



WELCOME TO  
UNIVERSITI  
UTARA  
MALAYSIA



POSTGRADUATE STUDIES BRIEFING  
FIRST TRIMESTER 2023/2024 (A231)



UUM

3rd January 2023



**UUM**  
Universiti Utara Malaysia

# UUM College of Business (UUM COB)

School of Business Management (SBM)

School of Economics, Finance and Banking (SEFB)

Tunku Puteri Intan Safinaz School of Accountancy (TISSA-UUM)

Islamic Business School (IBS)

School of Technology Management and Logistics (STML)



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# Sources of information



# Sources of Information



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HOME ABOUT US PROSPECTIVE STUDENTS CURRENT STUDENTS CONTACT US

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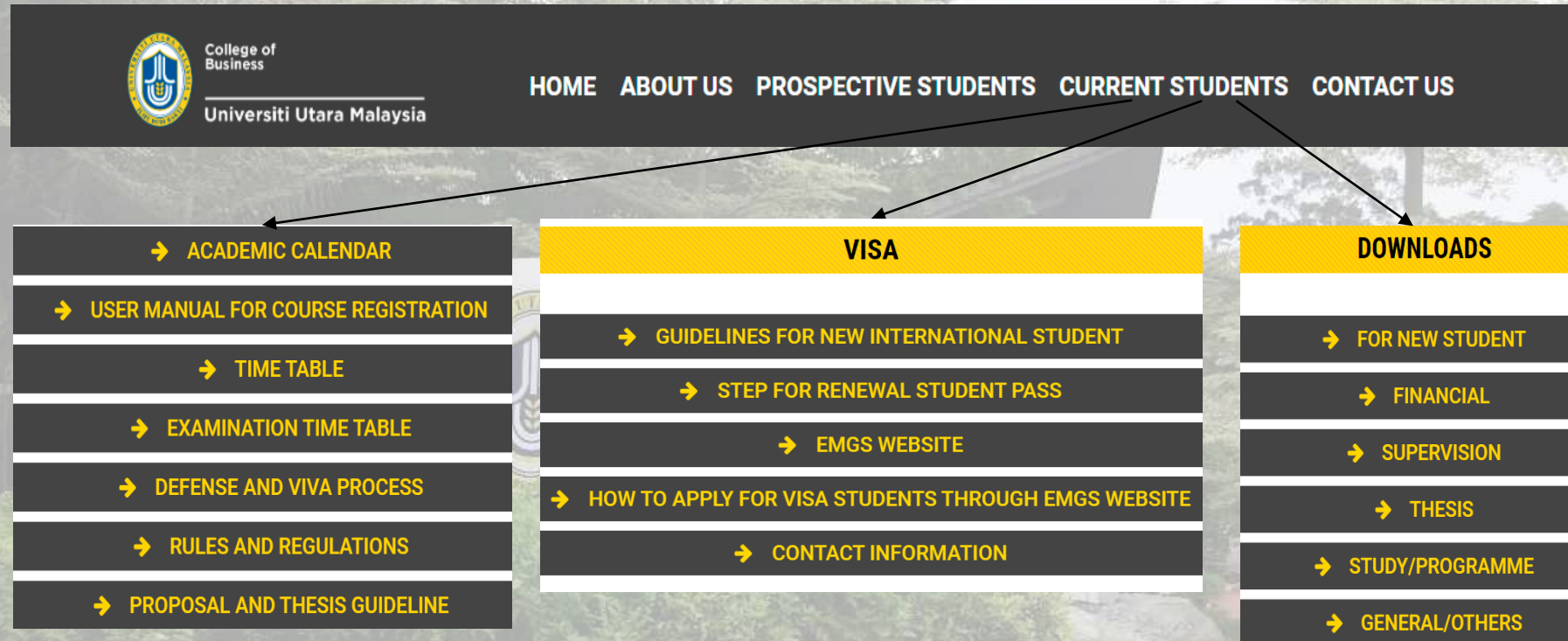
Postgraduate Studies Unit UUM COB

