
POSTGRADUATE

HANDBOOK



**COURSEWORK
AND
MIXED-MODE**

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Institute of Academic

DRB-HICOM University of Automotive Malaysia

DHU reserves the right to amend the rules and regulations from time to time.

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GLOSSARY

Table 1 Glossary for the Handbook

Item	Description
University	University refers to DRB-HICOM University of Automotive Malaysia. DHU is the acronym.
Senate	The Senate is an academic body of DHU and is subject to the provisions contained in the constitution, statutes, procedures and rules of DHU. It is empowered to monitor the development and delivery of academic programmes, research, examinations, awards, degrees, diplomas and certificates.
Faculty	The main academic entity which consists of and includes departments, discipline and academic programmes.
Academic Member	A full-time academic staff member or teaching staff on a permanent or contract position of DHU.
Active Learners	A learner who activates his/her candidature status every semester of study this University.
Applicant	A person who applies for admission into a postgraduate programme at this University.
Audit Course	A course registered by a learner for which the grade will not be considered for the CGPA calculation.
CGPA	Cumulative Grade Point Average obtained in all semesters.
Core Course	A compulsory course as specified by the programme.
Co-Supervisor	A person appointed jointly with the main supervisor to supervise a dissertation or research project of a learners. The person can be appointed from another faculty, school, university college or university.

Item	Description
Continuous Assessment Coursework Programme	Work assigned to and done by a learner within a given period, which is assessed as an integral part of the programme. The programme of study with a research component of less than fifty percent (50%).
Dean	The Dean of Postgraduate Centre or a Faculty of DHU.
Degree	An award conferred by the University to a learner who has fulfilled the programme requirements.
Dissertation	An academic composition or a documentation of a research component prepared and submitted by a learner for the award of a degree of a mixed-mode programme, in which the number of credit hours is more than twelve (12) and the grade will be taken into account when calculating the CGPA.
Dissertation Panel of Examiners	The panel set-up by a Faculty or Postgraduate Committee to evaluate a dissertation and conduct the viva-voce oral examination.
Elective Course	An optional course as specified by the programme.
Examination	Any form of evaluation to measure a learners' performance.
Internal Examiner	An academic member of the University appointed by a Faculty or the University Postgraduate Committee to evaluate a dissertation or research project of a learners.
Main Supervisor	An academic member of the University appointed to supervise a learner.
Mixed Mode Programme	Ratio of coursework to dissertation or equivalent conspectus with associated artefacts is within the range of 50:50, 40:60 or 30:70.
Postgraduate Centre	A unit set-up in the University to administer postgraduate programmes.

Item	Description
Postgraduate Certificate	The award conferred by the University to a learner who has fulfilled the requirements of a Postgraduate Certificate Programme.
Postgraduate Committee	The sub-committee of the University's Senate to look into all issues pertaining to postgraduate studies.
Pre-requisite Course	A course must be fulfilled by a learner as a condition to register for another course.
Repeat Semester	A semester where a learner must repeat all courses taken in that semester which the CGPA is less than 3.00 (i.e. 2.00 – 2.99)
Research Project	Research project is a course that consist of an academic composition or a documentation of a research component prepared and submitted by a learner for the award of a degree of a programme, in which the number of credit hours is less than twelve (12) and the grade will be taken into account when calculating the CGPA.
Semester	A period of academic study as stipulated by the University.
Transfer Learners	A learner from another institution of higher learning who is transferred to DHU.

ABOUT THE HANDBOOK

This handbook provides important information for learners (local and international) planning to pursue or currently pursuing postgraduate studies in DHU either through conventional or Open Distance Learning (ODL). The content includes information on admission, academic matters, financial assistance, thesis, student affairs, learning support, visa and student pass. A list of available services and facilities within the campus is among the updated information provided. This handbook is developed to assist learners on the academic requirements and procedures that will ensure the successful completion of their postgraduate studies.

The postgraduate programmes (coursework and mixed mode) included in this handbook comprises master's degrees and doctoral degree offered by Faculty of Business and Management (FOB) and Faculty of Engineering and Technology (FOE) at DHU. This handbook should be read together with the Student Handbook 2017 on other general academic regulations set by DHU. General enquiries about the programmes and admission can be directed to the FOB and FOE.

The University reserves the right to revise or amend the rules/regulations/ procedures that are contained in this handbook. It is the responsibility of the learners to make themselves familiar with the contents of this handbook and the rules governing postgraduate studies.

PART 1 GENERAL INFORMATION

1.1. DHU Vision and Mission

1.1.1. DHU Vision

To be ASEAN's premier innovation, research and education institution for the automotive ecosystem and sustainable development.

1.1.2. DHU Mission

Committed to nurturing global entrepreneurial leaders and producing innovative sustainable services and products for ASEAN's automotive ecosystem and services industries. This will be achieved by our research and teaching being recognised for its:

- Excellence & quality
- Innovation & creativity
- Global competitiveness & partnerships
- Contribution to sustainable development

1.1.3. DHU Values

University's key values:

- Decorum
- Integrity
- Teamwork
- Excellence
- Innovation
- Quality
- Transparent

1.1.4. University Education Outcomes (UEOs)

UEO1	Developing innovative learners with competencies including knowledge, practical skills, and attitude to meet the needs of future skillsets.
UEO2	Nurturing learners to become entrepreneurial leaders with shared values to support community and industry cooperation for ASEAN's automotive ecosystem and services industry.
UEO3	Developing learners that will demonstrating professionalism and socially responsible in elevating the quality of life.

