



XIAMEN UNIVERSITY MALAYSIA  
廈門大學馬來西亞分校

**POSTGRADUATE STUDIES UNIT**

Reference No. : XMUM.PSU.PGSH-V2.0

Effective Date : 22 AUGUST 2023

# **XIAMEN UNIVERSITY MALAYSIA POSTGRADUATE STUDENT HANDBOOK**

**AUGUST 2023**



PREFACE .....	4
1. INTRODUCTION.....	5
Motto .....	5
Vision .....	5
Mission.....	5
2. MASTER'S AND PH.D. PROGRAMMES.....	6
2.1. Academic Year.....	6
2.2. Duration of Study .....	6
2.3. Extension of Study .....	7
2.4. Withdrawal from the University.....	7
2.5. Termination of Study .....	8
3. CHANGE OF STUDY PROGRAMME .....	9
3.1. Change of Research Area.....	9
3.2. Change of Mode of Study (Full-Time/ Part-Time).....	9
3.3. Conversion from Master's Degree Programme to Ph.D. Degree Programme...	9
4. ASSESSMENT.....	10
4.1. Assessment Process.....	10
4.2. Postgraduate Grading System .....	11
4.3. Release of Official Results and Official Result Slip .....	13
5. DISSERTATION/ THESIS SUPERVISION .....	14
5.1. Appointment of Supervisor and Co-supervisor.....	14
5.2. Supervisor Qualification Requirements .....	14
5.3. Change/ Addition of Supervisor(s) .....	17
5.4. Proposal Defence.....	17
5.5. Mid-term Assessment for Ph.D. Students .....	18
5.6. Postgraduate Compulsory Courses and the Exemption Regulations.....	19
5.7. Submission of Dissertation/ Thesis for Examination .....	20
5.8. Dissertation/ Thesis Review and Viva Voce .....	20
5.9. Publication Requirement .....	24
5.10. Submission of Application and Filing Materials .....	24



6. INTELLECTUAL PROPERTY .....	26
6.1. Plagiarism .....	26
6.2. Plagiarism Checking .....	26
7. APPEALS .....	27
7.1. Appeal for Reviewing the Final Assessment Result .....	27
7.2. Appeal Rules and Regulations .....	27
7.3. Appeal Procedures for Reviewing the Final Assessment Result .....	27
7.4. Appeal against Decision Made on Academic Misconduct/ Disciplinary Matters .....	28
7.5. Penalties Available to the Academic Misconduct Committee .....	29
8. Graduation .....	30
8.1. Conferment of Degree (by Research) .....	30
8.2. Conferment of Degree (by Coursework, Mixed Mode) .....	30



## **PREFACE**

### **XIAMEN UNIVERSITY MALAYSIA**

#### **POSTGRADUATE PROGRAMME GUIDELINES**

The XMUM Postgraduate Student Handbook (hereinafter 'Handbook') shall apply to all postgraduate students of all modes of offer at Xiamen University Malaysia (XMUM). These academic regulations shall apply to the postgraduate programmes leading towards the conferment of all Master's and Ph.D. degrees which are offered by XMUM and other academic matters related thereto. All postgraduate students should comply with these rules and regulations. Rules in this Handbook shall come into force on the date approved by the Academic Board for Postgraduate Studies. XMUM reserves the right to add, amend or make any alterations to the content of this Handbook as and when necessary.

#### **THE APPLICATION OF THE HANDBOOK**

The Handbook describes the generic requirements for Master's and Ph.D. degrees at XMUM. The respective programme handbooks may contextualise the minimum requirements expressed in this Handbook to the needs of the discipline and profession. In doing so, the specific or programme handbooks shall not lower the requirements stated in this Handbook. The programme handbooks may establish higher and/ or additional requirements if the disciplinary and professional practices deem it necessary. It is expected that programme handbooks would maintain the minimum requirement set in this Handbook in the interest of consistency. As a general principle, each school/ department has the right to establish any other conditions or requirements as it deems necessary guided by this Handbook, the Malaysian Qualifications Agency (MQA) Standards: Master's and Doctoral Degree, MQA programmes standards, and other good practices.



## **1. INTRODUCTION**

XMUM aims to be a multicultural University that strives to achieve excellence in both teaching and research. It aspires to nurture young minds, helping them become responsible, steadfast members of society who will, in turn, contribute to the prosperity of the region.

