



**PART VII: COMMITTEES & DUTIES
RULES**

26. CURRICULUM REVIEW

All academic programmes shall be reviewed by the Centre of Studies at least every five years. The content review or such other adjustments may be conducted from time to time as appropriate by the Board of Studies.

27. BOARD OF STUDIES

27.1. A Board of Studies may be formed by the Senate for the following purposes:

- a. To deal with matters pertaining to the development and advancement of existing programmes;
- b. To consider proposals for establishment of a new academic programme;
- c. To give expert advice on the quality, suitability and equivalency of the programme.
- d. To report the findings of the Board of Studies to the Senate

27.2. Members of the Board of Studies

27.2.1. The members of the Board of Studies shall comprise the following:

- a. The Rector or Deputy Rector in-charge of academic affairs or such other delegated individual shall be the Chairman of the Board of Studies.
- b. The Dean;
- c. An expert in the chosen field of studies outside the University (within and / or outside Malaysia);
- d. A representative of a relevant professional body or expert agency where applicable;

- e. The Secretary of the Board of Studies shall be appointed by the Rector.
- f. Any other persons deemed appropriate by the University.

27.2.2. The members shall be appointed for a minimum term of two (2) years.

28. CENTRE OF STUDIES POSTGRADUATE COMMITTEE

28.1. Members of the Centre of Studies Postgraduate Committee are as follows:

- a. Dean of Centre of Studies (or representative) as Chairperson
- b. Deputy Dean (Postgraduate and Research / Academic Affairs)
- c. Relevant Heads of Departments or representatives
- d. Coordinators of Postgraduate Programmes (if any)
- e. Any other academic staff in the relevant field that the Centre of Studies may need to appoint permanently or temporarily

28.2. The functions of the Centre of Studies Postgraduate Committee are as follows:

- a. To recommend the appointment of supervisors for Master and Ph.D students, upon the recommendation of the department / Deputy Dean (Postgraduate and Research) to the Senate through the CPS for approval.
- b. To approve the appointment of examiners for Master students and inform the CPS accordingly.
- c. To recommend the appointment of examiners for Master by research and Ph.D thesis/dissertation to the Senate through the CPS for approval.

- d. To monitor that all research work conducted by the student through the supervisor fulfils the requirements set by the Centre of Studies for content, quality and presentation style.
- e. To propose postgraduate policy amendments to the UCPS
- f. To appoint a committee to conduct a comprehensive examination and proposal defense whenever necessary
- g. To discuss any other matters relevant to postgraduate studies

28.3. Meeting

A meeting may be convened whenever deemed necessary.

29. UNIVERSITY COMMITTEE FOR POSTGRADUATE STUDIES (UCPS)

29.1. The UCPS shall consist of the following members:

- a. Dean of the CPS as Chairperson
- b. Deputy Deans of the CPS
- c. Deputy Dean / Deputy Director (Research and Postgraduate / Academic / Students Affairs) of Centre of Studies or representative
- d. Deputy Dean (Postgraduate and Research) of CELPAD
- e. Secretary of the Senate, and
- f. Any other individual that the Chairperson may appoint temporarily or permanently

29.2. The functions of the UCPS shall be as follows:

- a. To deliberate and decide upon various appeals of postgraduate students

- b. To endorse decisions made by the KGPC relating to appeals of postgraduate students
- c. To coordinate / monitor postgraduate programmes with the assistance of the KPGC
- d. To deliberate upon policy amendments proposed by the KGPC and make recommendations to the Senate
- e. To discuss and decide other matters relevant to postgraduate studies

29.3. Meetings

- a. To hold meetings at least once a month
- b. To hold a special meeting, if deemed necessary

30. STUDENTS ADMISSION COMMITTEE (SAC)

30.1. The SAC shall consist of the following members:

- a. Deputy Rector (Academic and Planning)
- b. Dean of CPS
- c. Deputy Deans of the CPS
- d. Deans of Centre of Studies, and
- e. Secretary to the Senate

30.2. Functions:

- a. To select and admit students in accordance with the admission policies and evaluation conducted by the CPS into Postgraduate programmes and on the recommendation of the respective Centre of Studies / Institutes / Department

- b. To deliberate and decide upon various appeals of the applicants to postgraduate programmes
- c. To discuss any other matters regarding admission relevant to postgraduate studies

30.3. Meetings

- a. To hold meetings at least once a month
- b. To hold a special meeting, if deemed necessary

