



**GENERAL GUIDELINE
FOR POSTGRADUATE
PROGRAMME**

ACADEMIC SESSION

2019 – 2021

TABLE OF CONTENTS

1 INTRODUCTION	5
1.1 Key Responsibilities will include:	5
2 POSTGRADUATE PROGRAMMES DEGREES.....	5
2.1 Postgraduate programmes offered by Lincoln University College	5
3 PROGRAMME STUDY MODE.....	7
3.1 Delivery Mode	7
3.2 The postgraduate programmes are offered based on the following structures	8
4 RESIDENTIAL REQUIREMENTS.....	10
5 CREDIT HOURS & COURSE OFFERINGS	10
5.1 By Research	10
5.2 Mixed Mode and Coursework	10
6 APPLICATION	10
7 PROCESSING DURATION	11
7.1 Research Mode	11
7.2 Mixed Mode and Coursework	11
8 ADMISSION OR ENTRY REQUIREMENTS	12
8.1 Ph.D. Programme.....	12
8.2 Master’s Programme By Research Mode and Mixed Mode.....	12
8.3 Master’s Programme by Coursework	12
9 LANGUAGE REQUIREMENTS	12
10 UPON ACCEPTANCE - BEFORE & UPON ARRIVAL.....	13
11 REGISTRATION	13
11.1 Programme Registration	13
12 FEES	14
12.1 Fees Payment	14
13 FINANCIAL ASSISTANCE AND SCHOLARSHIPS	15
13.1 External Funding.....	15
13.2 Internal Funding.....	15
14 CREDIT TRANSFER POLICY	16
15 COURSE REGISTRATION.....	16

15.1 Checklist for New Student.....	16
15.2 Active Student.....	17
16 PROJECT/DISSERTATION/THESIS	19
17 INTERRUPTION OF PERIOD OF STUDY	19
17.1 Withdrawal of Candidature.....	19
17.2 Defaulting & Termination of Candidature.....	19
17.3 Deferment of Candidature	20
18 REFUND POLICY	20
18.1 Programme withdrawal (i.e. complete withdrawal *from the programme)	21
19 SUPERVISION	22
19.1 APPOINTMENT OF SUPERVISORS	23
19.2 ROLE OF SUPERVISOR	24
19.3 SUPERVISOR ABSENCE.....	24
20 MONITORING AND GRADING SYSTEM.....	25
20.1 Master’s Degree by Research	25
20.2 Master’s Degree by coursework/mixed mode	25
20.3 Doctoral Degree by Research	25
20.4 PhD/Doctorate Degree by coursework/mixed mode	26
20.5 PhD by Published Work	26
20.6 Assessment Grade:.....	26
21 EXAMINATION DEFERENT.....	28
22 TERMINATION OF CANDIDATES, SUSPENSIONS, EXTENSIONS AND	29
WITHDRAWALS FROM STUDY	29
23 CHANGE AND CONVERSION	29
23.1 Change of Title and Area of Research.....	29
23.2 Approval and Change of Dissertation/Thesis Title.....	30
24 EXAMINATION	30
24.1 Eligibility of Entry into Examinations.....	30
24.2 Absence from Examination	30
24.3 Board of Examiners (for Coursework)	30
24.4 Research Project Submission (for Coursework).....	31
24.5 Examination of Research Project.....	31
24.6 Proposal Defence	31
24.7 Research work completion Presentation.....	32

24.8 Early Submission of Dissertation/Thesis	32
24.9 Appointment of Examiners	32
24.10 Submission for Thesis/Dissertation for Examination	32
24.11 Non-Submission of thesis/dissertation	33
24.12 Member of Board of Examiners (Thesis/Dissertation) for PhD by Research and PhD	33
by Published Work	33
24.13 Viva Voce	33
24.14 Viva voce assessment	33
24.15 Dissertation/ Thesis Assessment.....	34
25 PUBLICATION REQUIREMENT –BY RESEARCHPROGRAMME.....	35
25.1 Authorship:	35
25.2 Topic of Publication:	35
25.3 Timing:.....	36
25.4 Affiliation:	36
25.5 Candidates shall have the following publication requirements Master’s Candidate by Research:	36
25.6 Ph.D. Candidate:.....	36
26 DEGREE CONFERMENT.....	36
27 APPEAL FOR RE-EXAMINATION OF COURSE AND PROJECT/ DISSERTATION/	37
THESIS	37
27.1 Re-examination of course results.....	37
28 APPEAL TO CONTINUE A PROGRAM.....	38
29 ETHICS IN RESEARCH	38
29.1 Good Scientific Practice	38
29.2 Violations of Good Scientific Practices.....	39
29.3 Use of Animals in Medical Research	39
29.4 Experiments Involving Human Subjects	39
30 GENERAL.....	40

1 INTRODUCTION

The Lincoln University College (LUC), Centre of Postgraduate Studies (CPGS) is responsible for all postgraduate study programmes and provides the overall strategic academic direction and plan for the University postgraduate programme. Its strategic role is to ensure the Centre be a successful teaching and research centre having regional collaborations and attaining recognition relative to peer regional institutions. The Centre is headed by the Director, Centre of Postgraduate Studies who is appointed by the Vice Chancellor who reports directly to Deputy Vice-Chancellor (Academic), Lincoln University College.

1.1 Key Responsibilities will include:

- ✦ Undertake and be accountable to the academic governance roles associated with all postgraduate studies on of the University.
- ✦ Make recommendations to the University Senate regarding the structure and content of postgraduate programmes and special regulations or policy relating to such programmes.
- ✦ Assure and enhance the quality of postgraduate education, programme and graduate student experience.
- ✦ Identify opportunities and make recommendations for both external and internal institutional collaboration to the University Senate.

This Guideline shall be effective from 1st January 2019 and will be applied to all postgraduate candidates who are currently or who will be potentially undertaking any postgraduate programme with the LUC. It is the policy of the university to update the Guidelines periodically, therefore it is advised that all prospective candidates to refer the current edition when submitting their application for postgraduate study with the university.

2 POSTGRADUATE PROGRAMMES DEGREES

2.1 Postgraduate programmes offered by Lincoln University College.

Faculty of Medicine

- a. Ph.D. in Medical Physiology (FA 1924)
- b. Doctor of Philosophy in Medical Science (PA 10520)
- c. Master of Medical Sciences (FA 6145)
- d. Master of Science in Public Health (PA 5512)
- e. Master in Medical Ultrasound (PA 7417)

Faculty of Nursing

- a. Doctor of Philosophy (PhD) in Nursing (PA 10519)
- b. Master in Nursing (PA 9440)
- c. Master of Nursing (Public Health) (FA 1532)
- d. Master of Nursing (Midwifery) (FA1530)
- e. Master in Nursing (Education) (FA 1531)

Faculty of Pharmacy

- a. PhD in Pharmacy (FA 1927)
- b. Master of Pharmacy (by Research) (FA 4435)

Faculty of Dentistry

- a. Master of Science in Dentistry (By Research) (PA 8376)

Faculty of Science

- a. PhD in Health Sciences (FA 1923)
- b. Master of Science in Biotechnology (FA 3002)
- c. Master of Science in Biotechnology (PA 8823)
- d. Master of Health Care (PA 5504)
- e. Master of Science in Microbiology (PA 5707)
- f. Master of Science in Public Health (PA 5512)
- g. Master of Science in Applied Geology (PA 8791)

Faculty of Engineering

- a. Doctor of Philosophy (Engineering) (PA 6196)
- b. Master of Science in Telecommunication Engineering (FA 2753)
- c. Master of Science in Electrical and Electronics Engineering (FA 2827)
- d. Master of Science in Civil Engineering (PA 8017)
- e. Master of Mechanical Engineering (PA 8016)

Faculty of Business and Accountancy

- a. Doctor of Philosophy (PhD) in Strategic Management (PA 8943)
- b. Doctor of Philosophy (PhD) in Industrial Management (PA 8940)
- c. Doctor of Business Administration (PA 10531)
- d. Doctor of Philosophy (PhD) in Management (FA 4303)
- e. Doctor of Philosophy PhD in Accounting (PA 8162)
- f. Master of Economics (PA 8109)
- g. Master of Business Administration (FA 0797)
- h. Master of Business Administration (PA 8484)
- i. Master of Business Administration (Global Business) (FA 1482)
- j. Master of Business Administration in Human Resource Management (FA 3996)
- k. Master of Business Administration in Project Management (PA 8375)
- l. Master of Business Administration in Health Care Management (PA 6197)
- m. Master of Public Administration (PA 5278)
- n. Master in Finance (PA 8148)
- o. Master in Railway Infrastructure Management (PA7015)

