UNIVERSITI TUNKU ABDUL RAHMAN

Rule XII

MASTER OF COMMUNICATION

IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Rule :-

Part I – General

1. This Rule may be cited as the Master of Communication Rule and shall come into force as from the date of incorporation of the University.

2. In this Rule, unless otherwise stated:
   (a) ‘the University’ means Universiti Tunku Abdul Rahman (UTAR);
   (b) ‘the Senate’ means the Senate of Universiti Tunku Abdul Rahman;
   (c) ‘the Faculty’ means the Faculty at the University that conducts the degree programme;
   (d) ‘the Head of Department’ means the Head of a department of the Faculty;
   (e) words importing the masculine gender only shall include feminine gender and words importing the singular number only shall include the plural number, and vice versa.

3. The following provisions shall apply to both the full-time and part-time candidates, unless the text expressly states a contrary intention.

Part II – Programme Structure

4. The Programme shall consist of not less than eighteen (18) credit hours of taught courses and not more than fifty (50) credit hours of taught courses, in addition to a project / dissertation. The project carries not less than six (6) credit hours, whereas dissertation shall be not less than twelve (12) credit hours.

5. A candidate shall, upon admission, pursue in the University the prescribed courses and conduct research for a project / dissertation under the direction of a Supervisor appointed by the Senate upon recommendation of the Faculty Board.

6. (1) The maximum period of candidature for a part-time candidate shall be six (6) years and the maximum period of candidature for a full-time candidate shall be four (4) years. During this period the candidate needs to complete the core and elective modules and the project / dissertation and any other requirement, as mentioned in Section 4 above.
(2) Notwithstanding the above, the Senate, upon the recommendation of the Faculty, may allow an additional period of one (1) year to the candidate to complete the programme.

7. The programme may be conducted on a modular basis or on a term system. Candidates following the modular programme or the term system are allowed to defer module or modules offered in a term subject to Section 6 above. Prior written approval must be obtained from the Head of Department for such deferment.

8. A minimum of 70% attendance at classes for the courses is compulsory, unless the candidate has obtained the prior written permission from the Dean of the Faculty or the Head of Department to absent himself from any class, or unless the candidate is certified to be medically unfit. No candidate shall be admitted to the examination prescribed for the courses unless the Dean of the Faculty or the Head of Department certifies that the candidate has satisfactory attendance for the prescribed courses.

9. The Senate may, upon the recommendation of the Faculty Board, permit a full-time candidate to convert the status of his candidature to part-time. Consideration shall be given on a case to case basis and the Senate may subject the candidate to other such conditions, as it may deem necessary.

**Part III – Admission**

10. A candidate for the Master of Communication programme shall possess any one of the following minimum qualifications and demonstrate that he is qualified to undertake postgraduate study:

   (a) A Bachelor’s degree with Honours in related areas from Universiti Tunku Abdul Rahman or any other university recognised by the Senate; or

   (b) An equivalent qualification from an institution recognized as of comparable status by the Senate; or

   (c) A degree or equivalent with at least two (2) years working experience after obtaining that degree, or equivalent.

   ‘two’ (2) years working experience’ means any working experience after obtaining that qualification which period shall also include practical training and any industrial attachment.

11. (1) In addition to the academic requirement in Section 10 above, an applicant is also required to possess any one of the following:
(a) a minimum overall score of 580 in TOEFL (paper-based) or 237 in TOEFL (computer-based) or 92 in TOEFL (internet-based testing);
(b) a minimum overall band score of 6.5 in IELTS;
(c) a minimum grade B in Certificate of Proficiency in English (CPE);
(d) a minimum score of 980 in English Language Proficiency Test (ELPT);
(e) a minimum score of 500 in Scholastic Assessment Test (SAT) (Critical Reading);
(f) a minimum score of 22 in American College Testing Assessment (ACT);
(g) a credit in English 1119;
(h) a minimum credit C4 in SPM English Language/"O" level English Language;
(i) a minimum overall band score of 4 in MUET; or
(j) any other qualification which is of equivalent level as determined by the Senate of the University.

(2) All applicants must meet the required English Language requirement before being admitted to the approved programme of study.

(3) Upon the recommendation of the Faculty, the Senate may exempt a candidate from the English requirement if the candidate had obtained the Bachelor's degree using English as the sole medium of instruction or as one of the media of instruction. The Faculty shall interview the candidate and recommend to the Senate for exemption, where appropriate.

12. An applicant may be required to satisfy the Faculty through an interview and/or examination and/or such other methods to determine his suitability to pursue the programme.

