WELCOME TO UNIVERSITI UTARA MALAYSIA

UUM
Universiti Utara Malaysia

POSTGRADUATE STUDIES BRIEFING
FIRST TRIMESTER 2023/2024 (A231)

3rd January 2023

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)

College of Business
Universiti Utara Malaysia

Sources of information

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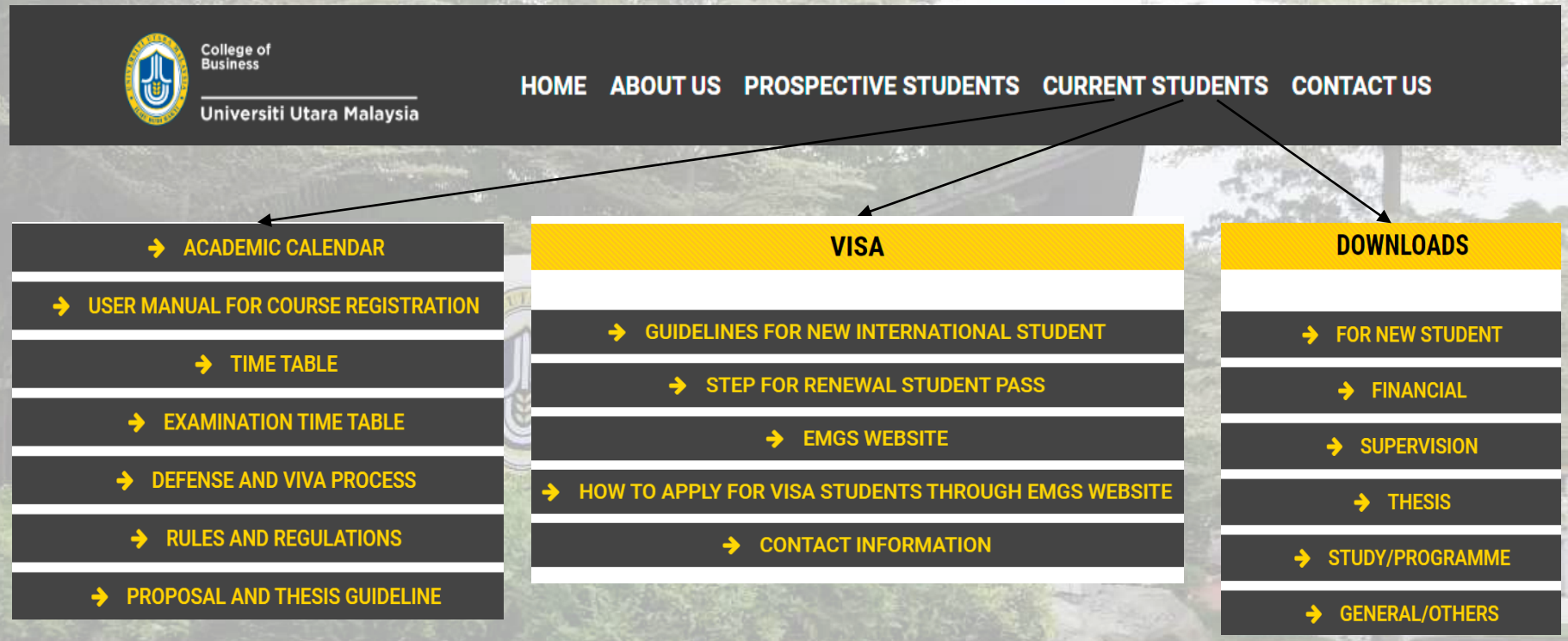

Sources of Information

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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
Period of study	**8/9-30/11/2023**	**5/1-4/4/2024**	**9/5-1/8/2024**
Last day for students to **submit Thesis/Dissertation** 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
Final assessment	**1-14/12/2023**	**5-18/4/2024**	**9-22/8/2024**
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

