



CENTRE FOR POSTGRADUATE STUDIES



POSTGRADUATE HANDBOOK

**CENTRE FOR POSTGRADUATE STUDIES,
AIMST UNIVERSITY,
SEMELING, 08100 BEDONG
KEDAH, MALAYSIA.
Tel : +604-4298074
Fax: +604-4298000
E-mail: cps@aimst.edu.my**

INTRODUCTION TO THE UNIVERSITY

AIMST University (formerly, Asian Institute of Medicine, Science and Technology or AIMST) was founded on 15 March 2001. It is a private university established by the Maju Institute of Educational Development (MIED), the educational arm of the Malaysian Indian Congress (MIC). AIMST University is located in the northern Malaysian state of Kedah Darul Aman. It is registered with the Ministry of Education, Government of Malaysia as a tertiary educational institution under Sections 38 and 39 of the Private Higher Educational Institutions Act of 1996. It formally began its operations on 30 October 2001, coinciding with its registration with the Ministry's Department of Private Education.

Until 2007, AIMST University operated from an interim campus in Sungai Petani, where adequate facilities had been built for the Matriculation programme as well as for the introductory phase of the degree programmes in Medicine, Dentistry, Pharmacy, Engineering, Computer Science, Information Technology, Biotechnology, Materials Technology with Management and Business & Management. The university moved to its permanent campus in late 2007.

The University's permanent campus is located on a 230 - acre site at the foothills of Gunung Jerai in Semeling (Kedah). Self-contained and equipped with state-of-the-art teaching and laboratory facilities, the campus has purpose-built student and staff apartments. The campus has superb facilities such as bank (ATM), book store, mini market, gymnasium, an Olympic-size swimming pool, an indoor sports hall, Outdoor Sports Pavilion with track and field, and an Experimental Theatre. The move into the Semeling campus began in April 2007 and was completed in July 2008. The University was officially inaugurated by the Prime Minister on 17 August 2008.

Seven Faculties have been established, viz: Faculty of Medicine, Faculty of Dentistry, Faculty of Pharmacy, Faculty of Allied Health Professions, Faculty of Applied Sciences, Faculty of Engineering & Computer Technology and Faculty of Business & Management. The University has also established the School of General and Foundation Studies (SGFS). The Foundation programmes run by the SGFS provides a mode of entry into the various degree programmes for students meeting the respective admission criteria and given the task of running MQA and University courses in English, Social Sciences and Humanities which are compulsory modules in all degree programmes.

AIMST University aims to be a premier private sector university in the country and region catering to the needs of local and international students in providing highest quality education at an affordable price.

We have a highly professional international faculty, all of whom have strong academic credentials and teaching skills. The range of expertise in the faculty enables the University to deliver high quality education relevant to the needs of today's students and to their subsequent careers. Equally important, the University has a strong research base which is being rapidly expanded to meet the challenges imposed by our continually expanding portfolio of courses at both the undergraduate and postgraduate levels.

The aim of the University is to achieve international recognition for its excellence in teaching and research. Hence, the medium of instruction for all courses is English,

although the importance of the National Language will be emphasized in all activities of the University. AIMST University will provide English Language support for students before and during their degree studies to ensure an acceptable level of fluency. Student support services in the areas of counselling, health, career placement, sports, cultural activities, tutoring and individualised assistance to students with special needs are readily available in line with our intention to develop a vibrant academic, social and cultural campus environment.

VISION

To be a world-class university, achieving excellence in teaching and research, and engaged in the service of society in promoting lifelong education.

MISSION

To be a premier university in the country and region for the study of medicine and other health sciences, engineering, computer technology, applied sciences, business and accountancy.

To offer high quality accredited undergraduate and postgraduate programmes at the cutting-edge of technology at an affordable price designed to meet individual, community and national manpower needs in line with the national educational philosophy.

To maintain high academic standards and teaching quality that promote the analytical thinking and independent judgement necessary to function responsibly in a democratic and increasingly global society.

To be a centre of excellence for research and innovation in frontier disciplinary and interdisciplinary areas of science and technology of relevance to the country and region.

UNIVERSITY LOGO

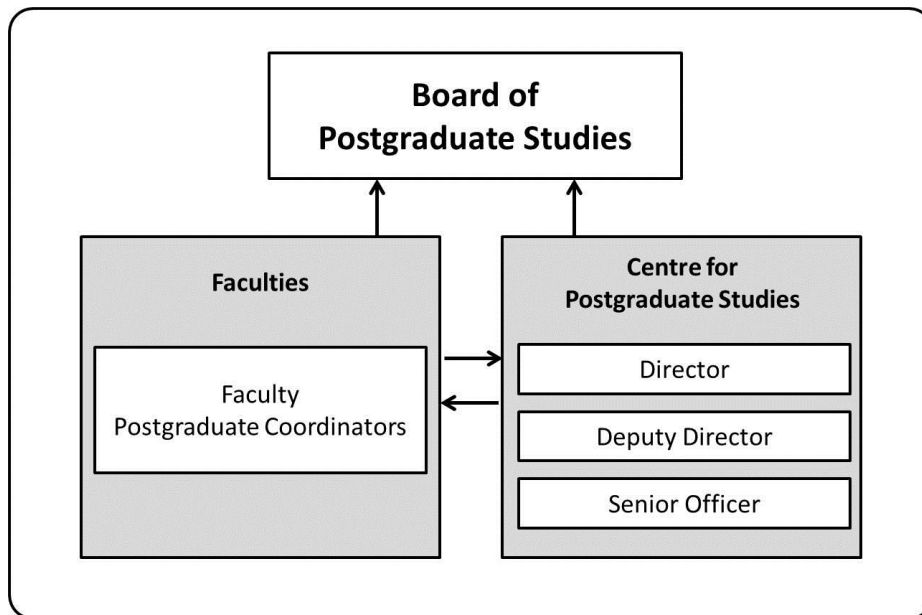


- The graphic representation of the atom depicts the importance of the underpinnings of science in modern education and research
- The orbiting motion symbolises dynamism and the ubiquity of change and of discoveries that characterise the fields of medicine, science and technology
- The emerald colour reflects the corporate image of the University and portrays its modern and clean professional identity
- The red nucleus in the centre symbolises the bold and energetic corporate structure of the University and the strong foundation for its dynamic existence

CENTRE FOR POSTGRADUATE STUDIES

The Centre for Postgraduate Studies (CPS) was established with the following objectives:

- a) To establish effective coordination of all the postgraduate programs of AIMST University.
- b) To develop and maintain the policies, procedures and guidelines related to the postgraduate studies in AIMST University.
- c) To monitor and implement quality assurance mechanisms with respect to postgraduate studies.
- d) To provide a one-stop centre to support the welfare of postgraduate students and their dependents.
- e) To assist the faculties to develop quality postgraduate programs and obtaining approval from local and international recognition bodies.



POSTGRADUATE PROGRAMMES

Programme	Mode
Faculty of Medicine	
Master in Science (Medical Biochemistry)	Research
Master in Science (Medical Physiology)	Mixed
Master in Science (Human Anatomy)	Mixed
Master of Science (Medical Microbiology)	Research
Doctor of Philosophy (Medical Microbiology)	Research
Doctor of Philosophy (Medical Physiology)	Research
Faculty of Pharmacy	
Master of Pharmacy (Clinical Pharmacy)	Course Work
Master of Science (Pharmacy)	Research
Doctor of Philosophy (Pharmacy)	Research
Faculty of Applied Sciences	
MSc Biotechnology	Research
Doctor of Philosophy (Biotechnology)	Research
Faculty of Business & Management	
Master of Business Administration (General)	Course Work
Master of Science in Management	Research
Faculty of Allied Health Professions	
Master of Physiotherapy (Musculoskeletal)	Course Work

1.0 APPLICATION

Application for admission into postgraduate programmes can be made using the Postgraduate Application Form available online at the University's website (www.aimst.edu.my).

Enquiries on postgraduate programmes can be made online using the Enquiry Form.

Each application form must be enclosed with:

1. Application Fee (Non-refundable):
 - RM 100.00 (Malaysian students)
 - Rm 500.00 (International students)
2. Passport-size Photograph
 - Malaysian students: 1 copy of passport-size photograph
 - International students: 8 copies of passport-size photograph
3. A certified true copy of Identity Card / Passport
4. Certified true copies of Academic Transcripts
5. Certified true copies of certificate(s) of English language proficiency
6. Two letters of references
7. Research Proposal (<1000 words) for research mode programmes

All applications should be forwarded to the Student Admissions and Records Division.

For research mode programmes, applications will be screened by the respective Faculty using the Postgraduate Application Screening form.

For research mode programmes, application can be made at anytime of the year. Notification of acceptance/rejection or Offer letter will be given within 2 calendar months from the date of receipt of the completed application form.

For programs involving mixed mode and coursework, notification of acceptance or rejection will be made within 2 weeks after the closing date.

