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**Introduction**
Project management skills are often sought to manage challenging projects locally and around the world in the fast moving business world. The Master of Science (Project Management) (MScPM) qualification is designed for candidates from various academic backgrounds seeking senior and top management positions in public and private enterprise.

**Programme Aim**
The Master of Science (Project Management) programme aims to cater both (1) the candidates from the industry who are keen in continuous learning and upgrading knowledge in the field of project management corresponding to the changing project environment in light of the emphasis on sustainability, and (2) the fresh graduates that wish to get an in-depth study thereby a better career prospect in project management.

**Programme Objectives**
This programme enriches the students’ ability in approaching project management from three dimensions, as listed below, which forms the three pillar of the programme objectives:

1. Contribution of Science: to enhance the students’ knowledge in project management.
2. Profession and societal interest: to instill the skills of critical thinking and analyses in the students, from the perspective of professionalism and societal responsibilities and in the interest of the clients.
3. Practicality: to prepare the students in applying scientific knowledge of project management in solving problem and improving the existing process in project environment. This is to be done by developing the practical skills in communication, leadership and entrepreneurial, as well as information management.

**Learning Outcome**
Upon completion of the course, students will be able to:

- establish mastery literary skills in relation to profession of the project management;
- demonstrate the essential skills in applying scholarly knowledge gained in relation to project management;
- identify the stakeholders in project settings, take into consideration their interests and manage their needs;
- instill professional ethics in project management to achieve high level of governance with full regard to public interests;
- inculcate the dedications of responsibilities, accountability and passion in project management;
- uphold and maintain the reputation of the profession through professional integrity and responsibility to the public;
- lead, communicate and coordinate effectively in multi-disciplinary settings;
• establish the ability to deal with the foreseeable and contingent project issues, evaluate the situations, develop and implement appropriate solutions supported by strong analytical skills;
• monitor and refine work processes and procedures, throughout the project lifecycle to achieve management integrity; and
• foster high standard of professionalism through continuous learning, applying, evaluating and refining process within the scientific and practicing industry.

Modules

Core Modules
• MEBH15204 Project Framework, Processes, Integration and Scope Management (4 credits)
• MEBH15303 Project Time, Cost and Quality Management (3 credits)
• MEBH15403 Project Human Resource Management (3 credits)
• MEBH15503 Project Risk and Procurement Management (3 credits)
• MEBH15603 Project Knowledge and Communication Procurement Management (3 credits)
• MEBH15703 Research Methodology (3 credits)
• MEBH15109 Project (9 credits)

Electives (4 from the following modules)
• MEBH16103 Operations Research (3 credits)
• MEBH16203 Workplace Safety and Health (3 credits)
• MEBH16703 Global Sustainability (3 credits)
• MEBH15903 Construction Cost Planning and Control (3 credits)
• MEBH16003 Economic Theory and The Construction Industry (3 credits)
• MEBH16303 Strategic Management (3 credits)
• MEBH16403 Project Financial Management (3 credits)
• MEBH16503 Information Security over Internet (3 credits)
• MEBH16603 Renewable Energy (3 credits)

(Not all the elective subjects to be offer in a particular semester)
Module Descriptions

MEBH15204 Project Framework, Processes, Integration and Scope Management
This unit provides an overview of the project life cycle and organisation, project management processes and PMBOK’s nine project management knowledge areas. It describes the environment in which projects operate, specifying the project management process groups for any project, their constituent project management processes and multi-dimensional nature of project management, explaining about the processes and activities that integrate the various elements of project management within the project management process groups and discuss the processes involved in ascertaining that the project includes all the work required to complete the project successfully. It examines the inputs, tools, techniques and outputs for project initiation, scope planning, scope definition, scope verification, scope change control, and successful completion of projects.

MEBH15303 Project Time, Cost and Quality Management
This unit covers project time, cost and quality management. It describes the processes concerning the timely completion of the project, explains the processes involved in planning, estimating, budgeting and controlling costs so that the project can be completed within the approved budget and discusses the processes involved in assuring that the project will satisfy the objectives for which it was undertaken. Additionally, it considers the strategic aspects of quality management and examines, in-depth, the main quality improvement tools and techniques. It also provides a practical and systematic approach for both understanding and assessing the implementation of quality in variety of construction contexts.