Faculty of Social Sciences, Arts and Humanities

- a. Doctor of Philosophy (Ph.D.) in Psychology (PA 7541)
- b. Doctor of Philosophy (Ph.D.) in Social Science (PA 7200)
- c. Doctor of Philosophy in Education (PA12062)
- d. Doctor of Philosophy in English (PA11245)
- e. Master of Science (Psychology) (PA10707)
- f. Master of International Relations and Policies (PA10530)
- g. Master of Communication (FA 4136)
- h. Master of Social Work (PA 5380)
- i. Master of Arts in Teaching of English as Second Language (MATESL) (FA 5371)
- j. Master of Education (PA 8092)

Faculty of Computer Science and Multimedia

- a. Doctor of Philosophy (Ph.D.) in Information Technology (FA 1481)
- b. Master of Computer Science (FA 3142)
- c. Master of Computer Science (PA10705)
- d. Master of Computing (PA 10529)

Faculty of Hospitality and Tourism

- a. Doctor of Philosophy in Tourism and Hospitality (PA11244)
- b. Master of Business Administration in Hospitality Management (FA 1479)
- c. Master in Business Administration in Hospitality Management (PA 10724)
- d. Master in Tourism Management (PA 8485)

3 PROGRAMME STUDY MODE

Lincoln University College, Centre of Postgraduate Studies offers post-graduate programmes both Masters and Ph.D./Doctorate level. Candidates have the option of doing any of these programmes by course work, research or mixed mode and as a fulltime or part-time candidate. Below is brief description of each of these programmes.

3.1 Delivery Mode

3.1.1 Full Time Mode of Study

Students are enrolled on all modules within the normal time span of the programme and the student has to be present every day to perform his research work or postgraduate work in University College.

3.1.2 Part Time Mode of Study

Students are enrolled on all modules over a period double the length of the normal time span of the programme, and the student can perform their research work in anywhere without attending the day to day performance within the University College.

3.2 The postgraduate programmes are offered based on the following structures

3.2.1 Research Mode

Students conduct research under the supervision of academic supervisors and prepare a thesis for complete fulfilment of the graduation requirements. However, the student has to successfully complete the compulsory course work module.

3.2.2 Mixed Mode

Students will have to register and pass a certain number of taught courses as partial fulfilment of the graduation requirements. In addition, they will have to prepare a dissertation for the remaining partial fulfilment of the graduation requirements. The contribution of each component, courses and dissertation are subjected to the approval from Malaysian Qualifications Agency (MQA) approval.

3.2.3 Course work

Students will have to register and pass a certain number of taught courses as partial fulfilment of the graduation requirements, as well as complete a research project for the remaining partial fulfilment of the graduation requirements. The contribution of the courses component will have a higher weightage over the research project which will be subjected to the approval from Malaysian Qualifications Agency (MQA) approval.

3.2.4 Master Degree

3.2.4.1 Master's degree by Research

A research mode plan of study involves an intensive research component. Candidates undertaking this mode of study plan will have no formal lectures or seminars; and work is not formally examined until after the final submission of a dissertation with maximum of 60,000 words.

3.2.4.2 Master Degree by Coursework and Mixed Mode

Coursework mode programmes refer to taught degrees with a set amount of contact time with the course providers. This will take in the form of a determined contact time with the course providers, which usually consist of a number of credits and will take the form of seminars, tutorials, lectures and one to one contact with a member of the department.

A Mix mode will involve both a set number of course credit hours and a project. Candidates will need to take a total minimum of 40 credit courses and submit a dissertation with maximum of 40,000 words

In the Coursework mode the research component will less than 50 percent with a ratio of coursework to research of 60:40 or 70:30.

In the case of the Mixed Mode, ratio of coursework to research is within the range of 50:50 or 40:60 or 30:70

3.2.5 Ph.D./Doctorate a.Ph.D. Degree/Doctorate by Research Mode

3.2.5.1 Research mode

Research mode plan of study involves only an intensive research component. Through the research process candidate will develop advanced analytical and project management skills and the ability to work independently which are highly essential. Candidates undertaking this study plan mode will have no formal lectures or seminars and work is not formally examined until after the final submission of a thesis with maximum of 1000,000 words including charts and appendices.

3.2.5.2 Ph.D. Degree by Coursework and Mixed Mode

Minimum credit for doctoral degree by coursework and Ph.D. by mixed mode is 80 credits and a thesis with maximum of 80,000 words.

The research component for the Coursework mode will less than 50 percent with a ratio of coursework to research of 60:40 or 70:30 while that of the Mixed Mode, ratio of coursework to research is within the range of 50:50 or 40:60 or 30:70

3.2.5.3 Ph.D. by Published work

3.2.5.3.1 Thesis requirements:

- ✦ Published work must encompass high impact factor journals, monographs, books, research-based chapters in books, high impact and high-quality electronic publications, creative works, artefacts in the field.
- ✦ The articles must be published within a period not exceeding 10 years from the date of submission.
- ✦ For the 5 nominated publications, the candidate must be the principal author. ✦
The thesis must contain:
 - A list of scholarly published works;
 - Acknowledgement of co-authors and verification of originality each published work must begin with a clear statement about the contribution made by each author in any joint published work
 - A summary of the major findings of each of the published works. It should explain how the work is integrated into one coherent intellectual framework, and how, when taken together, it contributes to knowledge in the relevant field; and
 - An introductory chapter, literature review, research methodology (where applicable), discussion and conclusion which explains the significance of the contributions.

For both level of study candidates must have followed a formal compulsory coursework module.

4 RESIDENTIAL REQUIREMENTS

The residential requirement for a Full Time postgraduate candidate is the duration of the minimum period of his / her candidature for research mode postgraduate student and the students must be present for the complete suggested credit hours in all semesters of the programme for mixed mode or course work mode postgraduate students.

The minimum period of residential requirement for a Part Time postgraduate candidate is 15 days per academic session research mode postgraduate student and the students must be present for the complete suggested credit hours in all scheduled days of the programme for mixed mode or course work mode postgraduate students.

5 CREDIT HOURS & COURSE OFFERINGS

5.1 By Research

No credit hours are defined under this structure. However, Research Methodology course will be conducted for the students and required to attend some workshops such as research proposal, paper writing, research methodology, computer application and thesis writing workshops.

5.2 Mixed Mode and Coursework

For taught courses, 1 credit hour is equivalent to 1 contact hour in terms of lectures; whereas 1 credit hour is equivalent to 2 contact hours in the laboratories, tutorials, seminars, group discussions and etc. Normally, a course arises 3 or 4 credit hours. The credit hours for dissertations and projects are allocated only to indicate the number of hours needed for this component.

Generally, the course offered (subject distribution) will be determined by the faculty that offers the programme. Candidates are requested to inquire for the latest information about these from the Centre for Graduate Studies or the respective school that offers the programme.

6 APPLICATION

Application forms can be obtained from the Centre of Postgraduate Studies office or downloaded from the official website (www.lincoln.edu.my) General requirements of the application are as following:

- ✦ Fill in the form in block letter using black ink or typewritten
- ✦ All sections must be filled in. State 'NA' (not applicable) where necessary.

The completed application form (CPGS-RD 1 Form) must be submitted with the following documents:

- a. Application fee.
- b. Two (2) certified copies degree with full Academic Transcripts or equivalent qualifications.
- c. Students are required to achieve English proficiency levels such as IELTS / TOEFL / Cambridge English: Advance (CAE) / Cambridge English: Proficiency (CPE) / Pearson Test of English (PTE) Academic at least IELTS 6.0 / TOEFL 550 / equivalent, or as stipulated in the program standard, whichever is higher, within six (6) months from the date of entry into Malaysia;
- d. Letter of undertaking for scholarship/training award/study loan (if applicable).
- e. Letter of approval/official leave from employer/relevant authorities to pursue this program (if applicable).
- f. Copy of research proposal (for research mode applicants).
- g. Four (4) copies of every page of International passport and four (4) copies of passport sized colored photographs for student pass/visa application. (For International Students).
- h. The conditional Offer Letter issued from Lincoln University College.

Please be informed that the acknowledgement letter will be sent through your email. Only fully completed forms will be processed. All applications are to be addressed to:

**Director
Centre of Postgraduate Studies (CPGS)
Lincoln University College (LUC) Wisma Lincoln,
No. 12-18, Jalan SS 6/12, 47301
Petaling Jaya, Selangor Darul Ehsan, Malaysia**

7 PROCESSING DURATION

7.1 Research Mode

Applications can be made at any time of the year. Notification of acceptance/rejection will be given within 2 calendar months from the date of receipt of the completed application form. (For international students, subjected to the approval from EMGS).