1.1 Personal Data Protection (PDPA)

All personal information obtained from the student and other sources in connection with their studies at University will be held securely and will be used by the University solely for academic purposes.

2.0 ADMISSION

2.1 Entry Requirements

The general entry requirements for admission into the postgraduate programmes are as below. In addition, certain programmes may have additional requirements that must be fulfilled by the candidates prior to admission.

Master's degree by research	<ol style="list-style-type: none">i. A bachelor's degree in the field or related fields with a minimum CGPA of 2.75 or equivalent, as accepted by the Senate; orii. A bachelor's degree in the field or related fields or equivalent with a minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to rigorous internal assessment; oriii. A bachelor's degree in the field or related fields or equivalent with minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in the relevant field and rigorous internal assessment.iv. Candidates without a qualification in the related fields or relevant working experience must undergo appropriate prerequisite courses as stated in the programme requirements and meet the minimum CGPA based on (i) to (iii).
Master's degree by mixed mode	<ol style="list-style-type: none">i. A bachelor's degree in the field or related fields with a minimum CGPA of 2.75 or equivalent, as accepted by the Senate; orii. A bachelor's degree in the field or related fields or equivalent with a minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to rigorous internal assessment; oriii. A bachelor's degree in the field or related fields or equivalent with minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in the relevant field and rigorous internal assessment.iv. Candidates without a related qualification in the field/s or working experience in the relevant fields must undergo appropriate prerequisite courses as stated in the programme requirements and meet the minimum CGPA based on (i) to (iii).
Master's degree by coursework	<ol style="list-style-type: none">i. A bachelor's degree in the field or related fields with a minimum CGPA of 2.50 or equivalent, as accepted by the HEP Senate; orii. A bachelor's degree in the field or related fields or equivalent with a minimum CGPA of 2.00 and not meeting a CGPA of 2.50, can be accepted subject to rigorous internal assessment.iii. Candidates without a qualification in the related fields or working experience in the relevant fields must undergo appropriate prerequisite courses as stated in the programme requirements and meet the minimum CGPA based on (i) to (ii).

Doctoral degree by research	<ol style="list-style-type: none"> i. A master's degree in the field or related fields accepted by the HEP Senate; or ii. A bachelor's degree in the field or related fields with first-class (CGPA of 3.67 or higher) or its equivalent from an academic or Technical and Vocational Education and Training (TVET) programme can be accepted subject to rigorous internal assessment; or iii. Other qualifications equivalent to a master's degree recognised by the Government of Malaysia. iv. Candidates without a related qualification in the field/s or working experience in the relevant fields must undergo appropriate prerequisite courses as stated in the programme requirements.
Doctoral degree by coursework / mixed mode	<ol style="list-style-type: none"> i. A master's degree in the field or related fields accepted by the HEP Senate; or ii. Other qualifications equivalent to a master's degree recognised by the Government of Malaysia.

Admission to any University programme, shall be according to the resolution of the Senate and shall be subject to the following:

- a) fulfillment of the stipulated entry requirements;
- b) payment of specified fees;
- c) registration as a student for a programme by signing and submitting the Students' Registration Form during admission to the University; and
- d) registration at the beginning of every academic term / semester for the full duration of the program.

Notwithstanding paragraph (b) of the above sub-section, an applicant who is offered as a candidate for a degree shall be permitted for limited registration as a University student subject to the following conditions: -

- a) Registrar is satisfied that the candidate is hindered by unexpected circumstances from reporting himself/herself at the University to sign the Students' Register as a basic degree candidate;
- b) the candidate shall report himself/herself at the University to sign the Students' Register on the date determined by the Registrar. If this is not done, then his/her registration as a student shall be considered as invalid.

2.2 Language Requirements

The medium of instruction for all postgraduate programmes is English. All students are required to meet the level of fluency in English language as per the requirement of the programme.

All international students are required to attend and pass the Bahasa Melayu Komunikasi 2 course.

3.0 REGISTRATION

New students must register their candidature according to the offered terms and conditions during the period mentioned in the offer letter.

It is the responsibility of the student to ensure that payment of fees is settled during registration. Scholarship holders or those with sponsorship need to produce the letter of financial support from the respective bodies.

A foreign student must ensure that a student's pass has been approved by the Immigration Department of Malaysia before entering Malaysia. For issues pertaining to immigration matters, visas, student pass, students must contact the International Student Office.

Once enrolled in a programme, the candidature of students shall only be interrupted by withdrawal, defaulting, termination, deferment, or graduation.

3.1 Simultaneous Registration of Courses

A student who is registered for a course that leads to the conferment of a university degree, diploma or certificate, shall not be allowed to register simultaneously for another course that leads to a degree, diploma or certificate of this University or other university.

The Registrar shall allow a student to register for another course that leads to a degree, diploma or certificate if it is not similar to the degree course registered simultaneously in this University.

For the purpose of this section, a diploma or certificate course refers to a course that requires a degree or equivalent qualification as one of the admission requirements.

3.2 Renewal of Registration

Students are required to renew the registration of their programme of study at the beginning of each subsequent semester by filling up the Re-registration Form for Returning Students.

Students must maintain continuous registration throughout the period of study, failing which they will be assumed to have defaulted candidature.

Students enrolled in the research-based programmes are required to submit the Progress Report form together with the Re-registration form. A student will only be approved to continue for the next semester when the Centre for Postgraduate Studies (CPS) receives the supervisor's report and the student has no outstanding fees.

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 the Centre for Postgraduate Studies (CPS). Students who fail to register within the stipulated period will be required to pay a penalty fee for late registration.

The candidature of the students will cease automatically once they exceed the maximum period of study for the programme.

The candidature of the students will also cease automatically when they have fulfilled the graduation requirements.

3.3 Payment of Fees

All fees must be paid at the Finance Division during registration or renewal of registration (re-registration).

Students must ensure that all fees are settled before submission of thesis for examination.

Tuition fees for Master's and PhD in Biotechnology programmes are available online at www.aimst.edu.my.

4.0 DURATION OF CANDIDATURE

A student who is registered for a Master's or PhD degree programme must fulfill the minimum duration of candidature as stipulated by the program:

Degree Programme (mode)	Type of Candidature	Minimum Duration* (year)
Master's (by research)	Full Time	2
	Part Time	3
Master's (by coursework)	Full Time	1
	Part Time	2
Master's (by mixed-mode)	Full Time	1
	Part Time	2
PhD (by research)	Full Time	3
	Part Time	4

* The Senate may decide to allow a student, who has shown outstanding academic and research achievements, to complete the program in a shorter duration than stipulated by the program requirements.

5.0 EXTENSION OF CANDIDATURE

An application for extension must be made 3 months before the expiration of the maximum candidature duration of the programme.

This application must be made using the Change in Candidature Details and Status Form to the Director of the Centre for Postgraduate Studies (CPS) via the School / Faculty. The duration for the extension applied should be stated.

The maximum period of extension allowed will be determined by the University Senate.

6.0 DEFERMENT OF STUDIES / LEAVE OF ABSENCE

The Senate, on the recommendation of the Director of Centre for Postgraduate Studies (CPS) / Dean of the Faculty, may grant leave of absence or deferment of studies to University students based on the following conditions:

- a) for medical reasons, including maternity leave.
- b) for other reasons, if in the opinion of Senate, that deserve special consideration.
- c) such period of leave as given shall not exceed one year at a particular period of time.
- d) the total period given shall not exceed two years.
- e) Notwithstanding the provisions in the Act that governs the candidate's basic degree programme about the maximum period to complete his study programme, one year's leave that is given shall not be considered as part of the maximum period but any such leave period shall normally be counted if it exceeds one year. Exceptional circumstances may allow this period to be extended by Senate.
- f) Where such leave is given for medical reason, candidate must be confirmed as healthy before being permitted to continue his/ her studies.

Applications should be made at least one month before the actual deferment of studies.

The deferment is only allowed after registration and completion of at least 1 semester except for medical or valid personal reasons.

A student should make the application using the Change in Candidature Details and Status Form to the Director of the Centre for Postgraduate Studies (CPS) via the School / Faculty.

Upon deferment, tuition fees will be charged as follows:-

- a) For an application that is made before the commencement of a semester, fees will not be charged.
- b) For applications made after the commencement of a semester, full tuition fees are payable for the whole semester.

7.0 WITHDRAWAL FROM THE PROGRAMME / COURSE

Withdrawal from degree studies is interpreted as student not continuing his/her studies in the programme.

Withdrawal from the University for a semester is interpreted as withdrawal from all registered courses for that semester. Normally a student is allowed to withdraw from a semester after he/ she has completed at least one semester of studies previously.

Withdrawal from any or all courses in the period between the last day of scheduled classes and sitting for the final examination of the course is not permitted unless a student is confronted by a genuine emergency.

A student must write in to the Dean of the Faculty and obtain prior approval from the Dean before leaving his/ her studies in the concerned semester. The Withdrawal Form is available at the Dean's Office.