### **Motto**

“Pursuing Excellence, Striving for Perfection”

### **Vision**

XMUM aspires to become a university with a distinct global outlook, featuring first-class teaching and research, and embracing cultural diversity.

### **Mission**

To nurture young talents with dignity and wisdom, turning them into fine citizens of the region who will contribute to the prosperity of the people and social progress of Malaysia, China and Southeast Asia.



## 2. MASTER'S AND PH.D. PROGRAMMES

### 2.1. Academic Year

- The academic year for each XMUM postgraduate programme is divided into 2 or 3 semesters which could include study weeks, exam weeks and/ or short research projects, all of which are pre-determined by each school/ department.
- All programmes vary between either 2 long semesters or 3 semesters, depending on the school/ department conducting the programme. The specific academic calendar for each programme is available in its respective programme handbook.

### 2.2. Duration of Study

Table 1 serves as an overview of the study duration of postgraduate programmes at XMUM. The study duration varies according to the programme; please refer to the respective programme handbooks or Heads of Programme for detailed information.

Table 1: Study Duration of Postgraduate Programmes at XMUM.

Programme	Master's			Ph.D.	
Mode of Offer	Coursework	Mixed	Research	Mixed	Research
Minimum (Full-Time)	1.5 years	1.5 years	2 years	3 years	3 years
Minimum (Part-Time)	2 years	2 years	3 years	4 years	4 years

Note: A Mixed Mode programme refers to a postgraduate programme with at least a 50 % research component in addition to coursework.



### 2.3. Extension of Study

- Students who fail to complete their studies within the stipulated maximum duration of study may apply for an extension upon recommendation from the relevant committees. The University reserves the right to approve or reject such applications.
- Failure to complete the study within the maximum duration of study or approved extended period may result in termination of candidature.

### 2.4. Withdrawal from the University

- Withdrawal from the University means to withdraw from a study programme currently pursued at XMUM.
- Postgraduate students who wish to withdraw from the University must fill in the Withdrawal Application Form for Postgraduates and submit it to the school/ department for endorsement. The relevant documents will then be submitted to Postgraduate Studies Unit (PSU) for approval. The University may take up to 5 working days to complete the withdrawal process.
- Postgraduate students must return their student cards, library books, and any property belonging to the University upon withdrawal. The students shall be responsible for the replacement costs of any University property lost or damaged by them.
- All outstanding fees or official charges must be fully settled before the withdrawal application is approved.
- In the event that the tuition fees have not been paid within the first two weeks of the new semester, 50 % of the tuition fee will be chargeable, and thereafter, 100 % of the fee will be charged. The University reserves the right to use the refundable deposits to offset any outstanding fees owing to the University.
- Refund of the paid tuition fee is based on the following conditions:

Submission of Written Notification to Withdraw	Percentage of Refund
Within the first two weeks of the new semester	50 % of the tuition fee
After the first two weeks of the new semester	No refund

- Any amount to be refunded will be paid *via* bank transfer.



## **2.5. Termination of Study**

- The University reserves the right to terminate students who provided false information to the University in their application.
- Students can be terminated by the University due to the following reasons:
  - a) Violating the rules and regulations of the University
  - b) Exceeding the maximum study duration of the programme
  - c) Outstanding tuition fees after the maximum set period





### **3. CHANGE OF STUDY PROGRAMME**

#### **3.1. Change of Research Area**

- Postgraduate students who intend to apply for a change of research area must fill in the prescribed form and submit it to the respective school/ department for endorsement. The recommendation for the change should then be forwarded to the PSU for record.

#### **3.2. Change of Mode of Study (Full-Time/ Part-Time)**

- Postgraduate students who intend to apply for a change of mode of study must fill in the General Application Form for Current Postgraduates and submit it to the respective school/ department for endorsement. The recommendation of the change should then be forwarded to the PSU for record.

#### **3.3. Conversion from Master's Degree Programme to Ph.D. Degree Programme**

- Students in a Master's degree programme that meet the University's conditions and requirements can apply to convert themselves into a Ph.D. degree programme candidate. Please refer to the Conversion from Master's to PhD Programme Guidelines and Application Form.



