

STUDENT GUIDEBOOK

**FOR MASTER IN MEDICAL SCIENCE AND
DOCTOR OF PHILOSOPHY PROGRAMMES
(RESEARCH MODE)**

**Student Guidebook
for
Master in Medical Science
and
Doctor of Philosophy
Programmes
(Research Mode)**

**Faculty of Medicine
UKM**

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1. Introduction

The first idea on the need for higher education for the Malays appears in the Conference of Rulers' Meetings in 1903. However, such thinking and determination cannot be developed and implemented because of the various obstacles and challenges under the pressure of colonialism.

From 1957 to 1967, the struggle for the establishment of a national university became increasingly popular as it met the demands and spirit of national independence. The never-ending struggle culminated with the establishment of the National University of Malaysia (UKM) on 18th May 1970, which began its first operation in Lembah Pantai, Kuala Lumpur. The first group consisting of 192 undergraduate students and two (2) graduates began enrolling in three faculties namely the Faculty of Science, the Faculty of Arts and the Faculty of Islamic Studies. The University continues to grow rapidly as a public university with thirteen (13) faculties and thirteen (13) research excellence institutes currently. UKM also owns a commercially operated entity, namely UKM Holdings Sdn. Bhd. and UKM Technology Sdn. Bhd. as an approach to commercialise and personalise the acquired expertise while generating University's funding.

Faculty of Medicine was established on 30th May 1972 with the first Dean Dato' Dr. Amir Abas. The purpose of the Faculty is to give students the opportunity to pursue studies in medicine and able to produce many Malay and local doctors. The faculty began a pre-medical course at the UKM Faculty of Science at Jalan Pantai Baharu, Kuala Lumpur in May 1973. The first Medical Studies Final Examination was held from March 19 to 31, 1979 and out of the 42 students who took the examination, 37 of them graduated and conferred the degree of Doctor of Medicine. This is a glorious moment for the Faculty of Medicine in particular and for UKM in general as it successfully released its first graduates of Doctor of Medicine.

The Faculty begun postgraduate programs in medical expertise from the 1981/82 session beginning with the Masters of Surgery (General Surgery) and Masters of Surgery (Orthopaedics) followed by the Masters of Medical Science (MMedSc) and Doctor of Philosophy (PhD). UKM was the first Malaysian University to offer a clinical postgraduate Masters' programme. In the early 1990s, the Faculty planned to establish its own teaching hospital and on 2nd November 1993 construction of the UKM Hospital (HUKM) began on a 23-acre site on Jalan Tenteram, Bandar Tun Razak, Cheras. On 1st July 1997, HUKM was completed and commenced operations.

The Faculty has been offering 17 PhD programmes and 15 research mode MMedSc programmes under various departments besides other postgraduate programmes such as Doctor in Public Health (DrPH), Advance Clinical Master, Clinical Master programmes, and mixed mode MMedSc programmes. Beginning of session 2020/2021 semester I, the MMedSc by research mode and PhD programs has been consolidated into one to research mode MMedSc programme and one PhD programme, respectively. The aim remains the same for these programmes before and after consolidation, i.e. to produce graduates with multi-discipline knowledge and skills, whom can lead the health and pharmaceutical industries and also thrive at the higher education sector, as top managers, researchers and academicians. This multi-discipline and multi-professional approach is expected to create holistic human capital that can propel the country towards becoming a developed nation. The consolidated programmes allow more efficient management and monitoring, while bringing better collaboration between academicians from various departments in the Faculty and open more opportunities to continue postgraduate studies by research mode in various clinical and pre-clinical specialities.

Currently, UKM upholds five key values that form the framework for UKM to continue to excel and to be in forefront. Those values, briefly known as TERAS, are Talent, Ethics, Revitalize, Agile and Soul. These values form the basis for strategic planning and implementation of responsibilities by all UKM members. It is hoped that the TERAS values will strengthen UKM's efforts to become a university that is relevant to current developments and able to make modifications according to future needs. These TERAS values also aim to ensure that UKM graduates contribute to the development of the country and, at the same time, UKM is able to increase its survivability.

Recognizing that UKM is the institution of our community's hopes and aspirations, all in the University including the staffs and students themselves are welcome to study and understand the needs of the people through questions that are rooted in the life of nationals in line with UKM's role as the National Trust Leader. But this does not limit the University's reach to all developments and international upheavals. A university with a wide range of disciplines is believed to be able to transcend the psychology line that allows them to compete quickly in the global arena as well as provide answers and solutions to problems that hinder global life.

2. Philosophy, Vision, Mission and Educational Goal of UKM

Motto

Inspiring Futures, Nurturing Possibilities

Philosophy

UKM affirms the integration of faith in Allah and constructive knowledge; along with the amalgamation of theory and practice as the core fundamentals in the advancement of knowledge, the building of an educated society and the development of the university.

Vision

UKM is committed to be ahead of society and time in leading the development of a learned, dynamic and moral society.

Mission

To be the learning centre of choice that promotes the sovereignty of Bahasa Melayu and internationalises knowledge rooted in the national culture.

Educational goal

Graduates who appreciate national aspiration, who are competent, competitive and innovative

Value

Collegiality, Accountability, Merit, Innovation and Integrity; (KAMII: Keserakanan, Akauntabiliti, Merit, Inovatif dan Integriti)

3. Vision, Mission and Objectives of Faculty of Medicine, UKM

Vision

To become a knowledgeable and competitive medical academy hub based on knowledge, innovation and a team of dedicated medical professionals in building a healthy and informed society.

Mission

To provide education in medical professionals and high quality services based on research, medical arguments, innovation and social sensitivity.

Objectives:

- To consolidate undergraduate medical education
- To expand postgraduate medical education
- To upgrade Medical Science programmes in thrust areas
- To expand continuing medical education
- To nurture quality research in areas thrust
- To strengthen and expand specialist services
- To ensure a conducive working environment and a healthy work culture

4. Programme

The offering of consolidated MMedSc and PhD programmes by research mode in the Faculty starting from session 2020/2021 semester I onwards.

5. Administrative Staffs

Students can refer to Secretariat of Postgraduate Studies (SPS) for matters related to their study. Information and directory of SPS staffs and the respective departmental coordinators can be found at <https://www.ukm.my/spsfper/>.

**Master of Medical Science
(Research Mode)
Program**

**Faculty of Medicine
UKM**

6. MASTER of MEDICAL SCIENCE Programme by research mode

6.1 Introduction

Research mode programme is conducted primarily through research works under supervision of the academic members in the Faculty to produce a full dissertation at the end of the study. It is a broad-based postgraduate degree designed to allow students to pursue research topics in a range of areas and disciplines within the scope of medical science. The research mode enables candidates to acquire the ability to think analytically and has a good understanding of their chosen field of study.

6.2 Programme Objectives

Programme Educational Objectives

This programme aims to

1. produce competent graduates with solid knowledge and skills in the field of medical and health sciences which are in line with the MQA level 7.
2. form skill and competency in research.
3. produce graduate with professional and ethical attitude.

Programme Learning Objectives

At the end of the course, the students are expected to be competent in

1. demonstrating knowledge and comprehension in the field of medical and health science.
2. applying practical skills which leads to innovative ideas for exposure in the field of medical and health science.
3. connecting research ideas with societal issues in the field of medical and health science.
4. carrying out research freely and adhering to regulations, ethics, and codes of professional practice.
5. demonstrating leadership quality through effective communication and corporation among the researchers and stakeholders.
6. addressing problems by utilizing scientific skills and critical thinking.
7. demonstrating commitment in lifelong learning.

6.3 Programme Structure

Type of Registration

The type of registration for this Programme is as follows:

Type	Nationality
Full-time	Malaysian International
Part-time	Malaysian Expatriate

Only Malaysian student can change the type of registration from full-time to part-time or vice versa by applying to the Dean through the SPS, subjected to the criteria below:

- (a) the application can only be made only once throughout the study duration; AND
- (b) the application cannot be made after the maximum study duration is exceeded; AND
- (c) the written application has to be made before/within four (4) weeks from the date of the semester commenced.

