4 **General Conduct**

Every learner shall:

(a) Be responsible for his/her good behaviour at all times, be fully focused on his/her studies, participate the scheduled learning activities and comply with the rules and regulations of the University.

(b) Strive continuously to explore, develop and enhance his/her potentials and abilities.

(c) Strive to become a balanced and harmonious person from the intellectual, spiritual, emotional, physical, and philosophical perspectives.

(d) Maintain high ideals of personal honour and professional integrity. Do not engage in activities that bring into disrepute the reputation of oneself, colleagues, the Cluster and the University. This includes adhering to the Constitution and rules and regulations of the University.

(e) Be courteous and respectful of others, respect confidentiality and privacy rights, avoid disrupting the learning and work environment of the University; and not maliciously injure the reputation of another learner or Cluster or staff member and the University.

(f) Follow formal instructions given by the University.

(g) Treat all employees, honorary appointees, consultants and learners with respect, dignity, impartiality, courtesy and sensitivity.

(h) Maintain a cooperative, professional and collaborative approach to inter-personal relationships.

(i) Act honestly and ethically in their dealings with University employees, honorary appointees, consultants and other learners.

(j) Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants and other learners to carry out their study, research or work at the University.

(k) Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants and other learners to access or use the resources of the University.

(l) Ensure that they do not become involved in, incite and/or encourage discrimination or harassment or bullying of employees, honorary appointees, consultants and other learners.

(m) Ensure that University material, furniture and equipment must not be marked, changed or damaged in any way. Learners are to report damaged materials, furniture

and equipment to an appropriate member of staff as soon as possible.

(n)   Take responsibility for the safety of their personal property and keeping valuables with them at all times.

(o)   Help keep the University's environment pleasant by putting rubbish in the bins.

9.4 (a) to (f) and (l) - Amended: 7 May 2019

9.5   **Appearance**

Every learner shall:

(a)   Be neat and appropriately dressed at all times.
(b)   Ensure his/her personal hygiene and tidiness.
(c)   Avoid being extreme in appearance, make-up and the use of accessories.

9.6   **Academic Honesty**

All learners must be honest and forthright in their academic studies. All learners shall ensure that they do not commit academic misconduct, including cheating, plagiarism, falsifying or fabricating data, impersonating others, falsifying medical or other certificates, circumventing the learning process, copying, falsifying the evaluation of work, submitting the same work for multiple credits without approval, offering bribes, and aiding others in committing academic misconduct.

9.7   **Responsibilities of Learners**

Every learner shall:

(a)   Obey the laws of the nation.
(b)   Obey the rules and regulations of the University.
(c)   Co-operate with the University authorities in all University matters, whether personal or on behalf of others, including providing information and evidence.
(d)   Wear or carry the matriculation card at all times while in the OUM Learning Centre or while dealing with the University administration and to produce the card when asked by a person or persons authorised to do so by the University.
(e)   Attend tutorials or seminar sessions and participate in online forum.
(f)   Sit for examinations, unless barred from doing so. Where a learner is barred, he/she may apply for permission from the Registrar to have the bar lifted and to sit for the examination.
(g)   Be responsible for safe-guarding and ensuring the safety of the property of the University used by him/her, including property in the OUM Learning Centre(s) and the environment.
(h)   Strive for the highest possible standard of performance and endeavour to produce work of which one can be proud of.
(i)   Act with responsibility and fairness towards others in all activities, including being

prepared for classes and other activities, contributing equitably to and working cooperatively on team activities, giving proper credit for work; and accepting responsibility for one's actions. This includes not allowing conflict of interest or bias to affect one's conduct.

(j)   Uphold and promote the principles of this Code of Ethics, and report to the proper authorities those who violate this Code of Ethics and/or the Constitution and rules and regulations of the University.

9.8   **Prohibitions**

(a)   No learner is permitted to be involved in any activity or activities or conduct which may damage or harm the interests, harmony, or good name of the University or its learners, staff, officers or employees.

(b)   No learner is permitted to use any lecture, tutorial or teaching materials which are provided to him/her by the University for the purpose of publication, distribution or dissemination, whether for payment or otherwise.

(c)   No learner may plagiaries the intellectual property of others, including data, ideas, publications and inventions.

(d)   No learner may cheat or attempt to cheat or act in a manner that can be interpreted as cheating or attempting to cheat in an examination.

(e)   No learner may, while on the premises of the University or OUM Learning Centre, receive or have in his/her possession any alcoholic drink. The University prohibits alcohol intoxication (regardless of age); the unauthorised possession, use, consumption, manufacture, sale or distribution of alcohol; and driving while impaired due to alcohol consumption.

(f)   No learner shall use, consume, be in illegal possession, manufacture, sell or distribute drugs and drug paraphernalia.

(g)   No learner shall discriminate or harass by any verbal, written or physical conduct toward another that is based on a person's race, colour, origin, disability, religion, age, veteran status, other characteristic protected by law or any other characteristic specific to the person being harassed; that:
   (i)   unreasonably creates an intimidating, hostile or offensive learning or working environment;
   (ii)   unreasonably interferes with an individual's academic or work performance.