PART 2 ADMISSION AND REGISTRATION

2.1. Admission

2.1.1. Admission Requirements

- 2.1.1.1. The minimum entry requirements are subject to meeting the latest requirements set by the Malaysia Qualification Agency (MQA).
- 2.1.1.2. Refer to DHU's website and MQA's Programme Standards for the latest entry requirements.
- 2.1.1.3. Learners must fulfil the admission condition(s) if any within the stipulated time as stipulated in the offer letter. Failure to do so will nullify the offer and the learner's admission status.

2.1.2. Programme Registration

- 2.1.2.1. Upon receiving an offer letter for admission into a postgraduate programme, the learner is required to register within the period as stipulated in the offer letter.
- 2.1.2.2. It is the responsibility of the learner to ensure that payment of fees is settled during registration. Scholarship holders or those with sponsorship would have to produce the award letter from the respective bodies.
- 2.1.2.3. All learners must register for the offered programme on the registration date set by the University.
- 2.1.2.4. An international learner's registration may be nullified at any time if the learner fails to secure a student visa or endorsement to enrol from the Immigration Department. For issues pertaining to immigration matters, visas, learners pass, please contact the International Students Office (ISO).

- 2.1.2.5. A learner of DHU, either on a full-time or part-time basis is not allowed to register for another degree or programme of study with any other University either locally or abroad, unless permission is granted by the University.

2.2. Registration

2.2.1. Academic Calendar

- 2.2.1.1. The academic calendar will be published on the Student Portal and Learning Management System (LMS).

2.2.2. Semester Registration

- 2.2.2.1. Students are required to do semester registration, continuing student registration, at the beginning of every semester.
- 2.2.2.2. It is the responsibility of learners to renew their registration every semester and make payment of tuition fees within the renewal registration period.
- 2.2.2.3. If active learners fail to renew their registration, their candidature may be deferred, terminated or may be required to pay a penalty for late renewal of registration.
- 2.2.2.4. Learners are required to renew their registration and pay fees until such time that they have completed their study at this University.

2.2.3. Course Selection and Registration

- 2.2.3.1. All learners must select and register for every course taken during the semester with the correct course code and name for all courses through Student Portal by Week 2.
- 2.2.3.2. Registration of courses is conclusive unless the learner is under probation, or dismissal status; or the student failed any of the pre-requisite courses.

- 2.2.3.3. Learners are required to register during the prescribed registration period and comply with the credit hour requirement.
 - 2.2.3.4. Learners must pass the relevant pre-requisite course(s) before registering for the course at the subsequent level.
 - 2.2.3.5. Learners with any outstanding payments to the University will not be allowed to register for any courses, without prior written approval from the University.
- 2.2.4. Add/Drop of Course(s)
- 2.2.4.1. Students are allowed to add/drop courses within the first four (4) weeks of the semester subject to the approval of the Head of Department and subject to the compliance of the total credit hours allowed.
- 2.2.5. Learning Management System
- 2.2.5.1. The Learning Management System (LMS) is the official e-learning platform for all Open and Distance Learning (ODL) programmes, providing a centralized digital environment that supports both asynchronous and synchronous learning where learners must **self-enrol** each semester for each course to access course materials, participate in discussions, submit assignments, complete assessments, and communicate with facilitators and peers for an interactive, flexible, and collaborative online learning experience.

2.3. Mode of Study

- 2.3.1. Learners are allowed to pursue a programme either on a full-time or part-time basis, starting from the registration date till completion of study.

- 2.3.2. Learners who are in any form of employment must provide evidence from their employer that they have the approval to study on a full-time or a part-time basis.
- 2.3.3. Learners are allowed to apply to the respective Faculty Dean or the Dean of the Postgraduate Centre to change their mode of study from full-time to part-time or vice-versa. Change can only be made ONCE.
- 2.3.4. In exceptional circumstances, learners will be allowed to revert to their original mode of study, subject to an appeal and with reasonable excuse to the Faculty Dean or Dean of the Postgraduate Centre.

2.4. Deferment of Study

- 2.4.1. A learner can apply to postpone his/her studies for a period not exceeding one (1) year.
- 2.4.2. The deferment is only allowed after registration and completion of at least one (1) semester except on medical grounds or valid personal reasons.
- 2.4.3. Additional Requirement for International Learner:
 - 2.4.3.1. International learners are only permitted to defer their studies for a maximum of two (2) trimesters for health reasons (such as illness, chronic disease, childbirth, or an accident).
 - 2.4.3.2. For this category of learners, staying in Malaysia during the deferment period is permitted, but learners must ensure that they have an active and valid student pass.
 - 2.4.3.3. International learners who wish to defer their studies for reasons other than health issues MUST leave Malaysia and return to their home country for the duration of the deferment. Flight ticket/booking must be presented together with the application for deferment.