Part-time study for expatriate is subjected to the following regulations:

- (a) The Expatriate is in Malaysia using the employment pass;
- (b) Before registered as part-time student, the Expatriate has to obtain the permission from the Immigration Department of Malaysia to study under the employment pass;
- (c) The Expatriate has to apply the student pass from the Immigration Department of Malaysia and change the study mode to full-time if the working contract has ended or terminated.
- (d) Any changes are subjected to the regulations of the Immigration Department of Malaysia from time to time.

The study duration

The duration of study for this programme is as follows:

	Full-time		Part-time	
	Usual	Max	Usual	Max
No. of semesters	4	6	6	8

Excellent student who has fulfilled the program requirements and criteria may shorten the usual duration to minimum two (2) semesters by applying to the Dean through the SPS.

Student may apply to extend the study duration if reached maximum number of semesters.

Studentship will be terminated if the student failed to extend the study duration when the maximum number of semester in usual duration has reached.

Extending the study duration

Before reached the maximum number of semesters, student may apply to the Dean through the SPS to extend the study duration for a total of four (4) semesters as follows:

- (a) three (3) semesters, approved on every semester basis, AND
- (b) one (1) semester, subjected to the Senate's approval.

Studentship will be terminated if exceeded the maximum study duration which included the extended semesters.

Change of study mode

Student may apply to change the mode of study (i.e. research) to other modes (coursework, mixed or clinical) subjected to the criteria below:

- (a) application is made only once throughout the study duration;
- (b) application has to be made to the Dean through the SPS not later than four (4) weeks from the date of the semester commenced;
- (c) application has to be made within two (2) semesters from the date of registration into the University;
- (d) fulfilled the entry requirements of new mode of study
- (e) the existing study duration will not be counted in the new study duration when changing from research mode to coursework/mixed mode or vice versa;

Change of study program within or between the Faculties/Institute

Student may apply to change the study program (MMedSc) to another program within the Faculty or in other Faculties or Institutes subjected to the criteria below:

- (a) application is made only once throughout the study duration;
- (b) fulfilled the entry requirements of new program of study
- (c) application has to be made to the Deans/Director of both Faculties/Institute through the respective SPS or any related parties within two (2) semesters from the date of registration into the University;
- (d) the existing study duration will not be counted in the new study duration when changing the programs with the different Faculties/Institute;
- (e) the existing study duration can be included or excluded as part of the new study duration for changing programs within the Faculty by obtaining the confirmation from the Faculty:
 - i. included if the research project is equivalent; OR
 - ii. excluded if the research project is completely different from the existing one.

International student is required to inform to visa management office in the University to change the student pass when the approval for change of program is obtained.

Deferral for registration of new student

New student accepted to the program but has not been registered for the entry may apply to the Center of Academic Management (PPA) for deferral of registration for duration not less than one (1) or not more than two (2) semesters. Offering to the program admission is considered rejected and cancelled when the student failed to comply with the stipulated duration.

Registration of existing student

The existing student has to register within the stipulated time for every semester. Without obtaining the written approval from the Dean for deferral of semester, the studentship will be terminated when the student failed to register within four (4) weeks after the commenced of the semester.

When studentship is terminated, the student may apply to the Dean through the SPS for continuing the study with terms not more than two (2) consecutive semesters, imposed with a processing fee and a fine for late regurgitation. The duration without registration is counted as duration for deferral of study and subjected the maximum duration of deferral allowed.

Deferral of existing student

The existing student may apply to the Dean through the SPS for deferral of study based on reasonable causes and the deferred duration is not counted as part of the study duration. The deferral of study is allowed for a minimum of one (1) semester and not more than four (4) semesters throughout the study period. Furthermore, the student may apply to defer for only one (1) more semester that is subjected to the Senate's approval.

The student is not entitled to use any facilities offered by the University when deferred the study. International student who deferred the study has to cancel the student pass and subjected to the regulations of the Immigration Department of Malaysia from time to time.

All the written applications to defer the study have to be made to the Dean through the SPS not later than four (4) weeks from the commencement of the semester. For student who has registered, the Faculty may grant the approval for deferral after the aforementioned period subjected to the date prior to the commencement of examination/assessment for that semester.

The studentship is terminated when the student failed from obtaining approval for the deferral of study or failed to comply with the stipulation duration for application of deferral.

Special deferral of study

The new or existing student may apply for the special deferral of study subjected to the terms as follows:

- (a) prohibited from entering Malaysia by the Government of Malaysia;
- (b) banned from leaving the country of origin due to war or epidemic;
- (c) disaster/crisis beyond expectation and beyond control.

All the written applications to the special deferral of study have to be made to the Dean through the SPS not later than four (4) weeks from the commencement of the semester together with the relevant evidence subjected to a maximum of two (2) semesters throughout the study period.

Language of instruction: Bahasa Malaysia and English

Location of study

The student will be placed in the department where his/her supervisor affiliated. The laboratory works will be carried out in the department or elsewhere in or outside of the Faculty's campus that is recognized by the University.

The student has to be physically presence in the campus with a cumulative duration of minimum one (1) semester thought the study period. The student may apply to the Dean through the SPS to be exempted from this regulation before the study is completed, if there is no need for the student to be presence physically in the campus throughout the study duration, provided that confirmation is obtained from at least the main supervisor or chairperson of supervisory committee.

6.4 Supervision

The supervisor(s) for a student under this programme may consist of the following:

- (a) a Main Supervisor; or
- (b) a group of two supervisors who are consisted of a Main Supervisor and a Co-supervisor; or
- (c) a Supervisory Committee which is consisted of a Main Supervisor as the Chairperson and more than one Co-supervisors as the members.

All supervisors must be appointed by the Dean through SPS and are responsible for supervising and guiding the research, dissertation writing and evaluating the progress of the student.

6.5. Entry Requirement

1. An applicant who wishes to pursue this programme must possess the following qualifications:

- (a) Bachelor's Degree with a good Cumulative Grade Point Average (CGPA) from a University or any higher learning institution recognised by the Malaysian Qualifications Agency (MQA) and/or having accreditation by a recognized Foreign Accreditation Body; or
- (b) Degree in Medicine or Dentistry from the University or any higher learning institution or an equivalent degree from any other higher learning institution recognized by the Senate; or
- (c) Other qualifications recognized by the Senate obtained through Accreditation of Prior Experiential Learning (APEL); or
- (d) Fulfils other requirements prescribed by the individual department admission policy (including passing the screening test set by the department where applicable) and the UKM admission policy which can be found in the *Peraturan-peraturan Universiti Kebangsaan Malaysia (Pengajian Siswazah) 2021*.
- (e) Meet the requirements of the Malaysian Qualifications Agency (MQA).

2. English language requirements:

- (a) An international candidate is required to fulfil the English Language proficiency requirements by obtaining a score of at least 550 for the Test of English as a Foreign

Language (TOEFL) or at least 6.5 for the International English Language Testing System (IELTS) or a corresponding score for any examination which has been aligned to The Common European Framework of Reference (CEFR)*; or

- (b) Enroll and pass an internal English preparatory course at UKM, which is the Intensive English Program (IEP), in a maximum period of two (2) years and subject to the regulations of the Immigration Department of Malaysia in force. The IEP is an intensive course that gives students the opportunity to improve their English proficiency in a more efficient and effective way. As part of this course, students must sit for the Cambridge English Placement Test (CEPT). Upon completion of the IEP course, students must sit for the MUET or IELTS Test and obtain a MUET score of at least 4 or an IELTS score of at least 6.5. While undergoing this IEP course, students will be enrolled in the Master of Medical Science Program on conditional admission.
- (c) For international candidates who have academic qualifications obtained from any local university recognized by the Senate, such student may be exempted from the conditions set out in 2. (a) and 2. (b) above, but the candidate shall sit for the CEPT and if the student fails to obtain the level determined by the program (IEP5), the candidate is required to attend and pass the IEP.
- (d) The Faculty may grant exemptions to the English Language proficiency requirements for international candidates from countries where English is the official language or candidates who are using academic qualifications from institutions of higher learning that use English as the medium of instruction entirely or have obtained an advanced degree from any faculty or institute in UKM, subject to the approval of the Graduate Studies Committee of the Faculty.