Gateway to Postgraduate Education in **Business & Management**

POSTGRADUATE STUDIES UNIT, UUM COLLEGE OF BUSINESS



# Sources of Information





# Sources of Information



ACADEMIC CALENDAR	FIRST TRIMESTER (231)	SECOND TRIMESTER (232)	THIRD TRIMESTER (233)
Arrival of new international postgraduate students	3/9/2023	31/12/2023	5/5/2024
Fees Payment/ Medical Check-up/Health Insurance for new students (International)	4-5/9/2023	1-2/1/2024	6-7/5/2024
Registration of new postgraduate students	6/9/2023	3/1/2024	8/5/2024
Last day to register for new postgraduate students	24/9/2023	21/1/2024	26/5/2024
Renewal of registration for returning postgraduate students	7-24/9/2023	4-21/1/2024	9-26/5/2024
Course registration for new and returning postgraduate students	7-14/9/2023	4-11/1/2024	9-16/5/2024
<b>Period of study</b>	<b>8/9-30/11/2023</b>	<b>5/1-4/4/2024</b>	<b>9/5-1/8/2024</b>
Last day for students to <b>submit Thesis/Dissertation</b> for examination or Senate approval (without charge)	7/10/2023	4/2/2024	10/6/2024
Last day for students to settle the fees for the current semester	7/10/2023	4/2/2024	10/6/2024
Last day to WITHDRAW from examination / to apply for deferment of study (with 50% refundable fees)	6/11/2023	3/3/2024	9/7/2024
Last day to WITHDRAW from examination / to apply for deferment of study	23/11/2023	28/3/2024	1/8/2024
Last day to submit Project Paper/ Internship/ Practicum Report	30/11/2023	4/4/2024	8/8/2024
<b>Final assessment</b>	<b>1-14/12/2023</b>	<b>5-18/4/2024</b>	<b>9-22/8/2024</b>
Trimester break	15/12/2023-3/1/2024	19/4-7/5/2024	19/8-11/9/2024
Last day for lecturers to transmit examination marks	27/12/2023	2/5/2024	5/9/2024
Release of results	3/1/2024	8/5/2024	11/9/2024

## ACADEMIC CALENDAR 2023/2024

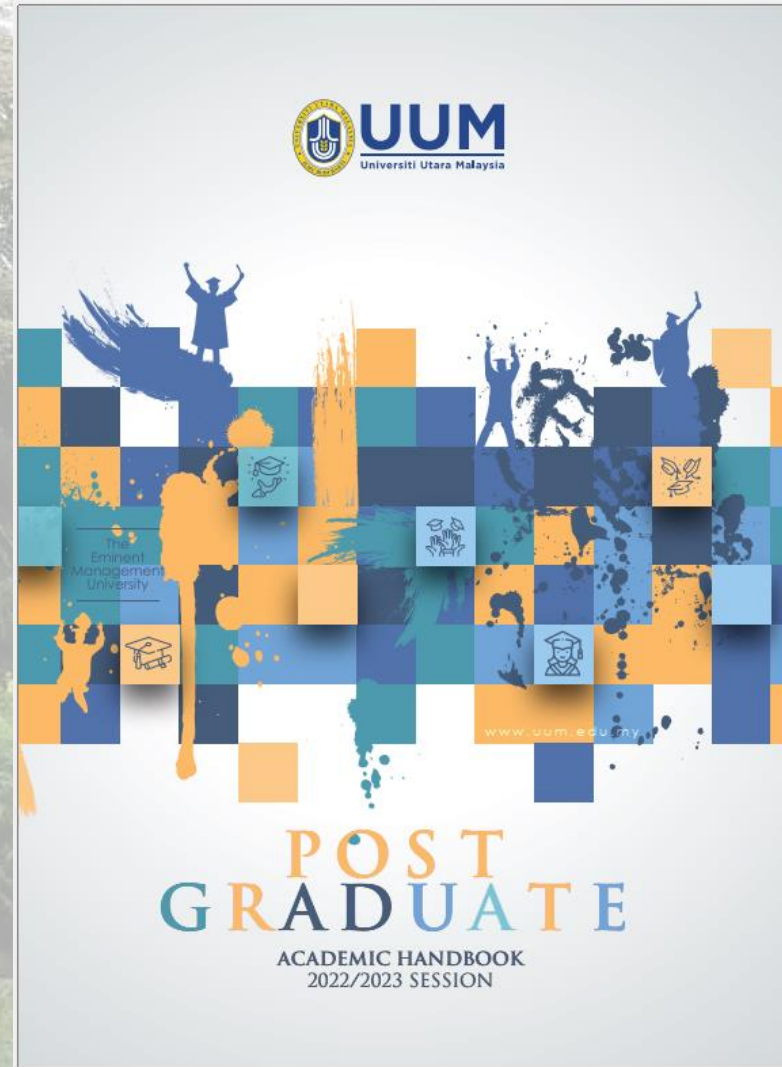


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## POSTGRADUATE ACADEMIC HANDBOOK