2.5. Withdrawal of Study

- 2.5.1. Withdrawal from a programme of study can be made to the faculty based on acceptable reasons. A copy of the letter should be forwarded to the Admissions and Records Unit.
- 2.5.2. Refund of fees for withdrawals of candidature is subject to the refund policy and clearance of all other outstanding fees.
- 2.5.3. International learners must inform the ISO on request to withdraw from the programme of study in order to process the learner's visa cancellation.

2.6. Change of Status

- 2.6.1. A learner is allowed to apply for a status of study from full-time to part-time or vice versa. The change shall only be made once throughout the duration of study in the University.
- 2.6.2. The duration of the study is based on the existing remaining duration of study of the programme concerned.
- 2.6.3. If the learner's application to change the status of study is approved, the determination of the balance duration of study shall be decided by the faculty.
- 2.6.4. There will be financial implications for change of mode of study. See the Fee Policy for further information.

2.7. Change of Programme

- 2.7.1. Learners are allowed to change the programme only ONCE during their course of study.
- 2.7.2. Application to change a programme must be made within two (2) weeks after the examination result has been released by the University.

2.7.3. A research proposal must be enclosed with the application to change a programme by coursework to a programme by mixed mode.

2.7.4. Application to change a programme must be approved by the respective Faculty Dean and the Dean of the Postgraduate Centre.

2.7.5. Approval for the new programme will be effective in the following semester.

2.8. Termination of Candidature

2.8.1. The University Senate reserves the right to terminate a learner if his/her progress is found to be unsatisfactory or due to expiration of his/her maximum period of candidature.

2.9. Extension of Candidature

2.9.1. An application for extension must be made two (2) months prior to the date before the expiration (maximum period) of the candidature.

2.9.2. This application must be made officially to the Dean of the respective Faculty which is then to be submitted to the Dean of Postgraduate Centre. The duration for the extension applied should be stated.

2.10. Reactivation of Candidature

2.10.1. A learner must activate his/her candidature within one (1) year starting from his/her effective date of termination.

2.10.2. An application to reactivate the candidature after one (1) year from the date of termination will not be considered.

PART 3 FEES

3.1. Tuition Fee and Other Fees

- 3.1.1. Learners are required to pay the tuition fee and other fees as stipulated by the University.
- 3.1.2. All fees shall be paid upon registration.
- 3.1.3. Failure to make payment within 4 weeks after the commencement of the semester will result in the learners being barred from progressing further.
- 3.1.4. The amount of fees is subject to change by the University.

3.2. Late Registration Fee

- 3.2.1. A late registration fee will be charged to the continuing learners who register after the registration date.
- 3.2.2. The learners must pay the late registration fee to resume as an active learner.
- 3.2.3. Late registration fee is also applicable to learners who are entitled to fee waiver.
- 3.2.4. Late registration fee shall be determined by the University.
- 3.2.5. There is no refund of tuition fees upon registration.
- 3.2.6. For a learner who is granted a leave of absence, all the current semester tuition fees shall be carried forward.

3.3. Insurance

- 3.3.1. A learners must have a valid medical insurance coverage throughout his/her candidature.

PART 4 RESIDENTIAL REQUIREMENTS

The residential requirement for a full-time learner is the duration of the minimum period of his/her candidature. The minimum period of residential requirement for a part-time Masters learner is 15 days a year.

PART 5 PROGRAMME COMENCEMENT

5.1. Duration of Candidature

A learner who is registered for a postgraduate programme must fulfil the duration of candidature as follows:

Table 2 Duration of Study

Degree Programme	Type of Candidature	Minimum (Semester)	Maximum (Semester)
Doctorate (Mixed Mode: Minimum 80 credit hours)	Full-Time	9`	18
	Part-Time	12	24
Masters	Full-Time	3	9
(Coursework / Mixed-Mode: Minimum 40 credit-hours)	Part-Time	5	15

5.2. Credit Transfer

5.2.1. Credit transfer is a process to transfer the credits for a course taken by a learner prior to enrolment in the current programme. The credit hour and grade attained for the course are not considered in the calculation of GPA/CGPA. The transferred credits are counted as part of the fulfilment of the required total credit hours for graduation.

5.2.2. Categories of credit transfer

Table 3 Category of Credit Transfer

Categories	Description
Vertical	Credit transfer from a lower to a higher MQF level (e.g., Diploma to Bachelor's) <i>(Not applicable for Master's and Doctorate Degree)</i>
Horizontal	Credit transfer within the same MQF level (e.g., Master to Master).
APEL.C	The credit award for non-formal/informal learning based on prior experiential learning. Eligible for all MQF level except for Master by research and Doctorate by research.
Micro-credential	Credit transfer from the micro-credential that is from an accredited programme from DHU. Credit transfer from the micro-credential that is from an accredited programme from other Higher Education Providers (HEPs). Credit transfer from the stand-alone micro-credential that is from HEPs or training providers.

A learner from another recognised higher learning institution with good standing may apply to transfer credits to relevant programme.

