

UNIVERSITY  
OF WOLLONGONG  
MALAYSIA

—  
PART OF THE UNIVERSITY  
OF WOLLONGONG AUSTRALIA  
GLOBAL NETWORK

# University of Wollongong Malaysia Postgraduate Handbook

(Updated as of December 2023)

## DISCLAIMER

UOW Malaysia strives to ensure the accuracy and reliability of the information contained in our handbook and web pages as of the date of publication. While every effort is made to verify the accuracy of information, UOW Malaysia reserves the right to revise, amend, or change items set forth in this handbook from time to time.



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## UNIVERSITY OF WOLLONGONG MALAYSIA

### FOREWORD

University of Wollongong Malaysia is part of the University of Wollongong Australia's global network, with a long history of providing accessible, quality, tertiary education in Malaysia, and the surrounding regions. Established in 1983, KDU was Malaysia's first private college with a purpose-built campus that provided opportunities for Malaysian youth to pursue high-quality overseas tertiary education in a local setting.

Through its global connections and real-world learning opportunities, KDU has nurtured many bright minds from different backgrounds, cultures and nationalities, inspiring them to make positive contributions to society. It has provided a platform for practical, impactful ideas to grow and for students to reach their potential. KDU has broadened opportunities for its 50,000 graduates, who have gone on to find success in a range of fields, including in careers as corporate leaders, entrepreneurs and celebrities around the globe.

The University of Wollongong Malaysia now form an integral part of the University Wollongong Australia global network. In addition to Malaysia, the University of Wollongong's global network extends to campuses in Australia, Dubai and Hong Kong.

The University of Wollongong Malaysia is committed to becoming a pre-eminent provider of higher education in Malaysia. This commitment combines UOW's internationally recognised teaching programs and personalised approach to students with 41 years of experience in private tertiary education, modern campuses and vibrant, industry-focused programs. UOW's presence in Malaysia will benefit the wider region, by producing international student growth and industry-ready graduates.

**WELCOME TO  
UNIVERSITY OF WOLLONGONG MALAYSIA COMMUNITY**

**VISION**

To be a leading global education provider delivering transformative student experiences in Malaysia and the region.

**MISSION**

We collaborate with local and global communities to deliver quality teaching, learning, and research, nurturing global leaders with a truly international outlook.

**CORE VALUES**

University of Wollongong Malaysia has adopted the following set of values, which guide the behaviour of staff in all parts of the University. These are also the values we expect our students to develop and refine throughout their learning at University of Wollongong Malaysia.

**Integrity**

We are honest, ethical and reliable.

**Courage**

We speak our mind, take the initiative and are steadfast in our decisions.

**Collaboration**

We share our knowledge, expertise and resources to get results.

**Passion**

We love what we do.

**Excellence**

We encourage everyone to shine, going above and beyond.

**Innovation**

We think outside the box.

## GRADUATE ATTRIBUTES

At University of Wollongong Malaysia we take great pride in the qualities we instil in our graduates, which firmly reflect our institutional culture and values. Our graduates' academic and campus experience ensures that they possess the following attributes regardless of their program of study.



### Intellectual Competency

- Demonstrate in-depth knowledge of the discipline for effective decision-making



### Professional Acumen

- Apply knowledge learned effectively into their professional career
- Demonstrate skills of the discipline effectively and professionally
- Establish a strong understanding of industry requirements and challenges
- Strive for justice, equality, honesty, and integrity in his/her professional pursuits
- Continuously engage in learning new knowledge of the discipline as well as across disciplines



### Effective Communication Skills

- Express and discuss complex ideas effectively in written and spoken form
- Utilize various information technologies to communicate



### Creative, Critical Thinking, and Problem Solving Abilities

- Analyze, assess, and utilize different thinking skills to determine the value of information and ideas
- Provide solutions to problems effectively
- Inspire others and work effectively in a team
- Demonstrate self-awareness and self-reflection towards continuous-quality- improvement



### Entrepreneurial Spirit

- Engage risk and reality in decision making
- Demonstrate high adaptability and perseverance in overcoming challenges
- Innovate and generate ideas
- Evaluate the context and viability of an organization or business



### Global Mindset

- Function in an international context with respect of diversity, and be open-minded to social and cultural differences
- Be knowledgeable about national, international and global issues
- Collaborate with anyone at any location of the world anytime and anywhere
- Be a responsible and ethical global citizen

## THE CAMPUS

### UNIVERSITY OF WOLLONGONG MALAYSIA, GLENMARIE CAMPUS

The University of Wollongong Malaysia is situated at the heart of Glenmarie Industrial Park. The campus's entire architecture, down to the details of every amenity, is intended to create an environment that will inspire our students to strive for academic excellence and realise their dreams.

University of Wollongong Malaysia is located at the new Utopolis, Glenmarie campus which is a fast-growing township, comprising a young population of 200,000 within a 10km radius. The area is also easily accessible via transportation links across the Klang Valley, thus making it convenient for students to commute to and from campus.

This campus is the administrative heart of the University of Wollongong Malaysia and is also the home of the School of Business, School of Communication & Creative Arts, School of Computing & Creative Media, School of Engineering, and the School of Hospitality, Tourism & Culinary Arts.

University of Wollongong Malaysia - ACADEMIC CALENDAR 2024 - Student  
(Update as at 26 October 2023 and Subject to changes)  
JANUARY - JUNE 2024

January			February			March			April			May			June		
Week	Day	Date	Week	Day	Date	Week	Day	Date	Week	Day	Date	Week	Day	Date	Week	Day	Date
	Mon	1	Thu	1	Fri	1	Mon	1	Wed	1	1	Wed	1	Sat	1	Sat	1
	Tue	2	Fri	2	Sat	2	Tue	2	Tue	2	2	Thu	2	Sun	2	Sun	2
	Wed	3	Sat	3	Sun	3	Wed	3	Wed	3	3	Fri	3	Mon	3	Mon	3
	Thu	4	Sun	4	Mon	4	Thu	4	Thu	4	4	Sat	4	Tue	4	Tue	4
	Fri	5	Mon	5	Tue	5	Fri	5	Fri	5	5	Sun	5	Wed	5	Wed	5
	Sat	6	Tue	6	Wed	6	Sat	6	Sat	6	6	Mon	6	Thu	6	Thu	6
	Sun	7	Wed	7	Thu	7	Sun	7	Sun	7	7	Tue	7	Fri	7	Fri	7
	Mon	8	Thu	8	Fri	8	Mon	8	Mon	8	8	Wed	8	Sat	8	Sat	8
	Tue	9	Fri	9	Sat	9	Tue	9	Tue	9	9	Thu	9	Sun	9	Sun	9
	Wed	10	Sat	10	Sun	10	Wed	10	Wed	10	10	Fri	10	Mon	10	Mon	10
	Thu	11	Sun	11	Mon	11	Thu	11	Thu	11	11	Sat	11	Tue	11	Tue	11
	Fri	12	Mon	12	Tue	12	Fri	12	Fri	12	12	Sun	12	Wed	12	Wed	12
	Sat	13	Tue	13	Wed	13	Tue	13	Tue	13	13	Mon	13	Thu	13	Thu	13
	Sun	14	Wed	14	Thu	14	Wed	14	Wed	14	14	Tue	14	Fri	14	Fri	14
	Mon	15	Thu	15	Fri	15	Thu	15	Thu	15	15	Wed	15	Sat	15	Sat	15
WK 1	Mon	16	Fri	16	Sat	16	Mon	16	Mon	16	16	Tue	16	Sun	16	Sun	16
	Tue	17	Sat	17	Sun	17	Tue	17	Tue	17	17	Wed	17	Mon	17	Mon	17
	Wed	18	Sun	18	Mon	18	Wed	18	Wed	18	18	Thu	18	Tue	18	Tue	18
	Thu	19	Mon	19	Tue	19	Thu	19	Thu	19	19	Fri	19	Wed	19	Wed	19
	Fri	20	Tue	20	Wed	20	Fri	20	Fri	20	20	Sat	20	Thu	20	Thu	20
	Sat	21	Wed	21	Thu	21	Sat	21	Sat	21	21	Sun	21	Fri	21	Fri	21
	Sun	22	Thu	22	Fri	22	Sun	22	Mon	22	22	Mon	22	Sat	22	Sat	22
WK 2	Mon	23	Fri	23	Sat	23	Tue	23	Tue	23	23	Wed	23	Sun	23	Sun	23
	Tue	24	Sat	24	Sun	24	Wed	24	Wed	24	24	Thu	24	Mon	24	Mon	24
	Wed	25	Sun	25	Mon	25	Thu	25	Thu	25	25	Fri	25	Tue	25	Tue	25
	Thu	26	Mon	26	Tue	26	Fri	26	Fri	26	26	Sat	26	Wed	26	Wed	26
	Fri	27	Tue	27	Wed	27	Sat	27	Sat	27	27	Sun	27	Thu	27	Thu	27
	Sat	28	Wed	28	Thu	28	Sun	28	Sun	28	28	Mon	28	Fri	28	Fri	28
	Sun	29	Thu	29	Fri	29	Mon	29	Mon	29	29	Tue	29	Sat	29	Sat	29
WK 3	Mon	30	Fri	30	Sat	30	Tue	30	Tue	30	30	Wed	30	Sun	30	Sun	30
	Tue	31	Sat	31	Sun	31	Wed	31	Wed	31	31	Thu	31	Mon	31	Mon	31
	Wed		Sun		Mon		Thu		Thu			Fri		Tue		Tue	

Final Examinations      Re-sit Exam      Subject Self-Registration Week      Public Holidays      Subject to Changes



University of Wollongong Malaysia - ACADEMIC CALENDAR 2024 - Student  
(Update as at 26 October 2023 and subject to changes)  
JULY - DECEMBER 2024

July			August			September			October			November			December		
Week	Day	Date	Week	Day	Date	Week	Day	Date	Week	Day	Date	Week	Day	Date	Week	Day	Date
Wk 7	Mon	1	Thu	1	Sun	1	Tue	1	Fri	1	Sun	1	Sun	1			
	Tue	2	Fri	2	Mon	2	Wed	2	Sat	2	Mon	2	Mon	2			
	Wed	3	Sat	3	Tue	3	Thu	3	Sun	3	Tue	3	Tue	3			
	Thu	4	Sun	4	Wed	4	Fri	4	Wed	4	Wed	4	Wed	4			
	Fri	5	Mon	5	Thu	5	Sat	5	Thu	5	Thu	5	Thu	5			
	Sat	6	Wk12	Mon	6	Fri	6	Sun	6	Fri	6	Fri	6	Fri			
	Sun	7	Tue	7	Sat	7	Mon	7	Sun	7	Sun	7	Sun	7			
	Mon	8	Wed	8	Sun	8	Tue	8	Mon	8	Mon	8	Mon	8			
Wk 8	Tue	9	Fri	9	Mon	9	Wed	9	Tue	9	Tue	9	Tue	9			
	Wed	10	Sat	10	Tue	10	Thu	10	Wed	10	Wed	10	Wed	10			
	Thu	11	Sun	11	Wed	11	Fri	11	Thu	11	Thu	11	Thu	11			
	Fri	12	Mon	12	Thu	12	Sat	12	Fri	12	Fri	12	Fri	12			
	Sat	13	Tue	13	Fri	13	Sun	13	Sat	13	Sat	13	Sat	13			
	Sun	14	Wed	14	Sat	14	Mon	14	Sun	14	Sun	14	Sun	14			
Wk 9	Mon	15	Thu	15	Sun	15	Tue	15	Mon	15	Mon	15	Mon	15			
	Tue	16	Fri	16	Mon	16	Wed	16	Tue	16	Tue	16	Tue	16			
	Wed	17	Sat	17	Tue	17	Thu	17	Wed	17	Wed	17	Wed	17			
	Thu	18	Sun	18	Wed	18	Fri	18	Thu	18	Thu	18	Thu	18			
	Fri	19	Mon	19	Thu	19	Sat	19	Fri	19	Fri	19	Fri	19			
Wk 10	Sat	20	Tue	20	Fri	20	Sun	20	Sat	20	Sat	20	Sat	20			
	Sun	21	Wed	21	Sat	21	Mon	21	Sun	21	Sun	21	Sun	21			
	Mon	22	Thu	22	Sun	22	Tue	22	Mon	22	Mon	22	Mon	22			
	Tue	23	Fri	23	Mon	23	Wed	23	Tue	23	Tue	23	Tue	23			
	Wed	24	Sat	24	Tue	24	Thu	24	Wed	24	Wed	24	Wed	24			
	Thu	25	Sun	25	Wed	25	Fri	25	Thu	25	Thu	25	Thu	25			
	Fri	26	Mon	26	Thu	26	Sat	26	Fri	26	Fri	26	Fri	26			
	Sat	27	Tue	27	Fri	27	Sun	27	Sat	27	Sat	27	Sat	27			
	Sun	28	Wed	28	Sat	28	Mon	28	Sun	28	Sun	28	Sun	28			
Wk11	Mon	29	Thu	29	Sun	29	Tue	29	Mon	29	Mon	29	Mon	29			
	Tue	30	Fri	30	Mon	30	Wed	30	Tue	30	Tue	30	Tue	30			
	Wed	31	Sat	31	Tue	31	Thu	31	Wed	31	Wed	31	Wed	31			

Public Holidays \* Subject to Changes

Subject Self-Registration Week

Reit Examination

Final Examination



## ADMISSION

All applicants applying for admission to University of Wollongong Malaysia must submit a duly completed **Application Form** obtained from the **Enquiries & Admission, University of Wollongong Malaysia** or downloaded from the website. The application should be supported by relevant materials. All materials submitted would become the property of **University of Wollongong Malaysia**. Personal Data collected will be protected according to the terms stipulated by the **Personal Data Protection Act 2010**.

Admission to the University does not guarantee admission to any particular program. Each student must meet the entry requirements of the academic program he or she wishes to enter. A full **Admission Letter** will only be issued when the student meets the entry requirement(s) and has also provided all necessary documents as stipulated by University of Wollongong Malaysia. Applicants may be denied admission on the ground of failing the required pre-admission test, interview, and/or health condition by program specific.

## ENTRY REQUIREMENTS

Entry requirement(s) for all programs offered may differ from one another. Applicants are advised to seek counselling prior to applying. Only applicants who meet the minimum entry requirement(s) may be admitted accordingly. Some programs may have additional admission requirements, including but not limited to prerequisite study or assessment of suitability via portfolio or interview or being medically fit for the program of study. Detailed information on entry requirements can be obtained from the schools' program brochure.

The program entry requirements are governed by the **Ministry of Education** and/or Professional Boards (e.g. Board of Engineers) and/or authorities (e.g. **Malaysian Qualification Agency (MQA)**).

## LANGUAGE REQUIREMENTS

### Local Student:

Band 5 in MUET

### International Student:

Band 6.0 in IELTS; or a min score of 60(IBT) or 488(PBT) in TOEFL; or Cambridge English CAE & CPE (from 2015) (169); or PTE Academic (59)

International students coming from non-English speaking countries that do not possess the English requirement stated above are required to sit for the English Placement test and based on the results, students will be advised to take the appropriate English course(s). Students are required to complete the respective English modules and met the English requirement before the commencement of their main programs.

**Notes:** If English language requirements are not fulfilled, additional English module(s) may be taken at University of Wollongong Malaysia.

## POSTGRADUATE MODES

University of Wollongong Malaysia offers two modes of postgraduate programs, either on a full-time or part-time basis:

- **Postgraduate by Research**

A student must conduct research under the supervision of a Supervisory Team and submit a dissertation for the fulfilment of the graduation requirements. In addition, he/she must register for and pass subject(s) as required.

- **Postgraduate by Coursework**

A student must register and pass a prescribed number of taught subjects. In addition, he/she must complete a project under the supervision of academic staff and submit a project paper or dissertation for the fulfilment of the graduation requirements.