A student who without formal approval does not attend classes for a course will be given grade F for the course.

Students who have enrolled at AIMST University and subsequently decide to withdraw from the degree studies must adhere to the following procedures:-

Step 1. Submit a letter stating the reasons for withdrawal to the Director of the Centre for Postgraduate Studies (CPS) via the School / Faculty.

Step 2. A copy of the letter should be forwarded to the Admissions & Records Office.

Step 3. Complete the Withdrawal Form which will be issued by the Admissions & Records Office.

Step 4. A student should receive clearance signatures from the following departments:-

- Dean/ Director/Head
- Student Affairs
- Library
- Finance & Accounts
- Admissions & Records

Failure to follow the above withdrawal procedures can result in either a delay in refund or forfeiture of fees and deposits. Refund of fees for withdrawals of candidature is subject to the refund policy and clearance of all other outstanding fees.

8.0 TERMINATION OF CANDIDATURE

The University Senate reserves the right to terminate a student's candidature according to the rules and regulations as stipulated by the University.

Students candidature will be terminated in the following cases:

- a) failure to re-register in any one semester during their period of study without approval of the Senate
- b) exceeded the maximum period of study without application or Senate approval for extension

9.0 REINSTATEMENT OF CANDIDATURE

Students who have defaulted their candidature or have been terminated by the university may apply for reinstatement. A student must apply for reinstatement within the given duration stated in the termination letter.

Application for reactivation of candidature must be made using the Change in Candidature Details and Status Form to the Director of the Centre for Postgraduate Studies (CPS) via the School / Faculty.

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

10.0 CHANGES TO THE STUDENT'S CANDIDATURE

10.1 Conversion of Study Mode

A student can apply for conversion of his/her status from full-time to part time or from part-time to full-time.

Application for conversion must be made using the Change in Candidature Details and Status Form to the Director of the Centre for Postgraduate Studies (CPS) via the School / Faculty. Approval must be obtained from the respective Dean of the Faculty or School concerned.

The conversion of status is permitted twice only during the entire period of candidature.

Students can apply for conversion at any time during their active candidature period but this must be done at least 6 months before the end of the maximum period of study.

10.2 Conversion of candidature level: Master's to PhD degree

Students with bachelors degree who are registered for a Master's degree by research programme may apply to convert their candidacy to the Doctoral degree by research programme within:

- a) 1 year for full time students with minimum candidature period of 1 year, or
- b) 18 months for full time students with minimum candidature period of 2 years, or
- c) 24 months for part time students with minimum candidature period of 3 years.

The conversion is subjected to the following conditions:

- a) having shown competency and capability in conducting research at doctoral degree level
- b) possess at least one peer-reviewed, indexed journal publication, or an accepted conference proceeding, or 2 conference presentations
- c) strong justification or support from the main supervisor
- d) the Master's research can be upgraded to a PhD level research
- e) approval by the University Senate

A Master's student who is applying for conversion of his/her candidature to that of a PhD must submit a new PhD research proposal and a detailed Progress Report, both endorsed by the main supervisor. The new PhD proposal must show be a continuation of the Master's project with expanded scope or in-depth study.

Application for conversion must be made using the Change in Candidature Details and Status Form to the Director of the Centre for Postgraduate Studies (CPS) via the School / Faculty.

The faculty shall appoint an expert panel to review the student's proposal and give their recommendation. The expert panel shall include 2 internal evaluators. The student will be asked to defend his/her conversion report.

The minimum and maximum duration of candidature for a student upgrading from a Master's to PhD degree is measured starting from the date of registration as a Master's student.

10.3 Change of Research Topic or Field

For students enrolled in research-based programmes, permission to change topic or field of research must be approved by the main supervisor. A student must specify his/her intention to apply for a change in the area of study or change of topic using the Change in Candidature Details and Status Form.

Change of research topic / field is only allowed once and must be done before completion of 1 semester after registration, with strong justification.

Student will be asked to do a fresh proposal defense for the new research topic / field.

10.4 Modifying a Course

All students are required to register for the courses taken in each semester. The period of registration is normally one week from the date of registration:

- a) Changes to the Registration Form either in the form of withdrawal from courses or adding of courses must be done not later than 12.00 p.m. of the second Friday of a normal semester or 12.00 p.m. of the first Friday of a special semester. No record of this change will be entered into the student's permanent record.

- b) Withdrawal from any or all the courses that have already commenced in the semester is done after 12.00 noon of the second Friday until 12.00 noon of the Friday of the seventh Friday of the normal semester and until 12.00 noon of the third Friday of a special semester. This withdrawal will be recorded with a “W” in the student’s transcript.
- c) A student who wishes to withdraw from any or all the courses after the period stated in subsection (b) above must appeal to the Dean whose prior approval must be sought. Appeals based on the following reasons will not be accepted:
- i. Student’s performance for the course is unsatisfactory
 - ii. Lack of preparedness for the course; or
 - iii. Not satisfied with the course/s
- d) If approval is not granted, the student is required to continue his/ her studies in the course.

10.5 Class Attendance

Attendance of students for all classes is compulsory. It shall be the duty of all lecturers to inform students regarding the consequences for not attending classes. It is the responsibility of students to ensure that lecturers are informed of their absence in the class. Lecturers are required to keep the attendance record and to report excessive absences to the Dean’s/ Director’s Office.

Any student whose attendance is below 80% without acceptable reasons or without prior approval from the lecturer shall be disqualified from sitting for the final examination.

The responsibility for attending lectures as required is placed in the individual student.

Permission for not attending a class (lecture, tutorial, practical or seminar) shall be given to students who apply at short notice for the following reasons: -

- to visit family members who are sick
- to attend family member’s funeral
- to attend hearing in a court
- to participate in practice sessions for sports or cultural events
- other acceptable reasons

Written application should be submitted to the Dean of Faculty who may consider granting leave based on his/her sole discretion.

Maternity leave for a student is considered as Special Leave unless the Dean feels that the period of maternity will disrupt the studies of that student.

Permission for not attending classes is subject to the missed classes not exceeding 30% of the total number of lecture/tutorial/practical hours in a single semester.

Any student who has been absent from classes for more than two weeks without the prior permission of the faculty/school will be considered as having withdrawn from the course. The faculty/school is required to inform the student admission and records division immediately concerning this student.

11.0 EXAMINATION

11.1 Admission of Student as Examination Candidate

No student shall be admitted as candidate for the University examination unless:-

- a) The Faculty Dean has approved in writing that the student has attended courses satisfactorily to sit for the examination; and
- b) The University Bursar has approved in writing that the student has no outstanding fees (as defined in the offer letter of admission) due to the University or to any University Hostel or that the student has been granted special dispensation by the Management with regard to his dues.

11.2 Conduct of Examination

Any organised activity or informal contact between students and staff before an examination which could be construed as giving any information- either explicit or implicit- regarding the contents of that examination is not permitted under any circumstances:

- a) All examinations will be invigilated.
- b) The Registrar shall report to the Senate regarding any matters related to the standard or the conduct of examination under its jurisdiction.
- c) Where the Registrar shall have reason to believe that the confidentiality of the content of any examination question paper might have been compromised, then the Vice-Chancellor shall give orders to cancel the said examination and to prepare a new set of questions.
- d) No candidates are allowed to attend an examination later than fifteen (15) minutes after the commencement of the examination. A candidate who is late for an examination but not later than the time limit as stated above, shall not be given any additional time for the examination but the, delay shall be recorded by the Chief Invigilator and reported to the Board of Examiners through the Examinations Division.
- e) No candidate is permitted to leave the examination hall before thirty minutes after the commencement of examination.
- f) If a candidate is permitted to leave the examination hall for certain reasons and later to re-enter, precaution shall be taken by the invigilator to ensure that the candidate is under adequate supervision the entire time he/ she is away.
- g) Candidates are not allowed to bring books, papers, written message or any other materials except items that are allowed to be brought into the examination hall; candidates may not receive any books, papers, written message, pictures or any other materials from any person when he/she is in the examination hall except that the candidate, when in the examination hall, shall receive from the examination invigilator things like books, papers, written message, pictures or

other materials as may be allowed by the Vice-Chancellor on the recommendation of the Examiner or the Board of Examiners. No communication shall take place between candidates by word of mouth or through other ways during the examination period. Candidates shall raise hands if there is a need to call the examination invigilator.