*Note: The list of examinations that have been aligned to the CEFR is subject to being approved by the Senate from time to time.

3. An appeal for reconsideration of admission to the master's program can be submitted to the Faculty/Institute applied for within 30 days from the date the decision is received.

6.6 Delivery Method

The teaching-learning method used involves the activity related to research: proposal preparation, article review, design and conduct experiments, data collection and analysis, conclusions making, dissertation and manuscripts writing, as well as presentations at seminars and conferences. The teaching-learning methods are appropriate to the curriculum. Monitoring is done by supervisor(s) regularly, by Student Progress Report (*Laporan Kemajuan Calon*, LKC) for every semester and by progress reports held periodically in the Department.

Each student is required to present his/her research proposal at the Department for approval. Upon departmental approval, the proposal is to be submitted to the Research and Ethics Committees of UKMMC before the end of first semester.

6.7 Assessment

Each student is evaluated through formative and summative assessment. Formative assessment includes practical training, article writing and preparing manuscripts for publication. A student will

be assessed by the supervisor(s) in each semester through LKC. A student may be given "Failed and Dismissed" status if the student has accumulated LKC comments from the supervisor(s) as follows:

- a total of four (4) "With Reminder" throughout the period of study; or
- a total of two (2) "With Warning" throughout the period of study; or
- a combination of two (2) "With Reminder" and one (1) "With Warning" throughout the period of study; or
- a "Failed and Dismissed" status in any semester.

Summative assessment is made by an oral examination based on the dissertation written at the end of the study. The dissertation will be examined by at least one (1) External Examiner and one (1) Internal Examiner. Student is required to provide proof of one (1) manuscript accepted in a Web of Science (WoS)-indexed journal as a requirement to be called for the oral examination. During the oral examination, students are evaluated to measure the level of achievement in terms of the ability to analyse, formulate, and the ability to criticise the issues related to his/her research.

Assessment of the Research Methodology course can be referred to the course's proforma which is made available in UKMfolio.

6.8. Dissertation Writing

6.8.1. Dissertation

1. Each student is required to submit a dissertation as fulfilment of the requirement before being awarded the Master degree.
2. In the preparation of dissertation, a student shall comply with the conditions as follows:
 - a. the writing format must be in accordance with the Gaya UKM Thesis/Dissertation Writing Guideline (*Panduan Penulisan Tesis/Disertasi Gaya UKM*) and Guideline for Dissertation by Compilation (*Garis Panduan Penulisan Tesis/Disertasi Kompilasi*, if applicable);
 - b. does not submit a dissertation that has been submitted to the University or other universities but may include any part of the work by providing clear citation;
 - c. the dissertation must be written in Bahasa Melayu;
 - d. research work intended for publication must be approved by the Supervisor or the Supervisory Committee.
3. Notwithstanding sub-regulation 6.9.1.2(c), a dissertation may be written in English or Arabic with approval by the Dean.
4. A student may obtain approval referred to in sub-regulation 6.9.1.3 in writing no later than the forth (4th) semester of study for a master's programme.
5. Approval to write in English or Arabic may be granted subject to the following requirements:

- a. international student;
 - b. scholarship requirements;
 - c. employer needs;
 - d. supervisors/ examiners from abroad.
6. All dissertations written in Bahasa Melayu or English or Arabic must have abstracts in Bahasa Melayu followed by English and Arabic (if applicable).
 7. The maximum limit for a master's dissertation shall not exceed sixty thousand (60 000) words.
 8. The total number of words does not include footnotes, quotations, appendices, formulas, tables, diagrams and etc.
 9. The minimum number of words is determined by the faculty and the permission to exceed the prescribed length can be obtained by applying to the Dean at least three (3) months prior to the submission of dissertation for examination.
 10. All dissertations and publications relating to the research work of a student are subjected to the Intellectual Property Policy of UKM.
 11. The Oral Examination Committee may grant Excellent dissertations status to students after the oral examination is conducted. Excellent dissertations are only eligible for consideration to students who meet all the following criteria:
 - a. obtain reports from both External & Internal Examiners certifying that the dissertation has achieved an excellent level;
 - b. meet the minimum publication requirements set by the program;
 - c. Students must complete and submit a dissertation within 6 semesters for full-time students, 8 semesters for part-time students;
 - d. Students are able to present the results of the study well during the oral examination.

6.8.2. Form of Dissertation

1. The dissertation may be prepared either in the conventional form of a dissertation or in compilation form of a dissertation.
2. The dissertation may be prepared in compilation form with the permission of the Faculty and is subjected to the Guideline for Dissertation by Compilation.

6.8.2.1. Guideline for Dissertation by Compilation

1. Dissertation by compilation is an alternative writing style to the conventional form. This format is specifically for students who have published their research results in renowned journals in the respected field recognized by the Senate during the student's studies period.
2. Requirements for dissertation by compilation writing
 - a. Supervisors indicate that research have been conducted in the dissertation by compilation form.
 - b. Students must apply in writing to the Dean to write a dissertation by compilation.

- c. Students have published or accepted for the publication in renowned journals in the field recognized by the Faculty. However, each discipline requires a different level of impact to ensure quality that is equivalent to studying at the Doctoral or Master's level
 - d. Published articles should meet the scope and objectives of research conducted by students. Abstracts presented in conferences or seminars, and published in conference or seminar proceedings may only be accepted as supporting material.
 - e. Students need to published not less than two (2) papers, of which one (1) of them have been published or have been accepted for publication in the journal Q1
 - f. Students need to obtain copyright permission from the publisher of the published article if the dissertation is to be booked.
 - g. The student is the first author or the corresponding author for each articles stated as above and written with the supervisor.
 - h. Students who have more than one affiliate should place UKM as their first affiliate.
 - i. For local students, in which the dissertation must be written in Bahasa Melayu unless approved by the Faculty, articles can be written in the language of publication. But the candidate must include a summary of the published articles and journal in Bahasa Melayu following formats described in 6.9.2.1.3.
3. The content of the dissertation should include the following:
- a. Statement that the dissertation is written according to the compilation format.
 - b. List of publications included as chapters in the dissertation.
 - c. The entire dissertation should be prepared according to the UKM Style thesis/dissertation writing format.
 - d. Chapter Introduction - This chapter provides an introduction to the issues studied and explains the relationship between the papers that have been published to ensure that the dissertation is presented in an integrated form.
 - e. Chapter of Publication Materials - Each paper that has been published should be presented as a separate chapter in the dissertation. Abstract papers and publication journal information should be included for the dissertation written in a language other than the language of the dissertation writing.
 - f. Chapter Conclusion - This chapter synthesises the findings of the study and gives a comprehensive conclusion about the research that has been conducted.
 - g. References - The list of references includes references to the Introduction chapter and the Conclusion chapter.

6.8.3. Submission of Dissertation

1. A student shall submit a notice in writing to the Dean at least three (3) months before submitting the dissertation for examination.
2. A student who will be submitting a Notice of Submission of dissertation for examination purposes must meet the requirements of the programme.