7.2 Mixed Mode and Coursework

The closing date of the application period is 2 months before the beginning of the programme. Notification of acceptance or rejection will be made within 2 weeks after the closing date.

Overseas candidates are recommended to apply well before the closing date, whereby notification of acceptance or rejection may be received within 2 weeks upon receipt of the completed application form but subjected to the approval from EMGS.

8 ADMISSION OR ENTRY REQUIREMENTS

The entry requirements for acceptance into the programmes are based on the following qualifications (and experience if applicable).

8.1 Ph.D. Programme

- A Master's degree from any of the institution of higher learning recognized by the University Senate; or
- Any other equivalent qualification recognized by the University Senate

8.2 Master's Programme By Research Mode and Mixed Mode

- A Bachelor's Degree in related fields with Honors and CGPA of 2.75 and above from a university in a related field recognized by the government and approved by Senate; or
- A Bachelor's Degree or equivalent with minimum CGPA of 2.50 and above but less than CGPA of 2.75 in a related field, can be accepted subject to rigorous internal assessment; or
- A Bachelor's Degree or equivalent not meeting CGPA 2.50, can be accepted subject to a minimum of 5 years relevant working or research experience subject to rigorous internal assessment; or
- Any other equivalent qualification equivalent to above three (3) from any recognized University, as approved by the University Senate.

8.3 Master's Programme by Coursework

- A Bachelor's Degree in related fields with Honors and CGPA of 2.75 and above from a university in a related field recognized by the government and approved by Senate; or
- A Bachelor's Degree or equivalent with minimum CGPA of 2.50 and above but less than CGPA of 2.75 in a related field, can be accepted subject to rigorous internal assessment; or
- A Bachelor's Degree or equivalent with meeting CGPA 2.00 and above but less than CGPA of 2.50, can be accepted subject to a minimum of 5 years relevant working or research experience subject to rigorous internal assessment; or
- Any other equivalent qualification equivalent to above three (3) from any recognized University, as approved by the University Senate.

9 LANGUAGE REQUIREMENTS

The medium of instruction for all programmes in Lincoln University College is English. Enrolment of international students under conditional offers is permitted by compliance with the following conditions:

- i. English courses conducted with KPT approval (short term courses);
- ii. English (short term) courses are conducted internally at the participating IPTS that take the student;
- iii. The student must have English proficiency level of at least IELTS 6.0 / TOEFL 550 or equivalent to ensure that the student can achieve the level.

- iv. Students are required to achieve English proficiency levels such as IELTS / TOEFL / Cambridge English: Advance (CAE) / Cambridge English: Proficiency (CPE) / Pearson Test of English (PTE) Academic / MUET at least IELTS 6.0 / TOEFL 550 / equivalent, or as stipulated in the program standard, whichever is higher, within six (6) months from the date of entry into Malaysia; and
- v. Students who do not reach the specified level within six (6) months are not allowed to continue their studies and the IPTS is responsible for sending the student back to their own country. Extension of student pass periods or use of special passes is not permitted.

Accordingly, students who have passed the English examination within six (6) months from the date of entry into Malaysia are allowed to obtain a student pass to study at the IPTS offered.

10 UPON ACCEPTANCE - BEFORE & UPON ARRIVAL

Upon acceptance to a postgraduate programme, the list of things to be done and the general regulations to comply to (such as to enter the country), and any other relevant and necessary information, will be compiled and delivered to the candidate in a separate document.

11 REGISTRATION

11.1 Programme Registration

11.1.1 New Students:

- a) New students pursuing postgraduate studies must register their candidature according to the offered terms and conditions during the period mentioned in the offer letter.
- b) For new students by research, the Centre of Postgraduate Studies allocates the first two (2) weeks of the commencement of the semester as the period for registration. Nevertheless, the offer letter sent to the students is valid for a maximum of six (6) months from the date of letter issued.
- c) If new students fail to register within the six (6) months without written permission from the Director of the Centre of Postgraduate Studies, the acceptance offer will automatically be null and void.
- d) Students are allowed to be registered in only one programme at any given time.
- e) A tuition fee payment slip will be sent to the candidate together with the offer letter. Please return the payment slip together with your registration form to the Centre of Postgraduate Studies as proof of payment.
- f) Sponsored or scholarship candidates are required to produce proof of financial assistance during registration. Candidates are only required to pay the nonrecurrent fees.
- g) Students are required to send a copy of the fully paid invoice to the Centre of Postgraduate Studies for documentation. Throughout the student's candidature at Lincoln University College, students are not allowed to register for or have been

registered in any other programme, in a local or foreign university, without written permission from Lincoln University College.

- h) Students are required to produce all original documents together with the offer letter during registration.
- i) Once enrolled in a programme, the candidature of students shall only be interrupted by withdrawal, defaulting, termination, deferment, or graduation.

11.1.2 Re-Registration:

- a) Students are required to re-register at the beginning of each subsequent semester. Students must maintain continuous registration throughout the period of study, failing which they will be assumed to have defaulted candidature.
- b) Students who are not in a position to register on the required date will have to apply in writing, prior to the date of registration, to the Director of Centre of Postgraduate Studies.
- c) Under certain circumstances and at the sole discretion of the Director of the Centre of Postgraduate Studies, those without written permission may still be allowed to register late.
- d) The candidature of the students will cease automatically once they exceed the maximum period of study for the programme. Under certain circumstances, students may apply for an extension, but this has to be done well before the maximum period of study.
- e) The candidature of the students will also cease automatically when they have fulfilled the graduation requirements.

11.1.3 Deferment of Admission:

To defer registration to later intake/trimester a Candidate is required to submit an official letter addressed to the Director of CPGS (hardcopy or by email) together with justification. The appeal will be considered on a case by case basis. If the candidate fails to register or apply for a deferment of admission within the allowed period, the offer of admission is automatically lapsed.

12 FEES

12.1 Fees Payment

The tuition fees for the postgraduate programmes at Lincoln University College for whole programme will be in the conditional offer letter issued to the prospective students with the instalment policy for paying the fees.

All registered postgraduate students are required to pay the fees in full during registration.

Fees payment can be made at Lincoln University College bank account or accounts department in the Wisma Lincoln campus of Lincoln University College.

Students with outstanding tuition fees debt will be terminated of their candidature and will cease from access to any of the facilities available at the university.

Replacement of any lost and damaged item or re-examination of thesis will be charged accordingly.

The university reserves the right to change (modify and/or add) any fee details from time to time without prior notice to students.

13 FINANCIAL ASSISTANCE AND SCHOLARSHIPS

A candidate may seek for financial assistance and scholarships to lessen the study cost. The following types of assistance are available.

13.1 External Funding

There are many establishments or institutions in Malaysia and elsewhere that offers scholarships for studies at a postgraduate level. Candidates can inquire the Centre of Postgraduate Studies for any further information regarding this matter.

- ✦ Rules and regulations for applicants may differ from one provider to another.
- ✦ The amount of financial assistance is normally decided by the provider
- ✦ Candidates are required to inform the Centre of Postgraduate Studies IMMEDIATELY if they receive external funding at any time during their candidature by providing the details of funding contract. Failing to do so will be considered as an attempt of fraud and liable for disciplinary action.
- ✦ Funding from Malaysian Government
 - a. My Master, My Ph.D. and Industrial Ph.D. are only applicable to Malaysians.
 - b. The details of the funding can be found at <https://basiswa.moe.gov.my/MyBrain15/v2/>

13.2 Internal Funding

This type of assistance is only available to full-time research based postgraduate students. LUC allows two (2) possibilities of financial assistance.

- a) Graduate Assistant (GA)
 - i. Contract established monthly
 - ii. No waiver of fees
 - iii. Fixed allowance
 - iv. Source of funding comes from research grants of supervisors
- b) Research Assistant (RA)
 - i. Contract established monthly
 - ii. No waiver of fees
 - iii. Fixed allowance
 - iv. Source of funding comes from research grants of supervisors
- c) GA MyBrain15 (For Malaysian Only)

- i. One-year contract renewable each year
- ii. For Full-Time Ph.D. students only
- iii. Fixed allowance per month
- iv. Waiver of tuition fees ONLY.

14 CREDIT TRANSFER POLICY

An application form (credit transfer application form) has to be filed and submitted within two weeks after registration day to the Registrar's office.

Application for transfer of credit must be submitted together within the following compulsory documents: -

- a) The certified transcripts/ results slip of the previous program.
- b) The synopsis/course contents or syllabus of the previous subjects' course(s) requested for credit transfer.
 - A one-time processing shall be done for all subject(s) courses applied for credit transfer
 - Only those subjects/courses from previous qualifications of relevant courses can be considered for credit transfer.
- c) All information supplied by the applicants must be correct and true. If it is found that any document has been tampered, even after the credit transfer is approved. Lincoln University College has the right to withdraw or cancel or all previous decisions made on transfer application.