MEBH15403 Project Human Resource Management
This unit introduces the students to the skills necessary to manage human resources as part of the overall project management approach. It evaluates the dynamics of managing unique, temporary endeavours within the context of routine, permanent organisations. The unit covers human resource planning, acquiring project team, developing project team, managing project team as well as strategic project team management. The unit is continuously assessed through the assignments and test/quiz given to evaluate students’ achievement of the learning outcomes.

MEBH15503 Project Risk and Procurement Management
Theoretical and practical aspects of risk assessment and management, and procurement planning and management will be covered. Major topics include: procurement planning, procurement strategies, project solicitation and source selection, contract administration, legal aspects and the processes concerned with conducting risk management planning, identification, analysis, responses, and monitoring and control on a project. The unit is continuously assessed through the assignments and test/quiz given to evaluate students’ achievement of the learning outcomes.

MEBH15603 Project Knowledge and Communication Management
This unit introduces ideas and develops students’ capacity to understand the elements of organisational learning, knowledge management and communications to serve customers and to support initiatives to simplify and improve management processes. It covers some case studies and examines the various potential issues that have impacts on the plan to manage project knowledge and to ensure effective communication within the project environment. The unit is assessed by submission of assignments and test/quiz that are designed to bring together student’s taught and independent learning to demonstrate achievement of the learning outcomes.
MEBH15703 Research Methodology
The subject explains the general research process and highlights the considerations to be taken in conducting one. It emphasizes on developing a research proposal and writing literature review. It also introduces various means of methods in conducting qualitative and quantitative research. Students’ abilities to apply these methods will be tested through the assignments given focusing on the ability to draw conclusions based on the result of analysis.

MEBH15109 Project
This unit requires the students to identify and carry out an independent study on the relevant issue of their own choice. Each student will be allocated with a supervisor to guide them through the research process and writing up the study. The student is required to undertake a literature review in order to focus and refine an initial theme into a detailed researchable topic, formulating research methodology, generation and systematic analysis of primary and secondary data and present a clear and accurate interpretation of original research findings.

MEBH16203 Workplace Safety and Health
This unit introduces the issues relevant to workplace safety and health and their implications on the construction sector. It reviews the relevant legislation framework within which construction work is conducted, discusses the hazardous construction processes from a site management perspective and outlines best practice management processes that control these risks. The unit is continuously assessed through the assignments and test/quiz given to evaluate students’ achievement of the learning outcomes.

MEBH15903 Construction Cost Planning and Control
This unit provides an understanding of how the design and construction processes interact to determine the cost and quality of building. It enables the student to prepare and present financial reports on the performance of a project at appropriate intervals to provide effective forecast of cost, risk and their financial implications. The unit is continuously assessed through the assignments and test/quiz given to evaluate students’ achievement of the learning outcomes.

MEBH16403 Project Financial Management
To study the financial management roles and functions, and adapt it to the unique characteristics of construction firms; be able to apply sound knowledge in finance in the operations of a firm, taking into account external influences (interest rates, inflation rates) when deciding on what source of funds to use; perform and undertake investment appraisals that maximises value to the firm; decide on a firm’s dividend payout policy and manage its working capital to ensure efficiency functioning of the firm concerned.

MEBH16503 Information Security over Internet
This unit provides a basic understanding of computer networks and information security. It also introduces various kinds of hacker’s attacks and the solutions to prevent/recover the systems from these attacks, including web hacking and their defence. Topics such as fighting against malicious codes, steganography, virtual private networks, firewall, Intrusion Detection Systems, smart cards, biometrics, and security in wireless LANs will also be covered.

MEBH16703 Global Sustainability
This unit is to enable students to critically reflect on how their own professional practice relates to global sustainability that encompass environmental, human and social, economical and entrepreneurial
Specifically, it has been designed to assist the student to understand and investigate the implications and potential application of their professional practice in the context of Global Sustainability. It enables students to develop a critically reflexive approach to the current practice with sustainability content. Students are continuously assessed through the assignments and test/quiz given to evaluate students’ achievement of the learning outcomes.

**MEBH16003 Economic Theory and the Construction Industry**

This unit is about the application of economic principles to the decision-making in a competitive and uncertain construction industry. It examines the behaviours of individual stakeholders in project development at the microeconomic level; the interaction between the construction sector and all the other sectors comprising the national economy at the mesoeconomic level and broad economic aggregates such as construction output, employment, construction cycles and economic development at the macroeconomic level. The unit is continuously assessed through the assignments and test/quiz given to evaluate students’ achievement of the learning outcomes.