## DURATION OF STUDIES

Programs offered by University of Wollongong Malaysia vary in duration according to the type and level of the program. A student can study a postgraduate program using one of the following modes:

- Full-time at the Institution or at another organization under the terms of a collaborative agreement; or,
- Part-time at the Institution.

### Postgraduate by Research

Mode of Study	Duration	Master	PhD
Full-time	Minimum	2 years	3 years
	Maximum	4 years	6 years
Part-time	Minimum	3 years	4 years
	Maximum	6 years	8 years

### Postgraduate by Coursework

Mode of Study	Duration	Master
Full-time	Minimum	1 year 4 months
	Maximum	3 years
Part-time	Minimum	2 years
	Maximum	4 years

If the student has exceeded the maximum duration prescribed for the programme of study, the student will be terminated from their studies. The student may appeal to extend their candidature but approval will be decided by the respective Schools based on circumstances. Decisions made by the University are final.

## STUDENT SUPPORT

### POSTGRADUATE & RESEARCH CENTRE (PGRC)

PGRC serves as a one-stop destination in providing administrative support to facilitate and coordinate administrative matters related to postgraduate admission, registration, progress monitoring, examination and completion of the degree. PGRC is also involved in:

- Coordinating the implementation of standard policies and guidelines, ensuring the quality of postgraduate programs among Schools;
- Promoting best practices pertaining to the teaching and learning of postgraduate education among Schools; and
- Coordinating activities for the welfare of postgraduate students specifically in the area related to their postgraduate studies.

PGRC is also involved in assisting Postgraduate by Research students with subject registration and conducts courses on Research Methodology or any prerequisite subjects during the student's candidature. The PGRC is located at the Discovery Circle, Second Floor and is also the custodian of the Postgraduate Lounge which is open for postgraduate usage.

Students may contact the person-in-charge of PGRC at [sel-discovery@uow.edu.my](mailto:sel-discovery@uow.edu.my).

### SCHOOL

The Head of School (HOS), the Academic Department Head (ADH), the Program Leader (PL) and the Administrative Officers of your school will be your resource persons in academic matters pertaining to program requirements, timetable, examination, supervisor and academic advice.

Postgraduate by Coursework students may refer directly to the School for administrative support related to admission, registration, progress, examination and completion of the degree.

### TEACHING & LEARNING CENTRE (TLC)

University of Wollongong Malaysia is committed to providing superior learning experiences. As part of this commitment, the Teaching & Learning Centre was established to serve students and teachers/lecturers in the development of the skills necessary for success in higher education.

The role of this centre is to inspire and train students to become capable, confident and independent life-long learners; it also encourages and assists teachers/lecturers in applying effective educational techniques. TLC facilitates a number of programs for students, including academic skills, personal development, character education and English proficiency.

TLC also exists to inspire and support effective teaching and learning for the whole community based on current research and best practices in education.

TLC is located at the Discovery Circle, second floor (next to the Resources Centre). Virtual consultations are also available by setting up an appointment via email at [sel-discovery@uow.edu.my](mailto:sel-discovery@uow.edu.my).

For more information, please visit and contact us Teaching & Learning Centre website at our page at <https://www.uow.edu.my/about-uow-malaysia/teaching-learning/>.

## **LIBRARY & ACADEMIC RESOURCES**

The Library strives to facilitate access to information for teaching and student-centred learning through the provision of information resources that will enhance the quality of teaching, learning and research. As such, the libraries provide a variety of resources, ranging from the traditional collection of books, journals and other printed materials to electronic books and journals as well as audio-visual materials.

### **Operating Hours**

The operating hours of the **Library & Academic Resources** are:

Monday – Friday	:	9:00 a.m. – 7:00 p.m. *
Saturday, Sunday & Public Holidays	:	Closed
Email	:	<a href="mailto:sel-library-mail@uow.edu.my">sel-library-mail@uow.edu.my</a>

\* Subject to possible revision

### **Extended-Hours Study Spaces**

Zing Hub, Atrium

Silent Room, Students Accommodation

## **COMPUTER LAB**

Computer and information technology is a fundamental part of the learning and research experience at University of Wollongong Malaysia. Computer applications are incorporated into academic programs as well as workstations are equipped with the latest software applications. Students will be able to access the Internet at the Computer Lab, and printing/photocopying services are available.

For assistance and support, students can approach the Helpdesk at the Computer Centre.

### **Operating Hours**

The operating hours of the **Computer Lab** are:

Monday – Friday	:	8:00 a.m. – 6:00 p.m.
Saturday, Sunday & Public Holidays	:	Closed
Email	:	<a href="mailto:sel-issupport@uow.edu.my">sel-issupport@uow.edu.my</a>

### INTERNATIONAL OFFICE

The **International Office (IO)** is located at **Enquiries & Admission, University of Wollongong Malaysia**. The team is dedicated to advise, assist and support international students on all visa and immigration matters during their studies at University of Wollongong Malaysia.

Services available are:

- Airport Pick-up (Letter of Approval from Immigration)
- Immigration Matters

### IMMIGRATION

For international students, matters related to endorsements and extension of student pass can be done through the IO. Application for extension of student pass **MUST** be submitted at least **two (2) months** in advance before the expiry date. Over-staying is a serious offense under the immigration law in Malaysia and will result in the student being charged in court and deportation. It is the student's responsibility to ensure the validity of their passport and their pass at all times.

### EMPLOYMENT

According to the Malaysian Law, international students are **not** allowed part-time or full-time employment while studying, unless they have obtained the approval from the Immigration Department. Students caught working in Malaysia are liable to a **RM1,000** fine or a minimum of **six (6) months** imprisonment or **both** or face deportation back their country of origin.

## STUDENT & ALUMNI CENTRE

Student & Alumni Centre (SAC) promotes youth engagement and youth leadership among students. SAC believes in a holistic approach for youth development and focuses on providing non-academic experiences for students, which enables the youths to grow socially, emotionally and cognitively.

By encouraging involvement in soft skills development, SAC looks forward to make a positive impact on the lives of the students and help them strive successfully in the future. SAC also aims to construct a strong sense of global citizenship in the students and alumni, which helps build the community's values and practices.

In order to compete with the best in the world, the amenities are designed to develop University of Wollongong Malaysia students into youth who are knowledgeable, able to think critically and creatively, have leadership skills and are able to connect with the rest of the world by:

1. Empowering students through consistent youth development programs and activities.
2. Providing the highest level of quality support to all University of Wollongong Malaysia students' welfare fulfilling the five fundamental needs; Social, Mental, Physical, Emotional and Spiritual.
3. Striving to offer an extensive range of support services based on our four divisions; Student Experience, Student Well-Being, Global Career Development and Accommodation & Logistic.

These were designed with the belief that there is more to university life than what happens inside the classroom to support students in fulfilling their potential and make the most of their time in University of Wollongong Malaysia.

### STUDENT EXPERIENCE

SAC is committed to serve as a platform to enhance the quality of student life and support the holistic development of University of Wollongong Malaysia students alongside their academic experiences. We believe that education and youth empowerment are not confined to the classroom. Student experience is instrumental for student co-curricular in University of Wollongong Malaysia, clubs and societies and many more enriching and fun-filled programs and activities whilst studying at University of Wollongong Malaysia, all of which are in line with the Malaysia Education Blueprint.

### STUDENT WELL-BEING

SAC is dedicated to ensure the physical and mental health care of our students. This includes the provision of amenities and professional personnel to serve and facilitate our students' holistic well-being. Services rendered are free and held in confidence by certified personnel.

Our Services:

- Personal & Career Development
- Individual & Group Counselling
- Psychoeducational Outreach Programs
- Health & Wellness

Students may contact the Professional Counsellor at [sel-counsellor@uow.edu.my](mailto:sel-counsellor@uow.edu.my).



## GLOBAL CAREER DEVELOPMENT

In ensuring the paving of paths to reach their dreams, SAC serves to facilitate the growth and passion of University of Wollongong Malaysia students and alumni by supporting the connection between our industrial partners' demands and University of Wollongong Malaysia graduates to their relevant industries. In order to complement this process, SAC incorporates university placement with overseas universities for students to transfer to.

Our Services:

- Full-Time Job Placement
- Internship Placement
- Career Fair
- Employment Events
- Industry Visits and Talks
- Career Workshops & Trainings
- Industrial Partnership Development
- External University Articulations
- University Placement
- Guest Lectures
- Partners University Fair
- Alumni Engagement

## ACCOMMODATION & LOGISTICS

Department of Accommodation and Logistics strives to ensure that our accommodation amenities are 'Home away from Home'. We always promote safe and supportive community living among our students who live on campus aided by our caring and helpful Resident Ambassadors to make the transition for living on campus and staying away from family easier. We strive to meet the parents' and guardians' expectations of excellence in care for their children's welfare while being away from home.

## EMERGENCY CONTACT

University of Wollongong Malaysia 24 Hours Hotline : +6019 335 8123

Malaysia Emergency Contact : 999

## COMMUNICATION

### STUDENT EMAIL SERVICES

Students at University of Wollongong Malaysia will be issued an email account for all official communication on campus as a value added service. The students shall be informed of the default password and USERID based on the conventions used. An email will be sent to student's registered personal email with University of Wollongong Malaysia. The changing of passwords can be done online once the user has gained access to the system. Students can access their email via <https://outlook.office.com>.

### OPEN LEARNING – LEARNING MANAGEMENT SYSTEM

This is a purposed-built platform for e-learning that forms the footing for University of Wollongong Malaysia's Teaching and Learning. Access to this Web Community is via a personalised login, password and welcome page for the Web Community. University of Wollongong Malaysia students can download their course outline, lecture notes or other materials from the site. Students can access to Open Learning via <https://openlearning.uowmkdu.edu.my>. Please refer to page 67 Learning Management System Usage Policy.

### FACEBOOK

Join us on Facebook and get regular updates on the University's happenings. Our Facebook can be found at: <https://www.facebook.com/UOWMalaysia>.

### STUDENT PORTAL @ CAMPUS SOLUTIONS (CS)

The Student Portal @ Campus Solutions will allow students to view their semester result notification, biographical information, program information, course history and perform course registration online. The Campus Solutions (CS) can be accessed via: <https://cs.kdu.edu.my>

### STUDENT FEEDBACK & COMPLAINTS

University of Wollongong Malaysia always believe students' suggestions and feedback can make the institution better and will endeavour to act on them in a proactive manner. Students are welcome to provide feedback to the Department on any area of its administration or academic offering at any time to the Department staff or Head for improvement considerations.

Students may raise their feedback or complaints through our email at [feedback@uow.edu.my](mailto:feedback@uow.edu.my).

### STUDENT SURVEY

Students have the opportunity to comment directly on their overall satisfaction level through the online survey system i.e. Teaching Evaluation and Program Evaluation; whilst anonymous identity is assured.

The Student Survey can be accessed via: <https://survey.uowmkdu.edu.my>.

## COMMENCEMENT OF POSTGRADUATE PROGRAM

### COURSE REGISTRATION

**For Postgraduate by Coursework students**, students are required to register for the subjects that they intend to sign up for in a particular semester at the respective academic department. Students should select and register the subjects according to the advice given by their respective **Academic Department Head (ADH)** or **Program Leader (PL)**.

**For Postgraduate by Research students**, students are required to register for the subjects or Research project according to the advice given by their **Supervisory Team** or the **respective Program Leader every semester**.

Students are responsible for registering for the appropriate courses offered in the program enrolled and to adhere strictly to the Add/Drop procedure and deadlines accordingly.

### COURSE REGISTRATION PROCEDURE

New students enrolled in University of Wollongong Malaysia will be guided through the course registration process by their respective ADH or PL during the Orientation/ Academic Briefing session. Existing students are required to complete the course registration online for the following semester depending on class capacity and courses offered **three (3) weeks** before the end of the current semester. The ADH or PL may designate courses and grouping for the student(s) to register for the new semester (please check the Department notice boards or communications).

Students are given a **one (1) week** period to perform the online course registration. Any delays in completing the online course registration and selection will not be allowed. Invoice for the following semester will then be distributed to the students.

Students are required to make payment at the Admission & Bursary Department within **fourteen (14) days** of the commencement of the following semester. Penalty charges will be imposed on late payment at a rate of **RM10 per day**.

### COURSE REGISTRATION GUIDELINES

Generally, a student is required to register **three (3) to four (4) courses**, or study load of **nine (9) to twelve (12) credits hours** for a 14-weeks semester.

The student is responsible for ensuring that he/she is correctly registered for each semester by taking note of the following guidelines:

- Selection of courses should be in accordance with the program structure i.e. courses offered at the lower levels are to be given priority over the higher level for completion.
- Prerequisites, if any, must be fulfilled (passing of the relevant course) before proceeding to courses of the next level. The School reserves the right to disallow any student to sign up for a course if he/she has not passed the prerequisite course, or if the class is full.
- Students who retake the course(s) must have the “retake” courses registered along with the ‘new’ courses. Please note that students are only allowed a maximum of **two (2) attempts** for repeating each course.
- Maximum courses or credit load for each semester must be taken into consideration. Computation of the maximum credit permitted per semester is based on the Student

Learning Time (SLT) for the semester. Approval from the PL / ADH is needed for students who wish to take fewer or more courses than the normal load.

Any other academic conditions required by the program must be fulfilled.

### **ADD/DROP PROCEDURE**

It is the student's responsibility to ensure that he/she has registered the correct courses for his/her studies based on the advice given by the ADH or PL. In the event that the student has made a mistake or changed his/her mind, the student will be given **fourteen (14) days** from the commencement of semester to add and/or drop courses. After the closing date, "Add" / "Drop" is no longer allowed.

Request for add/drop after the closing date will be subject to approval by the School and **RM100** will be charged as processing fee. Students are required to submit the "**Requisition to Add/Drop Course / Credit Note**" form to the Admission & Bursary Office for processing **no later than 21 days** after the commencement of semester. After this date, students are not allowed to add/drop any course(s).

A student may apply to withdraw from a course between week 4 and week 10 without academic penalty (no impact on CGPA); and if approved, the course grade shall be recorded as "Withdrawn" (W) on the academic transcript. The tuition fee for the said course is not refundable in the case of a withdrawal. A student may not withdraw from a course, if it is a course in which they are being investigated for academic misconduct unless the investigation (and any subsequent appeal process) has been finalised and there is no finding of academic misconduct made against the student. If an application for withdrawal from a course without academic penalty is not approved, the grade will stand for that course.

A student who deregisters from all courses in a semester without obtaining an approved deferment of study, may have their enrolment classified as lapsed/deactivated.

### **COURSE REGISTRATION TIMELINE**

Students are required to take note of the course registration closing date and the implications of late registration.

<b>PERIODS</b>	<b>IMPLICATIONS</b>
Three (3) weeks before the end of the semester	<ul style="list-style-type: none"> <li>• Online course self-registration                             <ul style="list-style-type: none"> <li>- Courses registration based on advice by School</li> <li>- Bill will be raised based on courses registered</li> </ul> </li> </ul>
Day 00 – Day 14 of new semester	<ul style="list-style-type: none"> <li>• Add/Drop Courses                             <ul style="list-style-type: none"> <li>- Add/Drop of courses</li> <li>- Bill will be adjusted based on course added/dropped</li> </ul> </li> </ul>
Day 15 – Day 21	<ul style="list-style-type: none"> <li>• Late payment charges imposed. Late payment is subjected to penalty charges of RM10 per day</li> </ul>

	<ul style="list-style-type: none"> <li>• Late Add/Drop Courses             <ul style="list-style-type: none"> <li>- Subjected to approval by the School and RM100 will be charged as processing fees.</li> <li>- Students are required to fill in the “Requisition to Add/Drop Course/Credit Note” form</li> </ul> </li> </ul>
<p>Day 21 – End Date of semester</p>	<ul style="list-style-type: none"> <li>• Course with no fee payment, students will be barred from sitting the final exam/submission of final assessment</li> <li>• Students are not allowed to add/drop any course(s)</li> <li>• A student may apply to withdraw from a course between week 4 and week 10 without academic penalty (no impact on CGPA); and if approved, the course grade shall be recorded as “Withdrawn” (W) on the academic transcript. The tuition fee for the said course is not refundable in the case of a withdrawal.</li> </ul>

## COMMENCEMENT OF CLASSES

Generally, University of Wollongong Malaysia operates on **three 14-week semesters** in each calendar year. In each of the semester, there is an allocation of approximately two weeks of final examination at the end of the semester, although this could vary based on the number of public holidays during the period. Thus, in general, there are 3 semesters per year, namely, January - April, May - August and September - December.