## 4. ASSESSMENT

### 4.1. Assessment Process

- An assessment is an evaluation of the student's performance through examinations and coursework. Methods of assessment include continuous assessment (assignment, laboratory work, presentation, *etc.*) and final assessment (final examination, final assignment, *etc.*).
- Students registered for courses shall be evaluated according to the course syllabus and its intended learning outcomes.
- Students are required to pay all the tuition fees for the semester before the examination weeks. Otherwise, they may not be allowed to take their final examination.
- Students who have retained less than 80 % attendance at lecture and tutorial classes are not allowed to take the final examination.
- Students who fail to attend the examination without valid reasons shall be given the Fail grade.
- Students may be allowed to sit for a replacement examination if they provide valid reasons and documentation for non-attendance.
- Students with academic misconduct during examinations shall be subjected to penalties mentioned in item 7.5.



#### 4.2. Postgraduate Grading System

- Effective from September 2023 intake and onwards, the Total Marks, Grades, and corresponding Grade Points for XMUM postgraduate programmes are defined as:

Marks	Grade	Grade Points	Description
80 - 100	A	4.00	Distinction
75 - 79	A-	3.70	Distinction
70 - 74	B+	3.30	Pass
65 - 69	B	3.00	Pass
60 - 64	B-	2.70	Conditional Pass
55 - 59	C+	2.30	Conditional Pass
50 - 54	C	2.00	Fail
45 - 49	C-	1.70	Fail
40 - 44	D+	1.30	Fail
35 - 39	D	1.00	Fail
0 - 34	F	0.00	Fail
-	P	-	Pass



Table 2: Abbreviations Found in the XMUM Academic Transcript.

GRADE	DEFINITION	DESCRIPTION
AU	Audit	Student attends lectures and examinations without earning academic credit (not included in the calculation of CGPA).
IN	Incomplete	An interim grade is given for a subject where a student has not completed certain requirements with a valid reason, or it is not possible to finalise the grade by the published deadline.
IP	In-Progress	An interim notation is used for a project paper that is continued for more than one semester. An “IP” grade carries no credit or grade until a regular grade is assigned.
F	Fail	Unsatisfactory completion of the course.
P	Pass	Satisfactory completion of the course.
EX	Exempted	Credit transfer of a course exempted by the University to the current postgraduate programme.

- Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated at the end of every semester based on the assessments stipulated in the course syllabi, representing a student’s academic achievement.
- The formulas used for the calculations of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are as follows:

$$\text{GPA} = \frac{\sum (\text{Credits attempted for each course} \times \text{Grade point awarded for the course})}{\text{(The total credits attempted in a semester)}}$$

$$\text{CGPA} = \frac{\sum (\text{Credits earned for each course} \times \text{Grade point awarded for the course})}{\text{(The cumulative credits earned over all semesters)}}$$



- A Cumulative Grade Point Average (CGPA) of 3.00 and above is required for students to remain in good academic standing and meet the programme's graduation requirements. In accordance with the respective programme, students with a CGPA of less than 3.00 are required to retake any (not necessarily all) course(s) with a “Conditional Pass” until a passing grade is achieved within the maximum study duration.
- Effective from 01 January 2024, for Coursework Mode and Mixed Mode programmes, course retakes will be imposed a fee of RM 550.00 and RM 500.00 per credit for “Science and Technology” and “Arts and Business” courses, respectively.

#### **4.3. Release of Official Results and Official Result Slip**

- Official results will be released to students *via* student email within three weeks after the end of the final examination week.
- Students must check their results. Students may appeal for a review of course grades to the school/ department within the stipulated period. Please refer to section 7 in the Handbook for more details.
- The University reserves the right to retain the Official Results Slip if a student fails to abide by the rules and regulations of the University as stated in the Handbook and other relevant documents.



## **5. DISSERTATION/ THESIS SUPERVISION**

### **5.1. Appointment of Supervisor and Co-supervisor**

- Students shall be assigned a main supervisor and co-supervisor(s) (if applicable) for their postgraduate studies.

### **5.2. Supervisor Qualification Requirements**

- The main supervisor for a Ph.D. student must be at least of the academic rank of associate professor. If a lecturer, senior lecturer, or assistant professor is awarded a grant that requires them to be the main supervisor of the Ph.D. student to fulfil/achieve the key performance indicator (KPI) of the grant, special approval should be sought from the top management of the University.
- All the supervisors of Master's and Ph.D. degree students by Coursework, Research, or Mixed Modes, must go through structured supervisor training.