3. A student intending to submit a dissertation for examination shall:
 - a. submit the dissertation in digital and printed forms according to the number of copies as required by the Faculty;
 - b. settle the dissertation examination fee;
 - c. meet the requirements as prescribed by the University; and
 - d. obtain non-plagiarism verification from the Dean.
4. Students who have not met the publication requirements are allowed to submit a dissertation for examination purposes and through an oral examination. Students must submit proof that the manuscript has been submitted for publication purposes when submitting the Thesis/Dissertation Submission Notice. Thesis/Dissertation Submission Notice will not be accepted without such proof.
5. A student who has passed the oral examination of the dissertation and has been approved by the Oral Examination Committee after fulfilling all the requirements must submit the dissertation in bound and digital forms according to the number of copies required by the University to the faculty.

6.9 Oral examination

The assessment of a master's student shall consist of

1. a dissertation which will be examined by at least one (1) External Examiner and one (1) Internal Examiner; and
2. an oral examination to defend his/her dissertation before the Dissertation Oral Examination Committee

An oral examination is an examination for a student to defend the results of his/her study reported in a dissertation before the Oral Examination Committee. This examination is the most important part of the study of a graduate student.

6.9.1. Dissertation Oral Examination Committee

1. The Dissertation Oral Examination Committee shall comprise of
 - a. A chairperson, who is:
 - i. a Professor; or
 - ii. an Associate Professor appointed by the Vice Chancellor; and
 - b. the Dean or his/her representative (if needed); and
 - c. the Internal Examiner; and
 - d. the External Examiner.
2. The supervisors of a student can only be present as observers in the oral examination session.

6.9.2. General Guide for Dissertation Oral Examination

1. The dissertation oral examination is divided into two (2) parts:
 - a. The first part - students are required to provide a summary of the research conducted, the results obtained, conclusions, and contributions to the field of research knowledge.
 - b. The second part - question and answer session by External Examiner and Internal Examiner.
2. The student's oral presentation should not exceed 20 minutes. Students are advised to arrange and practice so that the oral presentation is clear and adheres to the prescribed period. The priority of the presentation should be given to the results obtained and the contribution to the relevant field of knowledge. Therefore, presentations on library and historical studies to explain why such studies should be conducted should be minimised.
3. In the question and answer session, the questions and comments of the External Examiner and the Internal Examiner are based on the dissertation and presentation given. However, students still need to understand other matters related to the field of research which will also be tested by the examiners. Questions posed by the examiners should be answered concisely and clearly, unless there is a request to elaborate on the answer given.
4. In accordance with *Peraturan 55(3) Peraturan-Peraturan Universiti Kebangsaan Malaysia (Pengajian Siswazah) 2015*, students are prohibited from contacting or harassing or threatening External/Internal Examiners in relation to their dissertation assessment. Students who disobey this can be subjected to disciplinary action by the University which may result in the student being expelled from the study. Students will only receive the Examiner's report after the oral examination is completed.

6.9.3. Announcement of Dissertation Oral Examination results

1. The Chairperson of the Dissertation Oral Examination Committee will inform the results of the oral examination to the students including the period of correction given (if applicable) and the students' responsible for checking the corrections made (if applicable).
2. Students will be reminded to submit a dissertation that has been corrected according to the prescribed period to prevent students from being given the status of failing because they cannot submit a dissertation made corrected within the prescribed period.

6.9.4. Dissertation correction and submission

1. The student is subjected to the maximum period for dissertation correction as approved by the Oral Examination Committee.
2. The maximum period of correction for the first time is twelve (12) months and the maximum period of correction for the second time after the Repeat Oral Examination is three (3) months.
3. For a student who has been given the maximum correction period of twelve (12) months for the first examination, the corrected dissertation must be submitted for the purpose of re-examination and is required to undergo a Repeat Oral Examination.
4. A student who has to undergo a Repeat Oral Examination as referred to in article 6.10.4.3, must register and will be charged tuition fees.

5. However, students may apply for an additional time of the correction period from the original period given by the Oral Examination Committee subject to a maximum of three (3) additional months. An application must be made in writing to the Dean before the maximum period of the original correction expires.
6. A student who fails to re-submit his/her dissertation within the maximum correction period, including the additional period, is considered as failed and will be given the status of "Failed and Not Eligible to be Awarded a Degree".
7. Students must submit a dissertation that has been corrected to the Faculty within the period set by the Oral Examination Committee.

6.10 Conversion from Masters to Doctor of Philosophy Programme (upgrading)

Subjected to the approval of the Senate, and recommended by the Graduate Studies Committee and the Faculty.

Student may apply ONCE only before TWO (2) months of the THIRD (3) semester to convert from a master's programme to a doctoral programme if the student has:

- a. Good CGPA (at least 3.00) in his/her Bachelor's degree; and
- b. Attended and presented at least ONE (1) paper at a conference that is not organised by UKM; and
- c. At least ONE (1) manuscript accepted by the WoS-indexed journal in the field of study and is the principal author; and
- d. Good LKC evaluation with no disciplinary action taken; and
- e. Achieved/completed at least 75% of the specific objectives of the research at master's level. and has obtained at least 80% assessment mark during proposal presentation for PhD conversion at departmental and Faculty levels. (Assessment and approval made at the Department level must be comprising of at least THREE (3) lecturers (other than Supervisors; recommendation at Faculty level is made by the Graduate Studies Committee); and
- f. Completed at least TWO (2) chapters of the Master's dissertation (Chapter 1 - Introduction and Chapter 2 – Literature review); and
- g. Obtained written support from the Main Supervisor and Head of Department.
- h. The study period for students who make a change from a master's program to a doctoral program is calculated from the date of enrolment to the master's program and not after the change to a doctoral program.

6.11. Graduation Criteria

Candidate must have achieved and performed the following requirements for graduation:

- i. Passed a Research Methodology course for all students and a Malay Language course for an international student*.
- ii. Published at least one (1) article in a WoS-indexed journal. Proof of publication/acceptance must be given to sit for the oral examination.
- iii. Presented at least one (1) research paper in a conference.
- iv. Passed the oral examination
- v. Submitted final hardbound thesis.

* Exemption may be given to International students who have taken and passed Malay Language courses conducted by institutions recognized by the Senate of UKM.

6.12 Award of Degree/ Requirements for degree conferment

A student pursuing study under the programme of MMedSc (by research) shall:

- a. fulfil all requirements of these regulations; and
- b. pass the dissertation examination and oral examination; and
- c. fulfil the publication requirements set by the Faculty (refer to 6.11 Graduation Criteria); and
- d. meet other requirements set by the Faculty (refer to 6.11 Graduation Criteria); and
- e. fulfil the Bahasa Melayu proficiency requirement for international students as prescribed by the University; and
- f. be recommended by the Oral Examination Committee for endorsement by the Senate; and
- g. return all the properties of the University; and
- h. settle debts and made all payments set by the University.

Successful student will be awarded Master of Medical Science degree.

**PhD
(Research Mode)
Program**

**Faculty of Medicine
UKM**

7. DOCTOR of PHYLOSOPHY Programme by research mode

7.1 Introduction

This PhD programme offered by Faculty of Medicine UKM is classified as research mode. The programme is conducted primarily through research works under supervision of the academic members in the Faculty to produce a full thesis at the end of the study. This mode of study is chosen by students who seek discovery of in-depth and novel knowledge, enjoy critical thinking and problem solving, and planning for career advancement. Various research areas are available in this programme. Ultimately, the programme aims to produce graduates who are qualified and competitive for the workforce.

7.2 Programme Objectives

Programme Educational Objectives

This programme aims to

1. produce competent graduates with solid knowledge and skills in the field of medical and health sciences.
2. form competency and expertise in research.
3. produce graduate with professional and ethical attitude.

Programme Learning Objectives

At the end of the program, the students are expected to be competent in

1. synthesising knowledge and contributing to original research which broaden the knowledge in the field of medical and health science.
2. applying practical skills in leading to innovative ideas for exposure in the field of medical and health science.
3. becoming referral expert to the society in the field of medical and health science.
4. carrying out research freely and adhering to regulations, ethics, and codes of professional practice.
5. demonstrating leadership quality through effective communication and corporation among the researchers and stakeholders.
6. applying scientific skills to address problems exposure in the field of medical and health science.
7. demonstrating commitment in lifelong learning.