**MEBH16303 Strategic Management**

This subject examines how an organisation’s strategies may be developed and implemented in response to internal and external factors and trends. The delivery of the knowledge base is supported by seminars and consultancy work where case studies, along with student experience are used to develop competencies in the use of a range of frameworks used to analyse the environmental factors and to evaluate and select strategic options.

**MEBH16103 Operations Research**

Operations Research is the discipline of applying advanced analytical methods to help make better decisions. This unit will formally develop the ideas of developing, analyzing, and validating mathematical models for decision problems, and their systematic solution. It will cover the origins and nature of operations research, linear programming, deterministic and probabilistic models. The unit is continuously assessed through the assignments and test/quiz given to evaluate students’ achievement of the learning outcomes.

**MEBH16603 Renewable Energy**

This unit covers energy conversion, utilization and storage for renewable technologies such as wind, solar, biomass, fuel cells and hybrid systems. Thermodynamics concepts (including the first and second law) will form the basis for modeling the renewable energy systems. The course also touches upon the environmental consequences of energy conversion and how renewable energy can reduce air pollution and global climate change.
Assessment

Grading system
For a taught unit, candidates shall normally be evaluated through two (2) evaluation components, as follows:

i. Final examination which shall constitute 40% to 60% of the total marks; and

ii. Course work, which includes test, assignment, etc., which shall constitute 40% to 60% of the total marks.

(UTAR Rule XVI Part II Section 4)

The schemes of marks and grades shall be as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Marks</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>4.0000</td>
</tr>
<tr>
<td>A</td>
<td>80-89</td>
<td>4.0000</td>
</tr>
<tr>
<td>A-</td>
<td>75-79</td>
<td>3.6700</td>
</tr>
<tr>
<td>B+</td>
<td>70-74</td>
<td>3.3300</td>
</tr>
<tr>
<td>B</td>
<td>65-69</td>
<td>3.0000</td>
</tr>
<tr>
<td>B-</td>
<td>60-64</td>
<td>2.6700</td>
</tr>
<tr>
<td>C+</td>
<td>55-59</td>
<td>2.3300</td>
</tr>
<tr>
<td>C</td>
<td>50-54</td>
<td>2.0000</td>
</tr>
<tr>
<td>F</td>
<td>0-49</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

(UTAR Rule XVI Part II Section 6)

The following codes shall be used to indicate a candidate’s status:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/U</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>NA</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>EX</td>
<td>Exempted</td>
</tr>
<tr>
<td>BR</td>
<td>Barred</td>
</tr>
<tr>
<td>RP</td>
<td>Repeat</td>
</tr>
<tr>
<td>AB</td>
<td>Absent</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>In progress</td>
</tr>
<tr>
<td>CT</td>
<td>Credit Transfer</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

(UTAR Rule XVI Part II Section 6)
University Rules and Regulations

The students are advised to read the following relevant rules and regulations:

1. The University Rules and Regulation includes sections on UTAR’S Rules, Regulations and Standard Operating Procedures (SoPs) on Postgraduate Matters dealing with student code of conduct, student discipline and appeals, examination regulations, library regulations, procedure manual for unit registration for postgraduate students, etc.

2. The Rule XXXV Master of Science Project Management includes sections on programme structures, admission, examination, termination and award of degree of Master Science Project Management programmes. It is attached as Appendix of this Student Guide.

3. Extraction of relevant rules:

Eligibility of Entry into Examinations and Project or Dissertation

• No candidate shall be eligible to be admitted to the examination for any unit unless he:-  
  - is officially registered in that unit;
  - has paid the tuition fees; and
  - has attended at least 70% attendance at lectures and tutorials classes or the unit  
    (UTAR Rule XVI Part IV Section 12(1))

• Every candidate who is eligible to sit for an examination shall be given a registration confirmation slip by DEAS as proof of eligibility to sit for the examination.  
  (UTAR Rule XVI Part IV Section 12(2))

• No candidate with CGPA below 3.0000 shall be eligible to register for project or dissertation of the degree unless recommended by the Board of Examiners.  
  (UTAR Rule XVI Part IV Section 12(3))

• The Dean of the Faculty may grant exemption from pre-requisite units to candidates as deemed fit.  
  (UTAR Rule XVI Part IV Section 12(4))

• A candidate who has been barred from taking any examination due to any reasons stated in Section 12 above to the President, whose decision on the matter shall be final.  
  (UTAR Rule XVI Part IV Section 13)