5.2.3. Credit transfer is only allowed between programmes of the same level of studies.

5.2.4. Learners who have graduated with a Postgraduate Certificate recognised by MQA or have taken micro-credential of the master's courses or have transferred from another university and admitted to a postgraduate

programme at DHU may be granted credit transfer, subject to the following conditions:

- 5.2.4.1. The credit value for the course to be transferred is equal to (or more than) the credit value of the course offered at DHU.
- 5.2.4.2. The course to be transferred must be taken not more than FIVE (5) years from the date of application.
- 5.2.4.3. Courses that will be given credit transfer must be from an accredited programme by MQA or another recognised accredited bodies.
- 5.2.4.4. The content of the course to be transferred must be at least 80% similar to the course offered at the DHU.
- 5.2.4.5. A learners must obtain at least a minimum of “B” grade or its equivalence, for the course to be transferred.
- 5.2.4.6. DHU reserves the right to conduct a test to determine whether the applicant has attained an adequate proficiency in the course to qualify for credit transfer.
- 5.2.4.7. Learners must apply for credit transfer by completing the form provided and submitting it to the respective Faculty.
- 5.2.4.8. The fee for credit transfer is as follows:

LOCAL LEARNERS	INTERNATIONAL LEARNERS
RM150 / credit hour	RM250 / credit hour

- 5.2.4.9. The course that has been granted credit transfer will be taken as a course in fulfilment of programme.

- 5.2.4.10. Learners are required to make a detailed review based on the structure of the programme before applying for credit transfer.
- 5.2.4.11. Learners may only apply for credit transfer within two (2) weeks from the beginning of their first semester at DHU.
- 5.2.4.12. Learners are requested to submit the syllabi of courses with credit transfer application form for evaluation for any courses that are not listed in the Credit Transfer Guide.

5.2.5. Accreditation of Prior Experiential Learning for Credit Award (APEL.C)

As part of the continuous efforts and developments in lifelong learning, the Malaysian Qualifications Agency (MQA) has taken the initiative to increase the maximum percentage of credit transfer through APEL.C to 60%. The percentage of APEL.C credit transfer is as follows:

- 5.2.5.1. A maximum of 60% credit transfer is allowed under APEL.C for learning acquired through non-formal and informal experiences only.
- 5.2.5.2. Additional credit transfer from formal learning, including micro-credentials, raises the overall maximum allowable credit transfer to 70%.
- 5.2.5.3. The university shall consistently refer to the GGP APEL.C to ensure quality in the APEL.C implementation process.

5.4. Academic Performance

5.4.1. Grading system for coursework courses

- 5.4.1.1. A learners shall repeat courses with grades of 'B-' or lower. The better result will be used in the CGPA calculation.

Table 4 DHU Academic Grading System

Grade	Mark Scale	Grade Point	Status
A	80 – 100	4.00	Pass
A-	75 – 79	3.67	
B+	70 – 74	3.33	
B	65 – 69	3.00	
B-	60 – 64	2.67	Fail
C+	55 – 59	2.33	
C	50 – 54	2.00	
C-	45 – 49	1.67	
D	40 – 44	1.00	
F	0 – 39	0.00	

5.4.1.2. Research Project will also be graded based on the above grading system, which will be taken into account in the calculation of GPA/CGPA.

5.4.2. Grading system for mixed mode (dissertation component)

5.4.2.1. A Dissertation will be evaluated based on the following grading system:

Table 5 Dissertation Grading System

Mark Scale	Grade Point
90 – 100	High Distinction
75 – 89	Distinction
60 – 74	Credit
55 – 59	Pass
0 - 54	Fail

5.4.1. Other Grades in the Academic Transcript

5.4.1.1. Learners may find certain symbols shown below in their transcripts. These symbols mean the following:

GRADE	DESCRIPTION
I (Incomplete)	This status is awarded to learners who fail to sit for an examination or fail to complete assignments, in the time given, due to illness and supported by verifications by the Medical Officer or for other reasons with the approval of the Faculty. The learners are required to sit for a special examination as replacement for the initial examination or finish the incomplete assignment at a date to be fixed by the Faculty. An appropriate time extension will be considered.
IP (In Progress)	This status is given to learners at the end of the first semester of their Dissertation / Research Project. This status indicates the work progress of the learners before a final grade is awarded in the subsequent semester.
W (Course Withdrawal)	This status is given to learners who withdraw from a registered subject within the allocated time. The subject will not be calculated in the GPA. Learners who withdraw from a subject after the specific date will be awarded the appropriate grades.
IC (Incomplete)	This is due to an alleged breach of Academic Integrity pending results of enquiries.
CT (Credit Transfer)	This status is given to learners that has been granted transfer of credit for a course taken prior to his/her enrolment in the current programme. The credit hours and grade attained for the course will not be taken into account for the calculation of his/her GPA/CGPA.
AU (Audit)	This status will be given to learners who have registered for a subject but do not take part in the assessments.

GRADE	DESCRIPTION
XB (Bar from Examination)	This status will be given to learners who fail to attend more than 80% of lessons. Learners with this status are considered to have failed in the final examination and also in the overall assessment of the subject.
XA (Absent during Final Examination)	This status will be given to learners who fail to attend the final examination without medical reason or an approval from the faculty.
XM (Examination Misconduct / Plagiarism)	This status will be given to learners who have failed due to examination misconduct or plagiarism in their Dissertation or Research Project or Assignments.

5.4.1.2. A **Fail or F** grade can also be given to learners who do not take the final examination of a course for which they have registered, except for course that do not have a final examination which have been approved by the Faculty and endorsed by the University Senate.