7.3 Programme Structure

The type of study for this programme is as follows:

Type	Eligibility
Full-time	Malaysian International
Part-time	Malaysian Expatriate

Only Malaysian student can change the type of registration from full-time to part-time or vice versa by applying to the Dean through the SPS, subjected to the criteria below:

- (d) the application can only be made only once throughout the study duration; AND
- (e) the application cannot be made after the maximum study duration is exceeded; AND
- (f) the written application has to be made not later than four (4) weeks from the date of the semester commenced.

Part-time study for expatriate is subjected to the following regulations:

- (e) The Expatriate is in Malaysia using the employment pass;
- (f) Before register as part-time student, the Expatriate has to obtain the permission from the Immigration Department of Malaysia to study under the employment pass;
- (g) The Expatriate has to apply the student pass from the Immigration Department of Malaysia and change the study mode to full-time if the working contract has ended or terminated.
- (h) Any changes are subjected to the regulations of the Immigration Department of Malaysia from time to time.

The usual study duration

The usual duration of study for this programmes is as follows:

	Full-time		Part-time	
	Min	Max	Min	Max
No. of semesters	6	12	8	14

Excellent student who has fulfilled the graduation requirements and criteria may shorten the usual duration to minimum four (4) semesters by applying to the Dean through the SPS.

Student may apply to extend the study duration if reached maximum number of semesters.

Studentship will be terminated if the student failed to extend the study duration when the maximum number of semester in usual duration has reached.

Graduate on Time (GOT) for PhD student is considered when the student completed with study within seven (7) semesters or 42 months counting from the registration date until the date of graduation approved by the Senate. Student may apply for additional one (1) semester to be considered as part of the GOT by writing to the Dean through the SPS when the student has been affected due disasters/crises which are out of expectation and control.

Extending the usual study duration

Before reached the maximum number of semester in usual duration, student may apply to the Dean through the SPS to extend the study duration for a total of four (4) semesters as follows:

- (a) three (3) semesters, approved on every semester basis, AND
- (b) one (1) semester, subjected to the Senate's approval.

Studentship will be terminated if exceeded the maximum study duration which included the extended semesters.

Change of study mode

Student may apply to change the mode of study (i.e. research) to other modes (coursework, mixed or clinical) subjected to the criteria below:

- (f) application is made only once throughout the study duration;
- (g) application has to be made to the Dean through the SPS not later than four (4) weeks from the date of the semester commenced;
- (h) application has to be made within two (2) semesters from the date of registration into the University;
- (i) fulfilled the entry requirements of new mode of study
- (j) the existing study duration will not be counted in the new study duration when changing from research mode to coursework/mixed mode or vice versa;

Change of study program within or between the Faculties/Institute

Student may apply to change the study program to another program within the Faculty or in other Faculties or Institutes subjected to the criteria below:

- (f) application is made only once throughout the study duration;
- (g) fulfilled the entry requirements of new program of study
- (h) application has to be made to the Deans/Director of both Faculties/Institute through the respective SPS or any related parties within two (2) semesters from the date of registration into the University;
- (i) the existing study duration will not be counted in the new study duration when changing the programs with the different Faculties/Institute;
- (j) the existing study duration can be included or excluded as part of the new study duration for changing programs within the Faculty by obtaining the confirmation from the Faculty:
 - i. included if the research project is equivalent; OR
 - ii. excluded if the research project is completely different from the existing one.

International student is required to inform to visa management office in the University to change the student pass when the approval for change of program is obtained.

Deferral for registration of new student

New student accepted to the program but has not registered for the entry may apply to the Center of Academic Management (PPA) for deferral of registration for duration not less than one (1) or

not more than two (2) semesters. Offering to the program admission is considered rejected and cancelled when the student failed to comply with the stipulated duration.

Registration of existing student

The existing student has to register within the stipulated time for every semester. Without obtaining the written approval from the Dean for deferral of semester, the studentship will be terminated when the student failed to register within four (4) weeks after the commenced of the semester.

When studentship is terminated, the student may apply to the Dean through the SPS for continuing the study with terms not more than two (2) consecutive semesters, imposed with a processing fee and a fine for late regurgitation. The duration without registration is counted as duration for deferral of study and subjected the maximum duration of deferral allowed.

Deferral of existing student

The existing student may apply to the Dean through the SPS for deferral of study based on reasonable causes and the deferred duration is not counted as part of the study duration. The deferral of study is allowed for a minimum of one (1) semester and not more than four (4) semesters throughout the study period. Furthermore, the student may apply to defer for only one (1) more semester that is subjected to the Senate's approval.

The student is not entitled to use any facilities offered by the University when deferred the study. International student who deferred the study has to cancel the student pass and subjected to the regulations of the Immigration Department of Malaysia from time to time.

All the written applications to defer the study have to be made to the Dean through the SPS not later than four (4) weeks from the commencement of the semester. For student who has registered, the Faculty may grant the approval for deferral after the aforementioned period subjected to the date prior to the commencement of examination/assessment for that semester.

The studentship is terminated when the student failed to apply for the deferral of study or failed to comply with the stipulation duration for application of deferral.

Special deferral of study

The new or existing student may apply to the special deferral of study subjected to the terms as follows:

- (d) prohibited from entering Malaysia by the Government of Malaysia;
- (e) banned from leaving the country of origin due to war or epidemic;
- (f) disaster/crisis beyond expectation and beyond control.

All the written applications to the special deferral of study have to be made to the Dean through the SPS not later than four (4) weeks from the commencement of the semester together with the relevant evidence subjected to a maximum of two (2) semesters throughout the study period.

Language of instruction: Bahasa Malaysia and English.

Location of Study

The student will be placed in the department where his/her main supervisor affiliated. The laboratory works will be carried out in the department or elsewhere in or outside of the Faculty's campus that is recognized by the University.

The student has to be physically in the campus with a cumulative duration of minimum one (1) semester thought the study period. The student may apply to the Dean through the SPS to be exempted from this regulation before the study is completed, if there is no need for the student to be presence physically in the campus throughout the study duration, provided that confirmation is obtained at least from the main supervisor or chairperson of supervisory committee.

7.4 Supervision

The supervisor(s) for a student under this programme may consist of the following:

- (a) a group of two supervisors who are consisted of a Main Supervisor and a Co-supervisor;
or
- (b) a Supervisory Committee which is consisted of a Main Supervisor as the Chairperson and more than one Co-supervisors as the members.

At least two supervisors for the PhD student must be the academic staff of the UKM.

All supervisors must be appointed by the Dean and are responsible for supervising and guiding the research, dissertation writing and evaluating the progress of the student.

7.5. Entry requirement

1. An applicant who wishes to pursue this programme must possess the following qualifications:
 - (a) Master's Degree from a University or any higher learning institution recognised by the Malaysian Qualifications Agency (MQA) and/or having accreditation by a recognized Foreign Accreditation Body; or
 - (b) Other qualifications equivalent to a Master's Degree or having other experience qualifications recognized by the Senate; or
 - (c) Candidates who are pursuing a full -time Masters in Medical Science (research mode) program at the University and are recommended by the Graduate Studies Committee of the Faculty to change status to a doctoral program with the Dean's approval, as well as meet the relevant requirements (refer to Guidelines for Upgrading from Master's Degree Program To Doctor of Philosophy, Faculty of Medicine and 6.11 above); or
 - (d) Bachelor's Degree with first class honors (CGPA 3.67 and above or equivalent) from a University or any higher learning institution recognized by the Malaysian Qualifications Agency (MQA) - please refer to the Guidelines for Recruitment of Doctor of Philosophy Program Students through Channel Fast Track Faculty of Medicine; or
 - (e) Other qualifications recognized by the Senate obtained through Accreditation of Prior Experiential Learning (APEL); or

- (f) Fulfills other requirements prescribed by the individual department admission policy (including passing the screening test set by the department where applicable) and the UKM admission policy which can be found in the *Peraturan-peraturan Universiti Kebangsaan Malaysia (Pengajian Siswazah) 2021*.
- (g) Meet the requirements of the Malaysian Qualifications Agency (MQA).