On the recommendations of the concerned Dean, the Registrar may allow to transfer maximum of two courses of PhD upon LUC senate approval to complete that program. The LUC Senate is authorized to transfer more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean.

15 COURSE REGISTRATION

All courses required to be taken need to be registered within one (1) week from the commencement date for the semester. Coursework registration may take any of the following described form.

15.1 Checklist for New Student

- Collecting Offer Letter for Admission and Payment of Fees; For International students: Notified by the International Student Affairs
- Payment before the due date as stated in the Offer Letter
- Submitting Medical Check-up report to International Student Affairs/Admission department
- Collection of Postgraduate Guidelines, Programme Student Handbook and Student ID card

- To add or drop the pre-registered subject(s) for coursework please submit the form within 2 weeks after commencement of new semester to the programme coordinator/Faculty Dean.
- Candidate by research is requested to refer to Director, Centre of Postgraduate Studies (for New Students)
- Collection of Orientation and Timetable of Classes for your postgraduate programme.
- Access within 1 week after registering as a student in Student Portal
 - Course structure, Course syllabi, Guidelines, Forms
- Access Library portal within 1 week after registering as a student

15.2 Active Student

15.2.1 Programme by Coursework and Mixed Mode

Active candidates must register within TWO (2) weeks before the registration date of each subsequent academic year. Should a candidate fail to register after the add/drop period, the candidate's candidature shall be automatically be terminated

15.2.1.1 Compulsory Coursework

Refers to the registration of all courses that are required for graduation. Grades obtained for these courses will be calculated for the determination of candidate's semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). Compulsory courses may be classified as Compulsory Courses or Elective courses

15.2.1.2 "Pass or Fail" Courses.

The candidates may be required to undertake and register for pre-requisite courses. These courses will normally not be given a Grade Point (GP) and will be recorded as "Pass" or "Fail" only. These courses will not be used to determine candidate's semester GPA and CGPA. These course credits value however will be used in the determination of semester workload.

15.2.1.3 Audit Course.

This refers to courses where candidates will be required to attend and sit and fulfill all other specifications of study for which no assessment is made or grade awarded. Audit courses will not be taken for the determination of semester GPA and CGPA.

15.2.1.4 Add and Drop Courses

Candidates are allowed to add/drop courses that have been registered after obtaining consent and recommendation from respective supervisor (s) within a period of the first four (4) weeks after the commence of the semester and to drop any courses as late as on the tenth (10th) week of any particular semester. Courses that have dropped will not be counted for GPA and CGPA determination. Any drop/add courses need to fulfill the minimum and maximum credits semester requirement

15.2.1.5 Credit Exemption

These are credits exemption from having to do a specific module, course, essay or approved activity for prior learning experience. Credit exempted will, however, NOT be counted as total credit earned. Application for any transfer of credit must be submitted to Director, Lincoln University College Centre of Postgraduate Studies.

15.2.1.6 Late Registration

Candidates that have been accepted for registration but not registered and due to some reasons can choose to defer the study for a minimum of one (1) semester and not more than two (2) semesters through a written application to the Director, Lincoln University College Postgraduate Centre within a period of four (4) weeks from the last date of registration. All applications will be withdrawn if candidate fail to submit its application with the stipulated period.

Any candidate who fail to register for not extending a period of two (2) semesters for a fulltime student and for a period of four (4) semesters for part-time students can appeal to continue the study with a application fee of RM200.00 and a late penalty of RM30.00 for each semester for each they are not registered

Candidates who have submitted their thesis for evaluation need to continue registering as a student until the completion of the evaluation of the thesis without any fees payment.

Candidate under-going suspensions are not allowed to register for any semester/session without a prior written approval of the Director, Lincoln University College Graduate Centre.

15.2.2 Programme by Research

A full-time candidate shall register and be on campus for the whole duration of the candidature while a part-time candidate shall register and be on campus at least 15 working days a year for the duration of candidature.

A candidate is subject to sub-section above clause unless approval from Senate is obtained to conduct the research in another institution/organization either locally or overseas.

Base on the above statement, a full-time candidate must meet their supervisors at least twice a month until their final submission of Dissertation/Thesis. Supervisors needs to record the meeting log.

The Principal Supervisors will notify CPGS if they are not able to contact the candidate for a month. While part -time candidates need to meet up with their supervisors at least 15 working days in a year until their final submission of Dissertation/Thesis.

The Principal Supervisors will notify CPGS if they are not able to contact the candidate for three months

Candidates who have registered for Thesis/Dissertation must continuously submit the progress review reports for every subsequent semester until completion of study.

16 PROJECT/DISSERTATION/THESIS

For a Ph.D. degree programme, the minimum study duration is six (6) registered semesters or three (3) registered years before they are allowed to submit your thesis for examination.

The Ph.D. candidate needs to have four (4) publications with at least two (2) in Scopus/Web of Science indexed journals and attending three (3) or at least two (2) international conferences to present the research work before he or she submit the Draft Thesis.

Upon successful completion of research work, draft thesis to be submitted to the postgraduate coordinator at the CPGS office and CPGS checks the Plagiarism Report [$\leq 15\%$ of similarity index] of the thesis submitted and must follow the Plagiarism Guidelines set by CPGS. Similarity index for all of the assessment documents such as student's thesis, dissertations, research proposal and research reports must be less than 15%. The documents will be rejected if exceeds this value.

17 INTERRUPTION OF PERIOD OF STUDY

Students may interrupt their period of study for the following reasons.

17.1 Withdrawal of Candidature

Students may submit a written request to withdraw from a programme at any time. The request is to be approved by the respective Head of Department followed by Dean of Faculty and submitted to the Director of Centre of Postgraduate Studies for Final approval.

The request should be made and approved within the first 7 weeks of commencement. Students who have withdrawn their candidature may apply for readmission by submitting a fresh application for consideration.

17.2 Defaulting & Termination of Candidature

Students are considered to have defaulted their candidature if they fail to register in any one semester during their period of study. The Centre for Graduate Studies may terminate student's candidature according to the rules and regulations as stipulated by the University.

Student who have defaulted their candidature or have been terminated by the university may apply for reinstatement. Reinstatement is allowed only once and is subject to approval by the University Senate.

Conditions for reinstatement are as follows:

- a) Good academic standing
- b) Free from any misconduct.
- c) All outstanding fees, current fees and all other charges (includes defaulting period) are duly settled.

The lapsed time between defaulting or termination and reinstatement does not exceed 12 months.

17.3 Deferment of Candidature

Students who have been certified by a medical officer to be ill and medically unfit to proceed with his studies can apply for a deferment of candidature up to a maximum of two (2) semesters. This deferment period WILL NOT BE counted as part of the total period of study.

Students may also apply for deferment of candidature based on reasons other than medical, again for up to a maximum of two (2) semesters. This deferment period WILL BE counted as part of the total period of study.

All applications for deferment must be submitted and approved before the intended period of deferment by the Faculty Dean.

Deferment of candidature (of any kind) may be granted at most twice within the maximum period of study.

If the fees have already been paid for a given semester, and the student has applied and received approval for deferment within the first two (2) weeks of the semester, the fees shall be credited to the following semester.

18 REFUND POLICY

- [1] All applications for refund must be made within 4 months after students officially leave the LUC. Applications made after this duration will not be entertained.
- [2] Tuition fees and deposits may be refunded according to schedules in below. Charges for use of computer labs and library fees are not refundable if students have attended lessons in the current semester. However, students are allowed to claim for refund fees paid in advance (for remaining period of study) for computer lab and library (if any).

18.1 Programme withdrawal (i.e. complete withdrawal *from the programme)

- i. Please note that absenteeism/failure to hand in coursework will not be taken as a form of communication that a student has completely withdrawn from a course of study.
- ii. Students who are terminated by LUC due to continuous absenteeism or failure in examinations will not be entitled to apply for refund of their fees or deposit.
- iii. Withdrawing students must write in formally or complete the withdrawal form and submit it to inform LUC before any refund application can be processed.

If payment has been made by a student according to his/her fee structure

Qualifying period	TUTION Fee Refund
Within two weeks before commencement date of programme	100% of tuition fees paid only
Qualifying period (of a current year)	Fee Refund (of a current year)
After commencement date and up to the weekend of the 3 rd week after the programme commences	I. 50% of amount of tuition fees paid (if any) II. Deposits (if the current year is the first year for the student)
On the 4th week of the semester and onwards	No refund

NO refund will be given for dropping of subjects (s).