This arrangement applies to all University of Wollongong Malaysia programs.

You are to view, check and be guided by the Academic Calendar issued yearly every November for the following academic year.

Students (new and existing) are required to attend the very **first classes** at the beginning of the semester to avoid missing important information that may affect lessons for the whole semester. The timetable is usually made available at the notice boards or LMS of the respective Schools.

## CLASSROOM CONDUCT

It is the right of each student to participate in his/her learning and it is the responsibility of each student not to interfere with the learning of other students. Policies governing the classroom will be provided in each course syllabus and students who violate one or more of these policies will be subjected to disciplinary action.

## ATTENDANCE REQUIREMENT

The student is required to **achieve 80% attendance** for each course undertaken. Students who are unable to meet the 80% attendance will be issued with a **Poor Attendance/Absenteeism Letter** and will subsequently be **barred** from sitting for the **final examination / submission of final assessment** and will be awarded with no marks, unless there is a written appeal/explanation with supporting documents (Barring is at the discretion of the Schools).

Students who are on medical leave must provide a certified **Medical Certificate** from a recognised Medical Practitioner immediately in the following class after his/her medical leave.

Besides medical reasons, requests for any absences are to be submitted in writing, indicating the reason and the duration of the requested leave. Supporting documents must be attached. The approval for leave of absence will be decided by the School.

## COURSE STRUCTURE AND COMPONENTS

Each course has a predefined structure/outline. Students are advised to obtain this structure/outline from the School if not already given. A course may have several assessment components that aim to contribute towards the achievement of the learning outcomes of the course. Students have to complete all components as prescribed for the course.



Assessment components are spread over the entire semester for better assessment and evaluation of the learning outcomes at each and different points of time. The system is also aimed to enable students to gather marks throughout the semester instead of being evaluated on a concentrated 100% final examination.

### **CHANGE OF PROGRAM**

If students would like to switch from an existing program of study to a new program, the student must submit application at least 10 working days before the start of the following semester. Student is required to follow the following procedures:

- Ensure they meet the entry requirement(s) of the new program
- Fill up the “**Request for Change of Program**” form
- Receive approval from the Academic Head of the current program
- Receive approval from Academic Head of new program and the number of courses that can be transferred or exempted in the new program
- Receive approval from the International Office for International student’s visa application to new program (for International Students)
- Make submission to the Admission Office for registration to new program.

### **CHANGE IN MODES OF STUDY TO/FROM FULL/PART-TIME**

If students transfer from a part-time to a full-time program, the study period already completed will normally be calculated as:

$$\text{Full-time equivalent (months)} = \text{Part-time study completed (months)} / 2$$

If students transfer from a full-time to a part-time program the study period already completed will normally be calculated as:

$$\text{Part-time equivalent (months)} = \text{Full-time study completed (months)} * 2$$

Students will only be allowed to transfer from a full-time to a part-time program, or vice versa, on one occasion during their registration period and not within the last three months of the period of study. Applications must be submitted in writing to the University Registrar. Exceptions to this clause will only be considered in exceptional circumstances upon appeal to the Vice-Chancellor.

### **TRANSFER / CONVERSION TO ALTERNATIVE POSTGRADUATE RESEARCH PROGRAMS**

Students are permitted to transfer from one postgraduate research program to another postgraduate program within the University as follows:

- a) Transfers are permitted if there are circumstances that prevent a student from completing a postgraduate research program. These transfers are also permitted if a student has not met the standards required to remain on the original research program.
  - From Masters by Research or Doctorate of Philosophy (PhD) to a Taught Postgraduate Program. Students must be able to fulfil the requirements of the taught

program as defined by the Regulations for Taught Programs and any requirements defined by the Program Specification.

- b) Conversion is permitted from a Masters by Research to a Doctorate of Philosophy (PhD) where a student's progress is consistent with the requirements of program requirements. Principal Supervisors may recommend to the Research Degree Board to convert their student to a doctoral degree program within ONE (1) year full-time equivalent after Master's degree registration, subjected to the student:
- having shown competency and capability in conducting research at doctoral degree level;
  - rigorous internal evaluation by the University; and
  - approval by the University Senate.

The registration period that remains if a student transfers to a new program with a longer or shorter registration period than that of their original program will be calculated as the difference (in months) between the registration period for the new program and the time already completed on the original program. If a student also changes the method of study, adjustments to candidature period will be made.

If the receiving School agrees, students can transfer from a postgraduate research program to the same program in a different School and/or subject area. The registration period remaining will be the same as that remaining for the original program unless an extension is approved.

For further details, refer to **Guidelines for Conversion from Masters by Research to PhD**.

### **DEFERMENT OF STUDIES**

Deferment of studies refers to the approved period of non-study requested by student after starting a program.

The duration allowed for deferment of studies is normally **one (1) semester** only. Requests for subsequent deferment of semester may be considered on a case-by-case basis, depending on the circumstances, up to a maximum of one (1) year. Students are expected to report to University of Wollongong Malaysia at the agreed **RETURN** date. Students who defer their study should note that the program rules and conditions under which they originally enrolled may change during their period of deferment and that they may be subjected to the new rules and conditions at the time that they return to their program.

Failure to do so and the student will be deemed to have withdrawn from the program. Students who wish to activate the status after the lapse of the deferment period are required to re-apply and pay a registration fee for re-admission.

Procedures and application for Deferment of Studies are as follows (**The application must be submitted within 14 days upon semester commencement**):

- The Student is required to fill up the Request for Deferment Form with relevant supporting documents (international students must provide confirmed air ticket to leave the country during the specific period of deferment),
- Submit and receive approval from the ADH,
- Notification will be provided once Deferment of Studies is approved.

Acceptable grounds for granting a deferment of studies:-

- An illness or disability (certified by a licensed medical practitioner or registered psychologist)
- Exceptional compassionate circumstances – for example, the death of a close family member (parent, grandparent, sibling)
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted the student's studies
- A traumatic experience that has impacted the student (supported by police or psychologists' report) and include:
  - Involvement in, or witnessing of an accident
  - Witnessing or being the victim of crime.

### **WITHDRAWAL POLICY**

Withdrawal from studies applies to circumstances when a student voluntarily wishes to leave the University permanently. Before making a decision to withdraw, students are strongly advised to meet with his/her Program Leader / Academic Advisor / etc., to discuss the options available (e.g. deferment of studies, financial assistance).

A student who wishes to withdraw is required to fill in the “**Request to Withdraw from Program**” Form and obtain the approval by the ADH / Head of School (HOS). The Student will then be directed to attend the **Exit Interview** with the **Counsellor from the Student & Alumni Centre**. The Counsellor will put in the recommendation and sign-off the form; a copy of the form will then be given to the student.

The Student can proceed to obtain the “**Request for Refund**” Form from the Admissions & Bursaries. The Student ID, a copy of the duly approved “Request to Withdraw from Program” Form, and document for cancellation of student visa (for international students), if any; shall be submitted together to the Admission & Bursaries Department. The processing time is approximately three (3) weeks subject to the complexity of the case. Students will be notified when the refund is ready.

If the Student withdraws within **fourteen (14) days** from the date of commencement of semester, 50% of the tuition fees will be refunded. No refunds are allowed if student withdraws after fourteen (14) days from the date of commencement.

Caution Fee is refundable upon completion of the program. In the event of a withdrawal / termination of studies, only 50% of the Caution Fee will be refunded. Caution fee will be offset against any outstanding fee prior to refund.

## POSTGRADUATE BY RESEARCH

Research based components or programs require the appointment of supervisory team and the identification of a Research Topic. It is highly advisable that the Topic be discussed and finalized during the initial stages of the Program. At enrolment, the Head of School / Department or equivalent shall appoint the student's supervisors. Supervisors shall have undertaken mandatory supervisory training and undertake ongoing professional development. Institution staff responsible for making admission decisions and offers of admission, as well as supervisors, should not have any conflict of interest with an applicant in accordance with the **supervision and resources guidelines for Postgraduate by Research students**.

### APPOINTMENT OF SUPERVISORS

#### APPOINTMENT OF SUPERVISORS FOR MASTER'S DEGREE BY RESEARCH

The principal supervisor must have a minimum qualification of one level higher than the degree level enrolled in by the candidate i.e. a doctoral degree. Where the principal supervisor is without the required qualification, a supervisor must have at least 5 years' experience;

- in teaching and research, or
- as a co-supervisor.

The additional criteria are subjected to the approval of the University Senate

#### APPOINTMENT OF SUPERVISORS FOR DOCTOR OF PHILOSOPHY (PHD)

The principal supervisor must have a minimum qualification of the equivalent degree level enrolled in by the candidate and at least 2 years' experience;

- in teaching and research; or
- as a co-supervisor.

Where the principal supervisor is without the required qualification, extensive experience in research and supervision are additional criteria and are subject to the approval of the University Senate.

For students who choose to do research in Critical and specific areas, the University may appoint a co-supervisor from another Higher Education Provider with expertise in these fields to supervise.

Student whose method of study is on a full-time basis at an external place of employment or another institution must have at least 3 supervisors, two of whom are internal supervisors from the University and one external supervisor on site with a PhD qualification in a related field.

Students will be required to complete the "Postgraduate Student – Supervisor Understanding" form by the end of the first semester of study to be submitted to respective School.

Students in the postgraduate by research program are required to register for the Research Methodology subject. Student may be required to add bridging courses to enhance the research skill and knowledge.

Full-time and part-time students are expected to be in attendance at the University during term time unless they receive written authorization to be absent. Such authorization will be granted only when:

- a) evidence of extenuating circumstances is accepted as reasonable and it is assessed that the absence will not have a significant negative impact upon the student completing the program of study, and/or
- b) evidence is successfully presented that the nature of the research warrants an extended absence, and/or
- c) the student is completing the program of study at an approved external place of employment or at another institution under the terms of a collaborative agreement. In the latter case attendance means demonstrable activity on the program of studies at the approved place of study.

Notwithstanding the above statement, a minimum residential period is imposed upon students engaged in a period of study on a research degree, whereby a student must be in attendance on campus, and/or approved external place of employment, and/or at another institution under the terms of a collaborative agreement, for a minimum cumulative period of one calendar year.

### **ROLE OF SUPERVISORY TEAM**

The Supervisory Team and the Student must establish a clear understanding of the responsibilities of each party in relation to the preparation and development of the Research Project. In principle, the Research Project is the Student's own work and the Supervisory Team's role is to advise and inform the Student as the Project develops.

The responsibilities of the Supervisory Team include:

- Training the student on the nature of research, expected standards, appropriate literature, research methodologies, communication skills, and academic honesty as spelled out in the Research Ethics section.
- Monitoring the progress of the student's research through regular meetings and ensuring that the student keeps agreed record of these meetings.
- Being accessible at mutually convenient times when the student may need advice.
- Giving detailed advice on necessary completion dates of various stages of work.
- Emphasizing the importance of timely submission.
- Reading and commenting on the preliminary and the whole final draft, provided that this is presented within a reasonable and agreed timeframe.
- Liaising with the Department or School regarding the quality and timeliness of the student's research.

The University Research Degree Board shall confirm whether the arrangements for the supervision of a program are adequate at the time of consideration of the student's research plan. For further details, refer to the **Supervision and Resources Guidelines for Postgraduate By Research Students**.

### **RESOLUTION OF PROBLEMS**

A good supervisor/student relationship does not happen automatically; it may be difficult to establish and maintain. To facilitate the supervision process, the "Postgraduate Student – Supervisor Understanding" form is used to communicate the expectations of the supervisor

from the student. It is a mandatory requirement that the student and supervisor read through the document and submit the form back to the respective School.

During the process of supervision, problems may arise between the student or the supervisor. It is desired that most of the problems between the student and supervisor are to be resolved through discussion, with or without the assistance of a third party. However, if the problem can't be resolved, PGRC will need to be notified by either party and this matter will be brought in into discussion. In the event, if there is any conflict of interest whereby the supervisor/s is the Head or the Program Leader of the department or centre or the matter can't be resolved at the departmental level, the matter should be referred to the Deputy Vice-chancellor (Academic) and if needed be raised in the University Research Degree Board.

If the problem is one of the following:

1. An irreconcilable personality clash between the supervisor and student;
2. The development of the research topic means that the supervisor's area of expertise is no longer relevant, then the student or supervisor may request a change of supervision without discredit to either party.

The postgraduate student or their supervisor should request the Head of Department/School to nominate a replacement supervisor. The change of supervisors will be highlighted to the University Research Degree Board for approval.

The PGRC may also be able to provide support for supervisors and their students as part of the process of facilitating good practise in postgraduate supervision. For problems that remain unresolved the grievance procedure for postgraduate students is:

1. The student should state the grievance in writing and place it before the Head of Department or other higher officials (in case the Head is the supervisor);
2. The HOD / other higher officials should determine whatever measures appropriate to resolve the matter;
3. The HOD / other higher officials will ensure that accurate records are kept of all meetings and actions are taken;
4. If no resolution of the grievance can be achieved the matter can be referred to the University Research Degree Board
5. The Chair of the University Research Degree Board will take whatever measures appropriate to reach a resolution and recommend a course of action to the University Research Degree Board;
6. PGRC will ensure that accurate records are kept of all meetings and actions taken.

The University Research Degree Board determines the most appropriate course of action to resolve the grievance.

Where problems are more complex, the resources of the University's counselling service may be required. Students and their supervisors should be aware of the specific counselling support available through PGRC. For further details , refer to the **Supervision and Resources Guidelines for Postgraduate By Research Students**.



## COURSEWORK BASED PROGRAM - ASSESSMENT & EXAMINATION

Assessment is essential as it helps students learn and also guide students in their development. It is an on-going process that helps to track and monitor the learning progress and measure the achievement of learning outcomes accurately.

The assessment tasks are directly related to the objectives of the registered courses. The assessment modes adopted within the program will be sufficiently varied to enable the student to develop the full range of knowledge and competencies.

The coursework (e.g. tests, quizzes, assignments, projects and / or other course components) and examinations will serve as evaluation tools to assess the student's performance and the marks will be recorded at all stages. Students are required to attempt all the different assessment components in order to pass the course.

### COURSEWORK ASSESSMENT

The coursework (e.g. tests, quizzes, assignments, projects and / or other course components) and examinations will serve as evaluation tools to assess the student's performance and the marks will be recorded at all stages. Students are required to attempt all the different assessment components in order to pass the subject. Students will not be eligible to re-sit their assessment.

The coursework and examinations will serve as evaluation tools to assess the student's performance and the marks will be recorded at all stages. Students are required to attempt all the different assessment components to pass the course. Students will not be eligible to re-sit their assessment.

Students must meet any mandatory minimum attendance requirements, and settle outstanding fees, as set out by the institution. Failure by a student to comply with these two conditions may result in the barring of final assessment. In the case of an international student, failure to comply with the mandatory minimum attendance requirement may affect the validity of the student visa.