• A candidate who fails the examination for any core unit in the third attempt shall be terminated from the programme.  
  (UTAR Rule XVI Part VI Section 15)

• Where a candidate has repeated a unit, only the most recent grade shall be taken into account for the computation of the Cumulative Grade Point Average.  
  (UTAR Rule XVI Part VI Section 16)
• The status of ‘Incomplete’ (I) may be recorded for an incomplete unit if the candidate had attended at least 70% of the module.
  (UTAR Rule XVI Part VII Section 17 (1))

• The candidate shall be allowed a maximum duration of one academic year to convert the status, failing which the status for the unit shall be converted to ‘F’.
  (UTAR Rule XVI Part VII Section 17 (2))

• The Senate upon the recommendation of the Board of Examiners shall decide on the exact period the assessment should be completed.
  (UTAR Rule XVI Part VII Section 17 (3))

• Where a candidate has been absent from the examination of any unit due to medical (upon submission of a full medical report) or humanitarian reasons, the status of that candidate for that particular unit shall be recorded as ‘Incomplete’ (I), and he shall be allowed to sit for the replacement examination for that particular unit as the main examination.
  (UTAR Rule XVI Part VIII Section 18)

• Where a candidate has been absent from the examination of any unit due to reasons that are not acceptable to the Board of Examiners, the Board may decide to record the status of the candidate for that particular unit as ‘Fail’ (F).
  (UTAR Rule XVI Part VIII Section 19)

• Where a candidate has been absent from the examination of any unit without any reason, the Board may decide to record the status of the candidate for that particular unit as ‘Absent (AB)’, which carries 0 marks.
  (UTAR Rule XVI Part VIII Section 20)

• Where a candidate is required or allowed to repeat a unit, he shall be required to redo the entire course work and examinations for that particular unit.
  (UTAR Rule XVI Part VIII Section 21)

Appeal for Re-grading of Examination Paper

• A candidate, who may have sufficient reason to believe that he has been unjustly graded or that an error has occurred in the marking of his paper or in the computing of grades, may appeal to the relevant Board of Examiners through DEAS.
  (UTAR Rule XVI Part IX Section 22)

• The appeal shall be in writing and submitted to the respective Dean through the DEAS together with payment of a prescribed appeal fee which fee shall only be refunded if the appeal is successful.
  (UTAR Rule XVI Part IX Section 23(1))

• All appeal shall reach DEAS not later than two weeks from the date of announcement of the results appealed against. Appeals submitted after the lapse of the said period shall not be entertained.
  (UTAR Rule XVI Part IX Section 23(2))
Candidature Termination

The candidature of a candidate for a Master’s degree by coursework shall be terminated if:

- the candidate does not comply with the requirement under the provisions of Section 9 above;
  [Section 9 – Upon admission into an UTAR Master’s degree programme, a candidate shall not in pursue of any other postgraduate degree programme in the same discipline in UTAR or any other institutions of Higher Learning. Prior written approval must be obtained from the University if he intends to pursue other academic programme in UTAR or any other Institutions of Higher Learning during the period of candidature.]

1. the candidate, fails the examination for any core unit in the third attempt;

2. the Grade Point Average in two consecutive trimesters are less than 3.0000 and the Cumulative Grade Point Average for the current trimester is less than 3.0000;

3. 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;

- the candidate does not complete and formally submit the Project within two (2) years after the registration of the unit;

- the candidate conducts himself in a manner which contravenes any provisions of the Laws of the University; or

- the candidate has not completed the programme within the maximum duration prescribed in Section 26 below.

(UTAR Rule VII Section 24)

Maximum Duration of Study for Master’s Degree Programme

- A candidate shall complete the programme for the degree within a maximum period of four (4) years for a full-time programme and six (6) years for a part-time programme from the date of initial registration.

(UTAR Rule VII Section 26 (1))

- Notwithstanding the above, the Senate may, on the recommendation of the Board, extend the period of candidature beyond the maximum period. Such extension, if granted, shall not exceed one year in any one case and shall be subject to such conditions as may be determined by the Senate.

(UTAR Rule VII Section 26 (2))
**Appeal on Termination**

- A candidate, whose candidature has been terminated under Section 19, 24 or 25(11) above, may appeal to the President of the University for reinstatement of his candidature. The decision of the President shall be final.