Table 3: Detailed Qualification and Experience Requirements of Supervisor(s).

Master's Degree by Research	
Main supervisor	Co-supervisor
<ul style="list-style-type: none"><li>i. Must have a doctoral degree; or</li><li>ii. If the main supervisor has a Master's degree in the field, the main supervisor must have at least 5 years of experience in teaching and research; AND has co-supervised a Master's candidate</li></ul>	<ul style="list-style-type: none"><li>i. Must have a doctoral degree; or</li><li>ii. If the co-supervisor has only a Master's degree in the field, the co-supervisor must have at least 1 year of experience in teaching AND research; or</li><li>iii. A co-supervisor from the industry or practitioner who must have at least a Bachelor's degree and 5 years of experience in the field at a level appropriate for the dissertation</li></ul>
Ph.D. Degree by Research	
Main supervisor	Co-supervisor
<ul style="list-style-type: none"><li>i. Must have a doctoral degree; and</li><li>ii. Must be at least an Associate Professor except for special case for other faculty positions that meet the approval requirement of the University; and</li><li>iii. Must have at least 2 years of teaching and research experience; AND has supervised a Master's or Ph.D. research candidate to completion</li></ul>	<ul style="list-style-type: none"><li>i. Must have a doctoral degree; or</li><li>ii. If the co-supervisor has only a Master's degree, extensive experience in research is required and subject to approval by the Academic Board for Postgraduate Studies; or</li><li>iii. A co-supervisor from the industry or practitioner who must have at least a Master's degree and 10 years of experience in the field at a level appropriate for the thesis</li></ul>



Master's Degree by Mixed Mode	
Main supervisor	Co-supervisor
<ul style="list-style-type: none"><li>i. Must have a doctoral degree; or</li><li>ii. If the main supervisor has a Master's degree in the field, the main supervisor must have at least 5 years' experience in teaching and research; AND has co-supervised a Master's candidate</li></ul>	<ul style="list-style-type: none"><li>i. Must have a doctoral degree; or</li><li>ii. If the co-supervisor has only a Master's degree in the field, the co-supervisor must have at least 1 year of experience in teaching AND research; or</li><li>iii. A co-supervisor from the industry or practitioner who must have at least a Bachelor's degree and 5 years of experience in the field at a level appropriate for the dissertation</li></ul>
Master's Degree by Coursework Mode	
Main supervisor	
<ul style="list-style-type: none"><li>i. Must have a doctoral degree; or</li><li>ii. If the supervisor has a Master's degree in the field, the supervisor must have at least 5 years of experience in teaching;</li><li>iii. Supervisor from the industry or practitioner must have a Bachelor's degree and at least 5 years of experience in the field at a level appropriate for the dissertation AND be appointed only as a co-supervisor.</li></ul>	
Ph.D. Degree by Mixed Mode	
Main supervisor	Co-supervisor
<ul style="list-style-type: none"><li>i. Must have a doctoral degree; and</li><li>ii. Must be at least an Associate Professor, except for special cases that meet the approval of the University; and</li></ul>	<ul style="list-style-type: none"><li>i. Must have a doctoral degree and at least 2 years of experience in teaching AND research; or</li><li>ii. If a co-supervisor has only a Master's degree, extensive experience in research is required</li></ul>





iii. Must have at least 2 years of teaching experience and research; AND has supervised a Master's or Ph.D. research candidate to completion	and is subject to the approval of the Academic Board for Postgraduate Studies; or iii. A co-supervisor from the industry or practitioner who must have at least a Master's degree AND 10 years of experience in the field at a level appropriate for the thesis
<b>Ph.D. Degree by Coursework</b>	
<b>Main supervisor</b>	
i. Must have a doctoral degree; and ii. Must be at least an Associate Professor, except for special cases that meet the approval of the University; and iii. Must have at least 2 years of teaching and research experience; AND has supervised a Master's or Ph.D. research candidate to completion	

### 5.3. Change/ Addition of Supervisor(s)

- Students who intend to change or add supervisor(s) must fill in the General Application Form for Current Postgraduates and submit it to the school/ department for approval. The relevant documents will then be submitted to PSU for record.