Students are required to abide by the following rules in order to pass a course:

- Rule 1: Achieve at least 40% marks for Final Assessment.
- For final assessment component that is equal to or above 30%
- Example: For Course A, the continuous assessment component is 60% and the final assessment component is 40%. The overall mark (continuous assessment mark + final assessment mark) to pass the course is 50%. Under the 40% ruling, Student A has obtained 45% from the continuous assessment component out of 60%, but only obtained 12% out of 40% (equivalent to 30% out of 100%) for the final assessment, Student A will be given a grade of D (Marginal Fail), despite the fact that he has obtained  $45\% + 12\% = 57\%$ . In order to pass Course A, Student A needs to score at least 16% out of 40% (equivalent to 40% out of 100%) in the final examination.

- Rule 2: Achieve overall course total marks of at least 50%
- Rule 3: Achieve at least 40% for overall Continuous Assessment, for core discipline courses in the following programs i.e.:
- Business program standards
  - Computing program standards
  - Hospitality and Tourism program standards
  - Arts and Design program standards

### **RETAKE**

Retake is for a student who has obtained an overall mark of 0 to 49 marks for the course after the final exam/assessment. Retake students will have to attend lectures and be re-assessed in the semester when he/she repeats the course. The final grade awarded will be in accordance with the University of Wollongong Malaysia grading system. The student is only allowed a maximum of two attempts for repeating the course.

### **APPEALS AND RE-EVALUATION PROCESS**

Anomalies or disagreement in marks obtained in coursework (e.g. tests, quizzes, assignments, projects and / or other course components) should be dealt with directly with the lecturer or the school.

For the final examination/assessment, if you are confident of an arithmetic error in the marks computed by the assessor and / or have other valid reasons, you may appeal for the remarking of the final examination paper/assessment. The student will have to obtain the “**Examination Result Appeal Form**” from the Admission Office or Examination Department. This form must be submitted to the Examination Department before the deadline stated in the Academic Calendar or within 5 working days upon the release of the examination result or semester commencement date whichever is later. A payment of RM100 is required for an appeal of one examination paper. Remarking is arranged and recommendations are made available to the University Assessment Board for decision. The outcome of the appeal will be notified to the student by the Examination Department.

However, the results of the supplementary examination/assessment are final and appeals will not be entertained.

### **GRADING SCHEME AND PASSING MARKS**

Below is the standard University of Wollongong Malaysia grading scheme which is applicable to all coursework programs.

<b>GRADING SCHEME</b>			
<b>GRADE</b>	<b>MARKS (%)</b>	<b>GRADE POINT</b>	<b>REMARKS</b>
A+	85 – 100	4.00	High Distinction
A	80 – 84	4.00	Distinction

A-	75 – 79	3.67	Good
B+	70 – 74	3.33	High Credit
B	65 – 69	3.00	Credit
B-	60 – 64	2.67	Satisfactory
C+	55 – 59	2.33	Commendable Pass
C	50 – 54	2.00	Pass
D	40 – 49	1.00	Marginal Fail
F	0 – 39	0.00	Fail

### **PROGRAM LEVEL GRADES OF PERFORMANCE**

Overall performance of a student in the postgraduate studies by coursework programs is determined by the cumulative grade point average (CGPA). CGPA is calculated by dividing the (total product for all the semesters) with the (total number of credit hours taken in all the semesters).

For postgraduate studies by coursework programs, students are required to maintain a **CGPA of 3.00 to be eligible for graduation.**

## FINAL EXAMINATION RULES & REGULATIONS

Final examination normally contributes 30-60% of overall assessment weightage. Hence, it is important for students to understand the Final Examination Rules & Regulations clearly. Students are required to check with the Examination Department if he/she has any enquiries regarding the rules and regulations.

### Operating Hours

The operating hours of the **Examination Department** are:

Monday – Friday : 9:00 a.m. – 5:30 p.m. \*  
Saturday, Sunday & Public Holidays : Closed

\* Subject to possible revision

### ELIGIBILITY

For the final examination/assessment, a Final Examination/Assessment Docket will be issued to each student. The Final Examination/Assessment Docket will indicate the examination date, time and venue or assessment submission deadline. And also indicate whether the students is barred due to the following two conditions:

- The student has to obtain at least 80% attendance in each of the registered courses for the semester. The student will be notified two weeks before the commencement of the examination if he/she is on the bar list due to below the required 80% attendance rate.
- Student has to settle all outstanding fees before the final examination/assessment. Student will be barred from sitting the examination or submission of final assessment if there is any outstanding fee.

It is the responsibility of the student to check his/her eligibility for the final examination/assessment. Students may appeal to be “unbarred” by the lecturer with a valid reason and supporting documentation.

### SPECIAL CONSIDERATION

Special consideration is given towards assisting a student affected by a potentially wide range of difficulties, emotionally or physically, which may influence the students’ performance in examinations.

For long illness, the student is required to submit the medical reports from the hospitals to the school at the beginning of the semester. For sudden illness or situation, the student is required to submit the medical reports from the hospitals to the school immediately for special consideration.

### EXAM TIMETABLE

Students are responsible to check the provisional final examination timetable that will be announced **five (5) weeks before** the commencement of the exam. **Final Examination** timetable will be announced **one (1) week before** the commencement of the exam. Incorrect information recorded by students and absenteeism on such grounds will not be entertained and will lead to students having to retake the course(s).

## EXAMINATION CONDUCT

### GENERAL

- Students need to comply with the dress code of University of Wollongong Malaysia. Students who are not properly attired will not be allowed to enter the examination hall.
- Students are not allowed to bring in any unauthorised materials to the examination hall. If students are found with unauthorised items in the examination hall, whether the items are brought in intentionally or otherwise, the student may be considered as attempting to cheat. Hence, the onus is on the student to check that no unauthorised items are brought into the examination hall, and empty pocket(s) at all times.
- Students must not talk or communicate in anyway (verbal or otherwise), distract/disturb other students once they are in the examination hall. All queries must be directed to the invigilator.
- Students should note that impersonation of another candidate for the examinations is an infringement of the examination rules. The student is subject to immediate dismissal from the examination.
- All bags, files and personal items are to be kept at the place instructed by the invigilator at own risk.

### BEFORE THE START OF THE EXAMINATION

- Students need to be at the examination venue 30 minutes before the commencement of the examination.
- Students need to sit in accordance with the prescribed seating arrangements.
- Student Card/Identification Card/Passport and Final Examination/Assessment Docket are to be placed on the top right corner of the table at all time. If the student does not bring any document which can certify his/her identity, he/she needs to proceed to the Admission & Bursary Department to get a copy of the Student Confirmation Slip.
- Students are only allowed to bring in their pens, rulers, pencils, calculators and items as specified by the syllabus.
- Transparent pencil cases, calculator casing, watches, electronic wristbands and wallets are to be placed on the floor.
- Mobile phones are not encouraged to be brought to the examination hall. All mobile phones are to be switched off and to be placed on the floor under your seat (phone screen faces the floor) at all times. If the phone rings during the exam time, the phone will be confiscated and penalty will be imposed.
- Students are to check and ensure that they have the correct question paper before the start of examination. Students are to read the instructions and warnings found in the Answer Booklet carefully. Do not turn over the question paper until told to do so.
- The examination must not begin until the Chief Invigilator has completed the announcements and informed candidates that they may start writing.

### DURING THE EXAMINATION

- Students arriving late but within one hour after the commencement of the examination shall be allowed to sit for the examination. No extra time shall be given to the students for such cases.
- Students are only permitted to visit the designated washroom during the examination with permission from the invigilator(s).

- Students are not allowed to leave that examination hall or visit the washroom during the first one hour and the last half an hour. For courses with a duration of less than two hours, students are not allowed to leave the examination hall or visit the washroom until the end of the examination.
- Students are reminded to be honest in all examinations and not be involved in any form of misconduct. All cases of misconduct or cheating will be managed according to the Academic Misconduct Procedure and reported to the University Assessment Board. . The student's course result or results may be cancelled. For serious infringement of the examination rules, he/she may be disqualified from the current examination, barred from entry to future examinations, or even expelled from the University.

#### **AT THE END OF EXAMINATION**

- Students need to obey the invigilator(s) when the 'stop writing' announcement is made.
- Additional answer scripts/graph papers are to be secured properly to the Answer Booklet with the string provided. Students must make sure that they have written down their particulars.
- Students need to remain seated until all the answer scripts and question papers have been collected.
- Students need to leave the examination hall quietly after the Chief Invigilator has made a closure statement for the examination.
- Students need to leave all the question papers, unused examination answer booklet and other examination materials provided on the table.
- Students need to take all his/her belonging(s) when he/she leaves.



## ACADEMIC MISCONDUCT: PLAGIARISM & CHEATING

### PLAGIARISM

Plagiarism is a form of cheating in the academic field. It is an action of copying works and ideas from others without giving them full acknowledgement for the production of the academic work (e.g. assignments, projects, thesis, dissertation, essays, or other equivalent written assignment). The effect of plagiarism is that the words are effectively 'stolen' and passed off as having been written by the author. Plagiarism can occur in respect to all types of sources and all media Eg: published or non-published text, speeches, illustrations, music score and etc.

University of Wollongong Malaysia considers plagiarism a serious breach of academic conduct. Students who are caught doing so will face severe penalties decided by the Schools and the case may be brought up to the University Assessment Board.

In order to avoid being penalised, where in doubt, you are urged to seek clarification from the lecturer prior to submission of such work.

University of Wollongong Malaysia utilises Turnitin as a tool for assessing similarity between assignments and existing documents. A similarity index of more than 20% is recommended as grounds for investigation if the outcome is based on intentional plagiarism, unintentional plagiarism, improper/lack of citation, or mere coincidence.

If it was identified that the student has plagiarised his or her work the penalties can be one or combination of the following depending on the severity and whether there was any previous offences:

- A warning letter issued by the School and recorded in the student file.
- A re-submission of the academic work within a suitable duration determined by the School with capping of re-submission marks to a Pass mark.
- An award of Fail grade for that particular academic work.
- An award of Fail for the particular course.
- Permanent exclusion from the University

### MISCONDUCT & CHEATING

Misconduct in the Examination Hall may include the act of cheating or attempting to cheat. Examples of the actions that constitute misconduct include the following, but are not limited to:

- Impersonation of a student or allowing oneself to be impersonated
- Student in possession of any electronic transmitting devices
- Incessant talking in the Examination Hall
- General disobedience of examination instructions and procedures.
- Unruly and rowdy behaviour shown towards invigilators.
- Cheating, any acts, intentional or otherwise, that would provide an opportunity to enhance the performance of the students in the examination, with the use or unused, of relevant or irrelevant tools, materials and/or actions is a serious offence.

Examples of cheating are:

- Copying, in part or whole, from an examination answer script paper that belongs to another person.
- Use of notes, sources, and materials from items and/or electronic devices not authorised in the examination.
- Collusion or making arrangements with another student to cheat, including employing a surrogate to sit for an examination or any form of academic assessment mode, in part or whole, or agreeing to be that surrogate aiding and abetting the dishonest act.
- Bringing any other unauthorised items into the Examination Hall whether relevant or not, whether use or not, and irrespective of ownership.
- Presentation of false evidence of special circumstances.
- Fabrication or Falsification of data: making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.

All matters related to academic misconduct or cheating shall be investigated and determined based on the University Academic Misconduct Procedure and reported to the University. The penalty imposed will be decided by the Institution Assessment Board. The type of the penalty can be a recorded warning letter, a fail grade for the course for the student with first offence. Fail grade for every course taken during the semester concerned for the student with a second offence. Exclusion from Institution for the student with third offence at its discretion and based on previous penalties / precedents.

### **USING ARTIFICIAL INTELLIGENCE (AI) FOR ASSESSMENTS**

- AI usage for assessments is permitted only when explicitly authorized by the instructor or educational institution. And students should disclose the use of AI tools or resources in their assessments, as per the instructions provided by the instructor or educational institution.
- Unauthorized use of AI to produce new work and submit it in place of your own work is a form of plagiarism. This includes but is not limited to the use of AI-generated content, AI-powered essay generators, or AI-based solutions without proper approval.
- Disciplinary actions may include but are not limited to warnings, academic penalties, suspension or expulsion, depending on the severity and recurrence of the offense.

### **ABSENTEEISM & REFERRAL**

A student who is absent/non-submission during the final examination/assessment without any valid reason will be given an **“XF”** in the academic transcript. **“XF”** is **equivalent to a fail grade**.

A referral is an examination offered to the student who has missed the **final examination / final assessment** for acceptable reasons. Student must provide detailed reasons and supporting documentation by filling in the “Student Extenuating Circumstances Form” and submit to the School or Examination Department **within five (5) working days** from the actual examination date in order to be presented to the University Assessment Board for approval.

If the reason is medical, the student must obtain supporting documentation from **Government or Private Hospital/Clinics** (e.g. medical certificates, medical report) and fill up the **Student**

**Extenuating Circumstances Form (Part V needs to be completed by an attending doctor if the medical certificate was not issued by Government Hospital/Government Clinic).**

Once approved, students will be allowed to sit for the referral examination.

Results obtained in the referral examination will replace the marks for the final examination. The final overall grade awarded will be in accordance with the normal grading system. However, if a student misses the referral examination, he/she will have to retake the course.

**EXTENUATING CIRCUMSTANCES WHICH ADVERSELY AFFECT PERFORMANCE IN ASSESSMENT**

The following are examples of circumstances that may be treated as adversely affecting a student's performance in assessment. This list is not exhaustive.

- a) Illness affecting attendance at teaching or assessment;
- b) Illness affecting preparation for or of an assessment;
- c) Being the victim of a crime involving injury;
- d) Circumstances of a serious personal or emotional nature;
- e) Force majeure or other unpreventable event.

A student's claim for extenuating circumstances in assessment shall be considered by the University Research Degree Board having regard to the following:

1. The authenticity of evidence produced: is the evidence documented and verified by an independent and authoritative person not personally connected to the student e.g. a doctor, counsellor, police officer, etc.
2. The contemporaneity of the evidence: is the evidence up to date and relevant to the assessment claimed to have been affected.

**DISABILITY OR LONG-TERM ILLNESS**

Where the claim relates to a long-term illness or disability which may be more appropriately treated as requiring special support, the University Research Degree Board should establish whether the circumstances were known to the student and the University at the time of admission or enrolment.

- a) Where a long-term illness or disability was not present, or not known to the student, at the time of enrolment, the circumstances may be dealt with by the Research Degree Board for those assessments being undertaken during the current period of enrolment. Future assessments shall be dealt with in accordance with University practice for the support of students with a disability or long-term illness. Unless there is good reason for non-disclosure of the circumstances at an earlier time the Research Degree Board shall not consider assessments undertaken in previous enrolment periods.
- b) Where a long term illness or disability was present and known to the student at the time of enrolment, but the student did not disclose this to the University, these circumstances shall not normally, unless there was good reason for non-disclosure, be considered as grounds for consideration by the Research Degree Board.
- c) Where a long-term illness or disability was present and made known to the University at the time of admission or enrolment a needs assessment identifying additional support requirements will be undertaken. The disability or long-term illness shall not be considered as an Extenuating Circumstance.

## RESEARCH-BASED PROGRAMS ASSESSMENT

### GRADING SCHEME

Students of Research-Based Programs will be required to submit “Progress Report of Postgraduate Student” every semester for progression into the next semester.

