Progress of Study for Postgraduate Programmes by Coursework in UTAR

**Registration**
- Candidate pays student bill & reports for classes

**Attend classes**
- Core Units / Electives
- Complete assignments

**Examination**
- At end of each trimester
- Eligibility to sit for exam: Min 70% class attendance

**Board of Examiners (BoE)**
- Consider examiners’s evaluation
- Make recommendation to Senate

**Special Senate Meeting**
- Consider BoE’s recommendation
- Make a decision on grades achieved by candidates
- On probation if GPA < 3.0000
Progress of Study for PG Programme by Coursework

- Registration of Units
  - Study Cycle
    - Registration of Units
      - Study Cycle
        - FRDPC recommends Supervisor, Project Title, 2nd Examiner & Moderator
          - For candidate who registered for Project
            - Supervisor and Project title forwarded to PSC and Senate for noting
            - Proposed 2nd Examiner & Moderator tabled in PSC for recommendation and Senate for approval

- FBO approves Supervisor & Project Title and endorses recommendation on 2nd Examiner & Moderator
  - Work on Project
    - Meets with Supervisor regularly
    - Submits meeting logs
Progress of Study for PG Programme by Coursework

Submits Project Report

- Duration for completion of project and submission of report is per the number of trimester(s) stated in the course structure approved by Senate
- Failure to submit project report by the deadline amounting to failing the unit
- Student who failed project has to re-take the project at own cost
- Allow 3 attempts within 2 years from date of first registration of Project unit

Examiners evaluate Project Report

- 2 weeks for 1st and 2nd Examiners to complete evaluation of the Project Report

Moderator evaluates Project Report

- Consider examiners’ evaluation
- Recommend graduation if candidate fulfilled all requirements

Faculty Board of Examiners (BoE)

- Consider BoE’s recommendation
- Approves result for Project
- Make a decision on award of degree if if candidate fulfilled all requirements for graduation

Special Senate Meeting