### 5.4. Proposal Defence

- Students are required to adhere to the Proposal Defence timeline set by the respective school/ department.
- Students are given two attempts to pass their proposal defence. Students who fail during the second attempt shall automatically be terminated by the University.
- The detailed implementation of the proposal defence will be determined by the respective school/ department.



### 5.5. Mid-term Assessment for Ph.D. Students

- Mid-term assessment of Ph.D. students is an important means of comprehensively assessing the research capabilities and developing the potential of Ph.D. students. It is intended to standardise the Ph.D. student training process and ensure continuous improvement of training quality.
- Mid-term assessment of Ph.D. students is conducted at the school/ departmental level. A mid-term assessment work group consists of at least three internal and external associate professors or experts with comparable scholarly accomplishments in the relevant field of study. The group is headed by at least an associate professor who is a Ph.D. supervisor. Whether the student's supervisor should join the mid-term assessment work group will be determined by the school/ department.
- Mid-term assessment of Ph.D. students shall be integrated with all training steps for Ph.D. students. Mid-term assessment shall generally be conducted within the second academic year. All schools/ departments shall specify mid-term assessment schedules in their detailed work rules and comply with them.
- The contents, specific requirements, evaluation criteria, and weights of mid-term assessment of Ph.D. students will be determined by the school/ department. Course examination results may be included in the mid-term assessment, but their weight shall not exceed 30 %.
- The result of the mid-term assessment of a Ph.D. student is graded as "satisfactory" or "unsatisfactory". The school/ department shall notify the student of the assessment result (including scores and detailed comments and suggestions made by the assessment work group) within a week after the assessment is completed and shall ensure that the student strives to eliminate weaknesses identified in the assessment.
- Ph.D. students achieving satisfactory grades are permitted to continue working on their Ph.D. degrees. Ph.D. students achieving an unsatisfactory grade will be given a second chance within 3 to 12 months.



- Should the Ph.D. students fail to achieve a satisfactory grade during the second attempt, the schools/ departments shall handle the cases as follows:
  - a. With the Ph.D. student's application and approval from the Academic Board for Postgraduate Studies, it is possible to switch to pursuing a Master's degree within the same discipline at the same level or a closely related field.
  - b. Ph.D. students lacking in research abilities and unsuitable to continue their studies can be subjected to the termination of study.
- Each school/ department shall notify its Ph.D. students of its detailed implementation rules for mid-term assessment at least three months before the assessment takes place.

#### **5.6. Postgraduate Compulsory Courses and the Exemption Regulations**

- Postgraduate students (excluding those enrolled under the Master of Arts in Chinese Studies and Doctor of Philosophy (Chinese Studies) programmes) must undertake and pass the compulsory course(s) as part of the graduate requirements.
- Students who intend to apply for exemption from the course(s) must fill in the Postgraduate Course Exemption Application Form and submit it to the respective school/ department for review. The exemption recommendation should then be forwarded to the PSU for approval.
- Refer to the table below for detailed information and exemption requirements.



Table 4: Details of the Compulsory Courses and Exemption Requirements.

Compulsory Courses	Exemption Requirements
Chinese I	<ul style="list-style-type: none"><li>• Obtained at least a score of 270 in the new HSK Level 5 test; or</li><li>• Received a pass for a Chinese language course/ subject in a nationally or internationally recognised examination, including UPSR/ STPM/ UEC/ A-Levels/ Foundation/ Matriculation/ Diploma/ SPM/ O-Levels, etc.; or</li><li>• Able to provide official evidence of graduation from a Chinese school with Mandarin as the medium of instruction; or</li><li>• Other equivalent qualifications, with which the approval of exemption will be considered on a case-by-case basis</li></ul>
Selected Topics on China	<ul style="list-style-type: none"><li>• Obtained any academic degrees (Bachelor's, or Master's, or Ph.D.) in China</li></ul>

### 5.7. Submission of Dissertation/ Thesis for Examination

- Postgraduate students must submit their intent to submit a dissertation/ thesis form by giving three months of notice.
- Students must submit an electronic copy of the dissertation/ thesis (following the dissertation/ thesis format guideline) to the school/ department for review after the appointment of the Dissertation/ Thesis Examination Committee has been endorsed.