If a student has paid in full the tuition fees for his course of study

Qualifying period (of a current semester)	Fee Refund
After commencement date and up to the weekend of the 3 rd week.	<ol style="list-style-type: none"> i. 50% of tuition fees payment of the current year. ii. 100% of tuition fees of the remaining period of study. iii. Deposits (will only be returned if the withdrawal is done in the first year of the programme and students did not attend any coursework) and Computer lab and library fees of the remaining period of study
During and after the 4 th week of the current semester	100% of tuition fees for the remaining period of study

Subject(s) withdrawal for resit students only

Qualifying period	Subject Fee Refund
Within a month before commencement date.	100%

International students (international student must pay tuition fee for one academic year upon registration)

Qualifying period for a student who attends coursework only.	Tuition Fee Refund
After commencement date and up to weekend of the 3 rd week after the course commences.	i. 50% of the tuition fees of the current year. ii. 100% of tuition fees of the remaining period of study. iii. Deposits (will be returned if the withdrawal is done in the first year of the programme and student did not attend any coursework) or iv. Personal bond-if the student has not breach any college regulations or the Malaysian law and) computer lab & library fees of the remaining period of study.
During & after week 4	100% of tuition fees of the remaining period of study only
Students who are agreed by the LUC due to continuous absenteeism or failure	NO FEE refund

- I. Unless stated above, for all intensive programmes, including English Language programme, there will be No REFUND after the end of the 1st week of classes.
- II. Absenteeism or failure to hand in coursework/project will not be taken as a formal communication that a student wishes to discontinue with the programme that he/she has earlier registered.
- III. Submission of the refund form to the Finance Department is not considered on approval of refund.
- IV. Credit transfer (where applicable)
 - After a successful application of credit transfer, there may be a reduction of tuition fee.
 - The reduction of tuition fee will be according to a total tuition fee per subject.
 - The reduction of fee will be indicated in the final instalment of the tuition fee only.

19 SUPERVISION

19.1 APPOINTMENT OF SUPERVISORS

Supervisor(s) refers to a person(s) or the committee that provides supervision and support for the research conducted by candidates. There shall be a Supervisor and a Cosupervisor, who are full-time academic staff of the University and appointed by the Senate, for each candidate for a postgraduate degree by research. The Supervisor and Co-Supervisor shall be practitioners or experts in the field which they are expected to supervise. Upon the recommendation of the CPGS, Director through Faculty Postgraduate Committee Members and Faculty Dean approval, the Senate may appoint an Supervisor and External Consultant/External Co-Supervisor for a candidate for a postgraduate degree by research. All graduate candidates will be supervised by appointed supervisors for their period of study with the university.

19.1.1 Principle Supervisor

Principle Supervisor refers to head of the supervisory team for the research/project conducted by candidates.

19.1.1.1 Criteria for Supervisor Selection

The qualification requirements of a supervisor are clearly stated in following sections:

19.1.1.1.1 *Master's Degree by Research and by Mixed Mode*

- a. 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.
- b. Where the principal supervisor is without the required qualification, a principal supervisor must have at least 5 years' experience: in teaching and research; or as a co-supervisor.
- c. The additional criteria are subjected to the approval of the LUC Senate.

19.1.1.2 *Doctoral Degree by Research*

- a. 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.
- b. Where the principal supervisor is without the required qualification, extensive experience in research and supervision are additional criteria and are subjected to the approval of the HEP Senate.

19.1.2 Co-Supervisor(s)

Refers to any faculty member of the university or from other university appointed by the Director, Centre of Postgraduate Studies and approved by the university Senate to assist the Principle Supervisor in the supervision of the candidates in their research/project, dissertation/thesis preparation and other programme academic related issues related to the study.

19.1.3 Change/Affiliation of Additional Supervisor

If candidate intended to apply for a change or for additional supervisor, the “Application for Change of Supervisor or Affiliation of Additional Co-Supervisor” should be filled and submitted to the Postgraduate Coordinator for Faculty recommendation. The request will have to be addressed to the Director, Centre of Postgraduate Studies, Lincoln University College for consideration and approval, not later than one (1) semester following the appointment. The recommendation from the Faculty will then be considered by CPGS and Senate for approval.

19.2 ROLE OF SUPERVISOR

The Supervisor shall be responsible for the following:

- a) ensure that the candidate has relevant information regarding his/her research and professional plans for the period of the candidate’s project;
- b) meet the candidate at frequent intervals to discuss, assess and guide the progress of the work;
- c) advise the candidate on the scope and presentation of the thesis/dissertation and on any publication likely to arise from the work;
- d) assist the candidate in developing standards of achievement that will result in a thesis/dissertation of merit;
- e) liaise with the University’s Institute of Postgraduate Studies and Research;
- f) keep in regular contact with the Co-Supervisor (if any);
- g) encourage and facilitate the candidate’s participation in conferences where some results of the research may be presented; and
- h) encourage and assist, where appropriate, the candidate in the publication of his/her research during his/her candidature.
- i) submit to the CPGS, through postgraduate coordinator a report every six (6) months on the progress of the candidate’s research. If at any stage of the research, the progress of the candidate is unsatisfactory, the Supervisor must ensure that corrective measures are taken.
- j) approve the candidate to proceed for submission of Draft thesis in the draft thesis presentation report based on the approval and suggestions of examiners and supervisor.
- k) examine the candidate’s final thesis for the modifications and amendments made based on examiners recommendations and attest in the “Response to viva voce examination report” form.

19.3 SUPERVISOR ABSENCE

In the event of a supervisor being away from the University for more than a semester, the postgraduate committee members shall arrange for the meeting for appropriate arrangements for supervision to be provided during that period. The recommendation from the Faculty will then be considered by CPGS and Senate for approval.

In the event of the supervisor(s) leaving the employment of the University, the Faculty Postgraduate Committee member shall suggest a replacement supervisor as possible. In the event that there is no suitable candidate to be appointed as supervisor, the Dean shall assume the role of the Supervisor in the interim until a suitable Supervisor is appointed and a qualified academic. The recommendation from the Faculty will then be considered by CPGS and Senate for approval.

20 MONITORING AND GRADING SYSTEM

All candidates will be assessed on the progress of their academic achievement to ensure that candidates are making progress. It is therefore important that candidates to raise any matters of concern at the time to give the university an opportunity to resolve issues pertaining to academic advancement. In general assessment protocol will consist of:

A. Formative assessment

- a) Periodical monitoring of coursework and/or research progress periodically through a course work examination, qualification examination and practical examination
- b) Research/project presentation through a colloquium, seminar or workshop.

B. Summative assessment

- a) Completion of coursework
- b) Research Proposal
- c) Draft Thesis Presentation
- d) Dissertation/thesis and
- e) Viva voce

20.1 Master's Degree by Research

The master's dissertation must be examined by at least 2 examiners, 1 of whom is an external examiner.

20.2 Master's Degree by coursework/mixed mode

- a) Written assessment
- b) Presentations
- c) Research project

20.3 Doctoral Degree by Research

For PhD, including PhD by published work, the thesis must be examined by at least 3 examiners, 2 of whom are external examiners.

- a) Completion of coursework
- b) Research Proposal Defense
- c) Progress Review Reports
- d) Draft Thesis Presentation
- e) Dissertation/thesis and
- f) Viva voce

20.4 PhD/Doctorate Degree by coursework/mixed mode

- a. Written assessment
- b. Presentations
- c. Research project

20.5 PhD by Published Work

The minimum duration of candidature is 6 months and must not exceed 2 years. The thesis must be examined by at least 3 examiners, 2 of whom are external examiners and a vivavoce.

20.6 Assessment Grade:

20.6.1 Grade Point.

Grade Point value for each course taken by a candidate will be determined by the recently approved grading schedule as followed by the Examination unit of the LUC.

20.6.2 Grade Point and Cumulative Grade Point Average (GPA and CGPA)

Compulsory and Elective course will be taken for the calculation of grade Point Average and Cumulative Grade Point Average.