13. The acceptance of the candidate shall be solely at the discretion of the Senate, whose decision shall be final.

14. The candidate shall enroll for the programme by completing the prescribed form and remitting the specified fees by the date stipulated by the University.

Part IV – Examination

15. The examination for the degree of Master of Communication shall consist of the following:
(a) an assessment of both the coursework and the written examination for each taught unit; and
(b) an assessment of the Project / Dissertation.
16. A candidate who fails the examination for any core unit in the third attempt shall be terminated from the programme.

17. There shall be a Board of Examiners for taught units and Project, appointed by the Senate, for the degree of Master of Communication. The membership of the Board of Examiners shall comprise of the following:

(a) Dean of Faculty or his representative as Chairman; and
(b) All members of the Academic Staff who are involved in teaching the taught units or supervising the Project.

18. The examiners for a Master's Dissertation shall be appointed by the Senate and shall comprise:

(a) one (1) External Examiner; and
(b) one (1) Internal Examiner.

In the event that there is no suitable internal examiner, the Senate may appoint another external examiner for the thesis.

19. The Board of Examiners for a Master's Dissertation shall comprise:

(a) the Director of Institute of Postgraduate Studies and Research (IPSR) or in his absence, the Deputy Director of IPSR, who shall be the Chairman;
(b) the External Examiner (or his report in lieu of);
(c) the Internal Examiner;
(d) a representative of the Senate; and
(e) a representative of the Faculty.

The Board of Examiners shall invite the Supervisor / Co-Supervisor and may invite the Dean of the Faculty / Head of Department to attend the Board of Examiners meeting as invited members.

20. A candidate who is unable to sit for the final examination for one or more of the following reasons, will be given an Incomplete (`I') Status:

(a) The candidate has a certified medical condition during the examination. The candidate shall normally be required submit the medical report to the Dean of Faculty within two (2) days of the medical leave. The production of a Medical Certificate (MC) will NOT be sufficient.

(b) The candidate who is involved in employment activities such as business travel requirements or important assignments by the employer shall normally be required submit a letter from the CEO, Director or immediate supervisor to the Dean of Faculty preferably not less than ten (10) days before the examination date.
21. A candidate shall be allowed up to two (2) weeks before the examination period to withdraw from unit(s) that he is registered for. Withdrawal shall result in an automatic grade of (W) to be recorded. This grade shall not be used in the computation of the Cumulative Grade Point Average for the candidate concerned.

22. Subject always to the limitation imposed in Section 16, a candidate who fails a unit may be allowed by the Senate upon the recommendation of the Board of Examiners to retake the unit.

**Part V – Probation and Termination of Study**

23. A candidate for the Master’s degree by coursework shall be governed by the following provisions of probation of study:

   (1) A candidate shall be put on probation if his GPA for a trimester/semester is less than 3.0000 except in a trimester/semester where all units taken do not contribute towards the computation of GPA and CGPA. The academic probation period shall end when the candidate has attained a GPA of 3.0000 and above in the following trimester/semester.

   (2) Where a candidate is placed on probation, the candidate shall be informed of his Probation Status through the Notification of Results (NOR).

   (3) The decision on the academic standing of a candidate shall be made based on his results after an Examination. The Senate upon recommendation of the Board of Examiners shall decide whether or not the candidate be placed on probation.

24. The candidature of a candidate for a Master’s degree shall be terminated if:

   (a) the candidate has not completed the programme within the maximum period prescribed in Section 6 above;
   (b) the candidate falls under the provisions of Section 16 above;
   (c) the candidate does not sit or absents himself, without reasons acceptable to the Board of Examiners, from the final written examination and/or the candidate is found guilty of any examination offence(s) as prescribed by the Laws of the University;
   (d) the candidate conducts himself in a manner which contravenes any provisions of the Laws of the University;
   (e) the Grade Point Averages in two consecutive semesters/trimesters are less
(f) than 3.0000 and the Cumulative Grade Point Average for the current semester/trimester is less than 3.0000; or
(g) the candidate does not complete and formally submit the Project within two (2) years after the registration of the unit.

25. A candidate, whose candidature has been terminated under Section 24 above, may appeal to the President of the University for reinstatement of his candidature. The decision of the President shall be final.

Part VI - Award of Degree

26. A candidate shall be awarded the degree in Master of Communication if he has:
   (a) passed all the modules and the Project / Dissertation;
   (b) attained a minimum CGPA of 3.0000 for the programme of taught structure; and
   (c) fulfilled all the requirements of the Laws of the University and paid all the outstanding fees to the University.