- h) No one is allowed to smoke in any examination hall during the examination period.
- i) Candidates are not allowed to bring mobile phones, digital diaries and other electronic storage devices into the examination hall.
- j) If any situation arises and in the opinion of the Chief Examination Invigilator there is a need to call off the examination, the Chief Invigilator shall then discontinue the examination and, without any delay, shall collect the answer papers which had been written and may report the matter to the Registrar who will report the matter to the Vice-Chancellor.
- k) If, in the opinion of the Chief Invigilator, an incident/ situation that is considered unfair to the candidate arises during the examination period, the Chief Invigilator shall report the matter to the Registrar who will report the matter to the Vice-Chancellor.
- l) A candidate and / or assigned individual(s) / staff may complain to the Registrar - who will report the matter to the Vice-Chancellor - that an examination was not administered in an appropriate manner.
- m) Where a matter is reported to the Vice-Chancellor, the Vice-Chancellor may take an appropriate action, which includes directing the Registrar's Office to hold another examination, the examination shall be considered as the examination prescribed under any Act or Rules and Regulations that govern the course.
- n) Any complaints by assigned individual(s) / staff of the University that an examination had been administrated inappropriately or the provision of any Acts and Rules related is not adhered shall be sent to the Vice-Chancellor through the Registrar and the Vice-Chancellor who will then investigate the complaint and report the results to the Senate.
- o) Where a candidate has broken any rule under this Rules and Regulations, the Vice-Chancellor may take one or more of the following actions:
 - i. To issue an order that the student has failed the examination for any subject or course or part of the subject or course or the entire examination;
 - ii. To drop the name of the candidate from any list of passed candidates;
 - iii. To suspend the candidate from any University examination for a period as decided by Senate;

- iv. To issue an order that the candidate failed the entire examination and therefore the candidate is not accepted again in his programme of study; and
- v. The Registrar is empowered to give general notice stating that the candidate has broken the examination rules.
- vi. The actions taken shall be presented to the senate by the registrar for noting.

11.3 Admission for Examination

Subject to any Act or Rules and Regulations that governs the related courses, every student shall sit for the examination set for every academic semester / year of the course.

No student shall be admitted to a University examination except if he has an Examination Slip issued by the Examinations Division. All students must collect their Examination Slips from the Examinations Division on the date and time announced prior to the actual date of examination.

A student who has not collected the Examination Slip for the University examination that involved him/ her in any academic semester/year shall submit a written explanation to the Registrar by giving the reasons of his/ her failure to collect the Examination Slip. The written explanation shall be submitted without any delay but not later than two days after the closing date for the collection of the Examination Slip.

A student who fails to sit for the University examination that involved him/ her in any academic year shall not be allowed to continue the course except if permitted by the Senate. In this case, Senate, after considering the recommendations of the Faculty or the School, shall decide whether to terminate the student's candidature or to reject his/ her entry to the course or to allow him/ her to repeat the course in the following academic year.

Where a student is allowed to repeat the course, the academic year that he/ she has failed to sit for the examination is normally counted as part of the maximum period fixed for the course.

11.4 Withdrawal from Examination

A candidate who wishes to withdraw from any University examination for a certain reason shall submit a written notice to the Registrar before the commencement of the examination, by stating the reason for withdrawal. No student may be allowed to withdraw from any University examination after the commencement of the examination.

Where a candidate has withdrawn from the University examination, Senate, after considering recommendations from the Faculty or the School, shall decide whether to terminate the student's candidature or to reject his re-admission or to allow him/her to repeat his/ her course, and the academic year of withdrawal shall normally be counted as part of the maximum period fixed for the program.

11.5 Absent for Examination

Subject to the provisions indicated below, any candidate who is absent for any examination or the entire examination shall be considered to have failed the examination paper or the entire examination.

Where a candidate who has not sat for part or the entire University examination and has submitted his/ her written application to the Registrar for his/ her case to be considered, his/ her case shall be dealt with under the related provisions. If there is no written requisition received, his/ her case shall be dealt under this section.

A written requisition shall be submitted to the Registrar not later than 48 hours after the last paper of the examination. The written application shall be enclosed with all relevant supporting documents.

After receiving a written requisition, the Registrar shall report the matter to the Vice-Chancellor. The Vice-Chancellor after ascertaining the details from the Board of Examiners and after considering the positive and the negative aspects of the case, shall at his/her discretion give a ruling to be ratified by the senate.

- a) A candidate is considered to have failed part or the entire examination that he did not attend. In such a case, the Vice-Chancellor shall inform the Faculty or the School that the candidature of the student had been terminated and he shall not be readmitted or he shall repeat the course in the following academic year. Where a student is allowed to repeat the course, the Vice-Chancellor shall make a decision whether or not, the academic year that the candidate did not sit for the examination should be considered as part of the maximum period fixed for his/ her course; or
- b) A candidate is considered to have withdrawn from the entire examination and shall be allowed to repeat the course in the following academic year. In such case, the Vice-Chancellor shall also make a decision whether or not, the academic year that the candidate did not sit for the examination should be considered as part of the maximum period fixed for his/her course; or

Notwithstanding the provisions of the above regulations, where a candidate was absent for part or the whole examination for a reason other than illness as stated above and wishes the Vice-Chancellor to consider the cause/s for his/her absence, it shall be the responsibility of the candidate to submit the case in writing to the Registrar not later than one week after the final examination. However, such case shall not be governed under the related provisions and the cause/s submitted by the candidate shall only be considered on a case by case basis.

11.6 Additional Examination

A candidate, who is allowed to sit for one additional examination and for those who have not taken up part or the whole examination, may be allowed to take up one additional examination for the question paper/s concerned at the discretion of the Vice-Chancellor.

11.7 Examination Results

The results of every final examination of the University shall be presented to the Senate.

Examination in any subject shall include written examination, oral, and practical, clinical etc. as may be approved by the Faculty. Results of the continuous evaluation e.g. tests, mid-semester exams, semester exams need not be brought to the Senate for approval. Such results can be approved by the Board of Examiners, if applicable, at the Faculty/ School.

The Examinations Division shall compile the list of candidates who have passed a certain examination for announcement according to the instructions of the Senate. Where distinction, credit or honours may be conferred, the Board of Examiners shall decide the candidate who shall receive or be recommended for such conferment.

The examination results shall not be announced to any student before official announcement by the University. Senate shall approve the recommendation for scholarship, exhibition, prize, medal or other conferment.

Subject to this Regulation and to any other Regulations related to examinations, the Board of Examiners shall recommend any candidate who had failed the examination shall be allowed to re-sit for the examination or to repeat the course or part of the course in any subject or subjects for a period as the Board feels suitable or shall not be permitted to re-sit for the examination. After receiving a recommendation, the Faculty or the School may decide;

- a) That a candidate shall re-sit for the examination after revising and fulfilling any course or part of the course by satisfying the Faculty Dean; or
- b) That a candidate may re-sit for the examination without attending any courses; or
- c) That a candidate is not permitted to re-sit for the examination and is not accepted to be re-admitted to the course.

The Board of Examiners may consider the practical work done by the candidate within the period of the student's studies in the University.

11.8 Written Appeal to Re-examine the Examination Result

A candidate shall submit a written appeal in order that his/ her examination result shall be re-examined if he or she has one or more of the following reasons:-

- a) that the grade is incorrect because of an error in calculation of results;
- b) that the examination paper specified to the student's course contained questions on subjects which are not part of the course prescribed for the examination;
- c) that bias was shown by an examiner in marking the script.

The written appeal shall be submitted to the Registrar, through the examination division not later than one week after the official announcement of the examination result.

A non-refundable fee, as fixed by the University shall be paid to re-examine each question paper and shall be attached with a written appeal by the candidate.

11.9 Illness during Examination

A candidate who falls sick during the examination period shall be reported to the Chief Invigilator of the examination or any invigilator who shall arrange so that the candidate is checked up immediately by the University Health Clinic Doctor. A report shall be submitted by the Chief Invigilator as soon as possible to the Registrar, through the examination division on the same day and not later than the next working day.

Notwithstanding the provision of the above regulation and regulation that controls any examination, where a candidate who has failed the whole examination and not readmitted to his/ her course of study, appeals to permit him/ her to continue his/ her studies, the Vice Chancellor shall, as a special case, after investigating the reasons, decide that the candidate be readmitted to the course. This shall be ratified by the senate.

11.10 Examination Schedule

Examinations of courses shall take place at the end of every semester except for courses that are approved by the Senate and are lectured over a period of two semesters. The course lecturer/s shall determine the method of examination.

All examination schedules for a course shall be prepared by the Registrar, through the examination division. Any examination schedule that is not prepared by the Registrar shall be referred, before conducting the examination, for the approval of the Registrar, who is authorized to solve any related problems.

Changes to an examination schedule of a course shall only be done with the approval of the Dean/Director and the Registrar (routed through the examination division).

Examination schedule shall ensure that a student does not have to take up more than two examinations in a day.