# Sources of Information



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**NOW OPEN!** **ADMISSION INTO POSTGRADUATE PROGRAMME**  
AVAILABLE AT UUM SINTOK AND UUM KUALA LUMPUR

**MASTER PROGRAMME :**

- Master of Economics (MEc.)
- Master of Science (Finance)
- Master of Science (Banking)
- Master of Science (Risk Management)
- Master of Human Resource Management (MHRM)
- Master of Science (Occupational Safety & Health Management)
- Master of Science (Management)
- Master of Science (Islamic Finance)
- Master of Islamic Business Studies (MIBS)
- Master in Islamic Finance and Banking (MIFB)
- Master of Science (Operation Management) Research
- Master of Science (Technology Management)
- Master of Science (Supply Chain Management)
- Master of Science (Transportation & Logistics Management)
- Master of Science (Project Management)
- Master of Science (Accounting)
- Master of Science (International Accounting)
- Master in Taxation

**DOCTORAL PROGRAMME : ALL SCHOOLS**

Tel: +604-928 7130/7119/7121/7122/7124/7156  
Email: cobpg@uum.edu.my

**SEPTEMBER 2023 INTAKE**

Postgraduate Studies Unit, UUM COB  
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Intro  
We aim to become one-stop centre to provide necessary support services and a unique learning experie

What's on your mind?  
Live video Photo/video Reel

<https://www.facebook.com/psucobuum>



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RENEWAL OF REGISTRATION FOR RETURNING POSTGRADUATE STUDENTS: FIRST TRIMESTER SEPTEMBER 2023/2024 (A231) SESSION

**Postgraduate Studies Unit, UUM COB**

**RENEWAL OF REGISTRATION FOR RETURNING POSTGRADUATE STUDENTS: FIRST TRIMESTER SEPTEMBER 2023/2024 (A231) SESSION**  
**Registration for Courses (Add/Drop Period)**  
**7 – 14 September 2023**

**Renewal of registration for New Trimester (Activation of Student Status)**  
**7 – 24 September 2023**

Registration for the new semester and course registration can be done via UUM Portal at <https://portal.uum.edu.my>. **Students must pay any outstanding fees by 4 September 2023.** Students who do not comply will be unable to access the registration system.

Students who do not register within the specified time frame without prior permission from the Director of Postgraduate Studies Unit, UUMCOB, **may have their studies terminated.**

**The deadline for paying fees for the current trimester, September 2023/2024 (A231)**  
**7 October 2023**

The university maintains the right to levy an **RM200** penalty if you:  
1. Register after the registration period has ended.  
2. Fees for the current trimester (A231) are not paid by 7 October 2023.

RENEWAL OF REGISTRATION FOR RETURNING POSTGRADUATE STUDENTS: FIRST TRIMESTER SEPTEMBER 2023/2024 (A231) SESSION

**Postgraduate Studies Unit, UUM COB**

**IMPLEMENTATION OF THE TEACHING AND LEARNING PROCESS (T&L) FOR POSTGRADUATE PROGRAMME EFFECTIVE FROM TRIMESTER 231**

In reference to the notice from Academic Affairs Department, Universiti Utara Malaysia dated 6th August 2023, please be informed that the Teaching and Learning process (T&L) for Trimester 231 onwards will be implemented as follows:

1. The University has decided that all Teaching and Learning (T&L) activities will be conducted face-to-face.
2. Supervision of the Master's and Doctoral research component (Thesis, Dissertation, Research Paper and Project Research) will also be conducted face-to-face. However, online supervision is permissible subject to mutual

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# *Academic rules and regulations*



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# STUDENT DRESS CODE



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**Contoh Pakaian Yang Dibenarkan Waktu Pejabat/ Rasmi**  
Example of clothes that are allowed during office hours/ official

Menghadiri kuliah, tutorial & menduduki peperiksaan  
Berurusan di Jabatan/ Perpustakaan/ Pusat Pengajian/ Pusat, Bahagian & Inapan Siswa (INASIS)  
Attending lectures/tutorials & sitting for examinations  
Conducting business at Departments/ Library/ Academic Schools/ Centre/ Divisions & DPP offices