### 5.8. Dissertation/ Thesis Review and Viva Voce

- After the submission of the intent to submit a dissertation/ thesis form, the main supervisor must nominate internal and external examiners for dissertation/ thesis assessment. The supervisor must fill in the prescribed nomination of internal and external examiners for the dissertation/ thesis form and submit it to the school/ department. The supervisor shall not be the internal examiner for their student's dissertation/ thesis.



- An examiner must have a minimum qualification of no less than the supervisor. Where an examiner is without the required qualification, there must be sufficient experience in the relevant field, and the appointment must be subjected to the approval of the University.
- An external examiner appointed must be from a field related to the research made to ensure the quality of research. The requirements of examiners may vary according to the standards of each postgraduate programme.

Table 5: Requirement for Dissertation/ Thesis Examination Committee.

Master's	Ph.D.
<ul style="list-style-type: none"><li>• A minimum of 2 examiners (at least Assistant Professor), 1 of whom should be external (at least Associate Professor)</li></ul>	<ul style="list-style-type: none"><li>• A minimum of 3 examiners (at least Associate Professor), 2 of whom should be external (at least Professor)</li></ul>

- Examiners shall write detailed academic comments on the dissertation/ thesis and assign a score on a 100-point scale for reference by the viva voce committee. Examiners may assess the quality of the dissertation/ thesis in the following aspects:
  1. the theoretical significance and practical value of the research results;
  2. the relevance of the views and conclusions of the dissertation/ thesis and the adequacy and reliability of the argument;
  3. the academic standard and originality of the dissertation/ thesis;
  4. the chief merits of the dissertation/ thesis (including research methods, writing skills and logic); and
  5. the deficiencies of the dissertation/ thesis.
- Examiners' names and academic comments shall be kept confidential from the postgraduate students prior to the viva voce.



- If two-thirds or more of the examiners deem the dissertation/ thesis as meeting the standard of degree dissertations/ theses and half or more of the examiners permit a viva voce, the school/ department will organise the viva voce.

Table 6: Requirements for the Viva Voce Committee.

Master's	Ph.D.
<ul style="list-style-type: none"><li>• At least 3 panel members (at least Assistant Professor), which cannot include the student's supervisor(s)</li><li>• 1 secretary</li><li>• Viva voce must be documented or recorded</li><li>• 1-1.5 hours/ dissertation</li></ul>	<ul style="list-style-type: none"><li>• At least 5 panel members (with half of them at least Associate Professor; chaired by a Professor; and at least 2 externals to the University), which cannot include the student's supervisor(s)</li><li>• 1 secretary</li><li>• Viva voce must be documented and recorded</li><li>• 2-4 hours/ thesis</li></ul>

- The viva voce shall take place publicly (except in circumstances where confidentiality is required), with the viva voce poster circulated within the school at least one week ahead. In general, the process of viva voce is as follows:
  1. The Chairperson announces the start of the proceedings;
  2. The supervisor (or the viva voce secretary) introduces the applicant's academic performance and dissertation/ thesis work;
  3. The applicant delivers a presentation on the main contents of his dissertation/ thesis (a minimum of 30 minutes for a Ph.D. thesis);
  4. The applicant responds to questions raised by the committee members after an optional preparation break of 15 to 20 minutes;



5. An intermission follows; the committee members hold a meeting, during which the secretary reads out the academic comments of the supervisor and examiners, and the committee deliberates and agrees on the standards for assessing the dissertation/ thesis, conducts the assessment, and votes on whether to pass the applicants on the viva voce and whether they should be recommended for the conferment of a degree; and
  6. The Chairperson announces the comments of the viva voce committee on the dissertation/ thesis, the score of the dissertation/ thesis, and the result of the vote.
- The viva voce committee shall operate in strict accordance with the academic standards and principles of professionalism. Members of the viva voce committee assign the dissertation/ thesis a score on a 100-point scale and vote on whether to pass the applicants on the viva voce and whether they should be recommended for the conferment of a degree. A two-thirds majority of the committee is required for the applicants to pass the viva voce.
  - Where a Master's student fails a dissertation viva voce, subject to the approval of more than half of its members, the viva voce committee may make a resolution to permit the student to revise their dissertation and undertake another viva voce within a year.
  - Where a Ph.D. student fails their thesis, subject to the approval of more than half of its members through a vote by secret ballot, the viva voce committee may make a resolution to permit the student to revise their thesis within two years and undertake another viva voce.
  - In either case, a postgraduate student must complete their studies within the stipulated maximum study duration.