11.11 Official Grade

Official Grades of the University for postgraduate programmes shall be as follows:

Marks	Grade	Grade Points	Remarks
80 - 100	A	4.00	Pass
75 - 79	A-	3.75	Pass
70 - 74	B+	3.50	Pass
65 - 69	B	3.00	Pass
60 - 64	B-	2.75	Fail
55 - 59	C+	2.50	Fail
50 - 54	C	2.00	Fail
45 - 49	C-	1.75	Fail
40 - 44	D	1.00	Fail
0 - 39	F	0.00	Fail

The following notations will be used in the transcript:

I	Incomplete	Indicates that the student has completed a major part of his entire work in a satisfactory manner, but for reasons considered valid by the lecturer, part of the requirement of the course is still not completed.
		The student shall complete his work within the specified time in order for the instructor of the course to report the final grade of the student.
		As soon as the delayed work is completed, the lecturer or in his absence, the Head of the Department, shall present the actual marks and grade to the Registrar's Office. Credit for grade 'I' is considered based only on the hour value and is not taken into account in determining a student's GPA or CGPA, till the final grade is stated.
		A student who had obtained grade I shall not be allowed to repeat the course under whatever circumstances, except till Grade I is dropped.
P	Pass	Grade "P" means that student has satisfactorily fulfilled the course objectives that have been set.
F	Fail	This grade indicates that the student has failed the course.
S	Satisfactory	Grade 'S' is used to state the satisfactory completion of work for courses as set by the Senate. Credit for 'S' shall be considered based only on the hour value, and shall not be considered for determining student's GPA.
U	Unsatisfactory	Grade 'U' is used for work that is not satisfactory. Credit shall not be given to grade 'U'. This grade shall not be considered for determining student's GPA.
R	Registered For Audit	This grade indicates that student has registered for course and has fulfilled the admission requirements for auditing that is fixed for such course. Credit hour is not allocated for this grade.
W	Official Withdrawal	This grade is given to a student who withdraws from one or more courses or from the University. Grade 'W' is not used to determine student's GPA.

UW	Unofficial Withdrawal	This grade is given to a student whose name is in the final grade report but there is no attendance record or other evidence regarding his involvement in the course. If the instructor did not state any grade for the student, the transcript will state “UW” in the student record. Grade ‘UW’ subsequently is accepted as ‘F’ in the calculation of GPA.
BR	Barred	This grade indicates that a student has been barred from examination due to disciplinary action, not fulfilling minimum requirement of the course, including attendance, etc. The candidate with a BR will be accepted as “F” in the calculation of GPA/results.
SP	Supplementary	This grade indicates that the candidate has appeared in a supplementary examination.
RPT	Repeat	This grade indicates that the candidate has repeated an examination.

11.12 Passing Grade

Grade “B” is the minimum passing grade for any course in the postgraduate programme.

10.13 Credit Marks, Grade Points Average (GPA) and Cumulative Grade Points Average (CGPA)

Student academic performance for a semester is indicated by the GPA that is provided by dividing the total marks obtained with total credit hours taken. Courses that are given grades I, S, U, R, or W are not counted in determining GPA.

11.14 Repeat of Course and Opportunity to Improve Grade

A student who has failed in any compulsory or core course should repeat the course and is given two attempts to pass the course. If the student fails after the second attempt, he/she is directed to discontinue the programme of study. He/she may appeal to the senate, through the Registry for another attempt, citing reasons as to why the appeal may be considered favourably by the senate.

A student who has failed in any elective course is granted the opportunity to repeat the course or select a replacement course. A student is allowed to repeat an elective course only once.

Grade and credit hour that are obtained from any semester must be included in the calculation of GPA and CGPA of the semester. When a student repeats a course, the marks and grade that are included to calculate the CGPA will be the highest grade and marks that is achieved.

Pass Grade is B (65% or GPA 3.00) for all the postgraduate programmes’ courses conducted by the University.

11.15 Academic Standing of a Student

A student's academic standing in a particular semester is determined by the CGPA that is obtained in the semester and can be classified as follows:

Status of Student	CGPA	Remarks
Pass	3.00 – 4.00	○ Can continue studies
Conditional Pass	2.50 – 2.99	○ Can continue studies into next semester on condition that CGPA improves to a minimum of 2.50 to obtain the status of “Pass”; or ○ Will be granted the status of “Under Observation” if CGPA is between 2.50 – 2.99 in the following semester
Under Observation	2.00 – 2.49	○ Student is placed under observation and allowed to progress into the following semester; and improve the CGPA to a minimum of 3.00 to obtain the status of “Pass” or ○ Improve the CGPA to between 2.50-2.99 in the following semester to obtain the status of “Conditional Pass”
Termination of Candidature*	0.00 – 1.99	○ Disallowed to continue the studies if CGPA is less than 2.00 for two consecutive normal semesters

* Student is allowed to appeal to the Vice Chancellor through the Registrar to continue studies and any decision of the Senate is final.

12.0 UNIVERSITY REQUIREMENTS

In addition to the programme requirements, all students must fulfill the following university requirements in order to complete the programme:

- a) attend and pass a Research Methodology course
- b) fulfill >80% attendance in Journal Critique presentations (for research-mode programmes)

13.0 RESEARCH-BASED PROGRAMMES REQUIREMENTS

All postgraduate students are required to fulfill the university and programme requirements.

In addition to the university requirements, students enrolled in the research-based programmes are required to:

- a) submit Progress Report every 6 months, using the Progress report form
- b) present in a conference / seminar/ colloquium / workshop:
 - i. MSc - at least 3 presentations, which include 1 proposal defence, 1 result / progress presentation and 1 pre-viva presentation;
 - ii. PhD - at least 3 presentations, which include 1 proposal defence, 1 result or progress presentation and 1 pre-viva presentation;
 - iii. A full-time student is required to do a proposal defence within the first semester of registration, while a part-time student need to do a proposal defence within 2 semesters after registration. Students who fail their proposal defense will be given 3 months to do a re-defence.
- c) publication - PhD students must publish at least 2 research paper, or have it accepted in a indexed, peer-reviewed publication, prior to thesis submission. *For students registered in 2021 onwards, they must publish at least 2 research paper, or have it accepted in a Scopus or ISI-indexed journal.*

14.0 RESEARCH SUPERVISORS

Supervisors must have the following qualifications:

- a) Supervision for Master's degree:
 1. A main supervisor must have a doctoral degree. Where 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 master's candidate.
 2. Co-supervisor must have a doctoral degree. Where the co-supervisor has only a master's degree in the field, the co-supervisor must have at least 1 year experience in teaching and research. A co-supervisor from the industry or practitioner must possess at least a bachelor's degree and have at least 5 years of experience in the field at a level appropriate for the dissertation.
 3. The additional criteria are subjected to the approval of the Senate.

b) Supervision for Doctoral degree:

1. A main supervisor must have a doctoral degree, at least 2 years of teaching experience and research; and have supervised master's or doctoral research candidate to completion. Where a principal supervisor has only a master's degree, extensive experience in research is required in addition to the above conditions, and subject to approval by the Senate.
2. Co-supervisor must have a doctoral degree. Where a co-supervisor has only a master's degree, extensive experience in research is required and subject to the approval of the Senate. A co-supervisor from the industry or practitioner must at least a master's degree and at least 10 years of experience in the field at a level appropriate for the thesis.

Co-supervisors or field supervisors may be added as deemed fit by the main supervisor using the Change in Candidature Details and Status Form.

The recommended minimum amount of formal contact for a full time student is fortnightly. The type and amount of contact between supervisors and students varies within and between faculties, and depends on a variety of factors including developing experience and expertise of the students and the stage of candidature.

For a part-time student, the recommended minimum amount of formal contact is fourteen days in a year.

Student may request changes in supervision during candidature. Changes in the main supervisor or co-/ field supervisor must be made using the Change in Candidature Details and Status Form. The application for change in supervisor must be endorsed by the current active supervisor and the proposed new supervisor.

15.0 PREPARATION AND NOTICE OF THESIS SUBMISSION

Student is required to prepare a thesis according to the guidelines given in Appendix A.

A Master's or PhD student is required to give a notice of thesis submission to the Faculty at least 3 months prior to submitting 5 soft-cover bound copies of the thesis.

A student's candidature status must be active in order to submit this notice.

The application must be made by filling-in the Notice of Thesis Submission Form and must be endorsed by the main supervisor. The form should be submitted to Centre for Postgraduate Studies (CPS) via the School / Faculty.

This notice is valid for 6 months after the submission of the notice, provided the maximum period of study is not exceeded. If the student fails to submit the 5 soft-cover bound copies of the thesis within six months from the end of the notice, the student must submit a new notice of thesis submission.

16.0 SUBMISSION OF FIVE (5) COPIES OF THESIS FOR EXAMINATION

The submission of a thesis for examination must be made during the period of active candidature after the student has:

- completed the minimum period of candidature
- fulfilled the programme and university requirements

A student has to submit 5 copies of soft-cover bound thesis in the following colour: (see Appendix A: Thesis Preparation Guidelines)

- Master's degree : red cover, with black spiral binding and plastic covering
- Doctor of Philosophy: light blue cover, with black spiral binding and plastic covering

The 5 copies of thesis should be submitted together with the following:

- Submission of Thesis for Examination Form (endorsed and signed by main supervisor and co-supervisors)
- Course Completion Clearance Form
- Plagiarism check report (with a similarity index $\leq 20\%$)

The thesis copies should be submitted to Centre for Postgraduate Studies (CPS) via the School / Faculty.