5.4.1.3. The IP grade is subject to the following terms:

- a) Application for an IP grade must be submitted in the first semester to the Faculty Dean at least **two (2) weeks** before the last date of submission of the Research Project / Dissertation;
 - b) Learners should submit their Research Project / Dissertation on or before the last date of submission specified by the Faculty in the following semester;
 - c) The learners will be given a F (Fail) grade if he/she fails to comply with Rule/Regulation 3.3.3.2.
- a) Learners with grade XB, XA and XM will be given grade point of 0.00 and shall repeat the subject in the subsequent semester and pay the required fees.

- b) The XB, XA and XM will appear in their examination result slips but will not appear in their academic transcript.

5.4.2. Repeat Course

- 5.4.2.1. A learner who obtains grade F must repeat the course.
- 5.4.2.2. Additional fee charges will be imposed.
- 5.4.2.3. Only the best grade will be taken for the calculation of CGPA, and the original result will not be annulled and recorded in the transcript.

5.4.3. Appeal for Remarking

- 5.4.3.1. If a learner is dissatisfied with the final examination results, an appeal for remarking may be made within three (3) days after the results are released. The appeal shall be forwarded to the Examination Unit of Registrar's Office. Procedures of remarking are:

- a) Learners who intend to apply for a remarking of the final examination scripts must fill in an application form, which can be obtained from the Examination Unit of Registrar's Office.
- b) Additional fee charges will be imposed.
- c) Learners are then required to submit the application form together with the receipt of payment to the Examination Unit of Registrar's Office.
- d) The answer scripts will be checked by the respective examiners, and the status of the remarking will be reported to the University Examinations Committee for consideration.
- e) Learners will be informed on the status of the remarking and if there are changes to the final marks, a new result slip will be issued to the learners.
- f) All decisions are final, and any re-appeal will not be allowed.

5.5. Supervision

5.5.1. Appointment of Supervisor

- 5.5.1.1. A learner taking research project or dissertation shall be assigned supervisor(s), appointed by the Faculty/Postgraduate Committee from the academic member of the Faculty. Co-supervisor(s) (if applicable) may be appointed from another Faculty/School/Centre.
- 5.5.1.2. The supervisor(s) is an academic member of DHU with relevant expertise in the learner's area of study. The supervisor(s) shall not have any personal or business relationship with the learners(s) under their supervision to ensure professional and ethical guidance.
- 5.5.1.3. If the supervisor(s) is away from the University for more than one semester, the Faculty/Postgraduate Committee shall arrange for interim supervision to ensure continuity of guidance.
- 5.5.1.4. In the event of the supervisor(s) resigns or leaves the University, the Faculty/Postgraduate Committee shall appoint a replacement supervisor(s) as soon as possible to avoid disruption of the learner's progress.
- 5.5.1.5. In cases where no suitable supervisor(s) is immediately available, the Faculty/Postgraduate Committee shall appoint an interim academic member to assume supervisory duties until a suitable supervisor(s) is appointed.
- 5.5.1.6. In the event of the withdrawal of supervisor(s) with valid justification, the Faculty/Postgraduate Committee shall appoint a replacement supervisor(s) as soon as possible.
- 5.5.1.7. In exceptional circumstances, if a learner finds that he/she is unable to work with his/her assigned supervisor(s) and wishes to work with another supervisor, he/she is required to submit in writing through the Faculty Dean concerned / Dean of the Postgraduate

Centre for recommendation to University Postgraduate Committee and Senate.

5.5.2. Contacts between learners and supervisor

5.5.2.1. There shall be frequent and regular contact between supervisor(s) and learners. Supervisor(s) and learners shall be jointly responsible for initiating and maintaining the meetings.

5.5.2.2. A learners must engage in consistent supervision session from time of registration for dissertation or research project, until his/her final submission of dissertation or research project to ensure steady progress and academic quality.

5.5.3. Role of supervisors

5.5.3.1. The main supervisor shall be responsible for the following:

- a) ensure the learners is well informed about dissertation or research project scope, requirements, and professional expectations.
- b) meet the learners regularly to discuss, assess and guide progress of dissertation or research project.
- c) advise the learners on the scope and presentation of the dissertation or research project including potential publications.
- d) assist the learners in achieving standards that lead to a dissertation or research project of merit.
- e) maintain regular communication with the co-supervisor(s) (if any);
- f) report the progress of the learners as and when required by the Faculty.
- g) ensure that the dissertation or research project conforms to DHU “Dissertation / Research Project Requirements”.

5.5.4. The co-supervisor shall:

5.5.4.1. Support the main supervisor in guiding the learners.

5.5.4.2. act as the sole supervisor in the absence of the main supervisor.

- 5.5.4.3. participate in all stages of research planning and development of the learners.
- 5.5.4.4. maintain effective communication with the main supervisor and learners to facilitate continuity of supervision.
- 5.5.4.5. report the progress of the learners as and when required by the Faculty.
- 5.5.4.6. Ensure compliance with DHU's "Dissertation/ Research Project Requirements".