2. English language requirements:

(a) An international candidate is required to fulfil the English Language proficiency requirements by obtaining a score of at least 550 for the Test of English as a Foreign Language (TOEFL) or at least 6.5 for the International English Language Testing System (IELTS) or a corresponding score for any examination which has been aligned to The Common European Framework of Reference (CEFR)*; or

(b) Enroll and pass an internal English preparatory course at UKM, which is the Intensive English Program (IEP), in a maximum period of two (2) years and subject to the regulations of the Immigration Department of Malaysia in force. The IEP is an intensive course that gives students the opportunity to improve their English proficiency in a more efficient and effective way. As part of this course, students must sit for the Cambridge English Placement Test (CEPT). Upon completion of the IEP course, students must sit for the MUET or IELTS Test and obtain a MUET score of at least 4 or an IELTS score of at least 6.5. While undergoing this IEP course, students will be enrolled in the Master of Medical Science Program on conditional admission.

(c) For international candidates who have academic qualifications obtained from any local university recognized by the Senate, such student may be exempted from the conditions set out in 2. (a) and 2. (b) above, but the candidate shall sit for the CEPT and if the student fails to obtain the level determined by the program (IEP5), the candidate is required to attend and pass the IEP.

(d) The Faculty may grant exemptions to the English Language proficiency requirements for international candidates from countries where English is the official language or candidates who are using academic qualifications from institutions of higher learning that use English as the medium of instruction entirely or have obtained an advanced degree from any faculty or institute in UKM, subject to the approval of the Graduate Studies Committee of the Faculty.

*Note: The list of examinations that have been aligned to the CEFR is subject to being approved by the Senate from time to time.

3. An appeal for reconsideration of admission to the master's program can be submitted to the Faculty/Institute applied for within 30 days from the date the decision is received.

7.6 Delivery Method

The teaching-learning method used involves the activity related to research: proposal preparation, article review, design and conduct experiments, data collection and analysis, conclusions making, thesis and manuscripts writing, as well as presentations at seminars and conferences. The teaching-learning methods are appropriate to the curriculum. Monitoring is done by supervisor(s)

regularly, by Student Progress Report (*Laporan Kemajuan Calon*, LKC) for every semester and by progress reports held periodically in the department.

Each student is required to present his/her research proposal at the Department for approval. Upon Departmental approval, the proposal is to be submitted to the Research and Ethics Committees UKMMC before the end of first semester.

7.7 Assessment

Each student is evaluated through formative and summative assessment. Formative assessment includes practical training, article writing and preparing manuscripts for publication. A student will be assessed by the supervisor(s) in each semester through LKC. A student may be given "Failed and Dismissed" status if the student has accumulated LKC comments from the supervisor(s) follows:

- a total of four (4) "With Reminder" throughout the period of study; or
- a total of two (2) "With Warning" throughout the period of study; or
- a combination of two (2) "With Reminder" and one (1) "With Warning" throughout the period of study; or
- a "Failed and Dismissed" status in any semester.

Summative assessment is made by an oral examination based on the thesis written at the end of the study. The thesis will be examined by at least one (1) External Examiner and one (1) Internal Examiner. Student is required to provide proof of two (2) manuscripts accepted in Web of Science (WoS)-indexed journals as a requirement to be called for the oral examination. During the oral examination, students are evaluated to measure the level of achievement in terms of the ability to analyse, formulate, and the ability to criticise the issues related to his/her research.

Assessment of the Research Methodology course can be referred to course's proforma which is available in UKMfolio.

7.8 Thesis Writing

7.8.1. Thesis

1. Each student is required to submit a thesis as fulfilment of the requirement before being awarded the Doctorate degree.
2. In the preparation of thesis, a student shall comply with the conditions as follows:
 - a. the writing format must be in accordance with the *Gaya UKM Thesis/Dissertation Writing Guideline (Panduan Penulisan Tesis/Disertasi Gaya UKM)* and *Guideline for Dissertation by Compilation (Garis Panduan Penulisan Tesis/Disertasi Kompilasi*, if applicable);

- b. does not submit a thesis that has been submitted to the University or other universities but may include any part of the work by providing clear citation;
 - c. the thesis must be written in Bahasa Melayu;
 - d. research work intended for publication must be approved by the Supervisor or the Supervisory Committee.
3. Notwithstanding subregulation 7.9.1.2(c), a thesis may be written in English or Arabic with approval by the Dean.
 4. A student may obtain approval referred to in sub-regulation 7.9.1.3 in writing no later than the sixth (6th) semester of study for a doctorate's programme.
 5. Approval to write in English or Arabic may be granted subject to the following requirements:
 - a. international student;
 - b. scholarship requirements;
 - c. employer needs;
 - d. supervisors/ examiners from abroad.
 6. All thesis written in Bahasa Melayu or English or Arabic must have abstracts in Bahasa Melayu followed by English and Arabic (if applicable).
 7. The maximum limit for a doctorate's thesis shall not exceed one hundred thousand (100 000) words.
 8. The total number of words does not include footnotes, quotations, appendices, formulas, tables, diagrams and etc.
 9. The minimum number of words is determined by the Faculty and the permission to exceed the prescribed length can be obtained by applying to the Dean at least three (3) months prior to the submission of thesis for examination.
 10. All thesis and publications relating to the research work of a student is subjected to the Intellectual Property Policy of UKM.
 11. The Oral Examination Committee may grant Excellent theses status to students after the oral examination is conducted. Excellent theses are only eligible for consideration to students who meet all the following criteria:
 - a. obtain reports from both External & Internal Examiners certifying that the thesis has achieved an excellent level;
 - b. meet the minimum publication requirements set by the program;
 - c. Students must complete and submit a thesis within 8 semesters for full-time students, 10 semesters for part-time students;
 - d. Students are able to present the results of the study well during the oral examination.

7.8.2. Form of Thesis

1. The thesis may be prepared either in the conventional or compilation form.
2. The thesis may be prepared in the compilation form with the permission of the Faculty and is subjected to the Guideline for Thesis by Compilation.

7.8.2.1.Guideline for Thesis by Compilation

1. Thesis by compilation is an alternative writing style to the conventional form. This format is specifically for students who have published their research results in renowned journals in the respected field recognized by the Senate during the student's studies period.
2. Requirements for thesis by compilation writing
 - a. Supervisors indicate that research have been conducted in the thesis by compilation form.
 - b. Students must apply in writing to the Dean for writing a thesis in the compilation form.
 - c. Students have published or accepted for the publication in renowned journals in the field recognized by the Faculty. However, each discipline requires a different level of impact to ensure quality that is equivalent to studying at the Doctoral or Master's level
 - d. Published articles should meet the scope and objectives of research conducted by students. Abstracts presented in conferences or seminars, and published in conference or seminar proceedings may only be accepted as supporting material.
 - e. Students need to published not less than four (4) papers, of which two (2) of them have been published or have been accepted for publication in the journal Q1
 - f. Students need to obtain copyright permission from the publisher of the published article if the thesis is to be booked.
 - g. The student is the first author or the corresponding author for each articles stated as above and written with the supervisor.
 - h. Students who have more than one affiliate should place UKM as their first affiliate.
 - i. For local students, in which the thesis must be written in Bahasa Melayu unless approved by the Faculty, articles can be written in the language of publication. But the candidate must include a summary of the published articles and journal in Bahasa Melayu following formats described in 7.9.2.1.3.
3. The content of the thesis should include the following:
 - a. Statement that the thesis is written according to the compilation format.
 - b. List of publications included as chapters in the thesis.
 - c. The entire thesis should be prepared according to the UKM Style thesis/dissertation writing format.
 - d. Chapter Introduction - This chapter provides an introduction to the issues studied and explains the relationship between the papers that have been published to ensure that the thesis is presented in an integrated form.
 - e. Chapter of Publication Materials - Each paper that has been published should be presented as a separate chapter in the thesis. Abstract papers and publication journal information should be included for the thesis written in a language other than the language of the thesis writing.
 - f. Chapter Conclusion - This chapter synthesises the findings of the study and gives a comprehensive conclusion about the research that has been conducted.
 - g. References - The list of references includes references to the Introduction chapter and the Conclusion chapter.