**Contoh Pakaian Yang Dibenarkan Di Luar Waktu Pejabat/ Tidak Rasmi**  
Example of clothes that are allowed after office hours/ unofficial

Perpustakaan | Aktiviti Sukan | Inapan Siswa | Pusat Kesihatan Universiti  
Library | Sports | Students Residential Halls | University Medical Centre



## ETIKA PAKAIAN PELAJAR STUDENT DRESS CODE



### PERINGATAN

Semua pelajar dikehendaki mematuhi Etika Pakaian Rasmi Pelajar semasa berurusan dengan pihak Universiti. Tindakan tatatertib akan dikenakan kepada pelajar yang tidak mematuhi peraturan ini mengikut Kaedah-kaedah Universiti Utara Malaysia (Tatatertib Pelajar-pelajar), 1999, AUKU

### REMINDER

All students are to adhere to the Student Dress Code when dealing with University matters or staff. Disciplinary action will be taken against students who do not follow these guidelines in accordance with the rules and regulations of Universiti Utara Malaysia (Student Code of Conduct), 1999, AUKU

### LUAR WAKTU PEJABAT | TIDAK RASMI

#### PERPUSTAKAAN

Kemeja tanpa tali leher atau kemeja-T berkolar

#### AKTIVITI KORURIKULUM

Pakaian seragam/ baju-T putih berkolar tanpa sebarang tulisan/ imej dan 'track-bottom' berwarna hitam serta berkasut sukan warna putih.

### AFTER OFFICE HOURS | UNOFFICIAL

#### LIBRARY

Shirts without neckties or collared T-shirts are allowed

#### CO-CURRICULAR ACTIVITIES

Co-curricular uniform or white collared and sleeved T-shirt (with no wordings/ images), black track bottoms and white sports shoes.