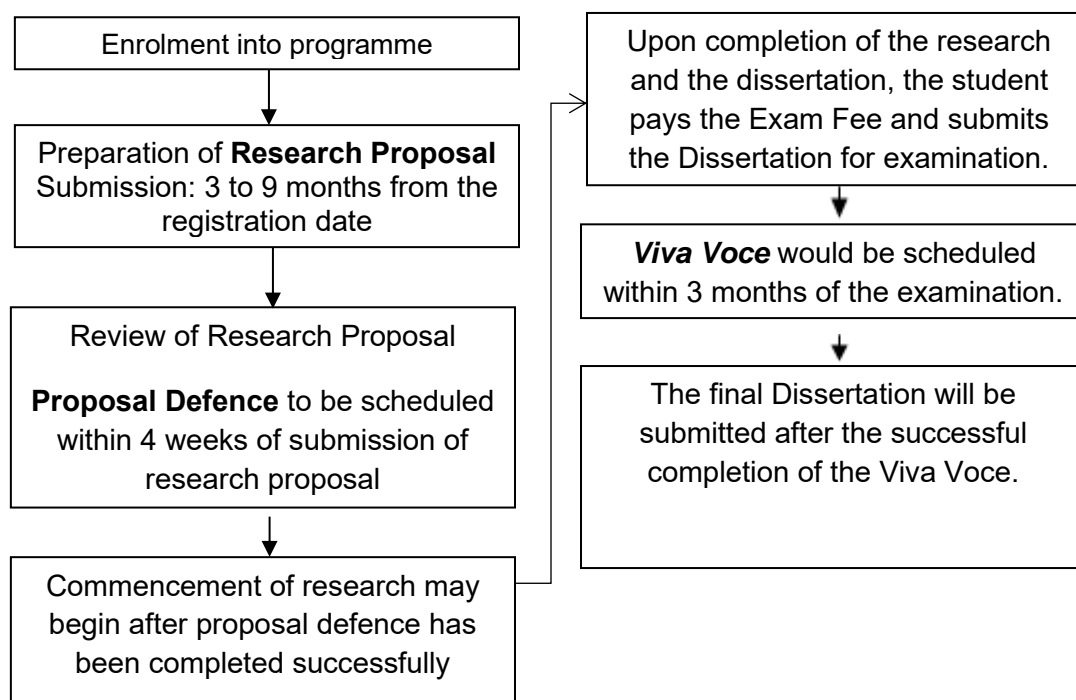
Below is the grading scheme applied based on the recommendation made by the supervisory team, the school and URDB:

Legend	Research Grade	Remarks
S	Satisfactory	Proceed to the Next Semester
U	Unsatisfactory	Proceed to the Next Semester with Condition ( <i>*Supervisor to indicate the condition</i> )
F	Fail	Termination ( <i>*Applies to student who receives an 'Unsatisfactory (U)' grade for research progress in two consecutive semesters</i> )

### ASSESSMENT MILESTONES

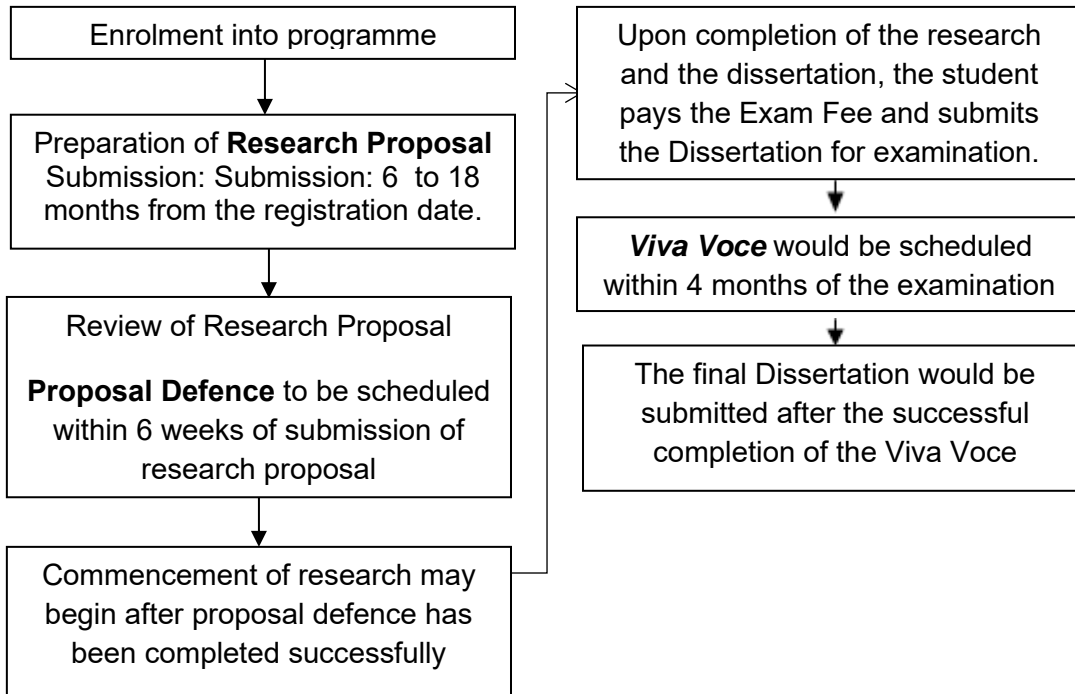
The various milestones presented below will be administrated by the Postgraduate & Research Centre (PGRC). For further details, refer to the **Supervision and Resources Guidelines for Postgraduate By Research Students** for the forms.

The Master’s research-based programs follow the following assessment milestones:



Master by Research students are also expected to present their findings in external presentations/seminars/colloquiums/workshops and submit such evidence to the PGRC as part of the requirement to graduate.

PhD based programs follow the following assessment milestones:



PhD students are also expected to present their findings in external presentations/seminars/colloquiums/workshops and submit such evidence to the PGRC as part of the requirement to graduate.

Where a student is to be examined on approved work submitted in part fulfilment of the requirement for a dissertation, the University Research Degree Board shall be satisfied that the examination arrangements are appropriate to allow an effective oral examination of the student. To this end, the University Research Degree Board shall direct, where it thinks fit, the additional arrangements to be made.

The Examiners shall be appointed by the Research Degree Board within three to six months before dissertation submission based on the recommendation of the main supervisor. Such recommendation may or may not be approved and is subject to the Research Degree Board's decision.

The number of Examiners will differ depending on the level of Study:

- Masters (by Research): two examiners, one of which is an external examiner; and
- PhD: three examiners, two of which are external examiners.

Examiners will be selected based on their expertise in the subject area of the Dissertation, as well as their seniority and academic standing. Examiners may be sourced internally or

externally. For further details, refer to the **Postgraduate Policy and Guidelines for Research Proposal Defense**.

## PROPOSAL DEFENSE

### TIMEFRAME

The RPD, which is a formal review of the PR student's research proposal should be conducted early in the candidature, as follows:

- a) between 6 months to 18 months (0.5 – 1.5-year full-time enrolment or equivalent) of the thesis component of the degree for doctoral students from the date of program registration.
- b) between 3 months to 9 months of the thesis component of the degree for Master in Research students from the date of program registration.

### COMPOSITION OF COMMITTEE

The RPD involves a Research Presentation which must be made before the RPD Committee. The RPD committee must have the following members as a minimum.

- a) The RPD Chairman is assigned to facilitate the RPD session and appointed by either the DVC (Academic) or HPGRC.
- b) Three (3) staff members: the student's supervisors, and one or two appropriate members of academic staff capable of assessing the research proposal as an examiner.
- c) Where appropriate, given the research project, a person external to the AD or the institution may be nominated to be the examiner.

The PGRC office will notify the RPD committee at least three (3) weeks before the scheduled defense to prepare for the session.

### RESEARCH PROPOSAL DEFENSE (RPD) PROCESS

The following is the process of proposal defense:

- PGRC will do a call for RPD to the PR student and the RPD Committee.
- The PR student will submit the research proposal report together with the Turnitin Similarity report of not more than 20 % to the PGRC office no later than 3 weeks from the RPD scheduled date. Research proposal report should be submitted together with the Approved Research Ethics Application form.
- The HPGRC will discuss with the supervisors on the suitable examiners for the PR student based on the proposed research. A minimum of 2 to a maximum of 3 examiners can be appointed and the date and time for the RPD will be fixed.
- The research proposal report will be distributed to the examiners two weeks before RPD. The RPD Chairman will be appointed during this time. Each examiner should complete the marking of the Research Proposal Defense Report according to the marking rubric before the proposal defense. The results and reports from the Examiner are PRIVATE documents with CONFIDENTIAL status. Therefore, it cannot be disclosed to students or Supervisors before the oral examination is conducted. The student is also not allowed to discuss the specific content of the oral examination with any member of the Committee before the oral examination is conducted.
- During RPD, the student present the research proposal orally in front of the RPD committee. The oral presentation should be kept within 15 minutes.
- The Examiners will evaluate the research proposal from the student's presentation with

Q & A session (maximum 60 minutes) and submit the evaluation report according to the marking rubric. A student's Supervisor is not part of the committee and can only be present as an observer in his/her student's oral examination session. Supervisors are encouraged to attend the oral examination of their students' dissertation/thesis. Among the role of the Supervisor is to take note of the comments of the Examiner and to ensure that the student under his/her Supervision makes corrections/improvements as agreed by the Committee. Supervisors are not allowed to assist the student, either by answering questions, making comments or even asking questions, unless requested by the Committee.

- The RPD chair requests the RPD student to leave the session and a discussion is conducted together with the examiners on the evaluation report and verdict.
- The RPD chair invites the student back to the session and notifies of the result. If the endorsed result is:
  - a) The student passed the proposal defence with no resubmission needed.
  - b) The student passed the proposal defence with minor amendments. Students to resubmit the research proposal report within 3 months. The evidence of the corrections is verified by the supervisor and examiner(s). The revised report will be submitted to PGRC for the record.
  - c) Major amendment needed, the student need to re-write and defend the proposal within 3 months from the 1st proposal defense. The student should apply for deferment of the re-proposal defense with the support of the supervisor and approval of the HOAD in writing and submit it to PGRC if extension is needed. The maximum Re-RPD attempt is 2 attempts. The maximum duration of the re-proposal defense for any case is referred to below.

<b>Mode</b>	<b>Master's in Research</b>	<b>Ph.d In Reseach</b>
Full-time	Within 12 months*	Within 18 months*
Part-time	Within 18 months*	Within 24 months*

*\*from the date of program registration*

- d) Proposal rejected.

### **PREPARING FOR AN RPD PRESENTATION**

The RPD should cover the following areas:

- Research Presentation
- Research Plan
- Preliminary Literature Review
- Statement of the resources required to complete the project
- Committee Questions

### **PROPOSAL DEFENSE REPORT CONTENT**

The PD proposal should contain the followings:

- Title of Proposed research
- Introduction
- Problem Statement and Objective of Research
- Review of literature
- Methodology



- Expected Outcomes
- Reference

For further details, refer to the **Guidelines for Research Proposal Defense**.

## VIVA VOCE

### ROLE OF RESEARCH DEGREE BOARD AND ASSESSMENT BOARD

The University Research Degree Board performs the role of the Departmental Assessment Board for the degrees of Masters by Research and PhD.

The examination for the Masters by Research and PhD shall have two stages:

1. The submission and preliminary assessment of the dissertation, and
2. Its defense by oral or approved alternative examination.

Where a student is to be examined on approved work submitted in part fulfilment of the requirement for a dissertation, the University Research Degree Board shall be satisfied that the examination arrangements are appropriate to allow an effective oral examination of the student. To this end, the University Research Degree Board shall direct, where it thinks fit, the additional arrangements to be made.

The decision to present the dissertation for examination is the sole responsibility of the student. A student shall normally be examined orally on the dissertation. The purpose of the oral examination is to confirm the preliminary assessment of the dissertation. Where for reasons of sickness, disability or comparable valid cause the University Research Degree Board is satisfied that a student would be under serious disadvantage if required to undergo an oral examination, an alternative interactive examination may be approved by the Deputy Vice-Chancellor (Academic). Such approval shall not be given because the student's knowledge of the language in which the dissertation is presented is inadequate.

The degree of Masters by Research or PhD may be awarded posthumously on the basis of a dissertation completed by a student which is ready for submission for examination. In such cases the University Research Degree Board shall seek evidence that the student would have been likely to have been successful had the oral examination taken place.

An Independent Chair, appointed by the Deputy Vice-Chancellor (Academic), must be present at all oral examinations. The Deputy Vice-Chancellor (Academic) may assume this role providing there is no identifiable conflict of interest. Their role includes the following:

1. To attend the oral examination and ensure fairness in the way it is conducted;
2. To ensure that the University's regulations are adhered to;
3. To ensure that the outcome of the oral examination is appropriately communicated to both the student and the relevant entities in the University.

The Independent Chair is not expected to read the dissertation, make any contribution to its evaluation at any stage or to contribute to the academic judgment on the outcome of the oral examination. Students can request the presence of their supervisors during the oral examination.

In any instance where the University Research Degree Board is made aware, by the Independent Chair, of a failure to comply with all the procedures of the examination process, it may annul the examination and direct such arrangements as it sees fit for the conduct of the examination. The University Research Degree Board shall decide on the reports and recommendation of the Examiners in respect of the student.

For further details, refer to the **Postgraduate Research Thesis Preparation, Submission and Examination Guidelines** as well as the **External Examiner** document.

### **APPOINTEMENT OF EXAMINERS**

The Examiners shall be appointed by the Research Degree Board within three to six months before dissertation submission based on the recommendation of the main supervisor. Such recommendation may or may not be approved and is subject to the board's decision.

A Masters by Research student shall be examined by at least two and not more than four Examiners of whom at least one shall be an External Examiner and another Internal or External Examiner. A PhD student shall be examined by at least three and not more than four Examiners of whom at least two shall be External Examiners and one shall be an Internal Examiner. In any case, where the student is also a member of staff, all examiners are to be external to the University.

An Internal Examiner shall be either:

1. A member of staff of the University; or
2. A member of staff of the student's Collaborating Establishment.

A person who has supervised the student or who has acted as an advisor to the student shall not be appointed as an Examiner. Examiners shall be experienced in research in the general area of the student's dissertation and, where practicable, have experience as a specialist in the topic(s) to be examined.

For a PhD, at least one External Examiner shall have substantial experience (that is, normally three or more previous examinations as either an internal or external examiner) of examining research degree students at the appropriate level or above. For Masters by Research, at least one External Examiner shall either have experience (that is, one or more previous examinations as either an internal or external examiner) of examining research degrees at the appropriate level or above, or substantial experience of examining the research element of taught Masters programs (that is, at least three examinations of such research elements, or experience as the External Examiner for a taught Masters program).

An External Examiner shall be independent both of the University and of the Collaborating Establishment and shall not have acted previously as the student's supervisor or advisor. An External Examiner shall normally not be a supervisor of another student at University of Wollongong Malaysia or the collaborating institution (where applicable). For a PhD, the External Examiner shall not normally be an External Examiner on a taught course in the same department at the University. Former members of staff of the University shall not normally be approved as External Examiners until four years after the termination of their employment with the University.

For a PhD, the Research Degree Board shall ensure that the same External Examiner is not approved so frequently that his or her familiarity with the department might prejudice objective judgment. No student for a research degree shall act as an Examiner. For further details, refer to the **Postgraduate Research Thesis Preparation, Submission and Examination Guidelines** and **External Examiner** document.

### **EXAMINATION OF DISSERTATION**

Each Examiner shall read and examine the dissertation and submit an independent preliminary report before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the dissertation provisionally satisfies the requirements of the degree and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.

Following the oral examination, the Examiners shall, where they are in agreement, submit a joint report and recommendation relating to the award of the degree to the University Research Degree Board. The preliminary reports and joint recommendation of the Examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the University Research Degree Board to satisfy itself that the recommendation chosen is correct.

Where the Examiners are not in agreement, separate reports and recommendations shall be submitted. Following the completion of the examination, the Examiners shall recommend to the University Research Degree Board based on the grades outlined in the section related to grading. Where the Examiners agreed that subject to minor or substantive amendments to the dissertation the student shall be awarded the degree; they shall notify the student in writing of the nature of the required amendments. It is a matter for the Examiners to decide whether such amendments are approved by the whole examining team or whether the responsibility is delegated to one member of the examining team. Confirmation of approval of the amendments shall be communicated informally to the student by the agreed member of the examining team within two months of their submission. The final decision shall rest with the University Research Degree Board. Examiners may indicate informally their recommendation on the result of the examination to the student but they shall make it clear that the decision rests with the University Research Degree Board.