### **5.9. Publication Requirement**

- The school/ department can set its standards on the publication of the research output to reflect the competencies that the Master's and Ph.D. students should have upon completion of the respective Postgraduate Degree Programmes.
- Students are advised to discuss with their respective supervisory committee members the choice of journals/ publishers before submitting manuscripts for publication. If a manuscript is submitted to a black-listed journal/ publisher, any resulting publication with that journal/ publisher will not be considered to fulfil the graduation publication requirement.

### **5.10. Submission of Application and Filing Materials**

- The Academic Degrees Committee of Xiamen University holds two routine meetings on degree conferment every year in June and December.
- The school/ department has the responsibility to review the application materials submitted by applicants for degrees and shall forward the application materials to the PSU according to the requirements specified in the work circular.
- After the University's Academic Degrees Committee makes a resolution to confer a degree on the applicant, the school/ department shall submit the following materials to the PSU for filing:





**For Master's Degrees:**

1. Dissertation Viva Voce Application Form
2. Dissertation Review Sheet
3. Dissertation Viva Voce Review and Approval Form
4. Dissertation Viva Voce Evaluation Form
5. Dissertation Viva Voce Record
6. Dissertation Viva Voce Decision
7. Degree Application Form
8. Research Output Summary Sheet
9. Two (2) hard copies of the dissertation, an electronic copy, and a CD-ROM containing the full text of the dissertation

**For Ph.D. Degrees:**

1. Thesis Viva Voce Application Form
2. Thesis Review Sheet
3. Thesis Viva Voce Review and Approval Form
4. Thesis Viva Voce Evaluation Form
5. Thesis Viva Voce Record
6. Thesis Viva Voce Decision
7. Degree Application Form
8. Research Output Summary Sheet
9. Four (4) hard copies of the thesis, an electronic copy, and a CD-ROM containing the full text of the thesis
10. Abstract of the thesis in both Chinese and English on a CD-ROM (limited to 500 characters for the Chinese version and 4000 characters for the English version)



## 6. INTELLECTUAL PROPERTY

### 6.1. Plagiarism

- All the coursework students submit for assessment must be the outcome of their effort. If students are found to have copied the work of another person without proper acknowledgement or cooperated with other people in preparing and writing their work, students will be considered guilty of plagiarism.
- Plagiarism is a serious offence that will be penalised by being given a zero mark for the entire assignment. Therefore, it is important for students to always come up with their ideas and write using their own words. If students quote a piece of published or unpublished work that does not belong to them, they must acknowledge the source of the information.

### 6.2. Plagiarism Checking

XMUM subscribes to Turnitin, an Internet-based Plagiarism-prevention commercial service that checks for the originality of submitted materials. To verify the level of originality of the content in the dissertation/ thesis or other publication, students must submit their dissertation/ thesis or publication to Turnitin for originality check before formally submitting their works for assessment or publication. Students are advised to read and understand the guidelines provided by the IT Office to generate an originality report. The maximum amount of similarity permitted is 25 % (excluding the candidate's first author paper publication).



## 7. APPEALS

### 7.1. Appeal for Reviewing the Final Assessment Result

- Students are allowed to appeal against assessment results. The process requires re-marking the student's final assessment answer script for the said course. The appeals are only applicable for that semester and within the stipulated time set by the University. Backdated appeals will not be accepted.
- All appeals must be submitted within the first week of the new semester. Late appeals, without good reasons, will not be entertained.

### 7.2. Appeal Rules and Regulations

- An appeal that questions the academic judgment of examiners will not be allowed.
- The students may submit an appeal only on their behalf. An appeal submitted by a third party will not be accepted unless enclosed with written authorisation from the candidate.
- A candidate who wishes to appeal should discuss it with the lecturer in advance. A formal appeal should only be submitted if a candidate remains dissatisfied after discussing it with the respective course lecturer.
- An appeal is only possible for courses with a final assessment.
- Appeal can only be made to review the final assessment result. Marks obtained in tests, quizzes, mid-term tests, assignments or other course components will not be entertained.
- Students are reminded that the appeal does not in any way mean that the marks will be adjusted upwards. There may be instances where the second examiner may downgrade the marks if proven that the marks had been incorrectly given.