20.6.3 Grade Point Average (GPA)

Total Grade Point obtained for all courses taken for the semester and divided by the total course credit for all the courses taken for that particular semester

20.6.4 Formula for GPA calculation:

Total Grade Point obtained for a semester / Total Course taken for the semester

20.6.5 Cumulative Grade Point Average (CGPA)

Total Grade Point obtained for all courses taken for all semester and divided by the total course credit for all the courses taken

Formula for Cumulative Grade Point Average (CGPA) calculation:

Total Grade Point obtained for all semesters/ Total Course taken for all semesters

20.6.6 Academic Status:

Academic status will be determined by the GPA for Semester I and by CGPA for Semester 2 onwards as follows:

Marks	Grade	Grade Point	Remarks
80 – 100	A	4.00	DISTINCTION
75 – 79	A-	3.70	
70 – 74	B+	3.30	PASS
65 – 69	B	3.00	
60 – 64	B-	2.70	CONDITIONAL PASS
55 – 59	C+	2.30	
50 – 54	C	2.00	
45 – 49	C-	1.70	FAIL
40 – 44	D+	1.50	
35 – 39	D	1.00	
0 – 34	F	0.00	
-	P / NP	-	
-	W	-	Withdrawn
-	I	-	Incomplete
-	AU	-	Audit
-	X	-	Absent from the final exam with permission
-	CT	-	Credit transfer
-	EX	-	Exemption
-	S	-	Suspended
-	IP	-	In Progress

- a) Candidate must achieve a minimum CGPA 3.0 for any particular semester, candidates in Semester 1 the GPA will be considered as the CGPA.
- b) Candidates have CGPA less than 3.0 will be given Probation status for the following semester
- c) Candidates are expected to improve the CGPA to 3.00 in the following semester.
- d) Candidates that fail to improve to a minimum CGPA 3.0 on the following semester will be terminated and not allowed to continue the program.
- e) No candidate will be given not be given the “Probation” for two consecutive semesters for the duration of period of study.

20.6.6.1 6th monthly Progress Monitoring for by Research, by Published Work and Mixed Mode programmes

The student is required to consult with supervisors and submit the progress report every semester. If the student fails to submit the report in any particular semester, they will be receiving warning letters from the CPGS office through Postgraduate. Supervisors will evaluate the student’s research progress in the Research Progress Report Form at each semester. The supervisor will submit the Report to CPGS office through Faculty Postgraduate coordinator along with examiners evaluation reports. It is mandatory for the candidate to attend and complete compulsory coursework, satisfactory progress review meetings and one satisfactory draft thesis presentation meeting for thesis submission.

- a) A candidate (by research and by mixed mode) is required to submit Research Progress Report every 6 months
- b) Supervisor and co-supervisor evaluate and update candidates of research progress of student with the examiners (2) based on Progress Report submitted by the student
- c) Postgraduate Committee Members (PCM) considers recommendations from CPGS and makes necessary decision.
- d) CPGS issues warning letter to student graded as “unsatisfactory” or did not submit progress report.
- e) Postgraduate coordinator convenes meeting between student, Supervisor and Co-supervisor to discuss corrective measures to improve the student’s research work
- f) Student (Unsatisfactory/Non-submission case) should re-submit progress report
- g) Student should have minimum of four satisfactory progress review meeting report and satisfactory report of draft thesis presentation for thesis submission.
- h) Supervisor and co-supervisor (if any) evaluate and monitor research progress submitted by student who did not submit previously and update CPGS office for issuance of warning.
- i) CPGS reviews the evaluation report on research progress of student who had resubmitted
- j) Postgraduate coordinator verifies and confirms the progress reports and draft thesis presentation reports. (Once Postgraduate coordinator through supervisor confirmed the progress report as “satisfactory”, the previous warning given to the student for no submission will be retracted. However, if Postgraduate coordinator confirmed the progress report as “unsatisfactory”, the previous warning given to the student will stay).
- k) Student continues with study/research work

If a student accumulates 3 consecutive warnings, CPGS will initiate action to recommend to Postgraduate committee and Senate to terminate candidature of the student.

21 EXAMINATION DEFERENT

- a) Candidate who is ill or for any other valid reasons could not be present for any particular examination may request from the Faculty Dean and forwarded to Director, Centre of Postgraduate Studies, Lincoln University College to defer a scheduled examination. This request needs to be done within 48 hours after the examination is held.
- b) The deferments of any examination due to illness must be accompanied with the sick certificate endorsement by any registered medical doctor treating the disorders.
- c) Application for other reasons may be considered by the Centre of Postgraduate Studies according to their merits.

22 TERMINATION OF CANDIDATES, SUSPENSIONS, EXTENSIONS AND WITHDRAWALS FROM STUDY

The university will consider any case submitted if circumstances are deemed beyond control mean that candidates are unable to pursue their research for a suspension of study for period of time. It is therefore, important that candidates communicate any issues to the supervisor as soon.

An application for Leave of Absence must be made before the end of Week10 of a Long trimester or Week 5 of a Short trimester.

The maximum duration of Leave of Absence is as follows:

- (a) Master Level (maximum 1 year)
- (b) Doctoral Level (maximum 2 years)

Extensions of studies will be considered if there are severe mitigating circumstances. The suspension and extension application can be accessed through the Centre of Postgraduate Studies. The recommendation from the Faculty will then be considered by CPGS and Senate for approval. Should candidates wish to withdraw from any course, it should be done by completing the form available from the Centre of Postgraduate Studies.

Withdrawal of registered course /course(s) is allowed up till 2 weeks before the commencement of the Main Examination subject always that the academic load does not fall below the prescribed minimum load for that trimester/semester. Candidate are required to submit a completed *Notification to Withdraw from the University form*, obtainable from the Student Affairs. An official letter from will be issue to the candidate once the withdrawal has been approved.

Candidate may be terminated at any period of the study with the approval of the university Senate under any of the following conditions.

- Failed to sustain satisfactorily academic advancement
- “Non-compliance” to Centre of Postgraduate Studies guidelines
- “Non-compliance” to Malaysian national law
- Misbehaviour and immoral behaviour
- Involvement in activities that are against the Malaysian University and College Act

23 CHANGE AND CONVERSION

23.1 Change of Title and Area of Research

If candidate intended to apply for change of Research Title, a request must be made through supervisor and faculty for PCM recommendation by submitting the

“Application for Change Research Area/Research Title”. The recommendation of the change then should be forwarded to CPGS for noting.

If candidate intended to apply for change of Research Area, it needs to be recommended by Faculty Postgraduate Coordinator. The recommendation from the Faculty will then be considered by CPGS and Senate for approval.

23.2 Approval and Change of Dissertation/Thesis Title

Once candidate has submitted his/her intent to submit Dissertation/Thesis, the Faculty Postgraduate coordinator will recommend to CPGS and Senate for it approval for the Dissertation/Thesis title. For thesis title which had been approved by Senate (during Dissertation/Thesis Submission), any change or deviation from it must be informed to CPGS and Senate for approval again via Supervisor, Faculty PCM and Faculty Postgraduate Coordinator.

24 EXAMINATION

24.1 Eligibility of Entry into Examinations

Candidate under the coursework and by mixed mode should refer to “Examination Rules for master’s degree By Coursework and Master's Degree By Mixed Mode” on matter related to examination.

- 1) No candidate shall be eligible to be admitted to the examination:
 - (a) is officially registered in that course;
 - (b) has paid the tuition fees; and
 - (c) has attained at least 80% attendance

- 2) Every candidate who is eligible to sit for an examination shall be given an Examination Slip as proof of eligibility to sit for the examination

24.2 Absence from Examination

Where a candidate has been absent from the examination of any course due to medical (upon submission of a full medical report) or humanitarian reasons, the status of that candidate for that particular course shall be recorded as ‘Incomplete’, and he shall be allowed to sit for the replacement examination for that particular course as the main examination. Where a candidate has been absent from the examination of any course due to the reasons that are not acceptable to the Board of Examiners, the Board may decide to record the status of the candidate for that particular course as ‘Fail’.

24.3 Board of Examiners (for Coursework)

There shall be a Board of Examiners for taught courses and Project, appointed by the Senate, for the degree of master’s degree by Coursework. The membership of the Board of Examiners shall comprise of the following:

- a) Dean of Faculty/Institute or his representative as Chairman; and

- b) All members of the Academic Staff who are involved in teaching the courses and/or supervising the Project

24.4 Research Project Submission (for Coursework)

Candidate is required to submit the Research Project at respective faculties. Duration for completion of Project is the number of trimesters stated in the approved course structure.

Candidate is required to submit his/her project report at the end of the duration for completion of Project. Failure to do so will lead to student being failed in the Project course

Candidate who failed in the Project will have to re-take the Project course in the subsequent trimester at their own cost.

Candidate is allowed 3 attempts to pass the Project course within 2 years from the date of 1st registration for Project and subject to availability of candidature period.

**Student who failed in the 3rd attempt for Project shall be terminated from the programme*

24.5 Examination of Research Project

The examiners for Project shall be appointed by the Senate and shall comprise:

- (a) Supervisor of the Project;
- (b) Co-Supervisor of the Project (if any), and (c) an Internal Examiner.

24.6 Proposal Defence

All research degree students MUST attend Research Proposal defense meeting in semester two (2). The candidate must consult regularly with their supervisors to discuss the research proposal.