  (UTAR Rule VII Section 27 (1))

- The appeal shall be in writing and submitted to the Director of Institute of Postgraduate Studies and Research together with Payment of prescribed appeal fee within two (2) weeks from the date of receipt of the termination notice or notification of result. Appeals submitted after the lapse of the said period shall not be entertained.

  (UTAR Rule VII Section 28)

*The rules shall be subject to alteration without prior notice.*
Helpful Guides

Postgraduate Handbook
Postgraduate Handbook is published by IPSR. The content include: academic calendar, timetable, rules & regulations, standard operating procedures etc.

UTAR Student Academic Handbook
The purpose of the UTAR student handbook is to provide students with the relevant information concerning the institutional academic policies and regulations from the point of admission to graduation. The information contained in the handbook serves to provide a general reference point to UTAR students on academic-related matters, based on the relevant sections from the Laws of the University and shall be applied as per Rule XXXII: Enforcement of Rules & Regulations of the University.

http://web2.utar.edu.my/portal/AcaPolicyGuidelines/index.jsp
**Student Computing Guide**

The Student Computing Guide provides students with some general information about the electronic resources that are available at UTAR.
Web-Based Learning Environment (WBLE)

WBLE is a web-based tool that facilitate teaching and learning through the Internet. Through WBLE, you can obtain course materials, assignment and work from instructor. Access to http://wble.utar.edu.my with your username and password.

Please select your campus:

KL Campus  Perak Campus  PJ Campus  Sg. Long Campus
Library Services

The details of UTAR library opening hours, facilities, loans information, library guide and rules and regulations are etc are available at [http://www.utar.edu.my/lib/file/main.htm](http://www.utar.edu.my/lib/file/main.htm)
Remote Access

To access to the online resources off-campus, please click https://libezp.utar.edu.my and login with your Student ID number and password for student portal.

Welcome to UTAR Library

Please login for remote access to subscribed online resources

Please use your Intranet username & password to login

Username:
Password:
Login

Please contact us at library@utar.edu.my if you having problems to login

Guide to citing, referencing and academic writing

Persons to contact

Head of Programme: Dr. Chia Fah Choy
Phone No: (603) 4107 9802
Fax No: (603) 4107 9803
Email: chiafc@utar.edu.my
Office: Faculty of Engineering & Science (FES), KL Campus

Deputy Dean (R&D and Postgraduate Programme): Dr. Goi Bok Min
Phone No: (603) 4107 9802
Fax No: (603) 4107 9803
Email: goibm@utar.edu.my
Office: Faculty of Engineering & Science (FES), KL Campus

Dean: Prof. Yow Ho Kwang
Phone No: (603) 4107 9802
Fax No: (603) 4107 9803
Email:yowhk@utar.edu.my
Office: Faculty of Engineering & Science (FES), KL Campus

Officer (IPSR): Cik Azura Binti Abdullah
Phone No: (603) 79582628 Extension: 7131
Fax No: (603) 79582628
Email: azura@utar.edu.my
Office: Institute of Postgraduate Studies and Research (IPSR), PJ Campus

Senior Manager (IPSR): Mr. Loh Yeong Ying
Phone No: (603) 79582628 Extension: 8207
Fax No: (603) 79582628
Email: lohyy@utar.edu.my
Office: Institute of Postgraduate Studies and Research (IPSR), PJ Campus

Director (IPSR): Professor Dr. Faidz bin Abdul Rahman
Phone No: (603) 4107 9802
Fax No: (603) 4107 9803
Email: faidzar@utar.edu.my
Office: Institute of Postgraduate Studies and Research (IPSR), PJ Campus
Appendix I

Rule XXXV Master of Science (Project Management)

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 Science (Project Management) 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 thirty (30) credit hours of taught courses and not more than fifty (50) credit hours of taught courses, in addition to a project which carries not less than nine (9) credit hours.

5. A candidate shall, upon admission, pursue in the University the prescribed courses and conduct research for a project under the direction of a Supervisor appointed by the Senate upon the 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 work 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 modules 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 candidates 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 course unless the Dean of the Faculty or the Head of department certifies that the candidate has satisfactory attendance for the prescribed course.

9. The Senate may, upon the recommendation of the Faculty Board, permit a full-time candidate to convert the status of his candidatures 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 Science (Project Management) 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 recognized 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 relevant working experience after obtaining that degree.