Where the Examiners' recommendations are not unanimous, the University Research Degree Board may:

1. Accept a majority recommendation (provided that the majority recommendation includes at least one External Examiner);
2. Accept the recommendation of the External Examiner; or
3. Require the appointment of an additional External Examiner.

Where an additional External Examiner is appointed under No 3 above they shall prepare an independent preliminary report on the basis of the dissertation and, if considered necessary, may conduct a further oral examination. That Examiner shall not be informed of the recommendations of the other Examiners. On receipt of the report from the additional Examiner the University Research Degree Board shall make its decision.

Where the University Research Degree Board decides that the degree not be awarded and that no re-examination be permitted, the Examiners shall prepare an agreed statement of the deficiencies of the dissertation and the reason for their recommendation, which shall be forwarded to the student by the University Research Degree Board.

For further details , refer to the **Postgraduate Research Thesis Preparation, Submission and Examination Guidelines**.

## RE-EXAMINATION

One re-examination may be permitted, subject to the following requirements:

1. A student who fails to satisfy the Examiners at the first examination, including where appropriate the oral or approved alternative examination, on the recommendation of the Examiners and with the approval of the University Research Degree Board, may be permitted to be re-examined;
2. The Examiners shall provide the student, through the University Research Degree Board, with written guidance on the deficiencies in the first examination; and
3. The student shall submit for re-examination no earlier than 6 months and no longer than 12 months from the date of the latest part of the first examination. Where the University Research Degree Board has approved an alternative to the oral examination the re-examination shall take place no earlier than 6 months and no longer than 12 months from the date of this approval.

The University Research Degree Board may require that an additional External Examiner be appointed for the re-examination. There are four forms of re-examination:

1. Where the student's performance in the first oral or approved alternative examination was satisfactory but the dissertation was unsatisfactory, and the Examiners on re-examination find that the dissertation as revised is satisfactory, the University Research Degree Board may exempt the student from further examination, oral or otherwise;
2. Where the student's performance in the first oral or approved alternative examination was unsatisfactory and the dissertation was also unsatisfactory, any re-examination shall include a re-examination of the dissertation and an oral or approved alternative examination;
3. Where on the first examination the dissertation was so unsatisfactory that the University Research Degree Board abandoned the oral examination, any re-examination shall include a re-examination of the dissertation and an oral or approved alternative examination;
4. Where on the first examination the dissertation was deemed satisfactory but the performance in the oral and/or other examination was unsatisfactory, the Examiners shall recommend to the University Research Degree Board the form of re-examination, subject to time limits.

In the case of a re-examination under item above (There are four forms of re-examination (1), (2), (3) or where appropriate, (4)), each Examiner shall read and examine the dissertation and submit an independent preliminary report before any oral or alternative examination is held. In completing the preliminary report, each Examiner shall consider whether the dissertation provisionally satisfies the requirements of the degree and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination. Where an additional External Examiner is appointed, they shall prepare an independent preliminary

report on the basis of the dissertation, and, if necessary, may conduct a further oral examination. The additional External Examiner shall not be informed of the recommendation of the other Examiners. The University Research Degree Board shall make a decision on the report and recommendation of the additional examiner.

Following the oral re-examination of the dissertation under item above (There are four forms of re-examination (1), (2), (3) or where appropriate, (4)), the Examiners shall, where they are in agreement, submit a joint report and recommendation relating to the award of the degree. The preliminary reports and joint recommendation shall together provide sufficiently detailed comments to enable the University Research Degree Board to satisfy itself that the recommendation is correct.

Where the Examiners are not in agreement, separate reports and recommendations shall be submitted. Where the University Research Degree Board decides that the degree not be awarded, the Examiners shall prepare an agreed statement of the deficiencies of the dissertation and the reason for their recommendation, which shall be forwarded to the student.

For further details , refer to the **Postgraduate Research Thesis Preparation, Submission and Examination Guidelines**.

## **THE DISSERTATION**

The length of the dissertation in number of words shall be in the range of:

<b>Masters</b>	<b>PhD</b>
35,000 – 40,000 words	70,000 – 80,000 words

## **SUBMISSION OF THE DISSERTATION FOR EXAMINATION**

The student must submit four loose bound copies of the written dissertation (or one for each Examiner where there are more than two Examiners) to the PGRC office.

The dissertation must be submitted in the following format:

1. Except with permission from the University Research Degree Board the dissertation must be presented in English.
2. An abstract comprising no more than 500 words must be bound into the dissertation which shall provide a synopsis of the dissertation, the nature and scope of the work and the original contribution to knowledge.
3. Where the work has been part of a collaborative group project, the dissertation must indicate the student’s contribution and the extent of the collaboration.
4. Theses must be submitted in A4 format except with the permission of the University Research Degree Board.
5. Theses must be presented in a permanent and legible form in either typescript or print. The size and character in the main text shall not be less than 2mm for capitals and 1.5mm for x-height (i.e. the height of lower case x).
6. The dissertation must be printed on the recto side of the page only; the paper must be white and within the 70g/m<sup>2</sup> to 100g/m<sup>2</sup> range.

7. Where the use of colored maps, diagrams or other illustrative material is integral to the comprehension of the argument, these must be reproduced in color in the dissertation.
8. The margin at the left hand binding edge of the page must be not less than 40mm; other margins must be not less than 15 mm.
9. Double or one-and-a-half spacing must be used in the typescript except for indented quotations or footnotes where single spacing may be used.
10. Pages must be numbered consecutively through the main text including photographs and/or diagrams included as whole pages.
11. The main title page must provide the following information:
  - a) The full title of the dissertation
  - b) The full name of the author
  - c) The award for which the dissertation is submitted
  - d) The collaborating establishment (if any)
  - e) The month and year of submission

### **SUBMISSION OF THE FINAL DISSERTATION**

Candidate should notify the Postgraduate & Research Centre (PGRC) at least three (3) to Six (6) months before they intend to submit their dissertation. Notification can be done by filling in the “Notice of Thesis Submission” form. In the case this submission is delayed for more than six (6) months than the stipulated date, the candidate is required to resubmit the “Notice of Thesis Submission” form.

A dissertation can only be submitted for evaluation during the period of candidature. Hence, it is the responsibility of the student to ensure that their status is active at ALL TIME prior to the submission of thesis for evaluation.

After successful examination (or after satisfactory completion of required amendments) a candidate for a research degree must fill the Final Submission of Thesis and Dissertation and Dissertation/Thesis Correction Report form and provide a permanently bound final version of the dissertation together with an electronic copy. Electronic copies will be published on the University’s repository site.

Any copies of the dissertation (bound or electronic) submitted to the University remain the property of the University.

### **CONFIDENTIALITY OF THE DISSERTATION**

Exceptionally, the University Research Degree Board may agree that a dissertation should remain confidential for a period of time on the written request of the student (which must accompany the dissertation at the time of submission). The period of time shall not normally exceed two years.

Where a University Research Degree Board has agreed that a dissertation may remain confidential the dissertation, immediately on submission, shall only be made available to those directly involved in the supervision of the student or the examination process. This includes the examiners, members of the University Research Degree Board, and the Deputy Vice-Chancellor (Academic). On completion of the examination process, the final copies of the dissertation shall be held by the University Office and only released to the library at the end of the period of confidentiality approved by the University Research Degree Board.

### **PUBLICATION REQUIREMENT**

Students must have their research work accepted for publication prior to final dissertation submission. For students enrolled in the Master by Research Program, only one (1) refereed publication is required while students under a PhD by Research program are required to publish one (1) international refereed publication. The student under externally funded research project shall comply with the output requirement set by the external funder.

PGRC office will require that graduate students in research mode have submitted evidence of having fulfilled the above-mentioned publication requirement before submitting copies of their dissertation for final submission.

Graduate students can apply to the Deputy Vice-Chancellor (Academic) for exemption from publishing research papers if justification can be made that a research project involves protected intellectual property, especially for collaborative industry projects.

### **RESULTS AND GRADING SCHEME**

Research work is graded as in Pass or Fail (F) based on the completion of the necessary milestones, the timely submission of progress reports as well as the recommendation of their Supervisors and the head of the department. The results of the Examination/Viva Voce will be broken down into these categories:

- a) The student is awarded the degree; or
- b) Subject to minor amendments being made to the dissertation, the student is awarded the degree (amendments to be completed within three months); or
- c) Subject to substantive amendments being made to the dissertation, the student is awarded the degree (to be completed within six months); or
- d) The student is given the opportunity, on one occasion, to be re-examined for the degree, with or without an oral examination at the discretion of the Chair of the examining panel. The amendments and re-examination is to take place within twelve months; or
- e) The student is not awarded the degree submitted for and not permitted to be reexamined.

For courses that have a Pass/Fail requirement, the grading scheme will be as follows:

<b>Grade</b>		<b>Marks (%)</b>	<b>Grade Point</b>
P	Pass	50 – 100	N/A
F	Fail	0 – 49	N/A



## RESEARCH ETHICS

### CODE OF CONDUCT FOR CONDUCTING RESEARCH

- In all cases researchers must consider the ethical implications of their research and the personal consequences for the participants in that research.
- Research projects must be designed and conducted with honesty and integrity.
- The investigation should be considered from the point of view of all participants in the research – such that any foreseeable threats to their well-being, health, values or dignity are ethically justifiable in terms of the benefits.
- In conducting research, researchers should interfere with the participants or context from which data are collected only in a manner that is warranted by an appropriate research design and that is consistent with researchers' roles as academic investigators.
- Prior to conducting research (except research involving only anonymous surveys, naturalistic observations, or similar research), researchers should, whenever possible, enter into an agreement with participants that clarifies the nature of the research and the responsibilities of each party.
- The design of a research project must be appropriate so that it is protected against subjective bias.
- Appropriate methods should be used for the collection of reliable data. All research conducted in association with University of Wollongong Malaysia has to be approved by the Research, Innovation and Enterprise Committee (RIEC) before they can proceed.
- Special permission from the VC/DVC (Academic) upon recommendation of the University, RIEC would be required for:
  - Research involved human or biological tissues
  - Research involved hazardous materials and biological agents
  - Research into religious, racial and politically sensitive subjects
- Original data must be accurately recorded, properly interpreted, preserved, and made accessible to the University.
- Retention of accurate and easily retrievable records of data is of utmost importance for the progress of research projects.
  - In the event that the principal investigator leaves the University, the principal investigator may take the primary data with him/her. However, the investigator ensure that a copy of the data is preserved within the University of Wollongong Malaysia.
  - Any applicable granting agency requirements governing the preservation of data must be followed.
- Statistics analysis methods used in the analysis of data should be appropriate to the study.
- There must be no infringement of the law with respect to any form of research output (infringe another person's copyright, patents, trade-marks, computer software, and etc). The applicable laws are the laws of Malaysia.
- Disclosure of any potential conflict of interest is essential for the responsible conduct of research.

### APPLICATION PROCESS FOR RESEARCH ETHICS CLEARANCE

- Ethical clearance for all research projects by coursework students' will be handled by respective school.

- Postgraduate by research students and staff are required to complete the Research Ethics Application Form and submit the form for approval. There are three categories of self-assessment in research ethics application, Green (no ethics risk), Orange (minimal ethics risk) and Red (with ethics risk):
  - For Green category, the Department/School will review the ethics application.
  - For Orange category, the Department/School will review the ethics application.
  - For Red category, PGRC will receive the application and RIEC will review the ethics application.

For further details, refer to the **Research Ethics Policy**.

### **CODE OF CONDUCT FOR PUBLICATION**

- Results of a research work should not be intentionally spread out over multiple publications merely, or even primarily, to add on to the researchers' bibliography.
- Authorship considerations:
  - Inclusion of authors
    - With respect to a student dissertation that fulfils the degree requirements, the student shall always receive first authorship. If the student completes all obligations except for preparing a manuscript, decisions regarding authorship of the publication shall be made after consultation with co-authors and the Academic Department Head of the student.
    - Student dissertations or any other work by students shall only be published with prior agreement and written consent of the student. Academic staff are permitted to publish jointly with a student when the academic staff has made substantive contributions to the work. Minor editing and proof reading shall not constitute as contribution to the work.
  - Authorship should reflect only substantive contributions to the work. Each author should have participated sufficiently in the research to be able to take public responsibility for, and to defend, the content of the paper that falls within his or her specialty area. The following relationships do not, in themselves, warrant authorship:
    - financial and/or material/equipment support,
    - routine technical assistance,
    - assisting in the collection of data, and
    - provision of research space
    - All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section, with permissions from the relevant sources.
- Under no circumstances shall the researcher publish research material when still subject to investigation on research misconduct.
- A researcher shall not publish the same results, or results that represent only an insignificant modification of an original publication, in more than one written publication without acknowledging the earlier publication or publications. This will not apply to abstracts and grant applications, unless an acknowledgment is required by the granting party.

For further details, refer to the **Authorship, Predatory Publishing and Conferences Guidelines**.

## PROGRESSION AND AWARDS

### SEMESTER RESULTS

Results will be released online via **Oracle Student Portal** within **three (3) working days** after the Assessment Board Meeting. You can view your GPA and print the semester results online. It is important for you to have access to your University of Wollongong Malaysia email account. Please check with the Information System Department if you have problems with the Student Portal.

Students who have not settled the full fee payment will not be able to view the semester results online.

### AWARD

#### POSTGRADUATE BY RESEARCH

Once the Student's thesis has been accepted by the Examination Panel, a Senate Letter will be issued confirming the acceptance of the Student's thesis.

The Student will then be eligible for graduation. Students who have not settled the full fee payment will not be able to graduate.

#### POSTGRADUATE BY COURSEWORK

Once the student has completed all the necessary courses with a CGPA of at least 3.0, the Student will be eligible for graduation. Students who have not settled the full fee payment will not be able to graduate. For the coursework based postgraduate program, please refer to the Regulations for Taught programs for complete information regarding the CGPA and class guideline.

The conferring of the award will be according to the following guidelines:

<b>CLASS</b>	<b>CGPA REQUIREMENT</b>
Distinction	3.66 and above
Pass	3.00 to 3.65

#### AEGRATAT AND POSTHUMOUS AWARDS

In a situation where a student's performance has been seriously adversely affected by ill health, the University Regulations permit a University Research Degree Board to make an Aegrotat award of the degree in question. For a postgraduate research student, this would normally be made only in exceptional circumstances when a student is prevented from completing the award because of his/her medical condition.

A University Research Degree Board should recommend conferment of such an award only in the following circumstances:

1. The student has given written permission to accept such an award.
2. The Board is assured that the student is unable, because of serious ill health, to complete their research work and dissertation preparation in order to be assessed in the normal manner.

3. There is substantial and sufficient evidence available that the student has the ability and potential to achieve their chosen research degree award were it not for the extenuating circumstances.
4. There is significant evidence available in the form of a draft dissertation or draft components of a dissertation (or other documents or products of research) that the student would have been capable of producing a scholarly dissertation of the required standard.
5. There is evidence available from the duration of registration and the quality of results achieved to date that the student has demonstrated a significant capacity to undertake original research and would in normal circumstances have been able to meet all the criteria for the award in question as specified in the award regulations.

Where it will not be possible for a dissertation to be examined or a viva voce examination to be carried out, the University Research Degree Board shall recommend the appointment of examiners to the Deputy Vice Chancellor (Academic). The Deputy Vice Chancellor (Academic) should request the examiners to review the evidence available and to recommend whether an Aegrotat award is merited taking into account the student's special circumstances.

A research degree may be awarded posthumously to a candidate when a draft dissertation has been produced but the final assessment has not taken place. The University Research Degree Board shall recommend the appointment of examiners to the Deputy Vice Chancellor (Academic) to review the dissertation material and assure themselves and the Board that the student would have been successful if it had been possible for the examination to take place in the normal manner.