Student must settle all outstanding fees before submission of the thesis for examination.

For research mode programmes, once the student has submitted his/her thesis for examination, student will no longer be required to pay fees, provided any outstanding fees of the previous semesters have been duly settled.

The Faculty will not accept any thesis that has not been written in accordance with the prescribed format as stated in the Thesis Preparation Guidelines in Appendix A.

17.0 THESIS EXAMINATION

Upon receiving the Notice of Thesis Submission Form, the examiners with suitable qualifications and related expertise will be appointed to examine the 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 relevant field and the appointment is subjected to the approval of the Senate.

Composition of dissertation/thesis examiners are as follows:

1. Master's degree by research:
The Master's dissertation must be examined by at least two examiners, one of whom is an external examiner.
2. Master's degree by mixed mode:
The dissertation must be examined by at least two examiners.
3. Doctoral degree by research:
For PhD, including PhD by published work, the thesis must be examined by at least three examiners, two of whom are external examiners.

The typical time given for examination of Master's thesis is 1 month and for PhD thesis is 2 months.

The name and identity of the examiners will remain confidential to the student until thesis examination process is completed.

18.0 VIVA VOCE (ORAL EXAMINATION)

A viva-voce session will be scheduled not more than 3 months after the examiners' reports have been received. The student and supervisor will be informed of the viva date.

A Board of Examiners for the viva voce will be appointed, consisting of the following:

1. Senate member (Professor or Associate Professor) as Chairperson;
2. Faculty Dean or his/her representative;
3. External examiner(s);
4. Internal examiner(s);
5. Main supervisor
6. Co-supervisors
7. Postgraduate Coordinator as Secretary

If the candidate is unable to attend the viva voce at the specified time and date, the candidate should submit a written requisition for postponement or change of date to the Faculty/Department at least 3 weeks before the scheduled viva date. Postponement of viva voce examination will only be approved for medical or other reasons approved by the Senate.

Candidate who is absent for his/her viva voce examination must submit a written requisition to the Registrar not later than 48 hours from the date of the viva voce examination. The written application shall be enclosed with all relevant supporting documents. A candidate who is absent for his/her viva voce examination without prior approval from the Director of Centre for Postgraduate Studies (CPS) shall be considered to have failed the examination.

19.0 CLASSIFICATION OF THE THESIS

Based on the outcome of the viva voce and thesis examination reports, the Board of Examiners will recommend one of the following:

1. Pass, with minor corrections / amendments.
2. Pass, with major corrections / amendments.
3. Resubmit the thesis for examination after completing the required extra work and revision.
4. Fail and will not be permitted to resubmit the thesis in a revised form.

If the candidate is given (3), which requires resubmission of thesis after textual corrections and further work have been completed:

- a) the thesis will be resubmitted to the same examiners for re-examination.
- b) new examiners will be appointed for the thesis if the original examiner declines the request for thesis re-examination

- c) the Board must not classify a thesis for re-submission unless, having considered the examiners' reports and any other relevant information, it agrees that the thesis shows some merit and may, by a specified amount of further work under approved supervision, be sufficiently improved for re-submission
- d) the Board must inform the candidate of the further work which is required before it may be re-submitted
- e) candidate will be required to pay a thesis examination fee for re-examination of thesis.
- f) candidate is required to attend a second viva voce examination

After the viva voce examination, the candidate has to make the necessary corrections or extra experimental work as recommended by the Board of Examiners within the specified time period.

Corrections and amendments to the thesis as stated in the examiners report and during the viva voce must be listed and addressed accordingly by the student using the List of Thesis Corrections and Amendments.

The corrections must be checked or verified by the Main Supervisor and Internal examiner (as specified by the Board of Examiners) before submission of the final thesis copies.

If a student is unable to complete the corrections within the specified time period given by the Board of examiners, the student must request for an extension at least 1 month before the date due for submission of the final corrected thesis copies, with strong justification for the time extension.

The maximum time extension for thesis correction is 2 months, subject to the approval from the Board of Graduate Studies.

20.0 SUBMISSION OF THREE (3) FINAL COPIES OF THE THESIS

The candidate must complete all corrections to the thesis and have the corrections checked and verified checked or verified by the Main Supervisor / Internal examiner (as specified by the Board of Examiners) before submission of the final thesis copies.

The candidate must submit three (3) final copies of hard-cover bound thesis in the following colour: (see Appendix A for Thesis Preparation Guidelines)

- Doctor of Philosophy (PhD): black colour, rexin-bound cover with gold printed letters
- Master's: maroon colour, rexin-bound cover with gold printed letters

The three (3) final copies of thesis should be submitted together with:

- Submission of Final Copies of Thesis Form (endorsed and signed by main supervisor and Dean)
- Postgraduate Feedback Form
- Alumni Form

21.0 CONFERMENT OF DEGREE

21.1 Requirements for the Conferment of Degree

Every student is required to fulfil the following requirements for the purpose of conferment of a degree:

- a) Requirements of the programme
- b) Requirements of the University
- c) Good financial standing with University requirements

Every candidate for the conferment of a degree shall have been registered at the University at a time of the academic year of the conferment of degree.

AIMST University reserves the right to alter the requirements for the conferment of a degree at any time.

A student who is not conferred a degree together with the group of students with whom he had been admitted will be subjected to regulations that apply to the group of students who will obtain the degree with him/ her.

All students are required to be aware and to understand the requirements for the conferment of a degree in this University. It is the responsibility of all students to comply with all the related regulations.

The degree and the copy of academic transcript or related information shall not be given if a student has outstanding fees with the University.

APPENDIX A

THESIS WRITING GUIDELINES

I) Thesis Format

Language

- Must be in English unless the Senate has approved otherwise

Word Limits

- A thesis, excluding tables, footnotes, endnotes, appendices and other illustrative matter, normally must not exceed:
 - Research-mode programmes:
 - (a) for Doctor of Philosophy: 80,000 words
 - (b) for Masters: 50,000 words
 - Mixed-mode programmes:
 - (a) for Masters: 30,000 words
 - Course work programmes:
 - (a) for Masters: 30,000 words

Font and typeset

- Times New Roman
- Font size 11-12
- Use one font type consistently throughout the thesis
- Font size may be decreased for footnotes, tables or endnotes

Spacing and margins

- Double or 1.5 spacing for text
- Single spacing may be used for tables, footnotes, endnotes, long descriptive text for figures
- Margins: Top: 2.0 cm; Bottom: 2.0 cm; Right: 2.0 cm; Left: 3.5 cm

Page numbering

- Placed 1 cm from bottom, in the centre
- Font must be the same as that used for Text
- Page number for Preliminaries are lower case Roman numerals (ii, iii, iv...).
- The Title page is considered page i but the number is not shown.
- Page number for Text and References are Arabic numerals (1, 2, 3, 4...)

Printing

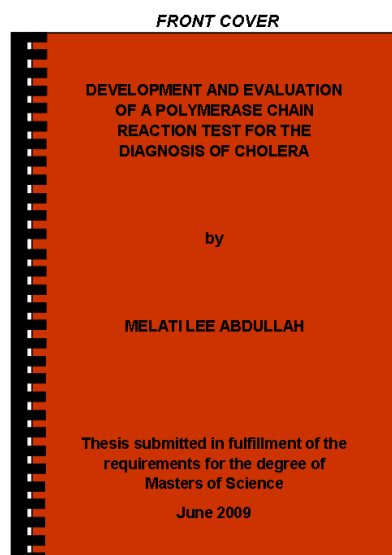
- White A4 paper (210 x 298 mm), 80gm
- One-sided printing only

Thesis cover and binding

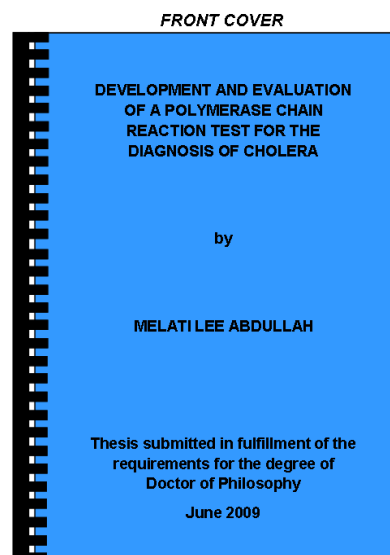
i) Soft-cover bound thesis (5 copies)

- The soft-cover bound thesis must be in the following colour:
 - (a) Master's thesis : red cover, with black spiral binding and plastic covering
 - (b) PhD thesis: light blue cover, with black spiral binding and plastic overing
- The cover of the thesis must contain the following information:
 - Full thesis title in capital letters
 - Full name of candidate in capital letters
 - Thesis submitted in fulfillment of the requirements for the degree of (name of the degree)
 - Month and Year of thesis submission
 - Font: Times New Roman, size 18-20, bold, center alignment
 - No page number