Sources of Information

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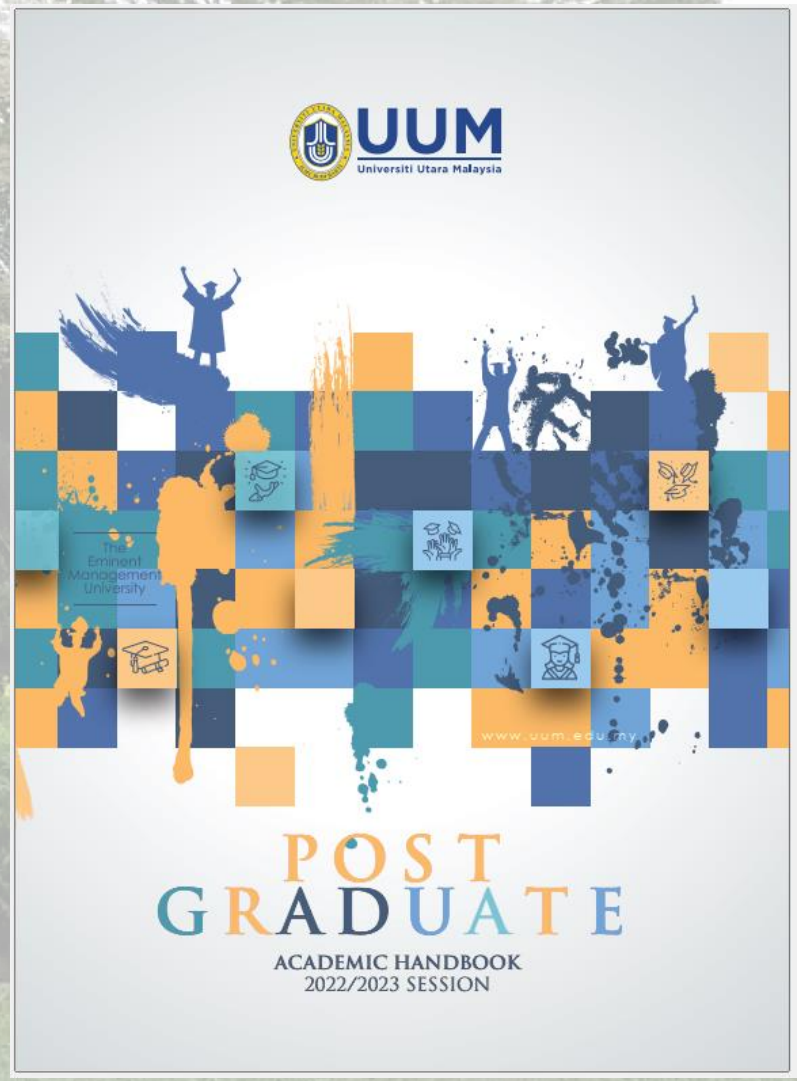

POSTGRADUATE ACADEMIC HANDBOOK

Sources of Information

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https://www.facebook.com/psucobuum