### **ACADEMIC TRANSCRIPT & CERTIFICATE**

Official academic transcript can be collected from the **Examination Department** after the completion of studies. Notification is done via email and includes details for collection. You can request for a reprint /additional copy of your academic transcript by filling up the "Request for Official Academic Transcript" form at the Admission and Bursary Department. The administrative fee is **RM10 per copy**. For franchise programs, additional charges are required.

### **CONVOCATION**

#### **GRADUATION AND ACADEMIC PARCHMENT**

University of Wollongong Malaysia Academic Convocation is held once a year. The invitation pack will be posted to the students for registration. It is important for students to update the postal address upon the completion of their studies. For enquiries regarding convocation, students may email to [sel-convo-mail@uow.edu.my](mailto:sel-convo-mail@uow.edu.my).

Students can collect the academic parchment from the Examination Department after the University of Wollongong Malaysia Academic Convocation Day. If students need an official completion letter for job application or further studies upon the completion of the course, the request can be made from the Admission and Bursary Department.

There is no reprint of the academic parchment. A "**Letter of Confirmation of an Award**" would be provided upon application. This letter serves to verify the original copy issued. The

administrative fee is RM30 per copy. Please email to [sel-exam-mail@uow.edu.my](mailto:sel-exam-mail@uow.edu.my) for more enquiries on the application.

Students are advised to collect the documents personally. If students are not able to do so, he/she may email to [sel-exam-mail@uow.edu.my](mailto:sel-exam-mail@uow.edu.my) for more enquiries on the authorization processes or courier services made available.

### **ACADEMIC DRESS**

Distribution of academic dress to all graduates will be done a few days before the convocation day. The official graduation attire comprises a gown, lapel with/without mortar board. The graduation attire for each program is different from each other. The colour of the lapel also differs according to the school.

## FINANCE

The course/semester fee can be found at <https://www.uow.edu.my/programmes/find-your-program/> under the 'Programs'.

### METHODS OF PAYMENT

Fees may be paid in cash, by credit card (Visa or Mastercard), cheque, bank draft or money/postal order payable to **UOW MALAYSIA KDU UNIVERSITY COLLEGE SDN BHD**. Fees can also be paid via telegraphic transfer or direct banking to the following account:

#### a) Malaysian Students

- Any **Malayan Bank Berhad (Maybank)** branch.  
Account Name: **UOW MALAYSIA KDU UNIVERSITY COLLEGE SDN BHD**  
Account No.: **514196-318800**

#### b) International Students

- **OCBC Bank (Malaysia) Berhad**  
**89, 91 & 93 Jalan SS21/60, Damansara Utama, 47400 Petaling Jaya, Selangor, Malaysia.**  
Account Name: **UOW MALAYSIA KDU UNIVERSITY COLLEGE SDN BHD**  
Account No.: **707-101912-7**  
Swift Code: **OCBCMYKLXXX**
- Through the Flywire portal in the name of **UOW MALAYSIA KDU UNIVERSITY COLLEGE SDN BHD** (<https://uow-my.flywire.com>)

Please fax a copy of payment advice together with **Name, Student Number and Contact No.** to **Admissions & Bursary Department** at **+603 5565 0773** or email to [sel-anb-enquiry@uow.edu.my](mailto:sel-anb-enquiry@uow.edu.my).

### IMPLICATIONS OF OUTSTANDING FEES

All fees must be paid in full on or before commencement of each semester. There is a grace period of **fourteen (14) days** (including Saturday and Sunday) from the commencement of each semester for fees to be paid.

A late payment penalty charge of **RM10 per day** will be imposed on all outstanding fees after the grace period. If fees are unpaid after the **fifth week of a semester**, students will be barred from attending classes, mid-term and final examinations as well as from using the facilities until payment is paid in full.

Students who have outstanding fees will not be allowed to proceed on to the following semester of studies and may be terminated from their studies.

Note: The University reserves the right to change the **Bursary Policies** when deemed necessary without prior notice.

## REFUND OF FEES

Admission and Registration Fees are **non-refundable**.

If a student withdraws from the University within **fourteen (14)** days from the date of commencement of a semester, 50% of the tuition fees will be refunded. No refunds are allowed if a student withdraws after fourteen (14) days from the date of commencement.

Caution Fee is refundable upon completion of the program. In the event of a withdrawal/termination of studies, only 50% of the Caution Fee will be refunded. Caution fee will be offset against any outstanding fee prior to refund.

Students requesting a refund must fill up a **Request for Refund Form** which is available at the **Admission & Bursary, University of Wollongong Malaysia, Utropolis, Glenmarie**. A request for refund will only be processed if a student withdraws or has completed his or her studies. The University will take a minimum of **Thirty (30) working days** to process the refund upon receipt of the Request for Refund Form from the student. The student will be notified to collect the money when the refund is ready.

In all circumstances, students are advised to collect refunds/monies within **six (6) months** from the date of completion of studies or **six (6) months** from the date as stated in the letter of collection of refund, failing which, the said monies shall be forfeited.

## FINANCIAL SUPPORT

University of Wollongong Malaysia offers Scholarships and Bursaries to enable deserving students to pursue their tertiary education. The list of Scholarships and Bursaries can be found at <https://www.uow.edu.my/study-at-uow-malaysia/scholarships-bursaries/>

The eligibility and amount of the scholarship/bursary/award/discount given are advised annually. Students are advised to refer to the **Scholarship & Bursaries Brochure** available at the Enquiries & Admission for further details.



## STUDENTS RESPONSIBILITIES

### HANDBOOK

Each student is responsible to access a current copy of the University's student handbook, become familiar with its contents and comply with all policies, rules, regulations and procedures therein. Students who fail to comply with the information contained in the Student Handbook are subject to appropriate consequences. Ignorance is not an acceptable defence for violating campus policy and procedure.

### STUDENT CODE OF CONDUCT & DISCIPLINE

University of Wollongong Malaysia is committed to produce educated, competent, morally and socially responsible students. With this mission in mind, University of Wollongong Malaysia expects that every student conducts himself/herself according to the University of Wollongong Malaysia Code of Conduct & Discipline.

#### CODE OF CONDUCT

University of Wollongong Malaysia requires all students to abide by the Code of Conduct:

- a) Excellence in academic pursuit.
- b) Honesty and mutual trust.
- c) Exercise of conscience and good judgement in all actions towards individuals and their property and person.
- d) Pride in being a University of Wollongong Malaysia student.

#### CODE OF DISCIPLINE

Inappropriate conduct by a student is subject to disciplinary action as provided for by the Code of Discipline. Any act which violates the federal law of Malaysia will be reported to the police. A student shall be subject to the disciplinary action for acts including, but not limited to:

- Cheating or plagiarising related to academic programs at University of Wollongong Malaysia.
- Truancy and not satisfying the minimum course attendance requirements.
- Forge, alter, transfer or misuse official documents, records or identification.
- Steal, vandalise or damage belonging to University of Wollongong Malaysia, staff, student or visitor to University of Wollongong Malaysia.
- Abusive conduct including physical and/or verbal, abusive, exhibits or expresses intention to coerce, intimidate staff, student or visitor to University of Wollongong Malaysia.
- Engaging in socially embarrassing behaviour on campus or during college functions.
- Engages in the possession, use, sale or distribution of weapons, drugs, narcotics, pornography and alcohol on campus and at the institution related functions.
- Disrupt academic and administrative processes or other campus functions.
- Unauthorised use of, unauthorised entry into or misuse of campus property.
- University of Wollongong Malaysia – Smoke Free Zone

In accordance with the university policy and to assure a safer and more healthful environment for everyone, smoking, burning incense and candles are not permitted in any building throughout the campus and residence hall complex. The NO SMOKING policy does include all student rooms. Residents who smoke must do so outside of the residence halls. Smoking in stairwells or in close proximity to student rooms is not permitted. Those concerned with the effects of secondhand smoke will appreciate your consideration. Those

interested in seeking assistance to quit smoking will find useful programs and information available at the Health and Wellness Centre.

- Gambling or betting in any form.
- Assisting another person to do any act that amounts to a violation of the Code of Conduct and Discipline.
- Illegal/unauthorised parking and obstructing traffic flows on campus and surrounding residential area.
- Dangerous driving
- Not possessing, displaying or surrendering upon request a valid University of Wollongong Malaysia Student Identification Card while on campus or at an institution function.
- Failure to comply with the University of Wollongong Malaysia Dress Code Policy for students.
- Disregard for University of Wollongong Malaysia processes or procedures.
- Conduct or action that is prejudicial to the good name of the university.
- Represents the interests of University of Wollongong Malaysia in matters and activities outside the University without expressed written consent.
- Violation of the laws of Malaysia.

## STUDENT IDENTIFICATION CARD

### ISSUANCE

The **Student Identification Card** will be issued to students once the first semester fees, or the first scheduled payment has been settled (Kindly refer to the Fee Payment Structure for the specified program).

The Student Identification Card is issued at the Admissions & Bursary Department from Monday to Friday between 10.30 am - 12.00 pm and 2.30 pm - 4.00 pm. Students are required to display their ID cards at all times while on-campus.

### USAGE

The Student Identification Card can be used for the following purposes:

- Access to Library and Computer Labs
- Photocopy Service
- Hostel residents – Accessing to Hostel Units
- All students related events/activities bookings

### WHERE TO ACTIVATE / TOP-UP THE CARD

The Student identification Card can be used for printing top up by using the kiosk machine to top-up cash credit which is located at:

- Level 1 – Hostel Silent Room
- Level 3A - Computer Centre

### LOSS OF STUDENT IDENTIFICATION CARD

Loss of Student Identification Card must be reported immediately to the Admissions & Bursary Department. A new card will be issued at a cost of RM20.00. This charge will be waived if the

student can produce a police report stating that the Student Identification Card was stolen or lost with other possessions.

## DRESS CODE

The Management recognises that students have the right to express themselves through clothing and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment and to the maintenance of a safe and orderly University. A neat, dignified, and well-groomed appearance is expected of every student. The dressing and grooming of both men and women should always be modest, neat and consistent with the personal integrity and dignity of University of Wollongong Malaysia students. We strive to instil a level of excellence in our students in order to develop their personal best in academics, extra-curricular activities, and appearance.

All University of Wollongong Malaysia staff and schools are responsible for the enforcement of the Student Dress Code Policy and refusal to comply with University of Wollongong Malaysia Dress Code Policy is a disciplinary offence. Please note that the dress code applies to all formal events and field trips.

The following are **Not Acceptable** in the campus buildings:

- Strapless tops, halter tops, tube tops, tank tops, or tops with spaghetti straps. Acceptable only when covered by an overcoat/cardigan
- Tops that show any part of the student's stomach and excessive baring of skin anywhere or 'see-through' blouses
- Shorts, dresses and skirts, must not be shorter than two (2) inches above the knee (front and back). Shorts used for sporting activities are not subject to this criterion and are allowed during sporting events or sanctioned club/co-curricular activities. However, common decency must be practised.
- Clothes bearing vulgar, offensive or obscene prints or language.
- Bathing suits
- Spandex pants or other tight fitting clothing
- Excessively baggy or sagging pants/pants hanging below the buttocks
- Pyjama tops and bottoms
- Slippers

## FUNDRAISING AND SOLICITATION POLICY

- Commercial ventures are not permitted to operate or solicit on University property.
- Prohibited solicitation includes the posting of advertisements on University property.
- Sale of items or services by individuals or companies for private gain is prohibited.
- Respective schools fundraising activities approved by the Head of School (HOS) may conduct such activities.
- Recognized student clubs/societies and Student Council may conduct fundraising activities or request permission to have an external agency to solicit during their event after receiving written approval from the Student & Alumni Centre.

## PERSONAL BELONGINGS

Please take extra precaution to prevent belongings from being stolen. Most of the lost item cases occur due to student's negligence / carelessness. University of Wollongong Malaysia will take every effort to secure the safety of all students' belongings and will not be liable for any losses due to student negligence.

## SAFETY TIPS

These are some basic precautions that students should follow no matter what city or country they are visiting. These precautions include:

- Walk with a friend as much as possible. At night, wait for buses with other people. If in doubt, call for a taxicab. Never hitch-hike or get into a car with someone you don't know.
- If you drive, never give a ride to a stranger. Park your car in well-lighted parking structures or on streets where there are many people. Lock your car and use an alarm system. If you feel uneasy, particularly at night, ask someone to walk with you to your car.
- Look at the map and decide on your directions before you start walking in an unfamiliar city. If you need directions, ask someone in a store or restaurant. Avoid asking strangers on the street for directions.
- Leave your passport at home. Take a copy with you if you need it. Take only as much money as you need.
- If you are sick and cannot come to class, ask a friend or an International Office staff to inform your lecturers. If you are taking a trip, let your roommate or friend know where you are going. If you will be gone for more than two days, call your parents and tell them where they can reach you.
- Avoid using outdoor ATM machines, particularly at night.
- Keep your apartment or room door locked at all times, and do not give anyone your key. Ask for identification if someone says they need to enter your room, and then tell them to come back later if you are alone. Do not let anyone stay overnight in your apartment unless they are a close friend or relative.
- Avoid arguments with strangers. If you feel someone is verbally or physically abusing you, get away and seek someone with authority.
- Enjoy group activities with your friends but if you think something the group wants to do is wrong, don't be afraid to say no. If you feel uneasy, tell your friends you have to go home.

## STUDENT INSURANCE

All University of Wollongong Malaysia students are covered by Group Personal Accident Policy with a total sum insured of RM10,000 per student and/or medical expenses of RM3,000 per student.

\* Terms & Conditions Apply.

## INTELLECTUAL PROPERTY RIGHTS

Any intellectual property rights (not limited to copyright, trademarks and/or patent) which may be conceived, created or first reduced to practice by student(s) of University of Wollongong Malaysia ("UOWM") as work produced; including homework/assignments, research/experiments, distinct and independent projects (not limited to

undergraduate/postgraduate thesis, inventions, creations, new technologies, research and development) throughout the course of studies shall be owned by University of Wollongong Malaysia; unless agreed otherwise in writing by both parties and will be subject to University of Wollongong Malaysia policies and procedures governing intellectual property rights.

## GENERAL INFORMATION

Useful Services by Telekom Malaysia

SERVICES	DIAL
Telephone faults	100
Directory service	103
Domestic assisted service	101
International assisted service	108

## NATIONAL CALLS

Dial the STD code (0) followed by Area Code before dialling the telephone number. Below is a brief list of Areas codes (for further information, refer to the Telekom telephone directory or call 1050:

PREFIX	AREA
02	Domestic access code to Singapore
03	Selangor, Kuala Lumpur, Putrajaya & Genting Highlands, Pahang
04	Perlis, Kedah, Penang & Pengkalan Hulu, Perak
05	Perak & Cameron Highlands, Pahang
06	Negeri Sembilan, Melaka & Muar, Johor
07	Johor & Gemas, Negeri Sembilan
080	Domestic access code from East Malaysia to Brunei
082	Kuching, Sarawak
083	Sri Aman, Sarawak
084	Sarawak – Sarikei, Sibu & Kapit
085	Sarawak – Lawas, Limbang & Miri
086	Sarawak – Bintulu & Belaga
087	Labuan & Interior Division, Sabah
088	Sabah – Kota Kinabalu & Kudat
089	Sabah – Lahad Datu, Sandakan & Tawau
09	Kelantan, Pahang & Terengganu

## INTERNATIONAL CALLS

If you are using Telekom Malaysia's International Direct Dial (IDD) service you can communicate with friends or relatives overseas instantly.

