

Regulations for Master's Degree, Postgraduate Diplomas and Postgraduate Certificates

(31 May 2023 v 7.0)



The following regulations apply to Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates awarded by the University. Candidates must also satisfy supplementary regulations which govern individual Postgraduate programmes.

1. Admission

- (i) Every applicant for admission to a programme leading to Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates is required to comply with the entrance requirements of the particular degree to which admission is sought. Possession of these qualifications does not in itself guarantee admission.

2. Requirements for Assessment

- (i) To qualify for a Master's Degree award, the candidate must attend and duly perform the programme of study.
- (ii) The programme of study shall be by examination, coursework and/or dissertation/project as appropriate.
- (iii) For each individual programme of study, the modules required shall be specified and may include assignments with no credit value which must be completed by the candidate for the award of the degree.
- (iv) The programme of study for a Master's Degree by examination, coursework and/or dissertation/ project as appropriate shall be not less than one academic year for a full-time candidate and not less than one and a half years for a part-time candidate.
- (v) A candidate who is awarded the required number of credits as per the specified programme documents shall be eligible either for a Post Graduate Certificate or Post Graduate Diploma or a Master's Degree.
- (vi) Where electives are available students will have to sit for the number of electives authorised. In case, a student sits for more electives than prescribed, it is the elective in which minimum marks have been obtained that will be officially recorded.

3. Requirements for Resits

- (i) Students having failures in modules will be required to resit the failed modules as and when offered next over the maximum duration of the programme unless otherwise prescribed by the Academic Council on the recommendation of the School Board for a specific programme. All failed modules will need to be cleared before award.

A maximum of 4 failed modules may be taken as retake/resit provided the modules are on offer. Exceptionally, upon approval of the Head of School, the students may take a resit module not on offer or take an alternative to a failed module, where appropriate, in another programme.
- (ii) Students who fail to pass **a module** in 3 attempts will be allowed to resit the module during the permissible course duration as per programme document/UTM Regulations. They will have to pay the resit fee per additional attempt as well as **the general fee** for every semester beyond which the resit has not yet been cleared. **For payment of fees, please refer to the fee structure provided by the Finance Dept. on UTM website**
- (iii) Students who are on the final semester may retake/resit all failed modules, including those, not on offer, as special papers in the next prescribed examination session.
- (iv) Students will not be allowed to retake modules which they have passed.
- (v) When resitting a module, the mark obtained will be capped at pass mark.
- (vi) Existing Continuous Assessment marks will be computed in the total marks for retake/resit modules. Students who failed in the continuous assessment may wish to retake it.

4. Requirements for Project/Dissertation

- (i) Where a programme of study includes a dissertation/project, the dissertation/project shall be of a prescribed length and be presented in typed form not later than the deadline prescribed by the School.
- (ii) A candidate shall state in the project/dissertation the sources from which the information it contains is derived and the extent to which the candidates have made use of the work of others.
- (iii) A candidate shall not submit a project/dissertation, a substantial part of which consists of material which has been submitted for any other Degree or qualification.

- (iv) The Dissertation/Project shall be subject to the University anti plagiarism policy in force.
- (v) A student who fails a final level project/dissertation on the first attempt may:
 - (a) Either re-submit the same reworked and improved project/dissertation with the next cohort, upon payment of current applicable project/dissertation and general fees, subject to a maximum duration of one semester. Such a resubmitted work will earn marks capped at the minimum pass mark.
 - (b) Or opt for a new project with a different title as approved by the Project/Dissertation Committee, upon payment of current applicable project/dissertation and general fees, and will be eligible for the actual marks obtained.
- (vi) **The following will apply for delay in the submission of final year Project/Dissertation by a maximum of 15 days:**
 - (a) **Submission within 15 calendar days after deadline with justifications (compassionate, extenuating and ill health) acceptable and approved by the Project/Dissertation Committee, shall be without any penalty.**
 - (b) **Submission within 15 calendar days after deadline, without acceptable justifications, shall bear a penalty of 5% on marks earned per full calendar week, or part thereof after the deadline date.**
 - (c) **Submission after 15 calendar days with or without acceptable justifications will not be receivable. In such a circumstance, the student will fail the project/dissertation and the regulations at paragraph 4(v) for failure in project/dissertation will apply.**
- (vii) All fresh projects/dissertations submitted under 4(vi) shall:
 - (a) be completed within the normal duration of one/two semesters, as specified in the respective programme document.
 - (b) be eligible to earn the actual marks obtained.
 - (c) be acceptable subject to the maximum prescribed programme duration not having been exceeded.
 - (d) attract the payment of the current applicable project/dissertation and general fees of the additional semester(s).
- (viii) If a student fails a final year project/dissertation a second time, or has not submitted the project/dissertation within the maximum duration of the programme, that student will be withdrawn from the programme and will be eligible to an award based on accumulated credits, in line with the programme document, the University regulations and appropriate financial clearances.