(h)   No learner may promote or carry on gambling activities on the premises of the University or OUM Learning Centre.

(i)   No learner may, while on the premises of the University or OUM Learning Centre, receive or have in his/her possession any pornographic materials.

(j)   No learner may have in his/her possession or under his/her control, any drug or poison.

(k)   No learner may possess or have under his/her control any fire arm or explosive.

(l)   No learner or group of learners may organise, conduct or participate in any activity in the name of the University without permission or written instructions to do so from the University.

(m)   No learner or group of learners may promote, manage, or assist in the collection of

money or contributions in the name of University without permission or written instruction to do so from the University.

(n) No learner or group of learner s may participate in anti-government or anti-University activities.

(o) No learner or group of learners may establish any association or club or any such body without the permission of the University.

(p) No learner or group of learners may publish, disseminate or distribute any document without the written permission of the University.

(q) No learner or group of learners may make any statement to the Press in the name of the University without the written permission of the University.

(r) No learner shall:
    (i) commit or threaten to commit any act of physical violence against oneself or another;
    (ii) threaten the health, safety and welfare of another;
    (iii) interfere with the freedom of movement of another;
    (iv) invade the privacy of another;
    (v) make, exhibit or produce any inappropriate, loud or disruptive noise or behaviour;
    (vi) act recklessly or in a manner that causes a disruption to the orderly function or operation of the University;
    (vii) exhibit any lewd or indecent behaviour.

9.9 Breach of Code

A learner who violates any part of the Code is said to have committed a breach of conduct.

Part II - Procedures for Handling Learner Disciplinary Cases

9.10 A learner who has been accused of committing a breach of the Code under any of the rules of the University and is found guilty can be subjected to the imposition of any one or a combination of two or more of the following penalties:

(a) Warning
(b) Fine
(c) Exclusion from any specified part or parts of the University
(d) Suspension from membership of the University for a fixed period of time
(e) Payment of compensation or damages for any damage to property and University facilities or any third party claimant
(f) Nullification of examination results or any part of the examination results
(g) Expulsion from the University

9.11 Every report of wrongdoing shall be investigated and the Investigation Committee shall decide whether the alleged offence is serious, minor or there is no case to answer.

9.12 Serious offences include academic dishonesty, fraud, plagiarism, any activity that adversely affects the good name of the University and involvement in criminal activities.

9.13 If the Investigation Committee finds that a learner has committed an offence, it shall inform the learner of the offence of which he/she is accused and require the learner to provide a written explanation within a reasonable period of time.

9.14 If the learner pleads not guilty and his/her explanation is accepted, or the learner admits his/her guilt, the Investigation Committee shall then take the appropriate action.

9.15 If the learner pleads not guilty and his/her explanation is not being accepted by the Investigation Committee, the learner shall be informed of his/her offence and required to appear before the Disciplinary Committee within a period not less than fourteen (14) days from the date of notification.

9.16 A learner who does not make the explanation statement as in Clause 9.13 or does not pay the fine imposed or fails to appear before the Disciplinary Committee shall be suspended until he/she provides an explanation or pays the fine imposed or agrees to appear before the Disciplinary Committee.

9.17 In a disciplinary proceeding;

(a) If the learner pleads not guilty and the Disciplinary Committee finds that there is a case to answer, the learner shall be asked to provide evidence, the learner may call witnesses or present document(s) or other materials in his/her defence. The Disciplinary Committee can question the learner or any of the witnesses and examine any document(s) or materials and the learner may cross-examine any of the witnesses.

(b) If the learner pleads guilty, the Disciplinary Committee shall explain the facts of the case to him/her.

9.18 On completion of the proceedings and, if the Disciplinary Committee finds the learner guilty, before imposing sentence, the Disciplinary Committee shall ask the learner to make a plea mitigation.

9.19 If the Disciplinary Committee also imposes the punishment of payment of compensation or damages to the University or a third party, the amount of compensation determined by the Disciplinary Committee shall be an amount that is fair and reasonable taking into account all matters related to the case and the persons involved in it.

9.20 A learner who is not satisfied with the decision of the Disciplinary Committee can submit a written appeal together with the grounds of appeal to the President for consideration by virtue

of powers vested in him by the Board of Directors, on condition that such an appeal is submitted within fourteen (14) days from the date of sentencing. The decision of the President shall be final.

9.20– Amended - 15 May 2019

9.21 The Disciplinary Committee, with the consent of the President may delegate its authority to any officer or member of staff of the University to deal with any disciplinary offence.

9.22 If a learner makes an appeal, this does not constitute grounds for the suspension of the implementation of any penalty imposed or the suspension of payment of any fine or compensation ordered to be paid.

9.23 Fines shall be paid to the Financial Controller/Bursar who shall then make payment to the third party, if necessary.

9.24 Any document(s) or other materials submitted before the Disciplinary Committee in the course of disciplinary proceedings shall be kept in the care of the University until such proceedings are completed or until the deadline for appeal has passed.