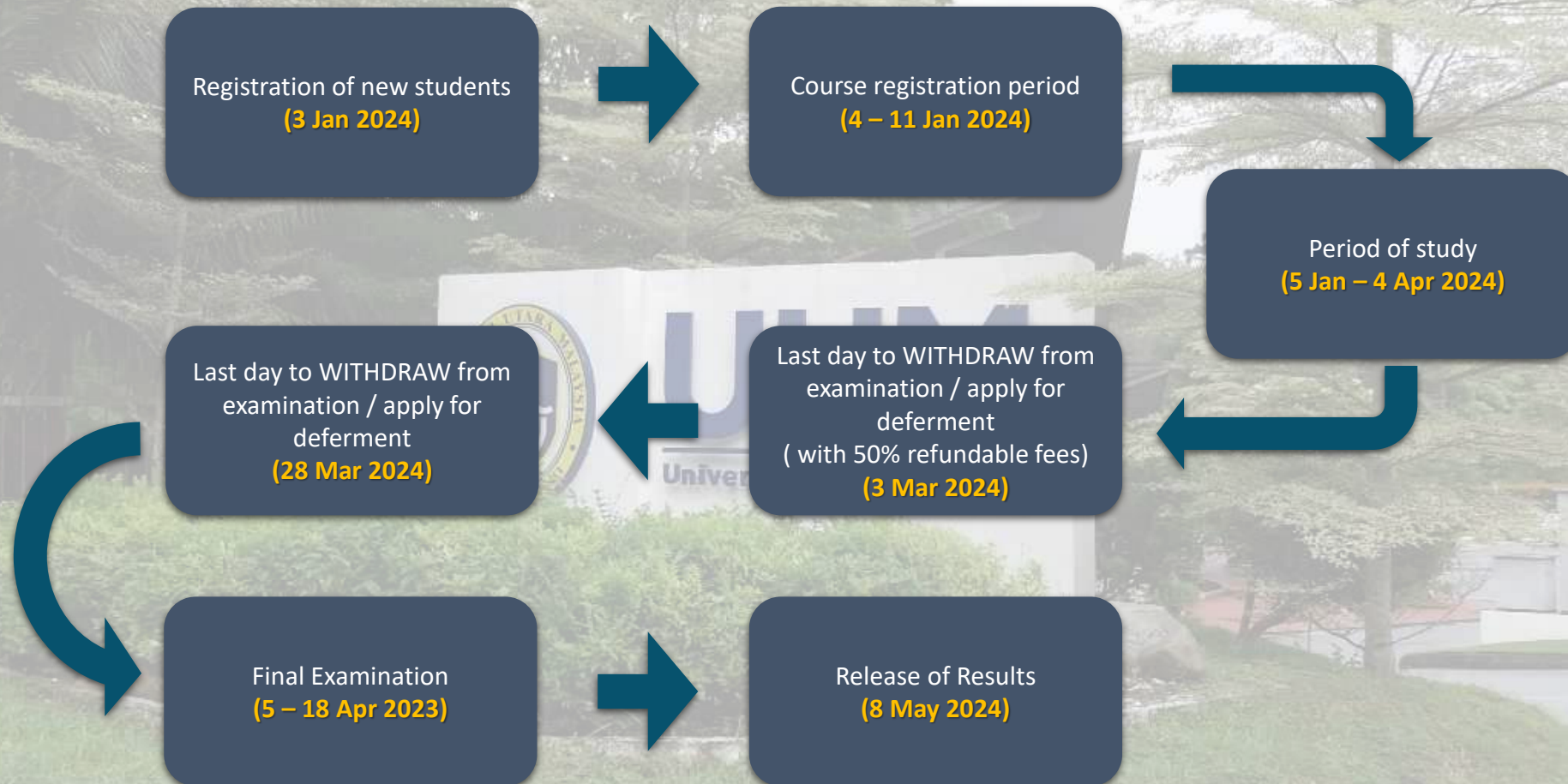




# Activation of Status & Course Registration (New Students)



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# Activation of Status & Course Registration (Returning Students)



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Register within **ONE WEEK** of the new trimester commence

Not registering within the stipulated time without prior approval from the Director of UPSCOB to defer registration can result in termination of study

Fee **MUST** be paid within **30 days** of the commencement of new trimester

Failing to settle fee within the specified period will result in **DE-ACTIVATION** of student status (all registered courses will be dropped).  
**A penalty of RM200** will be charged for reactivation



# Deferment of study



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Apply formally to the Dean of Graduate School stating reasonable excuse.

Deferment of study due to **health condition** (with medical certification) – will not be considered in the calculation of period of study

Deferment of study other than health condition – will be considered in the calculation of period of study

Deferment of study can be granted for a period of not less than **ONE (1) trimester** but **not exceeding THREE (3) trimester** during the entire duration



# Change of Programme



Allowed **ONCE** during course of study  
Pay a non-refundable fee of **RM200.00**

## Coursework Programme

Application must be made **within two weeks** after the examination result has been released by UPSCOB

## Research-based Programme

A **research proposal** must be enclosed with the application to change a programme by coursework to a programme by research

Application to change a programme **MUST** be approved by Dean of School

The change of programme is effective in the following semester



# Change of Study Mode



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Students are allowed to change their mode of study from full-time to part-time or vice versa by applying to the Dean of Graduate School

Allowed **ONCE** during course of study



# Period of study (Master)



## Master Programme (Coursework and Mixed Mode)

Mode	Minimum Period	Maximum Period
Full Time	3 Trimesters (1 year)	9 Trimesters (3 years)
Part Time	6 Trimesters (2 years)	15 Trimesters (5 years)

## Master Programme (Research)

Mode	Minimum Period	Maximum Period
Full Time	6 Trimesters (2 years)	9 Trimester (3 years)
Part Time	9 Trimesters (3 years)	15 Trimesters (5 years)



# Period of study (Doctoral)



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## Doctoral Programme (Research)

Mode	Minimum Period	Maximum Period
Full Time	9 Trimesters (3 years)	15 Trimesters (5 years)
Part Time	12 Trimesters (4 years)	21 Trimesters (7 years)



# Proposal Defence



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Programme and Mode	Maximum duration from the date of admission
Doctoral by Research (Full Time)	18 months
Doctoral by Research (Part Time)	24 months
Master by Research (Full Time)	9 months
Master by Research (Part Time)	12 months

**Requirements:**

- i. Successfully completed **TWO (2)** pre-requisite course with minimum B grade
- ii. Presented the research idea in colloquium organized by School or UPSCOB (Doctoral students only)

**Note:**

Student who failed to defend their research proposal within the stipulated time frame will be terminated



# Viva Voce



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Programme and Mode	Earliest submission from the date of admission	Threshold
Doctoral by Research (Full Time)	After 24 months	5 years
Doctoral by Research (Part Time)	After 36 months	7 years
Master by Research (Full Time)	After 18 months	3 years
Master by Research (Part Time)	After 24 months	5 years