5.5.5. Change of supervisors, and dissertation / research project topic

- 5.5.5.1. Requests to change supervisor(s), research topic, or field of study must be submitted by the learner with justification and supported by the main supervisor. The request is subject to the Faculty/Postgraduate Committee's approval.
- 5.5.5.2. Should the main supervisor does not endorse the proposed change, the Postgraduate Committee shall review and make the final decision.
- 5.5.5.3. A formal request to change supervisor(s) must be submitted to the Faculty Dean and is subject to the endorsement of the Faculty/ Postgraduate Centre.
- 5.5.5.4. The main supervisor must be an academic member of the university. In the event that the main supervisor has left the university, the co-supervisor may be appointed as the main supervisor, provided he/she is an academic member of the same Faculty. If both the main and co-supervisor(s) have left the university, then the Faculty may appoint a new supervisor in the related field or the Dean may be appointed as supervisor if the research is near to completion.
- 5.5.5.5. The learners may apply for any change of the dissertation or research project title throughout the duration of the course. The learners shall submit the "Approval of Dissertation or Research Project Title" application form to the Faculty/ Postgraduate Centre.

5.6. Coursework Courses

- 5.6.1. The **Course Outline** is distributed to learners during the beginning of a semester, and explanations are given to them on the different modes of assessment.
- 5.6.2. The duration of the assessment methods is determined by the respective course structure. The assessments generally comprise the following components:
 - 5.6.2.1. Continuous assessments
 - 5.6.2.2. Final assessment.
- 5.6.3. The ratio of continuous to final assessment varies depending on the course requirements. Common assessment weightages include 60:40, 70:30, 50:50 and 100:0.
- 5.6.4. Periodic assessments are designed to evaluate learners' knowledge, critical thinking, practical, technical, professional, scientific and problem-solving skills. Final assessment complements this process which will enhance learners' communication skills, teamwork, leadership, organisational skills, lifelong learning and professionalism to ensure a holistic learning experience.
- 5.6.5. In general, the main activities that constitute the milestones in a learners' journey include the successful **completion of prescribed courses and the submission of the dissertation or research project.**

5.7. Research Project/Dissertation

- 5.7.1. Research project or dissertation is part of research assessment component for the programme. The assessment components are according to weightage set by the Faculty/Postgraduate Centre. The details of research assessment are as follows:
 - 5.7.1.1. Master by Coursework

The research project report/thesis must be examined by at least two (2) examiners including the supervisor appointed by the Faculty.

5.7.1.2. Master by Mixed-Mode

The research project report/thesis must be examined by at least two (2) examiners appointed by the Faculty. More than two (2) examiners may be necessary in the case of a multidisciplinary research area.

5.7.1.3. Doctoral by Mixed-Mode

The thesis/dissertation must be examined by at least two (2) examiners, one (1) of whom must be an external examiner. More than two (2) examiners may be necessary in the case of a multidisciplinary research area.

5.7.2. Learners are allowed to complete their Research Project or Dissertation within the minimum period of one (1) semester or until the maximum period specified by the Faculty in the following semester;

5.7.3. Research Project Process

5.7.3.1. Preparation

- a) The research project shall commence from Week 1 until Week 9 of the semester. Learners are expected to:
 - i. Identify and confirm the research topic in consultation with the appointed supervisor.
 - ii. Conduct a comprehensive literature review.
 - iii. Prepare the research proposal and obtain supervisor prior to data collection or analysis.
- b) Continuous consultation with the supervisor must be maintained to ensure progress aligns with the approved research scope and university requirements.

5.7.3.2. Submission and review

- a) Learners are required to submit the research project to their supervisor and examiner by Week 10.

- b) The supervisor and examiner will review and assess the submission based on academic quality, methodological rigor, and relevance to the field of study.
- c) Learners may be advised to make necessary amendments before the final presentation.

5.7.3.3. Presentation and evaluation

- a) The Faculty shall arrange the schedule for the Final Presentation, typically conducted in Week 11 to Week 12.
- b) The presentation will be evaluated by two (2) examiners who will assess the learner's understanding, analytical skills, and the overall quality of the research.
- c) Marks will be awarded based on established rubrics that include clarity of objectives, methodology, findings, discussion, and presentation skills.

5.7.3.4. Final report submission

- a) Learners must submit the amended final report together with the supervisor's approval.
- b) The final hardbound copies (minimum of two) must be submitted and email the softcopy to the Faculty between week 11 and Week 13. For the ODL programme, the learners must be uploaded softcopy of the final report through LMS.

5.7.3.5. Completion of Evaluation

- a) Supervisors and examiners must submit all related evaluation forms and grading reports to the Faculty by Week 13.
- b) The supervisor will complete the entry of final marks into the system by Week 14.