Soft-bound cover: Masters thesis



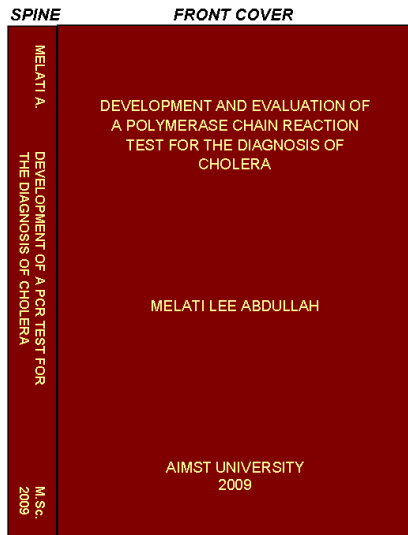
PhD thesis



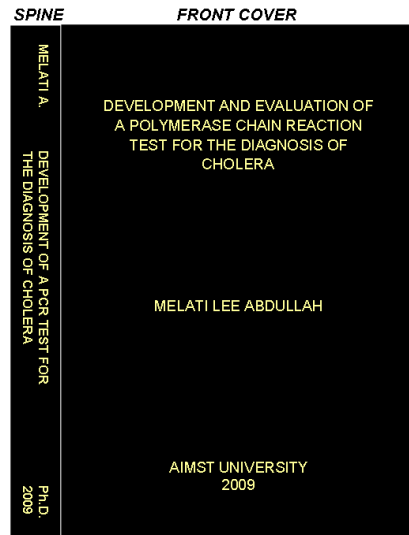
ii) Hard-cover bound thesis (3 copies)

- The hard-cover bound thesis must be in the following colour:
 - (a) Masters thesis: maroon colour, rexin-bound cover with gold letters
 - (b) PhD thesis: black colour, rexin-bound cover with gold letters
- The cover of the final thesis must include the following information printed in gold block capital letters, font size 18-20, Arial:
 - Full thesis title in capital letters
 - Full name of candidate in capital letters
 - AIMST UNIVERSITY
 - Year of submission of hard-bound thesis copies
- The book spine must contain the following printed in gold block capital letters, use appropriate font size to fit, Arial:
 - Full name of candidate
 - Full thesis title (if the title is too long to fit, use an appropriate shorter title)
 - Year of submission
 - Degree (Masters or PhD)

Hard-bound cover: Masters thesis



PhD thesis



II) Thesis Contents

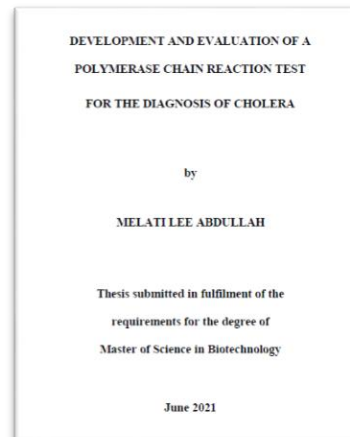
The thesis should comprise of 4 sections:

- 1) Preliminaries 2) Text 3) References 4) Appendices

1) Preliminaries

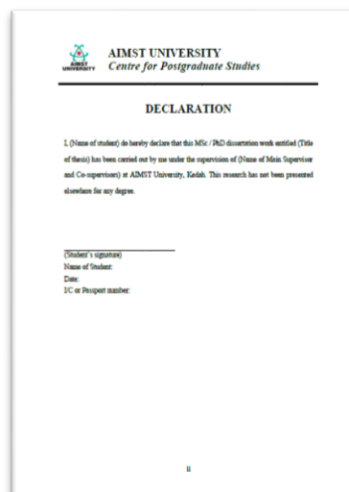
i) Title Page

- Title of thesis
- Full name of candidate
- Thesis submitted in fulfillment of the requirements for the Degree of (name of the degree)
- Month and Year of final thesis submission
- Font: Times New Roman, size 18-20, Bold, Center alignment
- No page number



ii) Declaration form

- A signed declaration on the originality of the work presented in the thesis
- Page number ii



iii) Bona fide certificate

- A signed certificate by the supervisor stating the research as a bona fide work
- Page number iii



- iv) Acknowledgement
 - Statement of appreciation to supervisor(s), parents, friends and acknowledgement of help, assistance or scholarship received
 - Page number iv

- v) Table of Contents
 - Contains a list of the titles of chapters, parts, sections, subdivisions and their page number
 - Page number v

- vi) List of Tables / Figures
 - Contains a list of the titles of tables / figures and their page number
 - Page number in Roman numeral accordingly

- vii) List of Abbreviations / Symbols
 - Contains a list of abbreviations / symbols and their meaning
 - Page number in Roman numeral accordingly

- viii) Abstract
 - A summary of the whole thesis containing a brief write-up of the subject background/ introduction, objectives, methodology, results and conclusion
 - Not more than 500 words in a single paragraph
 - Page number in Roman numeral accordingly

2) Text (divided according to Chapters)

- i) Introduction (Chapter 1)
 - Contains the research background, problem statements and a thorough literature review.
 - The Literature review should be a separate section under this chapter
 - Followed by the justification and objectives of the study
 - Include a flowchart / overview of the overall study plan
 - Page number 1 (first page of Introduction), subsequent pages until Conclusion should be numbered in Arabic numerals accordingly

- ii) Materials and Methods (Chapter 2)
 - Contains a complete list of chemicals/ equipments and the source (company name and country)
 - Detailed description of experimental methods used with appropriate citations
 - Details may be summarized in a flowchart, table or figure form
 - Additional information may be included in Appendices

- iii) Results and Discussion (Chapter 3)
 - Contains description of results or observations arranged according to the sequence in which the experiments were carried out
 - Results may be presented in tables, figures, photos, plates form with descriptive text
 - Additional data, extensive tables or detailed statistical analysis may be included in Appendices
 - Discussion may be combined with Results in Chapter 3 or it may be separate as Chapter 4 (in this case, Conclusion will be Chapter 5)

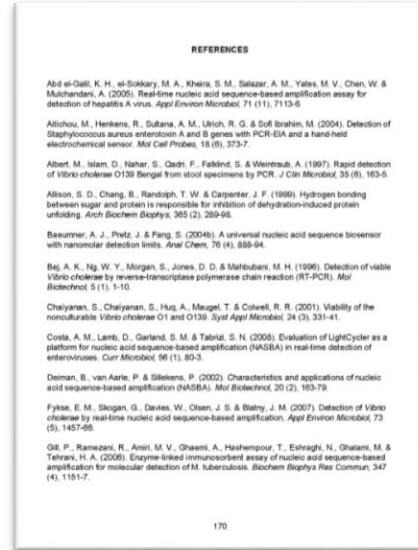
- Discussion part should discuss the results, include explanation, evidence, justification or arguments (with appropriate citations) to support the result
- Discussion may include comparison of result of other similar work

iv) Conclusion (Chapter 4)

- A summary and overall conclusion of the study
- After concluding the study, this should be followed by Recommendation for Future Work

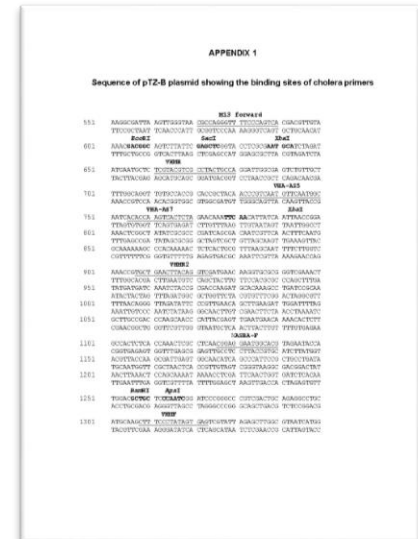
3) References

- Contains a list of reference materials cited in the text and arranged according to the referencing style used (recommended Harvard style, or see Section IV for referencing and citation format)
- The use of a bibliographic software is recommended to ensure accuracy and consistency
- Single spacing between lines within a reference, double spacing between references
- References should start on a new page
- Page number should continue from Conclusion and numbered in Arabic numerals accordingly



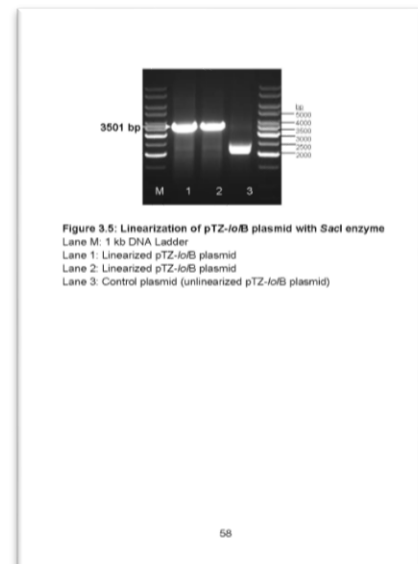
4) Appendices

- Contains additional data, extensive tables, detailed statistical analysis or long experimental methods that was not included in Text
- Appendices must be mentioned in the Text and numbered using Roman numerals, e.g. Appendix 1, Appendix 2, Appendix 3 and so on
- Each Appendix should start on a new page
- The pages of Appendices, may be numbered as A-1, A-2, A-3 and so on
- Appendices must be listed in the Table of Contents (with page numbers)



III) Tables and Figures

- Must be properly centered within the margins
- Place table / figure near to the related text, preferably on a new page.
- Tables and figures must be mentioned in the text
- Table caption should be placed above the table.
- Figure caption should be placed below the figure.
- Table and figure headings should be numbered sequentially according to the chapter in which they appear, e.g. tables or figures in Chapter 1 should be Table 1.2 or Figure 1.2
- Table and figure caption / descriptive text should follow the table/ figure number after a semi-colon, e.g. Table 1.2: List of bacteria strains, or Figure 3.1: Gel electrophoresis result
- If the table or figure is too big to fit the margins, the font size or line spacing may be reduced or it may be placed in Appendices



IV) Referencing and citations

For referencing and citations, the Harvard style is the recommended referencing format. Other styles such as APA, MLA, Chicago may be used but a single format must be used consistently throughout the thesis.