**Note:**

Candidate who failed to submit their thesis within the time specified shall be deemed **FAIL**



# Coursework Load



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Mode	Minimum credits	Maximum credits
Full Time	12 credits (4 courses)	16 credits (5 courses)
Part Time	3 credits (1 course)	8 credits (2 courses)





# Grading system



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Grade	Mark Scale	Grade Point
A+	90-100	4.00 (Excellent)
A	80-89	4.00 (Excellent)
A-	75-79	3.67 (Good)
B+	70-74	3.33 (Good)
B	65-69	3.00 (Good)
B-	60-64	2.67 (Satisfactory)
C+	55-59	2.33 (Satisfactory)
<b>C</b>	<b>50-54</b>	<b>2.00 (Fail)</b>
<b>C-</b>	<b>45-49</b>	<b>1.67 (Fail)</b>
<b>D+</b>	<b>40-44</b>	<b>1.33 (Fail)</b>
<b>D</b>	<b>35-39</b>	<b>1.00 (Fail)</b>
<b>F</b>	<b>0-34</b>	<b>0.00 (Fail)</b>
X		0.00 (Barred)
S / US (Audit Paper)		Satisfactory / Unsatisfactory
W		Withdraw
P / F (Research Paper)		Pass / Fail
IP (Project Paper/Research Paper/Dissertation)		In Progress



# Appeal for examination results



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Appeal in writing **within TWO (2)** weeks after results are announced

Charges: **RM100 / subject**

A committee will be set-up to re-examine the paper

The decision by the Senate is **FINAL**



# Terms for continuation



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## PASS

Achieved a **CGPA  $\geq 3.00$**  and is allowed to continue to subsequent semester

## CONDITIONAL PASS

Achieved a **CGPA from 2.67 to 2.99** for the first time

Allowed to continue to subsequent semester and must achieve **CGPA  $\geq 3.00$**  in the subsequent semester



# Term for continuation (I)



## CONDITIONAL PASS

In the last trimester

Status	Outcome
Obtain a CGPA of <b>2.90 – 2.99</b> in present trimester	Allowed to continue without having to appeal
Obtain a CGPA of <b>2.80 – 2.89</b> in present trimester	Allowed to continue after appeal
Obtain a CGPA <b>&lt; 2.80</b> in present trimester	Will be terminated



# Terms for continuation (II)



Status	Outcome
Obtain a CGPA of <b>2.00 – 2.67</b> in any trimester for the first time	Allowed to <b>REPEAT</b> the trimester
Student as in (I) and (II) who obtained a CGPA <b>&lt; 3.00</b> in the following trimester	Will be terminated
Obtain a CGPA <b>&lt; 2.00</b> in any trimester	Will be terminated



# Terms for repeating courses



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Doctoral / Master student by full research:

**Minimum B grade** for all prerequisite courses. Those **less than B grade MUST repeat** the courses before being allowed to proceed with their proposal defence

Student with grade point **less than 2.33** (C- grade and below) in any course are required to repeat the course

Student with a grade point of **2.67** (B- grade) or **2.33** (C+ grade) can repeat the course to improve the CGPA. The CGPA will be calculated based on the latest grade for the course

Student is not allowed to repeat the course if he/she obtained a grade point of **3.00** (B grade) or above for the course.



# Terms for repeating courses



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Grades	Grade Point	Status
A+ / A / A- / B+ / B	3.00 – 4.00	<b>NOT allowed</b> to repeat
B- / C+	Less than 3.00	<b>MAY</b> repeat to improve CGPA
C / C- / D+ / D	1.00 – 2.00	<b>MUST</b> repeat and pass
F	0.00 (Fail)	<b>MUST</b> repeat and pass
X	Barred	Non-redeemable



# Award of degree



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Student pursuing coursework programme need to pass all courses and obtained a CGPA of at least 3.00



Students pursuing a research programme must have presented and defended their thesis successfully



Other non-academic requirements by the university



# Further information

- Website: <http://psucob.uum.edu.my/>
- Facebook: <https://www.facebook.com/psucobuum>
- Email us:
  - [cobpg@uum.edu.my](mailto:cobpg@uum.edu.my)
  - [cobadmission@uum.edu.my](mailto:cobadmission@uum.edu.my)
- Tel : 04-928 7130/7119/7120/7121



Thank You!!!