- 5.7.3.6. All submissions must adhere to the University Research Project Requirements and formatting guidelines. Learners are responsible for ensuring academic integrity, ethical compliance, and originality in their work. Supervisors shall ensure that research supervision and evaluation conform to the standards set by the University.
- 5.7.3.7. IP (In Progress) grade will be awarded to learners who have not completed their respective Research Projects in the first semester but have applied for an IP grade to the Faculty Dean at least **two (2) weeks** before the last date of submission of their Research Projects in the first semester.
- 5.7.3.8. If learners fail to submit his/her Research Project after the final date specified by the Faculty in the following semester, he/she will be given a Fail status (F grade).
- 5.7.4. Dissertation Process
 - 5.7.4.1. Research Proposal and Approval
 - a) Learners must identify a suitable research topic under course Doctorate Part 1 in consultation with their assigned supervisor(s).
 - b) A formal research proposal shall be prepared and submitted for evaluation by the Faculty/Postgraduate Committee.
 - c) The proposal presentation and defense shall be conducted in the course of Doctorate Part 1.
 - d) Approval must be obtained before the any data collection can commence.
 - e) Submission of research proposal must be through the LMS.
 - 5.7.4.2. Progress monitoring

- a) Learners are required to engage in regular supervisor meetings after approval attained to discuss research progress, data collection and analysis.
- b) Supervisors will provide feedback and ensure that the research adheres to the approved methodology and ethical standards.
- c) Progress reports must be submitted at designated intervals as determined by the Faculty/Postgraduate Committee.
- d) Any significant nonconformity from the approved proposal requires written approval from the supervisor and Faculty/Postgraduate Committee.

5.7.4.3. Submission of draft dissertation

- a) A draft dissertation must be submitted through LMS for review by the main supervisor.
- b) The supervisor shall assess the draft for coherence, structure, academic rigor, and adherence to the University's formatting and citation guidelines.
- c) Learners will incorporate all feedback before proceeding to the viva voce stage.

5.7.4.4. Viva Voce (oral assessment)

- a) The Faculty or Postgraduate Committee will schedule the viva voce session.
- b) The dissertation will be examined by Panel 1 (internal examiner) and Panel 2 (internal or external examiner) appointed by the University.
- c) During the viva voce, learners must defend their research objectives, methodology, findings, and contributions to knowledge or practice.

- d) Evaluation will consider research depth, originality, critical analysis, and presentation clarity.

5.7.4.5. Final submission

- a) Following the viva voce, learners must make the required amendments based on the examiners' feedback.
- b) The final, corrected dissertation must be submitted along with the Supervisor's Endorsement Form to the Faculty/Postgraduate Centre and upload it in the LMS.
- c) The final submission shall include:
 - i. Two (2) hardbound copies conforming to DHU's formatting standards.
 - ii. Hardbound submission payment slip, if applicable.

5.7.4.6. Completion of evaluation

- a) Supervisors and examiners shall submit all evaluation forms and marks to the Postgraduate Committee.
- b) The Committee will verify and record the grades in the System.

5.7.4.7. All dissertations must adhere to the University's Dissertation Requirements, including academic formatting, ethical research conduct, and plagiarism policies.

5.7.4.8. Learners are responsible for maintaining academic integrity and professionalism throughout the research process. Supervisors must ensure that research supervision and assessment align with the quality standards set by DRB-HICOM University and the Malaysian Qualifications Framework (MQF).

5.8. Plagiarism

- 5.8.1. A dissertation or research project must be the learners' own work and must not contain plagiarised materials. All referenced materials must be cited accordingly. Use of plagiarised materials in the dissertation or research project will be treated as a disciplinary offence.
- 5.8.2. Reporting of false, inaccurate or misleading results/ findings in the dissertation or research project is also considered a serious offence. All results and methodologies must be clearly presented in the dissertation or research project.
- 5.8.3. If learners are found to have committed cheating or plagiarism, the case will be dealt with under the Learners Disciplinary Regulations.

5.9. Satisfactory Performance

- 5.9.1. The passing grade for postgraduate courses is B and in order to be graduated, learners must obtain an overall CGPA of at least 3.00 besides fulfilling the required graduation's total credit hours for their respective programmes.
- 5.9.2. A learners' performance is considered satisfactory if he/she obtains a GPA and CGPA of 3.00 and above.
- 5.9.3. If a learners' GPA or CGPA is unsatisfactory, he/she will be placed on (I) probation or (II) probation and warning or (III) dismissed from DHU.

5.10. Academic Probation

A learners may be put on academic probation if he/she obtains a GPA or CGPA of 0.00 - 2.99 in any semester. The learners will only be allowed to register for a maximum of twelve (12) credit hours unless permission to do otherwise is granted by his/her Faculty Dean.

5.11. Academic Dismissal

- 5.11.1. A learners can be dismissed under the following conditions:

- 5.11.1.1. Being on academic probation for three (3) consecutive semesters;
or
- 5.11.1.2. Exceeding the maximum duration of study; or
- 5.11.1.3. Obtaining a GPA or CGPA of less than 3.00.
- 5.11.1.4. All decisions on academic dismissal matters are at the discretion of the University Examinations Committee and Senate of DHU.

5.12. Appeals for Reinstatement

- 5.12.1. Learners under academic dismissal may appeal. The learners is required to submit an appeal in writing to the Registrar of DHU within one (1) week after the examination results are announced.
- 5.12.2. The University's Senate shall decide to reject or grant for reinstatement of a dismissed learners either to continue his/her study in the same programme or in another programme. Senate may from time to time consider an additional factor and/or upon the approval of Vice-Chancellor.

5.13. Academic Performance

A learners' academic standing is determined by the learners' academic performance for the particular semester and the cumulative achievement for all semesters. However, a learners' registration may be affected if any kind of misconducts including cheating or plagiarism have been committed. The University considers all academic misconducts seriously, as they affect the integrity of the University's academic evaluation process.