Candidates should adhere to Proposal Defence (PD) timeline; Postgraduate coordinator will send any reminder on the due dates of 1st, 2nd or 3rd attempts. Student will be given status of defense result through the faculty postgraduate coordinator within the stipulated time period.

	<i>First Presentation</i>	<i>Maximum Duration</i>
Master by Research	Within 6 months*	Within 12 months*
Master by Mixed Mode	Within 3 months*	Within 9 months*
PhD	Within 7 months*	Within 12 months*

**from date of registration*

Candidate should refer to the “Research Proposal writeup Guidelines” and “Research Proposal Template”.

24.7 Research work completion Presentation

Upon completion of the coursework and research, a candidate shall be required to present his/her research proposal defense, progress report and draft thesis presentation before he/she is allowed to submit his Dissertation/Thesis for examination. Supervisor approve the candidate to proceed for submission of Draft thesis based on the approval and suggestions of examiners after his/her satisfactory draft thesis presentation.

24.8 Early Submission of Dissertation/Thesis

Upon the recommendation of the Supervisor, through the Faculty PCM and CPGS, the Senate may allow a candidate to submit his Dissertation/Thesis for examination earlier than the minimum duration

24.9 Appointment of Examiners

After the Candidate submits the notice of Intent to submit Thesis/Dissertation, the main supervisor nominates Internal and External Examiners upon the approval of Faculty PCM. The recommendation from the Faculty will then be considered by CPGS and Senate for approval.

Guidelines for nomination

- (i) Internal examiner (at least a PhD holder);
- (ii) External examiner(s) preferably from overseas with at least 5 recent publications in International Journals
 - (a) For Master’s degree dissertation –1 external examiner who is at least an Associate Professor;
 - (b) For PhD thesis –2 external examiners: one must be Professor, another at least an Associate Professor

24.10 Submission for Thesis/Dissertation for Examination

After obtaining a Satisfactory in the work completion presentation the candidate can proceed by submitting his intent to submit the Dissertation/Thesis by giving 3 months’ notice, candidate is requested to refer to the “*Notice of Intention to Submit/Resubmit a Research Degree Thesis*” Once Senate has approved the appointment of External and Internal examiners, CPGS will notify the candidate to submit the following for examination:

- (a) soft-bound dissertation (5 copies)
- (b) Draft Thesis/Dissertation Submission Form (CPGS-RD-5)
- (c) Candidate's Declaration Form (CPGS-RD-6)
- (b) Turnitin Originality Report
- (c) Research Publications
- (d) Supervisory Report on work completion presentation

Candidate should refer to the Plagiarism and Thesis Writing Guidelines before submission of the Dissertation/Thesis for examination

24.11 Non-Submission of thesis/dissertation

If student did not submit thesis/dissertation within 3 months after notification of intent to submit thesis/dissertation, CPGS will send reminders to student as follow:

- At the end of 3rd month from the date of submission of notification of intent to submit thesis/dissertation, send 1st reminder to student to submit within 1 month.
- If no respond or submission by the end of 2nd week after 1st reminder, send 2nd reminder to student –reminding student that he/she has 2 more weeks to submit.
- If still no respond or submission at the end of 1st week after 2nd reminder, send final reminder to student to submit within 1 week.
- At the end of 1 month from the date of 1st reminder, send notification to the student to re-submit the notice of intent to submit thesis/ dissertation form.

24.12 Member of Board of Examiners (Thesis/Dissertation) for PhD by Research and PhD by Published Work

The Board of Examiners for a master’s dissertation shall comprise:

- a) the Director of Centre of Postgraduate Studies (CPGS) or in his absence, the Director of CPGS’s representative, who shall be the Chairman;
- b) the External Examiner (or his report in lieu of);
- c) the Internal Examiner;
- d) Supervisor and co-supervisor (if any)
- e) a Faculty postgraduate coordinator.

The Board of Examiners shall invite the Supervisor / Co-Supervisor(s) / External CoSupervisor(s) (if appointed) and may invite the Dean of the Faculty/ Head of Department to attend the Board of Examiners meeting as invited members.

24.13 Viva Voce

The viva voce will be scheduled by CPGS as soon as all reports from the External and Internal Examiners have been received.

During the viva voce, the candidate will appear before a BoE which consisting of the following: External Examiner (if applicable), Director of CPGS, Internal Examiners, CPGS Representative, Faculty Representative and Supervisors.

24.14 Viva voce assessment

The following decisions shall be made on the dissertation/thesis at the conclusion of the viva voce.

- a. Unconditional Pass
- b. Pass with Minor correction
- c. Pass with correction

- d. Major revision or Resubmission of thesis
- e. Fail

If the Board of Examiners is not satisfied that a sufficient standard has been reached in the viva voce, the candidate shall be required to repeat the viva voce. A candidate is allowed a maximum of two (2) attempts to obtain a “satisfactory” grade for his viva voce.

If the Board of Examiners is not satisfied that enough standard has been reached in the dissertation/thesis and “viva voce” (after a maximum of two (2) attempts) for the award of the degree of Masters/Doctor of Philosophy, the Board shall either: report that the candidate has failed; or

recommend that the candidate be required to pursue a further scheme of work over a period to be specified by the Board of Examiners, at the end of which the candidate may resubmit his dissertation for re-examination

24.15 Dissertation/ Thesis Assessment

RECOMMENDATION	RECOMMENDAATION GUIDELINES
Unconditional Pass	The candidate is recommended PASS for the Dissertation/Thesis, if the dissertation (1)does not require revision or correction; (2)does not require additional experiments, collections of new data or extensive revision
Pass with minor corrections	The candidate is recommended PASS subject to MINOR CHANGES to be made to the dissertation, if the Dissertation/Thesis (1) Requires minor text editing, formatting of tables and/or figures, corrections of grammar, spelling, or typographical mistakes; (2) Requires additional information and data to overcome minor technical errors that does not require additional work; and/or (3) Requires further explanations on several short sections in the dissertation which does not affect the overall conclusion
Pass with major corrections	The candidate is required to do MAJOR CORRECTIONS to the Dissertation/Thesis, if the Dissertation/Thesis (1) Requires major revision on the analysis of data that is not due to errors in the research methodology/approach; (2) Requires major text editing, formatting of tables and/or figures, corrections of grammar, spelling, or typographical mistakes ; and/or (3) Requires further explanations on large body of the sections in the dissertation which does not affect the overall conclusion.

Resubmission of dissertation for reexamination	The candidate is required to undertake further work and submit the thesis for RE-EXAMINATION, if the Dissertation/Thesis (1) Requires major revision on data analysis that is due to errors in the research methodology/approach; (2) Requires major revision that can be addressed and improved with additional experiments, statistical analysis; and/or (3) Requires further explanations on large body of dissertation which affects the overall conclusion.
Fail	The candidate has failed if the Dissertation/Thesis (1) Has substantial weaknesses and below acceptable standards which cannot be addressed even with additional work or corrections; or (2) .Has been plagiarized from other research work

After the viva, the candidate will be given the comments/list of corrections and report for making the necessary corrections and improvements to the dissertation/thesis as directed by the Board of Examination Panel by the CPGS of the BoE meeting. The candidate will be given a specific period to correct and complete the Dissertation/Thesis for the submission of the final revised copies. CPGS will notify the candidate to submit the following for examination:

- (a) Hard - bound dissertation (5 copies)
- (b) Certification of completion of final version of a thesis (CPGS-RD-8)
- (c) Turnitin Originality Report
- (d) Research Publications
- (e) Response to Viva Voce Examination Report

25 PUBLICATION REQUIREMENT –BY RESEARCHPROGRAMME

Candidates are required to consider the University’s policy on acceptable journals/publishers before submitting papers for publication. Avoid submitting papers to questionable journals or predatory publishers. Please consult your supervisors on the choice of journals/publishers to publish your articles. If proven that the publications are in questionable journals or predatory publishing, the publications shall not be considered for fulfilment of the publication requirement to graduate.

25.1 Authorship:

Publications must be with the supervisors

25.2 Topic of Publication:

The publications presented for graduation requirement must be related to the candidate’s research and conform to his/her dissertation/thesis.

25.3 Timing:

The publications and all data collection related to the publications/dissertation/thesis must be done during the period of candidature.

25.4 Affiliation:

The publications must carry the affiliation of Lincoln University College (LUC).

25.5 Candidates shall have the following publication requirements Master's Candidate by Research:

To graduate, a master's candidate must publish in one International conference proceedings and minimum of one Scopus indexed journals (Quartile: Q1/Q2/Q3/Q4). If the candidate wishes to graduate earlier than the normal duration, must publish in two conference proceedings and minimum of two Scopus indexed journals (Quartile: Q1/Q2/Q3/Q4).