Harvard style referencing is an author-date referencing system. Sources are cited within the body of your assignment by giving the name of the author(s) followed by the date of publication. All other details about the publication are given in the list of references or bibliography at the end. Below are several reference formats using the Harvard style adapted from <https://www.citethisforme.com/harvard-referencing> and <https://www.mendeley.com/guides/harvard-citation-guide>.

1. In-text citations

In-text references are references written within the main body of text and refer to a quote or paraphrase. In-text citations contain the author(s)'s or editor(s)'s surname and year of publication. Examples:

When citing a source with one author, state the surname as below:

In a recent study by Brown (2020).... Or ...(Brown, 2020).

When citing a source with two or three authors, state all surnames as below:

In a recent study by Smith, Perry and Thomson (2017)... Or ...(Smith, Perry and Thomson, 2017).

When citing a source with four or more authors, state first author's surname followed by 'et al':

In a recent study by Micheal et al (2019)... Or ... (Micheal et al, 2019)

When citing a source with no author, use the organisation responsible for the post in place of the author, or use the title in italics. Use the first few words if the title is too long:

(WHO, 2017) , Or (*The guide to virus taxonomy*, 2016)

When citing multiple works from the same author in the same year, the works are allocated a letter (a, b, c etc) after the year:

(Mitchell, 2017a) or Mitchell (2017b)

When citing multiple works in one parentheses, list the in-text citations in the normal way but with semicolons between different references:

(Mitchell, 2017; Smith, 2010; Andrews, 1989)

When citing a reference with no date, use 'n.d.' in place of the year:

(Crick, n.d.).

2. Reference list

A complete list of all the cited references used in your work with full bibliographic details. Generally, Harvard Reference List citations follow this format: Last name, First Initial. (Year published). Title. City: Publisher, Page(s).

Citations are listed in alphabetical order by the author's last name.

If there are multiple sources by the same author, then citations are listed in order by the date of publication.

Reference to an article in a journal

Author's Surname, INITIALS., Year of publication. Title of article. *Title of journal*, Volume number and (part number), Page numbers of contribution.

Mason, J., 2006. Mixing methods in a qualitatively driven way. *Qualitative Research*, 6 (1), 9-25.

[For articles with multiple authors, include all author names in the reference. Where a source has a very long list of authors, list the first 6 author names, followed by "et al."]

Reference to an article in a journal from a database or website

When citing journal articles found on a database or through a website, include all of the components found in a citation of a print journal, but also include the medium ([online]), the website URL, and the date that the article was accessed.

Author's Surname, INITIALS., Year of publication. Title of article. *Title of journal* [online], Volume number and (part number), page numbers. Available from: URL of source/database. [Accessed Date].

Mason, J., 2006. Mixing methods in a qualitatively driven way. *Qualitative Research* [online], 6 (1), 9-25. Available from: <http://qrj.sagepub.com/>. [Accessed 15 August 2006].

Reference to a book: one author

Author's Surname, INITIALS., Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.

Woods, P., 1999. *Successful writing for qualitative researchers*. London: Routledge.

[In this example, you will need to look on the reverse of the title page to find the date.]

Reference to a book: two authors

Author's Surname, INITIALS. and Author's Surname, INITIALS, Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.

Brewerton, P. and Millward, L., 2001. *Organizational research methods: a guide for students and researchers*. London:Sage.

[In this example, you will need to look on the reverse of the title page to find the date.]

Reference to a book: three or more authors

1st Author's Surname, INITIALS., 2nd [and subsequent] Author's Surname, INITIALS. and *last* Author's Surname, INITIALS., Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.

McNiff, J., Lomax, P. and Whitehead, J., 1996. *You and your action research project*. London: Routledge Falmer.

Reference to a book: editor

Author's Surname, INITIALS., ed., Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.

May, T., ed., 2002. *Qualitative research in action*. London: Sage.

[Include all editors if more than 2, as in book examples.]

Reference to a contribution in a book

Contributing author's Surname, INITIALS., Year of publication. Title of contribution. Followed by *In:* Surname, INITIALS., of author [or editor of publication followed by ed. or eds. if appropriate]. *Title of book*. Place of publication: Publisher, Page number(s) of contribution.

Morton, B. and Britton, J.C., 2000. The origins of the coastal and marine flora and fauna of the Azores. *In:* Gibson, R.N. and Barnes, M., eds. *Oceanography and marine biology : an annual review, volume 38*. London: Routledge, 13– 84

[Include *all* contributing authors if more than 2, as in book examples.]

Reference to a publication from a corporate body (e.g. a government department or other organisation).

Name of Issuing Body, Year of publication. *Title of publication*. Place of publication: Publisher, Report Number (where relevant).

Higher Education Statistics Agency, 2003. *First destinations of students leaving higher education institutions,2001/02: reference volume*. Cheltenham: Higher Education Statistics Agency.

Reference to a conference paper

Contributing author's Surname, INITIALS., Year of publication. Title of contribution. Followed by *In:* Surname, INITIALS., of editor of proceedings (if applicable) followed by ed. *Title of conference proceedings* including date and place of conference. Place of publication: Publisher, Page numbers of contribution.

Granger, S., 1994. The hacker ethic. *In:* Kizza, J.M., ed. *Ethics in the Computer Age, 11-13 November 1994 Tennessee*. New York: ACM Press, 7-9.

[Include *all* contributing authors if more than 2, as in book examples.]

Reference to a newspaper article, in paper format

Author's Surname, INITIALS. (or Newspaper Title), Year of publication. Title of article. *Title of newspaper*, Day and month, Page number/s and column number.

The Times, 1985. Security review at major political conferences. *The Times*, 23rd January, 4d.

Reference to a newspaper article, from a database

Author's Surname, INITIALS. (or Newspaper Title), Year of publication. Title of article [online].

Title of newspaper, Day and month, Page number/s and column number. Available from: URL of source/database. [Accessed Date].

Hands, D., 2002. Leicester raise roof with win to savour [online]. *The Times*, 27th May, 26. Available from: <http://www.newsuk.co.uk> [Accessed: 11 December 2006]

Reference to web documents and e-books in PDF documents

Author's /Editor's Surname, INITIALS., Year. *Title*. Edition, if not the first. Place of publication, Publisher (if ascertainable). Available from: URL [Accessed Date].

Atkinson, T., 2002. *Social Europe and social science*. Swindon, Economic & Social Research Council. Available from: <http://www.esrc.ac.uk/ESRCCentre/6-5500.pdf>[Accessed 15 May 2006].

[Include all authors/editors if more than 2, as in book examples.]

Reference to web pages/sites in HTML format

Author's /Editor's Surname, INITIALS., Year. *Title*. Place of publication, Publisher (if ascertainable). Available from: URL [Accessed Date].

National Centre For Social Research, 2006. *Qualitative Research*. London, National Centre for Social Research. Available from:

http://www.natcen.ac.uk/natcen/pages/hw_qualitative.htm [Accessed 14 August 2006].

Reference to a thesis

Author's Surname, INITIALS., Year of publication. *Title of thesis*. Designation (type). Name of institution to which submitted.

Young, V. E., 1997. *Special collections in the year 2015: a Delphi study*. Thesis (PhD) University of Alabama.

Reference to a patent

Originator/s, (name of applicant/s) Year of publication. *Title of patent*. Series number and designation which may include full date.

Mavin, G. and Stevenson, T., (Portola Packaging Limited) 2007. *Container closure in combination with a ring pull insert*. UK patent application 2428669 A. 2007-02-07.

For other types of sources not listed here, please refer to:

<https://www.citethisforme.com/harvard-referencing>

<https://www.mendeley.com/guides/harvard-citation-guide>.