5.13.1. Academic Misconduct

The University takes all forms of academic dishonesty very seriously.

- 5.13.1.1. Learners are members of a collective of professional academics and scholars and are expected to conduct themselves appropriately and in accordance with the ethical values of an academic community. Each time they submit any piece of coursework or undertake an examination, they must confirm that the work they have submitted is

their own or a legitimate piece of group work and that they have not copied the work or cheated or made any attempt to pass off the work of others as their own.

5.13.1.2. The University defines academic misconduct as ‘any case of deliberate, pre-meditated cheating, collusion, plagiarism or falsification of information, in an attempt to deceive and gain an unfair advantage in assessment. Assessment includes all forms of written work (including in-class tests), e-assessments, presentations, demonstrations, viva voce, accreditation of prior learning portfolios and all forms of examination. It is important to understand the following definitions which have been agreed upon, as it is all too easy, when working with a colleague, or copying material from a textbook, to commit an offence without realising it:

- a) Communicating with or copying from any other learners during an invigilated examination.
- b) Communicating during an invigilated examination with any person other than a properly authorised invigilator or another authorised staff member of DHU.
- c) Introducing any written or printed material into the room where the invigilated examination is taking place unless expressly permitted by the Course Leader or regulations of the programme of study.
- d) Introducing any electronically stored information into the room where the invigilated examination is taking place unless expressly permitted by the Course Leader or regulations of the programme of study.
- e) Gaining access to unauthorised materials during or before an assessment.

- f) In any other way the provision or assistance in the provision of false evidence of knowledge or understanding in assessments.

5.13.1.3. All forms of academic impropriety will be investigated by the Learners Academic Disciplinary Committee. If the Panel finds evidence of misconduct, then the Learners Academic Disciplinary Committee is required to consider an appropriate action and penalty. Such action could range from the loss of marks in the relevant module with no opportunity to retake the assessment, or the failure of a set of modules. In some cases, module marks are reduced to zero, making it impossible to achieve the target award.

5.13.1.4. The Learners Academic Disciplinary Committee may also recommend suspension of study or expulsion and every year, the University expels a number of learners due to academic misconduct. The case will remain in the learners' academic record and may be noted in his/her future request for references.

5.13.1.5. The University will also, where appropriate, inform any relevant professional body. The consequences of academic misconduct can extend beyond the University and may impact upon learners' chosen profession, later on. It is learners' responsibility to be aware of the regulations and of the potential penalties that such dishonesty may incur.

5.13.2. Plagiarism includes:

A representation of the work, written or otherwise, of any other person, including another learners, or any institution, as the learners' own. Examples of plagiarism may be as follows:

5.13.2.1. The verbatim copying of another's work without acknowledgement.

5.13.2.2. The close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without acknowledgement.

5.13.2.3. Unacknowledged quotation of phrases from another's work.

5.13.2.4. The deliberate and detailed presentation of another's concept as one's own.

PART 6 CONFERMENT OF DEGREE

6.1. A learners will be conferred the appropriate postgraduate degree if:

- 6.1.1. He/she has fulfilled all rules and requirements of the postgraduate programme.
- 6.1.2. The Senate has approved the conferment of the degree.
- 6.1.3. He/she has settled all outstanding fees and returned any loaned library books.

PART 7 GRADUATION

7.1. The Senate shall award the degree upon the recommendation of the University Examination Committee once all requirements for conferment of degree have been met.

7.2. Requirements for Conferment of Degree.

- 7.2.1. A learner is deemed academically eligible to be conferred the degree if:
- 7.2.2. all the requirements under post-examination / pre-graduation have been met.
- 7.2.3. he/she passed all courses required by his/her programme of study and he/she obtained a minimum CGPA of 3.00.
- 7.2.4. he/she has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all residential requirements.

7.3. In addition to the academic requirements, all the following requirements need to be fulfilled. The learners must:

- 7.3.1. be currently registered (not withdrawn, defaulted, deferred or terminated).
- 7.3.2. have made full settlement of fees and be free from any financial commitments and debts to the University.

- 7.3.3. be free from any disciplinary action or any other pending disciplinary action.
- 7.4. The candidature of a learners also ceases automatically when he/she has fulfilled all graduation requirements for the programme and his/her 'Completed' status has been changed to 'Graduated'.
- 7.5. Academic transcripts may be issued upon request by the learners subject to some amount of payment. A set of graduation documents consisting of an official transcript, a degree scroll and its folder will be issued free of charge, only once, to the graduates upon convocation.

Postgraduate Handbook by Coursework and Mixed-Mode Working Committee

No	Name	Role
1	Assoc. Prof. Ts. Dr. Ong Huei Ruey Dean, Postgraduate Centre	Chairman
2	Ts. Dr. Siti Farhana Zainal Bakri Deputy Dean, Postgraduate Centre	Member
3	Dr Suriati Deraman Deputy Head, DBA Programme	Member
4	Ts Mohd Fadhil Rani Deputy Dean, Faculty of Engineering and Technology	Member
5	Aliaa Abdul Razak Deputy Dean, Faculty of Business and Management	Member
6	Norlianah Mohd Shah Head, Academic Management Centre	Member