Sources of Information

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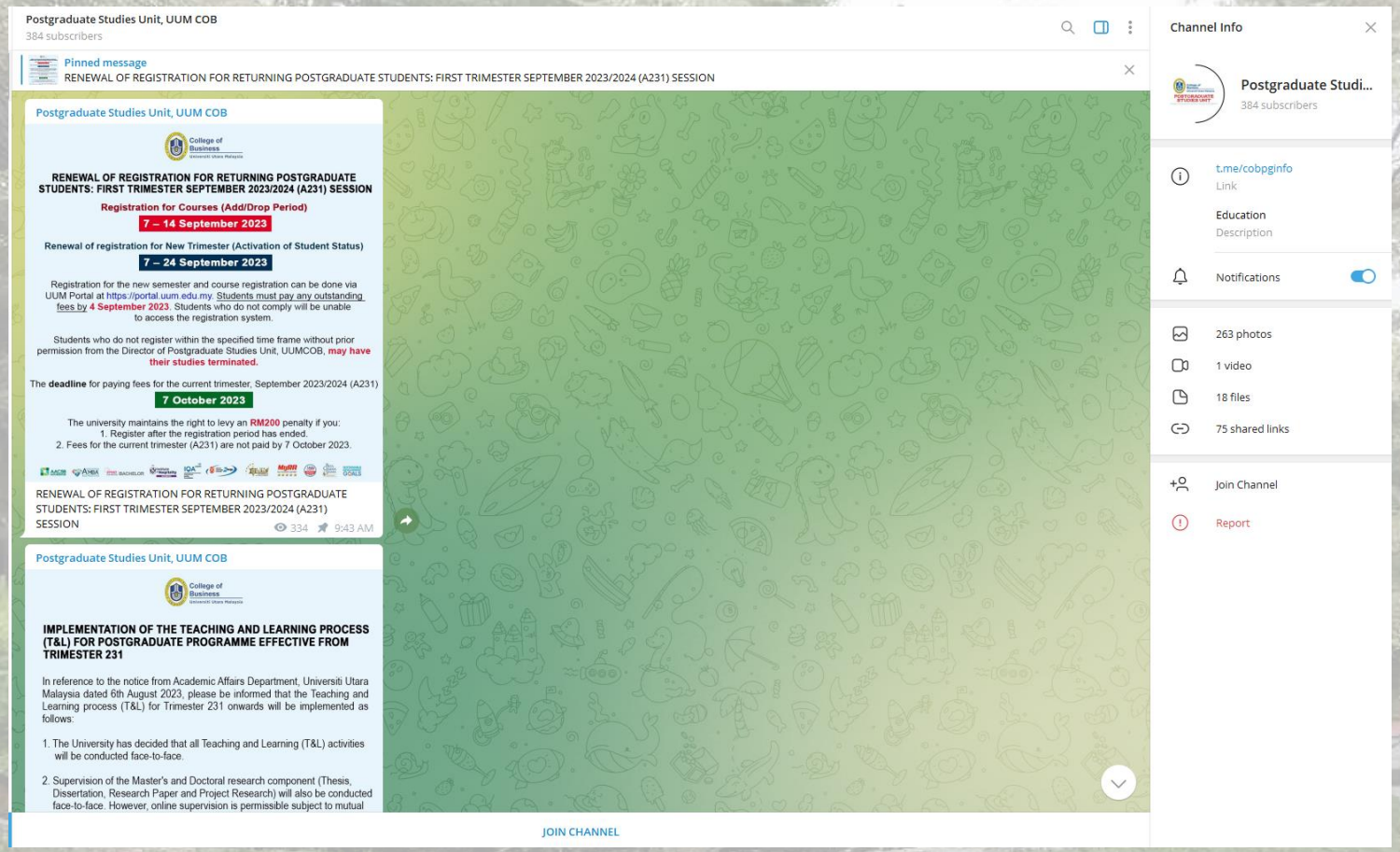

https://t.me/cobpginfo

Academic rules and regulations

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STUDENT DRESS CODE

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Activation of Status & Course Registration (New Students)