### 7.3. Appeal Procedures for Reviewing the Final Assessment Result

- An application for a review of marks and grades should be made by the postgraduate student on the Postgraduate Student Appeal Form and submitted to the PSU.
- The PSU will submit the duly completed form to the Finance Office to invoice an appeal fee. RM 50.00 will be charged for each appeal. After receiving the invoice, payment must be made by the student *via* e-payment or at the Finance Office.



- Students are then required to submit the receipt of payment to the PSU.
- When the student has submitted all appeal documents, corresponding actions will be taken. The PSU will refer the case to the respective school/ department, which will then authorise an investigation, and the opinion of the relevant committee is then to be sought.
- The appeal and subsequent results are then forwarded to the Board of Examination for Postgraduate Studies for consideration and recommendation.
- The case outcome will be conveyed to the student in writing within two weeks after the appeal period ends. The student will be informed of the reasons for the decision.
- The outcome of the appeal is final and further appeals will not be entertained.
- An appeal is considered successful if the new awarded mark is higher than the previous one given, and the payment made for the appeal will be returned to the student.

#### **7.4. Appeal against Decision Made on Academic Misconduct/ Disciplinary Matters**

- Student Disciplinary and Behaviour Committee (SDBC) is a committee to deal with any academic disciplinary-related matters. Members of SDBC include the Dean, Head of Department, Head of Programme, representative of the school/department and the top management of the University.
- Students charged with committing academic misconduct will be given a chance to meet the panel members to express their personal opinion before any decision is made.
- Students have the right to appeal against formal warnings or unfair treatment.
- All appeals against the decision on disciplinary matters shall be made within 14 working days from the date of the decision to the SDBC.
- Appeals will be allowed on grounds such as the following:
  - a) Students who consider that they have been unfairly judged.
  - b) There was a major administrative mistake that affected the student's academic records.



- An appeal can be made by students on the prescribed form and submitted to the SDBC, together with a letter stating the reason(s) for the appeal.
- The prescribed form “Appeal against Disciplinary Matters” is available at the SDBC.
- The appeal letter and the duly completed appeal form will be forwarded to the SDBC for consideration before submission to the Registrar for endorsement.
- The SDBC has the following authority:
  - a) To accept or reject an appeal
  - b) To make decisions for any appeal considered
  - c) To validate any appeal which is not eligible for consideration
- The outcome of the case will be conveyed to the student in writing within two weeks of filing the appeal.
- Every decision made by the SDBC that the Registrar endorsed is final, and any subsequent appeal will not be entertained.
- If the appeal has been made in good faith, students will not be disadvantaged in any way because of making an appeal, whatever the outcome is.

#### **7.5. Penalties Available to the Academic Misconduct Committee**

- If students are found to have committed assessment misconduct, they can be imposed with any of the following penalties:
  - a) Given a mark of zero for the specific assessment paper of the academic misconduct
  - b) Given a mark of zero for all the assessments in which the academic misconduct occurred, and suspension for one semester
  - c) Required to retake (as they were given zero marks) the next time the relevant course(s) is/ are being offered
  - d) Expulsion from the University (If the respective student has a previous case of Academic Misconduct on their record)
- The Academic Misconduct Committee has the right to apply one or more of the above penalties.



## 8. Graduation

Students will be awarded the degree upon fulfilment of all the graduation requirements for the Conferment of the Degree.

### 8.1. Conferment of Degree (by Research)

- Students will be awarded a Master's or Doctor of Philosophy degree if they have:
  - a) Passed dissertation/ thesis
  - b) Passed all courses required by the respective programmes
  - c) Fulfilled publication requirement
  - d) Paid all the outstanding fees to the University
  - e) Fulfilled all other University requirements (if applicable)

### 8.2. Conferment of Degree (by Coursework, Mixed Mode)

- Students will be awarded a Master's or Doctor of Philosophy degree if they have:
  - a) Passed dissertation/ thesis
  - b) Passed all courses as required by the respective programmes
  - c) Attained a minimum CGPA of 3.00 for the programme
  - d) Fulfilled the minimum total credit hours for graduation from a programme
  - e) Paid all the outstanding fees to the University
  - f) Fulfilled all other requirements by the University (if applicable)