7.8.3. Submission of Thesis for Examination

1. A student shall submit a notice in writing to the Dean at least three (3) months before submitting the thesis for examination.
2. A student who will be submitting a Notice of Submission of thesis for examination purposes must meet the requirements of the programme.
3. A student intending to submit a thesis for examination shall:
 - a. submit the thesis in digital and printed forms according to the number of copies as required by the Faculty;

- b. settle the thesis examination fee;
 - c. meet the requirements as prescribed by the University; and
 - d. obtain non-plagiarism verification from the Dean.
4. Students who have not met the publication requirements are allowed to submit a thesis for examination purposes and through an oral examination. Students must submit proof that the manuscript has been submitted for publication purposes when submitting the Thesis/Dissertation Submission Notice. Thesis/Dissertation Submission Notice will not be accepted without such proof.
 5. A student who has passed the oral examination of the thesis and has been approved by the Oral Examination Committee after fulfilling all the requirements must submit the thesis in bound and digital forms according to the number of copies required by the University to the faculty.

7.9. Oral Examination

The assessment of a doctorate's student shall consist of

1. a thesis which will be examined by at least one (1) External Examiner and one (1) Internal Examiner; and
2. an oral examination to defend his/her thesis before the Thesis Oral Examination Committee

An oral examination is an examination for a student to defend the results of his/her study reported in a thesis before the Oral Examination Committee. This examination is the most important part of the study of a graduate student.

7.9.1. Thesis Oral Examination Committee

1. The Thesis Oral Examination Committee shall comprise of
 - a. A chairperson, who is:
 - i. a Professor; or
 - ii. an Associate Professor appointed by the Vice Chancellor;
 - b. the Dean or his/her representative (if required);
 - c. the Internal Examiner; and
 - d. the External Examiner.
2. The supervisors of a student can only be present as observers in the oral examination session.

7.9.2. General Guide for Thesis Oral Examination

1. The thesis oral examination is divided into two (2) parts:
 - c. The first part - students are required to provide a summary of the research conducted, the results obtained, conclusions, and contributions to the field of research knowledge.
 - d. The second part - question and answer session by External Examiner and Internal Examiner.
2. The student's oral presentation should not exceed 20 minutes. Students are advised to arrange and practice so that the oral presentation is clear and adheres to the prescribed period. The priority of the presentation should be given to the results obtained and the contribution to the relevant field of knowledge. Therefore, presentations on library and historical studies to explain why such studies should be conducted should be minimised.
3. In the question and answer session, the questions and comments of the External Examiner and the Internal Examiner are based on the thesis and presentation given. However, students still need to understand other matters related to the field of research which will also be tested

by the examiners. Questions posed by the examiners should be answered concisely and clearly, unless there is a request to elaborate on the answer given.

4. In accordance with *Peraturan 55(3) Peraturan-Peraturan Universiti Kebangsaan Malaysia (Pengajian Siswazah) 2015*, students are prohibited from contacting or harassing or threatening External/Internal Examiners in relation to their thesis assessment. Students who disobey this can be subjected to disciplinary action by the University which may result in the student being expelled from the study. Students will only receive the Examiner's report after the oral examination is completed.

7.9.3. Announcement of Thesis Oral Examination Results

1. The Chairperson of the Thesis Oral Examination Committee will inform the results of the oral examination to the students including the period of correction given (if applicable) and the individual responsible for checking the corrections made (if applicable).
2. Students will be reminded to submit a thesis that has been corrected according to the prescribed period to prevent students from being given the status of failing because they cannot submit a dissertation made corrected within the prescribed period.

7.9.4. Dissertation Correction and Submission

1. The student is subjected to the maximum period for thesis correction as approved by the Oral Examination Committee.
2. The maximum period of correction for the first time is twelve (12) months and the maximum period of correction for the second time after the Repeat Oral Examination is three (3) months.
3. For a student who has been given the maximum correction period of twelve (12) months for the first examination, the corrected thesis must be submitted for the purpose of re-examination and is required to undergo a Repeat Oral Examination.
4. A student who has to undergo a Repeat Oral Examination as referred to in article 6.10.4.3, must register and will be charged tuition fees.
5. However, students may apply for an additional time of the correction period from the original period given by the Oral Examination Committee subject to a maximum of three (3) additional months. An application must be made in writing to the Dean before the maximum period of the original correction expires.
6. A student who fails to re-submit his/her thesis within the maximum correction period including the additional period is considered as failed and will be given the status of "Failed and Not Eligible to be Awarded a Degree".
7. Students must submit a thesis that has been corrected to the Faculty within the period set by the Oral Examination Committee.

7.10. Graduation Criteria

Candidate must have achieved and performed the following requirements for graduation:

- i. Passed a Research Methodology course for all students and a Malay Language course for an international student*.
- ii. Have at least TWO (2) article published or accepted for publication in a WoS-indexed journal. Proof of publication/acceptance must be given to sit for the oral examination.
- iii. Presented at least ONE (1) research paper in a conference.
- iv. Passed the thesis examination and oral examination

- v. Submitted the final hardbound thesis, after thesis correction if any correction is requested during the Oral Examination, according to the time period given.

* Exemption may be given to International students who have taken and passed Malay Language courses conducted by institutions recognized by the Senate of UKM.

7.11 Award of Degree

A student pursuing study under the programme of PhD (by research) shall:

- fulfil all requirements of these regulations; and
 - pass the thesis examination and oral examination; and
 - fulfil the publication requirements set by the Faculty (refer to 7.10 Graduation Criteria);
- and
- meet other requirements set by the Faculty (refer to 7.10 Graduation Criteria; and
 - fulfil the Bahasa Melayu proficiency requirement for international students as prescribed by the University; and
 - be recommended by the Oral Examination Committee for endorsement by the Senate;
- and
- return all the properties of the University; and
 - settle debts and made all payments set by the University.

Successful student will be awarded a Doctor of Philosophy degree.

Support, Dismissal and Appeal of Student

8. Student Support

Graduates Assist

This unit was set up in October 2019 following the recognition of postgraduate students' needs for guidance and support for not only on academic but also on psychosocial matters. Graduates Assist aims to improve the learning environment of postgraduate students to be as conducive as possible in all aspects.

The main objectives of this unit are:

- a) to provide counselling in handling psychosocial issues.
- b) to provide professional intervention to students in crisis.
- c) to provide counselling in academic matters.
- d) to advice and facilitate processes related to financial support.

How does Graduates Assist work?

Students in need of support outside their departments, can reach Graduates Assist where they can talk to either a trainee counsellor or a volunteer peer student on their issues. Following the first session at Graduates Assist, students may continue to have further sessions at Graduates Assist or be channelled to the relevant support system for further support based on their needs. Standard operating procedure of Graduates Assist is as shown in figure 1.