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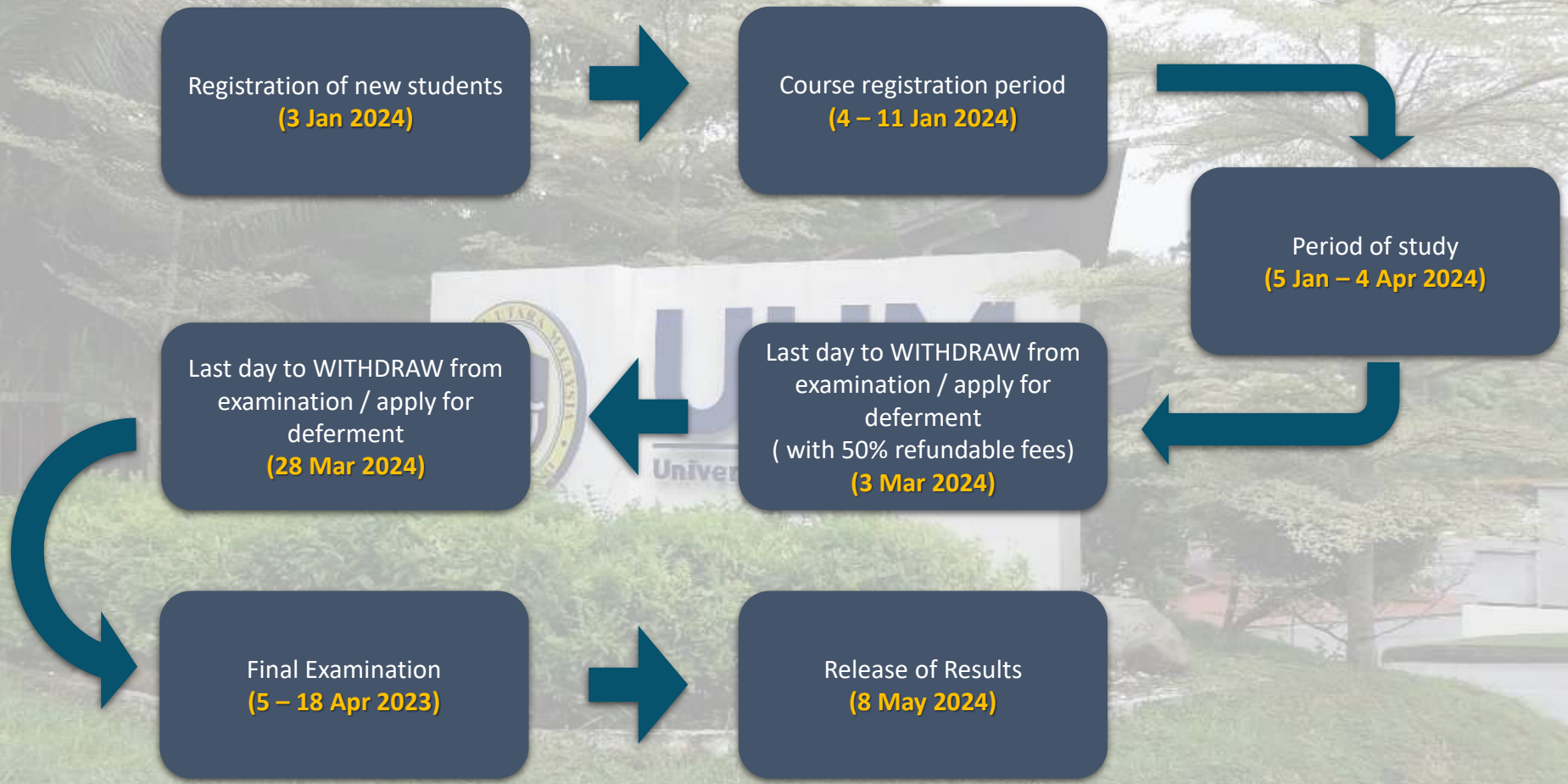

Activation of Status & Course Registration (Returning Students)

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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

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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)

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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)
C	**50-54**	**2.00 (Fail)**
C-	**45-49**	**1.67 (Fail)**
D+	**40-44**	**1.33 (Fail)**
D	**35-39**	**1.00 (Fail)**
F	**0-34**	**0.00 (Fail)**
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 ≥ 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 ≥ 3.00** in the subsequent semester

Term for continuation (I)

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CONDITIONAL PASS

In the last trimester

Status	Outcome
Obtain a CGPA of **2.90 – 2.99** in present trimester	Allowed to continue without having to appeal
Obtain a CGPA of **2.80 – 2.89** in present trimester	Allowed to continue after appeal
Obtain a CGPA **< 2.80** in present trimester	Will be terminated

Terms for continuation (II)

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Status	Outcome
Obtain a CGPA of **2.00 – 2.67** in any trimester for the first time	Allowed to **REPEAT** the trimester
Student as in **(I)** and **(II)** who obtained a CGPA **< 3.00** in the following trimester	Will be terminated
Obtain a CGPA **< 2.00** 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	**NOT allowed** to repeat
B- / C+	Less than 3.00	**MAY** repeat to improve CGPA
C / C- / D+ / D	1.00 – 2.00	**MUST** repeat and pass
F	0.00 (Fail)	**MUST** 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
  - cobadmission@uum.edu.my
- Tel : 04-928 7130/7119/7120/7121

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Thank You!!!

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