The publications should satisfy the following condition:

- Show proof of publication of paper(s) in conference proceedings indexed by Clarivate Analytics Web of Science or Scopus, or

25.6 Ph.D. Candidate:

To graduate, a Ph.D. candidate must publish in in two International conference proceedings and two Scopus indexed journals (Quartile: Q1/Q2/Q3/Q4). If the candidate wishes to graduate earlier than the normal duration, then he/she must publish in two conference proceedings and minimum of four Scopus indexed journals (Quartile: Q1/Q2/Q3/Q4).

The publications should satisfy the following conditions: Show proof of acceptance of paper(s) in journals indexed by Clarivate Analytics Web of Science and Scopus.

26 DEGREE CONFERMENT

The university holds graduation ceremonies in the month of March each year. Candidates will be eligible to graduate if they have a confirmed result, including confirmation that modifications have been made to the dissertation/thesis and have submitted the final version of the dissertation/thesis and relevant documentation to the Centre of Postgraduate Studies. The Senate approve the award of degree upon the recommendation of the BOE and CPGS, once all requirements for Conferment of Degree have been met.

A candidate shall be awarded a Master's degree /Degree of Doctor of Philosophy if he/she has:

- passed all the compulsory modules and the Dissertation/Thesis;
- Endorsed for the degree conferment by Centre of Postgraduate Studies, Lincoln University College and approved by the university Senate.
- fulfilled all the academic requirements of the Lincoln University College
- paid all the outstanding fees to the University.

27 APPEAL FOR RE-EXAMINATION OF COURSE AND PROJECT/ DISSERTATION/ THESIS

27.1 Re-examination of course results.

Candidates may appeal for the revaluation of the course results if they not satisfied with the outcome of the examination. Any appeal for the re-evaluation of course evaluation results must be made through a written application to the Faculty Dean and forwarded to Director, Centre of Postgraduate Studies, Lincoln University College by the candidate within four (4) weeks following the release of the results. Any appeal that is received after this period will not be given any due consideration.

All appeal submission needs to state the course or Project/Dissertation. /Thesis

- All appeal submission needs to state the course or courses being requested for re-evaluation.
- A non-refundable fee of RM100.00 will be charged request to accompany the letter of appeal.
- Upon the receipt the appeal request, The Director, Centre of Postgraduate Studies, Lincoln University College having discussed with the Dean, Faculty of programme to establish a panel to re-evaluate the result.
- The Evaluation Panel will comprise the Director, Centre of Postgraduate Studies, Dean of Faculty, the examiners of BOE, Supervisor and at least one (1) different examiner in the same field.
- The findings of this panel will be submitted to the Director, Centre of Postgraduate Studies, Lincoln University College and the decision will be presented for the endorsement of the university Senate before being conveyed to the candidate.
- This decision will be final, and no further appeal will be considered.

28 APPEAL TO CONTINUE A PROGRAM

Candidates with status “Terminated” wishing to continue the program may submit an appeal.

An appeal to continue may be considered on condition that:

- a) Any appeal must be made through a written application to the Director, Centre of Postgraduate Studies, Lincoln University College within four (4) weeks following the release of the results and each appeal must be accompanied a non-refundable fee payment of RM 100.00. Any appeal that is received after this period will not be given any due consideration.
- b) Upon the receipt the appeal request, the Director, Centre of Postgraduate Studies, Lincoln University College will refer to the Head of the Programme. The Head of the Programme will establish a panel to consider the appeal.
- c) Evaluation Panel will comprise the Director, Centre of Postgraduate Studies, Postgraduate Committee, Dean of Programme, and at least one faculty member that is associated with the program with the Registrar of its representative as the Secretariat.

The decision of the panel will be submitted and endorsed by the university Senate will be final and no appeal will be entertained

29 ETHICS IN RESEARCH

Candidates doing dissertation/thesis work must comply with good scientific practice. Scientific honesty and the adherence to the principles of good scientific practice are essential in all research. The responsibility for ensuring of good scientific practice rest mainly on the researchers themselves but also with the instructor and research group, the Dean of programme, Faculty and University.

29.1 Good Scientific Practice

- a) Observance of discipline when acquiring, selecting and processing data and avoid any possible misinterpretations and over-generalization.
- b) Have close contact with colleagues, do not hinder the work of others, actively trained junior scientists and be open to criticism
- c) Publishing the research results must be done with fair evaluation and citation of any literature used. Contributions from colleagues must be clearly acknowledged and research results achieved with public funding should made freely available wherever possible.
- d) Giving careful, altruistic and impartial appraisal of colleagues, do not delay reviews and decline to review if there is a suspected or actual conflict of interests.
- e) The position, rights, participation in the work and responsibilities and duties of each member of the research group must be clearly defined. Before research begins, it must be agreed in writing between the research group and the research subjects about the ownership of the research results and the storing of materials.

29.2 Violations of Good Scientific Practices

- a) Lack of consideration for good scientific practice e.g. inadequate research on previous work may lead to misleading conclusions.
- b) Publishing the same results more than once is a breach of good scientific practice.
- c) Fabrication in scientific activities i.e. presenting invalid observations, collecting of data not in accordance with method described in research proposal, alteration and selection of favourable data.
- d) Plagiarism which is presenting someone else's research plan, manuscript, article, or other text, or part thereof, as your own.
- e) Stealing the original research idea, plan or observations of another researcher
- f) Acting unethically towards research subjects, breach of confidentiality of the subject, giving inaccurate information about the research.

29.3 Use of Animals in Medical Research

Lincoln University College realizes the importance of using animals in biomedical experiments. In line with the university policy, research using animals is allowed only when there is no alternative research technique and the expected benefits outweigh any adverse effects. It cannot be denied that animal models are not a perfect model for humans, however, the use of animals in biomedical research remains essential. Alternative techniques cannot always reproduce the complexity of a living creature.

Research using animals will continue to be essential to make progress in developing new and safer drugs for many diseases as well as other unsolved medical problems

The LUC policy on use of animals in Biomedical Research:

- it must be fully compliant with current Malaysian Laws;
- it has been approved by the university ethics committee or any locally recognized ethics committee;
- the method must be independently peer reviewed
- attempt had been made to find an alternative method and to reduce number of experimental animals and no viable non-animal alternatives available.

29.4 Experiments Involving Human Subjects

Researches involving human subjects are necessary for development of a healthier society and advancement of knowledge. Studies with human subjects require properly designed protocols in order to test hypotheses about behaviour, mechanisms of disease, processes of learning, or effectiveness of treatments. However, not all human studies are justified. The atrocities uncovered in Nazi Germany led to formulation of the Nuremberg Code (1949). One major provision of the Code is that "the voluntary consent of the human subject is absolutely essential;" other provisions indicate that experiments with human subjects should be done when there is a clear scientific rationale. A brief consideration is deliberated below:

- Research involving humans is subjected to regulation. No procedure or study should be performed that is not explicitly approved by the Ethics committee.

Applicable regulations include requirements for adherence to Ethical committee approved research protocols, maintenance of documentation, obtaining approval prior to initiation of changes, and reporting of adverse events.

- Responsible conduct of research involving human subjects not only adherence to regulation but also rational consideration to what defines an acceptable study. Some factors to be considered include the risks and potential benefits, and of any alternative methods for study.
- Justification and necessity of study is a prerequisite for good science and responsible research involving humans. Researches must assess whether the risks are minimal when compared to the benefits to be gained by the individual subjects and contribution to knowledge.
- Researchers must ensure that an informed consent to participate has been given freely and is based on an understanding of the risks and benefits of the research. Informed consent is often needed even for studies in the social sciences that impose little or no inconvenience, but still present the risk of a loss of privacy or confidentiality.
- A more complete guideline on studies involving human subjects can be obtained from the ethics committee.

30 GENERAL

With the exception that when clearly stated each application and appeal associated with this guideline must be submitted to the Director, Centre of Postgraduate Studies, Lincoln University College through the Principle Supervisor/ Co-supervisor and Dean of Programme.

- a. The University Senate may introduce additional guideline, in general if deemed necessary with the objective of enforcing the guideline effectively.
- b. These guidelines and all the associated information approved by the university Senate may be deleted or added from time to time as deemed necessary to be effective to all students registered on or after the effective date.
- c. The university Senate reserves the right to act on any candidate if found to have given/submitted false information associated to their candidacy.
- d. The university Senate may allow any exemption that is deemed necessary and applicable with the requirement of the guideline.
- e. The university Senate may allow any exception from the above stated guidelines that are deemed appropriate.