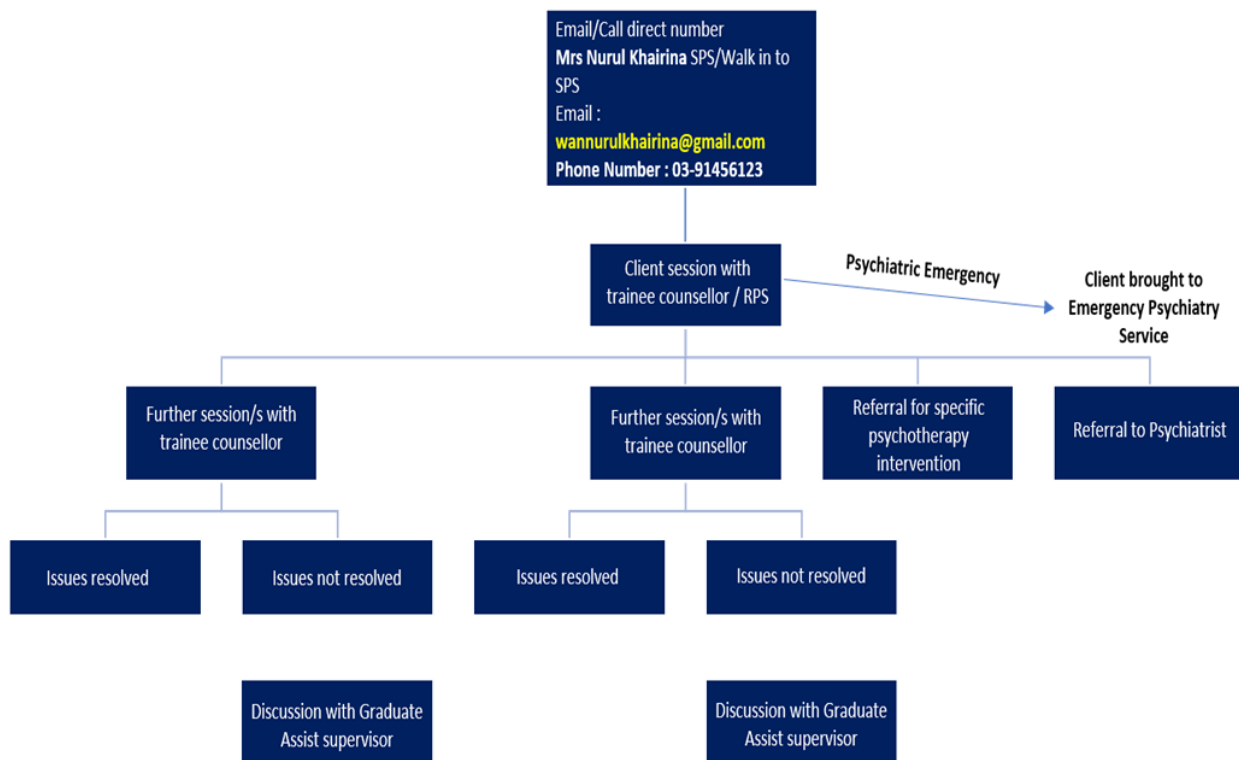


Figure 1: Standard operating procedure of Graduates Assist

Activities and peer support system

A group of *Pembimbing Rakan Siswa* (Peer Support) volunteers have been identified from various clinical departments to provide peer support in this program. Serial workshops on relevant skills to help students in need (e.g. communication, psychological well-being and coping) have been planned and initiated for these volunteers with input from academic members from Faculty of Education, Faculty of Health Sciences and Faculty of Medicine.

Latest information about Graduate Assist can be found at:
<https://www.ukm.my/spsfper/graduates-assist/>

9. Termination of Candidacy & Appeal

DISMISSAL OF STUDENT

1) The Senate has the right to take appropriate actions including suspending or dismissing a student at any time if the student is found to be:

- (a) providing false information during admission or during the study period or for the purpose of obtaining a degree;
- (b) having mental or physical disability certified by a physician;
- (c) failing to maintain good academic performance as prescribed by the University;
- (d) exceeding the study period allowed.

(2) Each student is subjected to the Universities and University Colleges Act 1971, the Constitution of Universiti Kebangsaan Malaysia, rules and other regulations in force or in use including the Universiti Kebangsaan Malaysia (Discipline of Students) Regulations 1999, the UKM Intellectual Property Policy 2010, the Publication and Writing Integrity Ethics Policy of Universiti Kebangsaan Malaysia and other regulations related thereto.

(3) Any student who commits misconduct which includes disturbing or threatening the Supervisor and/or the Graduate Secretariat and/or contacting the External Examiner and/or Internal Examiner in relation to the assessment of his/her thesis/dissertation and/or committing research misconduct is subjected to actions under Universiti Kebangsaan Malaysia (Discipline of Students) Regulations 1999.

RESEARCH MISCONDUCT

(1) Research misconduct refers to actions that contradicts research ethics such as fabrication, falsification or plagiarism in preparation of the thesis, dissertation, graduate project report, working papers, assignments and research findings in part or in full as follows:

- (a) fabrication refers to an act of creating data, recording or reporting non-existing data/results;
- (b) falsification refers to an act of manipulation of research findings/process or alteration or removal of data such that the research is not accurately represented in the research record.;

(c) plagiarism is the act of taking ideas, process, findings, writing, pictures or diagrams without acknowledging the original source and admitting them as one's own work.

(2) These regulations shall be read with the Universities and University Colleges Act (Amendment) 2012, Constitution of University Kebangsaan Malaysia 2010, Universiti Kebangsaan Malaysia (Discipline of Students) Regulations 1999 and the Publication and Writing Integrity Ethics Policy of Universiti Kebangsaan Malaysia.

(3) Research misconduct does not include bona fide errors or differences in opinions.

(4) Complaints of research misconduct shall be submitted to the Dean using the University's prescribed forms.

(5) Any complaint received under sub-regulation (4) will be considered by an independent committee to determine the validity of the alleged misconduct in question.

(6) A student who is found guilty of research misconduct is subject to actions under the Universiti Kebangsaan Malaysia (Discipline of Students) Regulations 1999 or other actions prescribed by the Senate.

APPEAL

Appeal to review the Oral Examination results

(1) A student can appeal against the Oral Examination result of his/her thesis/dissertation.

(2) The application for an appeal must be submitted in writing to the Dean within four (4) weeks from the release date of the official results.

(3) Any appeal received after the period referred under sub-regulation (2) will not be entertained.

(4) The appeal must provide reasonable grounds for review together with a fixed processing fee which is not refundable.

(5) The Dean upon receipt of the appeal must establish a Thesis/Dissertation Oral Examination Review Committee. The Committee shall comprise of:

(a) a Professor as Chairperson;

(b) two (2) Professors or Associate Professors in the related field;

(c) two (2) other members who are Professors or Associate Professors; and

(d) the Assistant Registrar at the Faculty as the Secretariat.

(6) The Thesis/Dissertations Oral Examination Review Committee may invite the Chairman of the Oral Examination Committee or his/her representative to be present to obtain background information on the student's oral examination result.

(7) The decision of the Oral Examination Review Committee shall be submitted to the Dean for consideration and the decision is subjected to endorsement by the Senate.

(8) The decision endorsed by the Senate is final and no further appeal against the decision will be considered.

Appeal for continuance of study of student

(1) A student has been dismissed and given the "Failed and Dismissed" status may appeal for continuance of study, subject to consent of the Main Supervisor/Chairman of the Supervisory Committee and approval by the Dean.

(2) The appeal shall be submitted to the Dean within four (4) weeks from the release date of the official results based on the LKC evaluation.

(3) Any appeal received after the period referred under sub-regulation (2) will not be entertained.

(4) Each appeal shall be accompanied by a fixed processing fee which is not refundable.

(5) The appeal shall be considered by the Graduate Studies Committee at the Faculty for endorsement by the Senate.

(6) The decision endorsed by the Senate is final and no further appeal will be considered.

10. Disclaimer

The content of this guidebook is subjected to changes according to the latest rulings and regulations stipulated by UKM. The content of this guidebook is adapted and adopted from *Peraturan-Peraturan Universiti Kebangsaan Malaysia (Pengajian Siswazah) 2021*. Any discrepancies in this guide book must refer to *Peraturan-Peraturan Universiti Kebangsaan Malaysia (Pengajian Siswazah) 2021* as the primary source.

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