To make an IDD call, dial:

00 → Country Code → Area Code → Telephone Number

## PUBLIC SERVICES

Police Stations:	Balai Polis Bukit Jelutong	+603 7847 3022
Fire Brigades:	Balai Bomba Bukit Jelutong	+603 7847 4444

**EMERGENCY SERVICES CONTACT NUMBERS**

- Any kind of emergencies 999
- From Mobile Phone 112
- Ibu Pejabat Polis Daerah Shah Alam +603 5520 2222
- University of Wollongong Malaysia 24 Hours Hotline +6019 335 8123



## **PERSONAL DATA PROTECTION NOTICE AND CHOICE PRINCIPLE NOTIFICATION AND CONSENT**

University of Wollongong Malaysia respects and is committed to the protection of your personal and your privacy. This Privacy Policy describes how we collect and handle your personal information in accordance with the Malaysian Personal Data Protection Act 2010 through Websites operated by us, through our Social Media Pages, through HTML-formatted email messages and as well as offline interactions you may have with us (collectively referred to as "Services").

### **1. Personal Information**

We hereby inform you that we, University of Wollongong Malaysia which includes but is not limited to the following:

- i. University of Wollongong Malaysia
- ii. UOW Malaysia KDU College
- iii. UOW Malaysia KDU Penang University College
- iv. UOW Malaysia College

being the respective University of Wollongong Malaysia related corporations (as the term is defined in the Companies Act 1965), affiliates, and associated companies (whether or not controlled by us)("Company", "we", "our" or "us") as [data user], as the term is defined in the Personal Data Protection Act 2010, have or will collect, record, hold, store, use, disclose and/or process (collectively referred to as "Process") one, or all of the following categories and / or types of personal information about you:

- a. master data: name, gender, date of birth, citizenship, marital status, nationality, race, ethnic origin, identification card / passport details, qualifications, occupation, employer, former employer(s), photographs or other images, and voice recordings, student identification number, alumni records, university electoral rolls, examination result transcripts, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrolment status (including active, inactive, full-time, part-time, not enrolled), degrees (pending and received), awards or honours received, the most recent previous;
- b. contact details: home address and billing address, home phone number and mobile number, email address, work address, work number, emergency contact details, parents and / or guardian details;
- c. compensation information: such as amount, currency, number of payments per year, bank account details, income range, details of applicable scholarship and compensation plans, types of student loans and / or loans applicable to educational purposes;
- d. any such information as we deem necessary or appropriate from time to time in connection with your commercial relationship with us.

(collectively, "Personal Information").

We may also Process some or all of the following types of sensitive information about you pertaining to your enrolment with us:

- i. religious or similar beliefs;
- ii. political opinions;
- iii. health condition; and / or

iv. the commission of crimes, allegations thereof and / or convictions.  
(collectively together with (a)-(d) above, "Personal Data").

To the extent that you willfully and voluntarily disclose to us any personal information whether or not coming within the definition of Personal Data above, of any individual, we shall assume, without independent verification, that you have obtained such individual's consent for the disclosure as well as the Processing of the same in accordance with the terms of this notification.

## 2. Sources of Information

Your Personal Data has and / or will be obtained from the following sources, where applicable, or such other sources which we may see fit from time to time:

- a. information provided or submitted by you through, among others, as applicable, Student Application Form;
- b. from your usage of our website and any other information you post on our website, email or otherwise send to us;
- c. as applicable, publicly available or publicly accessible information; and
- d. such other written or verbal communications or documents delivered to us prior to and during the course of our contractual or pre-contractual dealings with you.

As the accuracy of your Personal Data depends largely on the information you provide to us, kindly inform us as soon as practicable if there are any errors in your Personal Data or if there have been any changes to your Personal Data.

## 3. Purpose of Processing Personal Data

We will Process the Personal Data that you have provided to us for the following purposes, where and if applicable, including but not limited to:

### Purpose A

- a. the delivery of relevant notices, services or products to you;
- b. in order for you to enrol and /or register yourself or your child and / or ward in courses offered by us;
- c. in order for us to manage and / or process your or your child's and / or ward's course application;
- d. in order to process scholarship applications pertaining to your or your child's and / or ward's enrolment with us;
- e. to notify you of changes in our services and offerings, if any;
- f. to enable us to supply you with the services and information which you have requested;
- g. user and / or student relationship management procedures;
- h. those purposes specifically provided for in any particular service offered by us;
- i. background checks of users and / or students as we may determine to be necessary or appropriate;
- j. our internal record keeping;
- k. collection of outstanding payments and / or fees from students and / or their parents or guardians;
- l. prevention of crime including but not limited to fraud, money-laundering, bribery;

- m. meeting any legal or regulatory requirements relating to our provision of services and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to us or any of our member companies;
- n. conducting marketing and student profiling activities in connection with our services and related products;
- o. for research, benchmarking, and statistical analysis purposes to develop and evaluate education policies and strategies;
- p. in order to coordinate lesson planning and support for individual students;
- q. to enable us to interrogate tests and examination results in order to identify the strength and weaknesses of students;
- r. to assess special education needs students may have;
- s. feedback and enquiry purposes in relation to the services offered by us; and / or

#### Purpose B

to enable us and / or our selected authorised third parties to send you information by e-mail, telecommunication means (telephone calls and text messages) or via social media concerning related and unrelated services offered by us and our affiliated business partners which may include but is not limited to enrolment related events, surveys and/or special programmes/courses/events, promotional materials, brochures which we consider will or may interest you and /or your child or ward.

#### 4. Storage and Security

We store your Personal Data in hard and/or soft copy. Soft copy data is stored on, amongst others, the file server, e-mail server, personal computers, notebooks, tapes and compact disc.

There are corporate security policies and procedures in place which among others confines access to your Personal Data to authorised personnel only on a strictly need to know basis to the relevant and / or applicable department such as Academic & Bursary, Business Development, Finance, Examination, Quality Assurance, International Office, Student & Alumni Centre, Procurement, Information System, Library, Teaching & Learning Centre, Accommodation, Facilities & Maintenance, Post Graduate and Research Centre, and Human Resource departments.

We may retain the Personal Data and that of other individuals that you provide to us for a reasonable period in accordance with commercial requirements and at all times subject to prevailing legal requirements.

#### 5. Disclosure

Personal Data provided to us will, generally, be kept confidential but you hereby consent and authorise us to provide and / or disclose your Personal Data to the following categories of parties:

- a. any person to whom we are compelled or required to do so under law or in response to a legitimate instruction from a competent or government agency;
- b. pursuant to an order of a court of competent jurisdiction;
- c. to any scholarship and / or student loan providers, organisations and /or institutions, in relation to the enrollment of students pertaining to the courses offered by us;

- d. any related affiliate companies or any one authorised by The University of Wollongong Australia Global Network including- those established in the future;
- e. where applicable, third parties who provide related services or products in connection with our business such as insurance agencies/insurers, university partners, PTPTN, MOE, SOCSO, EPF, outsourced external enrichment and co-curricular programme providers, travel agencies / operators, external examination boards, and external school- contracted operators;
- f. government agencies, statutory authorities and industry regulators;
- g. our auditors, consultants, accountants, lawyers or other financial or professional advisers;
- h. student testimonial and academic results to facilitate the transfer of students to other educational institutions or for scholarship applications;
- i. our sub-contractors or third party service or product providers as may determine to be necessary or appropriate.

Please rest assured that consistent with the law, we will only disclose the minimum amount of information which we deem necessary for the purpose and that we will take all appropriate safeguards to ensure the integrity and security of the personal data.

## **6. Safeguards**

We shall keep and process your data in a secure manner. We will take all reasonable steps to ensure that such information is kept confidential. We will not sell, rent or trade your Personal Data. We shall at all times implement the legally mandated and / or appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations in order to prevent the unauthorised or unlawful processing of your Personal Data and the accidental loss or destruction of, or damage to, your Personal Data.

## **7. Data Transfer & Sharing**

In addition, you will appreciate that the nature of our products and services are such that it may be necessary, where we consider it appropriate, for the purposes of data storage or processing or providing any service or product on our behalf to you, to transfer your Personal Data to our affiliates and / or associated companies and/or third party service or product providers within or outside the country in which we are established, under conditions of confidentiality and similar levels of safeguards.

## **8. Impact resulting from failure to supply Personal Data**

- 8.1. It is obligatory for you to provide all of the categories of Personal Data which we request from you for Purpose A. Failure to supply Personal Data in relation to Purpose A will:
  - a. result in us being unable to provide you (i.e. students I prospective students) with the information, notices, and / or services requested; and/or
  - b. affect the ability of the parties to enter into the necessary agreements in relation to the provision of our services.
- 8.2. It is optional for you to provide all of the categories of Personal Data which we request from you for Purpose B. Failure to agree for us to process Personal Data in relation to Purpose B will:

- a. result in us and / or our selected authorised third parties becoming unable to send you information by e-mail, telecommunication means (telephone calls and text messages) or via social media concerning related and unrelated services offered by us and our affiliated business partners which may include but is not limited to enrolment related events, surveys and / or special programmes / courses / events, promotional materials, brochures, which we consider will or may interest you and /or your child or ward.

**9. Your Rights of Access and Correction**

9.1. You have the right to, subject to payment of the prescribed fees where applicable, request access to and/or correct your Personal Data and / or limit the processing thereof. In this respect, you may:

- a. check whether we hold or use your Personal Data and request access to such data;
- b. request that we correct any of your Personal Data that is inaccurate, incomplete or out-of- date;
- c. request that your Personal Data is retained by us only as long as necessary for the fulfilment of the purposes for which it was collected;
- d. request that we specify or explain our policies and procedures in relation to Personal Data and the categories of Personal Data processed by us;
- e. withdraw, in full or in part, your consent given previously, in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period.

9.2. The department to whom written requests for access to Personal Data or correction and / or deletion of Personal Data or for information regarding policies and procedures and types of Personal Data is:

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<b>DEPARTMENT NAME</b>	Admission and Bursary
<b>CONTACT NUMBER</b>	+603 5565 0538
<b>FAX NUMBER</b>	+603 5565 0775
<b>EMAIL ADDRESS</b>	yktai@uow.edu.my; nazrin@uow.edu.my
<b>ADDRESS</b>	Jalan Kontraktor U1/14, Seksyen U1, 40150 Shah Alam, Selangor, Malaysia.

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## LEARNING MANAGEMENT SYSTEM USAGE POLICY

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### Purpose

University of Wollongong Malaysia (hereinafter "**UOWM**") computing and telecommunication networks, computing equipment and computing resources are owned by **UOWM** and are provided to support the academic and administrative functions of the **UOWM**.

To assist the **UOWM** to comply with applicable policy, procedures, and law, policy addresses important considerations in the use of Open Learning (hereinafter "the LMS "), as one of the e-learning systems at **UOWM**

This policy aims to provide a structure to support **UOWM**'s endeavour to ensure the highest standards of provision and support of technology to enhance learning. Additional rules and regulations may be adopted by academic and administrative units to meet specific administrative or academic needs. Such additional requirements must be in compliance with applicable Malaysia cyber laws, any contractual agreement with the **UOWM** and its vendors and this policy.

### Scope

This policy applies to all schools, staff, students, and others who use the LMS.

The "managing unit" is defined as the academic or administrative personnel, Program Leaders, or vested with the day-to-day operations of the LMS.

### Policy

#### Data Governance

Stewardship and custodianship of data brought into or created within the LMS application will be the responsibility of the lecturers.

### LMS Use, Operations and Security

- i. All users of LMS must authenticate with unique user credentials. To the extent possible, authentication should leverage on authentication services provided by **UOWM**. All users are solely responsible for maintaining the confidentiality of the account and password.
- ii. All users of LMS must adhere to the Information Security Policy and Privacy policy, Terms of Use (Open Learning) and Paramount Corporation Berhad Digital Policy & Guidelines.
- iii. All users of LMS shall not use the system for purposes other than **UOWM** -affiliated activities.
- iv. **UOWM** is not responsible for the accuracy, integrity, and/or legality of the content uploaded to LMS.

### User Management and Access

- i. All users of LMS must access the system through a designated student/staff account.
- ii. The managing unit(s) of the system shall disable access or remove users for inappropriate behaviour, as stated in the **UOWM's** Information Security and Privacy policy, Terms of Use (Open Learning), Students's Handbook and Paramount Corporation Berhad Digital Policy & Guidelines.

### Access to LMS

- i. LMS managing unit shall restrict course accounts and individual file uploads to a size that permits archiving.
- ii. Courses shall be retained on LMS at least two academic years.
- iii. The managing unit shall remove illegal contents or contents that are in violation of **UOWM** policies or contractual agreements from a course account if requested by the instructor of record or other appropriate **UOWM** official.
- iv. Gradebook information in the LMS is confidential.
- v. Marks/Grades shown in the LMS are not the finalized marks/Grades. The Marks/Grades will be moderated and will be recorded officially in Oracle

### Organization Management and Access

- i. **UOWM** Schools, Academic and Administrative personnel, and student organisations may request organisation accounts.
- ii. Organisation accounts must be related to official **UOWM** business or activities.
- iii. Organisation accounts for students must be approved by the respective School.
  - I. The total number of organisation accounts shall be restricted to allow for the adequate functioning of the system.
  - II. The managing unit(s) shall remove illegal contents or contents that are in violation of **UOWM** policies or contractual agreements with partners/affiliates from an organisational account by request of the organisation leader or other appropriate **UOWM** official.

### Content Management and Access

- i. **Copyright and Intellectual Property (IP)**

The copyright of all literary work and entrepreneurship ideas and material and others produced in the course of student shall be vested in **UOWM**. Any license for the use of computer software, teaching aids and materials granted to you as a student shall be the sole right of **UOWM**.
- ii. **UOWM** shall not be responsible for contents linked from LMS to external web sites.
- iii. Students shall at the point of registration assign to the institution ownership of all IPs developed in fulfilment of their study during the period of candidature.
- iv. Any deviation in terms of creation, ownership, licensing, and the use or exploitation (commercial or otherwise) of IP is subject to agreement in accordance with **UOWM** Intellectual Property policy.

### Support and Training

- i. The managing unit shall designate technical support to assist with LMS support and training for faculty and students.



- ii. The managing unit(s) shall support leaders of organization accounts.

### **System Maintenance, Outages, Upgrades**

- i. The managing unit(s) shall notify users of any planned outages of LMS. Notification of any unplanned outages shall be at the discretion of the managing unit(s). The level of notice for planned outages will be determined by the estimated downtime of the system.
- ii. Schools should consider planned outages when scheduling assignments and tests, and unplanned outages when such outages interfere with the timely completion of student coursework.
- iii. The managing unit(s) shall be responsible for deploying new features to LMS.

### **Accountabilities and Responsibilities**

- i. The managing unit(s): assist and encourage the use of Open Learning.
- ii. Participants: ensure compliance with Information Security Policy and Privacy Policy Terms of Use (Open Learning) and Paramount Corporation Berhad Digital Policy & Guidelines.

### **Misuse**

- i. Access for Open Learning is a privilege granted by management and may be revoked without notification at any time for inappropriate conduct carried out on such systems, including, but not limited to:
  - Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Open Learning purposes;
  - Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms;
  - Accessing networks, servers, drives, folders, or files to which the user has not been granted access or authorization from someone with the right to make such a grant;
  - Making unauthorised copies of LMS files or other Company data;
  - Destroying, deleting, erasing, or concealing LMS files or other Company data, or otherwise making such files or data unavailable or inaccessible to the Company or to other authorised users of Company systems;
  - Violating the laws and regulations of the Malaysia or any other nation or any state, city, province, or other local jurisdiction in any way, or in relation to partnerships that **UOWM** is engaged with;
  - Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
  - Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
  - Sending, receiving, or accessing pornographic materials;
  - Maintaining, organising, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- ii. Any violation of this policy by a student is subject to the Student Code of Conduct and Discipline in the student handbook.
- iii. Any violation of this policy by faculty and staff is "misconduct" under HR policies.

**Review**

The Teaching and Learning Committee will periodically review this policy.

Your Information contained in the LMS is subjected to the terms of Personal Data Protection Notice. **UOWM** will exclude liability of any loss of data or content contained within the **UOWM** Learning Management System.