‘two (2) years working experience’ means any working experience after obtaining the 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:

i. a minimum overall TOEFL score of 580 (paper-based) or 237 (computer-based) or 92 (internet-based);

ii. a minimum overall band score of 6.5 in IELTS;

iii. a minimum grade B in Certificate of Proficiency in English (CPE);

iv. a minimum score of 980 in English Language Proficiency Test (ELPT);

v. a minimum score of 500 in Scholastic Assessment Test (SAT) (Critical Reading);

vi. a minimum score of 22 in American College Testing Assessment (ACT);

vii. a credit in English 1119;
viii. a minimum credit C4 in SPM English Language/"O" level English Language;

ix. a minimum overall band score of 4 in MUET; or

x. any other qualification which is of the 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 Science (Project Management) shall consist of the following:

   a) an assessment of both the coursework and the written examination for each course; and

   b) an assessment of the Project.

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, appointed by the Senate, for the degree of Master of Science (Project Management). 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 courses and supervising the Project.

18. A candidates who is unable to sit for the final examination for one or more of the reason stated hereinbelow, will be given an Incomplete ('I') status:

   a) The candidate has a certified medical condition during the examination. The candidate shall normally be required to submit the medical report to the Dean of Faculty within 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.

19. 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.

20. 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 – Termination of Candidature**

21. 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 fails 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 are less than 3.0000 and the Cumulative Grade Point Average for the current semester is less than 3.0000; or

   f) the candidates does not complete and formally submit the Project within two (2) years after the registration of the unit.

22. A candidate, whose candidature has been terminated under Section 21 above, may appeal to the President of the University for reinstatement of his candidature. The decision of the President shall be final.

**Part VII – Award of Degree**

23. A candidate shall be awarded the degree in Master of Science (Project Management) if he has:

   a) passed all the modules and the Project;

   b) attained a minimum CGPA of 3.0000 for the programme; and

   c) fulfilled all the requirements of the Laws of the University and paid all the outstanding fees to the University.
## Appendix II Timeline of Events for Typical Trimester

### Long Trimester (January / May)

<table>
<thead>
<tr>
<th>Week</th>
<th>Event</th>
<th>Release</th>
<th>Deadline</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Trimester study</td>
<td>Unit Add/Drop</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Unit Add/Drop</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Unit Withdrawal</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Unit Online verification</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Online student survey</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Unit Online verification</td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>Examination timetable(1)</td>
<td>Appeal for (1)</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>Application for leave of absence</td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>Absence Bar list(2)</td>
<td>Appeal for (2)</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>Exam authorisation slip</td>
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<td>10</td>
</tr>
<tr>
<td>11</td>
<td>Unit Withdrawal</td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>Unit Withdrawal</td>
<td>Bill payment for re-installment</td>
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</tr>
<tr>
<td>13</td>
<td>Unit Withdrawal</td>
<td>Meeting with advisor</td>
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<td>13</td>
</tr>
<tr>
<td>14</td>
<td>Unit Preview</td>
<td>Unit Pre-registration</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>Study leave</td>
<td>Unit Pre-registration</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>Main exam</td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>Trimester break</td>
<td>Online Survey</td>
<td></td>
<td>17</td>
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<tr>
<td>18</td>
<td>Replacement exam</td>
<td>Main exam result(3)</td>
<td>Appeal for (3)</td>
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<tr>
<td>19</td>
<td>Replacement exam</td>
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<td>Appeal for (4)</td>
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<td>Replacement exam</td>
<td>Replacement exam result(4)</td>
<td>Appeal for (4)</td>
<td>22</td>
</tr>
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</table>

### Short Trimester (October)

<table>
<thead>
<tr>
<th>Week</th>
<th>Event</th>
<th>Release</th>
<th>Deadline</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Trimester study</td>
<td>Unit Add/Drop</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Unit Add/Drop</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Unit Withdrawal</td>
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<tr>
<td>4</td>
<td>Unit Online verification</td>
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</tr>
<tr>
<td>5</td>
<td>Online student survey</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Examination timetable(1)</td>
<td>Appeal for (1)</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>Examination timetable(2)</td>
<td>Appeal for (2)</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>Application for leave of absence</td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>Main exam</td>
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<td></td>
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</tr>
<tr>
<td>10</td>
<td>Trimester break</td>
<td>Online Survey</td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Replacement exam</td>
<td>Main exam result(3)</td>
<td>Appeal for (3)</td>
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</tr>
<tr>
<td>12</td>
<td>Replacement exam</td>
<td>Replacement exam result(4)</td>
<td>Appeal for (4)</td>
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<tr>
<td>13</td>
<td>Replacement exam</td>
<td>Replacement exam result(4)</td>
<td>Appeal for (4)</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>Replacement exam</td>
<td>Replacement exam result(4)</td>
<td>Appeal for (4)</td>
<td>14</td>
</tr>
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</table>
### Appendix III Procedures for Final Projects