9.25 The Disciplinary Committee shall make written notes of all disciplinary proceedings before it. However, for the purposes of record keeping these notes do not need to be verbatim.

9.26 If and when the matter arises, where there is a dispute between the learners and the University, the disputed matter shall be resolved amicably between the learners and the University in good faith; failing which either party may take appropriate actions outside the scope of this Learner Code of Ethics (Kod Etika Pelajar) of the University.

9.26 Added on 15 May 2019

TOPIC 10: PLAGIARISM

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a learner submits academic work that includes another's words, ideas, images or data; whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as one's own, a learner certifies the originality of all material not otherwise acknowledged.

10.1 **Prohibition**

(a)   In keeping with the tradition of scholarly pursuit, learners are forbidden to commit plagiarism.

(b)   A learner shall not plagiarise any idea, writing, data or invention belonging to another person. Plagiarism includes:

(i)   The act of taking an idea, writing, data or an invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation; or

(ii)   An attempt to misrepresent an idea, data, writing or an invention which has actually been taken from some other source.

(c)   Without prejudice to the generality of Rule 10.1(b), a learner is considered to have committed plagiarism when he/she:

(i)   Publishes, with himself/herself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person;

(ii)   Incorporates himself/herself or allows himself/herself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he/she has not at all made any contribution to the abstract, article, scientific or academic paper or book;

(iii)   Forces another person to include his/her name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he/she has not made any contribution which may qualify him/her as a co-researcher or co-author;

(iv)   Extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work or data obtained through library research, whether published or unpublished; and incorporate those data as part of his/her academic research without giving due acknowledgement to the

actual source;

(v) Uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a learner of the University, as part of another distinct personal academic research or for a publication in his/her own name as sole author, without obtaining the consent of his/her co-researchers prior to embarking on his/her personal research or prior to publishing the data;

(vi) Transcribes the ideas or creations of others kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims either directly or indirectly that the learner is the creator of that idea or creation;

(vii) Translates the writing or creation of another person from one language to another whether wholly or partly, and subsequently presents the translation in whatever form or manner as the learner's own writing or creation; or

(viii) Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges it in such a way that it appears as if the learner is the creator of those ideas.

(d) Penalty

Where, a learner is found to have contravened Rule 7.1(c), disciplinary action will be taken against the learner by the relevant authority of the University in accordance with the Learner Code of Ethics (Kod Etika Pelajar) of the University.

10.2 **Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to:

(a) The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;

(b) The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;

(c) The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin or function of such data or information; or

(d)   The un-authorised submission of an academic work prepared totally or in part by another; or

(e)   The submission of fabricated or altered documentation in support of any completion of academic work, an excusal from class, postponement or extension of a due date or a change of grade.

(f)   Penalty

Where, a learner is found to have contravened Rule 10.2, disciplinary action will be taken against the learner by the relevant authority of the University in accordance with the Learner Code of Ethics (Kod Etika Pelajar) of the University.

10.3 **Cheating**

Cheating is an act or an attempted act of deception by which a learner seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:

(a)   Copying all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own;

(b)   Allowing another person to copy one's own academic work - whether intentionally or unintentionally;

(c)   The un-authorised use or possession of a class textbook, notes or any other material to complete or prepare an academic work;

(d)   The un-authorised collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;

(e)   The un-authorised use of electronic instruments, such as computers, cell phones, translators or personal response systems to access or share information; or

(f)   The un-authorised completion for another person of an academic work, or permitting someone else to complete an academic work for oneself, including through the use of personal response systems.

(g)   Penalty

Where, a learner is found to have contravened Rule 10.3, disciplinary action will be taken against the learner by the relevant authority of the University in accordance with the Learner Code of Ethics (Kod Etika Pelajar) of the University.

10.4 **Academic Misconduct**

Academic misconduct is any other act that disrupts the educational process or provides a learner with an academic advantage over another learner. Academic misconduct includes, but is not limited to:

(a)   The un-authorised possession, copying, distribution, sale or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;

(b)   Changing, altering, attempting to change or alter or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;

(c)   Entering any University building, facility, office or other property, or accessing any computer file or other University record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade;

(d)   Continuing to work on an academic exercise after the specified allotted time has elapsed;

(e)   Bribing another person to obtain an academic exercise, including answers to questions of an un-administered academic exercise;

(f)   Failing to adhere to standards of professional behavior established by a Cluster member, academic programme or college in conjunction with an academic course; or

(g)   Posting of notes or other materials from a class (whether the learner is enrolled in the class or not) on the Internet, whether or not for a fee, without express permission from the Cluster member.

(h)   Penalty

        Where, a learner is found to have contravened Rule 10.4, disciplinary action will be taken against the learner by the relevant authority of the University in accordance with the Learner Code of Ethics (Kod Etika Pelajar) of the University.

Disclaimer:

The content of this handbook is true on the date it is published. The content is subjected to change upon the discretion of the University's Management.