<table>
<thead>
<tr>
<th>Appointment of Supervisor (2 months before the semester start)</th>
<th>Registration of Project / Study Cycle</th>
<th>Intent to submit Project</th>
<th>Examination of Project Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidate</strong></td>
<td><strong>START</strong></td>
<td><strong>Submit PC form together with abstract to FGO, Ms Sung Suet Yee. (2 months before submission of Project Report).</strong></td>
<td><strong>Give presentation in project completion seminar.</strong></td>
</tr>
<tr>
<td>• Identify potential supervisor &amp; project title.</td>
<td>• Completed the Prerequisites. (See APPENDIX A)</td>
<td>• Sign the PC form. Propose Internal Examiners to</td>
<td>• Submit 1 copy of comb-binding project report to supervisor and 1 copy to moderator. (week 12 for long sem &amp; week 6 for short sem)</td>
</tr>
<tr>
<td>• Submit the completed AOS to FGO (Ms Sung Suet Yee) together with proposal.</td>
<td>• Perform on-line registration of Project (Latest by Week 2 of a semester).</td>
<td>• Propose Internal Examiners to</td>
<td>Arrange for Project Completion seminar.</td>
</tr>
<tr>
<td><strong>HoP / HoD</strong></td>
<td><strong>Verify the application and sign the AOS form. Propose to FRDPC.</strong></td>
<td>** Verify the application and sign the PR form. Submit to FRDPC for noting.**</td>
<td><strong>REMARKS:</strong></td>
</tr>
<tr>
<td>• Verify the application and sign the AOS form. Propose to FRDPC.</td>
<td><strong>Recommend the supervisor and project title to PSC.</strong></td>
<td><strong>Recommend the Internal Examiners to PSC.</strong></td>
<td>• 4 weeks for examiners to evaluate the Project Report.</td>
</tr>
<tr>
<td><strong>FRDPC &amp; FB</strong></td>
<td><strong>Approve supervisor and project title.</strong></td>
<td><strong>Approve Examiners.</strong></td>
<td>• BOE to consider examiners’ evaluation &amp; corrective action taken by candidate.</td>
</tr>
<tr>
<td><strong>PSC &amp; Senate</strong></td>
<td><strong>Inform student and supervisor. Enable the online registration for project.</strong></td>
<td><strong>Inform student and supervisor.</strong></td>
<td>• Candidate need to submit 1 copy of corrected hard-bound hard copy with beige cover and soft copy in CD to FGO (Ms Sung Suet Yee) latest by Week 17.</td>
</tr>
<tr>
<td><strong>IPSР</strong></td>
<td></td>
<td></td>
<td>• (IMPORTANT: please read next page)</td>
</tr>
</tbody>
</table>
NOTATIONS:

AOS  Appointment of Supervisor
BOE  Board of Examination
FB   Faculty Board
FGO  Faculty General Officer
FRDPC Faculty Research and Development and Postgraduate Committee
HoD  Head of Department
HoP  Head of Programme
PC   Project Completion
PR   Progress Report
PSC  Postgraduate Studies Committee

IMPORTANT:

• Please ensure that your supervisor approved your corrected draft before you send the Final Report for permanent binding.

• The CD cover MUST include the following information:
  Name of Student
  ID of Student
  Course
  Name of Supervisor
  Project Title

• The CD content MUST include the following:
  MS Word report file
  PDF report file
  Simulation files (if applicable)
  Diagrams, charts, graphs, image files etc. (if applicable)

• The CD is to be placed in a pocket glued to the inner side of the back cover of the report.

PREREQUISITES

• Achieved CGPA 3.000.
• Completed 15 credit hours of unit including MEBH 15703 Research Methodology.

FORMS FOR STRUCTURE C PROGRAMME (PROJECT)

• Submission of Project Proposal
• Meeting Log
• Appointment of Supervisor Form (Masters; Structure C)
• Progress Report Form (Masters; Structure C)
• Notification of Intent to Submit Project
• Submission of Project for Examination
• Confirmation of Amended Project
• Final Deposition of Project