

Constitution of Universiti Brunei Darussalam (Section 29)

REGULATIONS FOR THE DEGREES OF MASTER

General

1. These Regulations shall apply to the award of degrees of Master of the University and shall be read in conjunction with the Regulations governing the degree for which a person seeks to become a candidate.

2. Subject to the approval of the Senate and the Council, a Faculty may offer a Master's degree programme by research, coursework, coursework and dissertation, or coursework and practicum/project.

Interpretation

3. In these Regulations, unless the context otherwise requires:

"Dean" means the Dean of the Faculty concerned, and includes the Dean of the Sultan Hassanal Bolkiah Institute of Education, the Director of the Academy of Brunei Studies and the Head of an institution, where applicable;

"Faculty" means a Faculty or institution established under section 18(1) of the University Constitution, and includes the Sultan Hassanal Bolkiah Institute of Education and the Academy of Brunei Studies;

"Faculty Board" means the Board of the Faculty or institution concerned, and includes the Board of the Sultan Hassanal Bolkiah Institute of Education and the Academic Board of the Academy of Brunei Studies, where applicable;

"institution" means an institution of the University as defined in section 2 of the University Constitution;

"Registrar" means the Registrar and Secretary of the University; "the University" means Universiti Brunei Darussalam.

Unless provided otherwise in these Regulations, if a provision in the Regulations governing a Master's degree is inconsistent with any provision herein that provision shall to the extent of the inconsistency be void.

Admission

4. Subject to the Regulations governing the degree to which admission as a candidate is sought, the minimum academic qualification for admission shall be a degree or equivalent of the University or another university or institution recognised by the Senate.

5. In addition to satisfying the general admission requirements of the University, a person seeking admission as a candidate must also satisfy the special requirements of the Faculty specified in the Regulations governing the degree.

6. The admission of a candidate is by resolution of the Senate whose decision shall be final.

Application

7. An application for admission shall be made on the prescribed Application Form and submitted to the Registrar.

Exemption

8. The Senate may, on the recommendation of the Faculty Board, grant such exemptions as it thinks fit from the requirements of the Regulations governing a Master's degree.

Registration and Fees

9. A candidate must, on admission, register as a student of the University and pay the prescribed fees. He must also renew his registration as a student and pay the prescribed fees within the first two weeks of the anniversary date of his admission failing which his candidature may be terminated.

Termination of Candidature

10. The Senate has the right to terminate the registration of a candidate whose progress in his studies has not been satisfactory.

Period of Candidature

11. A Master's degree programme may be offered as full-time or part-time.

12. Subject to regulation 13 and the Regulations governing the relevant degree, the

period of candidature for any Master's degree shall normally be:

(a) not less than 12 months and not more than 24 months for a full-time candidate; or

(b) not less than 12 months and not more than 48 months for a part-time candidate;

Provided that the Senate may, on the recommendation of the Faculty Board, extend the maximum period of a candidate for a further period not exceeding 12 months.

Leave of Absence

13. (1) Notwithstanding regulation 12, the Senate may, on the recommendation of the Faculty Board, grant leave of absence to a candidate (a) on medical grounds supported by a medical report issued by a government doctor, or

(b) for personal reasons in the case of a candidate who has completed not less than 12 months of his candidature, subject to the following conditions:

(a) the total periods of leave of absence granted under this regulation must not exceed 12 months, which shall not be counted as part of the maximum period of candidature; and

(b) where leave of absence has been granted on medical grounds, the candidate must be certified medically fit by a government doctor before being allowed to resume his studies.

(2) Where a candidate continues to be absent from his studies beyond the approved period of absence, the period of such absence shall be counted for the purpose of reckoning the prescribed maximum period of candidature.

Concurrent Registration of Other Programmes

14. No candidate may register concurrently for another programme of the University or another university or institution except with the prior permission of the Senate.

Degree of Master by Research

15. A candidate for a degree of Master by research shall be governed by the following provisions:

(1) A person seeking admission shall state in the application his qualifications and experience, his proposed field of research and the scope of his proposed work. His admission shall depend, inter alia, on the availability of a suitable full-time staff member of the University to supervise the proposed research.

(2) A Faculty Board shall, when recommending the admission of a candidate, determine and recommend the following for approval of the Senate –

(a) the field of research;

(b) the appointment of a supervisor or supervisors from among the full-time staff of the University to supervise the work of the candidate;

(c) the language in which the thesis and the abstract are to be written;

(d) the type of candidature, that is,

whether full-time or part-time; and

(e) the minimum period of candidature.

(3) The Senate shall name one of the supervisors as the chief supervisor if more than one supervisor are appointed.

(4) A candidate shall, after admission, pursue in the University the approved programme of advanced study and research and undertake such undergraduate courses of study as his supervisor may prescribe. The Senate may, on the recommendation of the Faculty Board, permit the whole or part of the research to be undertaken outside the University if it is satisfied that the conditions under which the candidate will work and the facilities available to him are adequate and that there will be frequent and regular personal contact between the candidate and his supervisor. The Senate may, if necessary, appoint a suitable person at the outside place of work as honorary adviser to the candidate.

(5) The supervisor is required to submit to the Faculty Board a progress report on the candidate's work at the end of each 6-month period and immediately prior to the submission of the thesis for examination.

(6) A candidate must obtain the written consent of his supervisor to submit his thesis for examination.

(7) A candidate must give, to the Registrar notice in writing of not less than three months of his intention to submit his thesis for examination and must submit at the same time the proposed title of his thesis for approval of the Senate. If the proposed title is different or deviates from that mentioned in paragraph (2)(a) above, the Senate may, subject to the limit specified in regulation 12, require the candidate to spend a longer period of candidature before allowing the thesis to be submitted for examination.

(8) The thesis, embodying the results of a candidate's study and research, shall be a record of original work or an ordered and critical exposition of existing data on the approved topic.

(9) On completion of the advanced study and research, a candidate shall submit to the Registrar the original and three copies of his thesis for examination, accompanied by an abstract not exceeding 500 words. The thesis, whether approved or not, shall become the property of the University. The original, if approved, shall be deposited in the University Library, subject to industrial confidentiality or restrictions.

(10) Unless permitted otherwise by the Senate or the Regulations governing the degree, the thesis shall not normally exceed 60,000 words excluding the abstract, footnotes, appendices, bibliography, maps, charts, statistical tables, graphs and illustrations. An application to exceed the prescribed length must be submitted to the Registrar, through the supervisor, at least 3 months prior to the submission of the thesis for examination.

(11) The thesis must be in a form suitable for publication as follows -

(a) it must be type-written or printed, bound in black cloth with stiff boards with gold lettering not exceeding 16 points, and be in international size A4(210mm x 297mm);

(b) each page must have a left margin of 4.0 cm to allow for binding;

(c) it must be in double spacing;

(d) the title or an abbreviation thereof and the author's name shall be printed in block letters on the spine;

(e) the contents must be preceded by the following in the order given: title page, acknowledgements, table of contents and summary; and

(f) the pages must be numbered in one continuous sequence in numerals.

(12) A candidate may not submit as his thesis work which has been submitted for a degree but may incorporate any part of such work provided that this is clearly indicated in the thesis. Conjoint work which has been published may be incorporated provided a statement, signed by his collaborator, is submitted showing the candidate's share of the work.

(13) The supervisor shall be an internal examiner ex-officio. In addition, the Senate shall, when approving the title of a thesis and having taken into account the recommendations of the Faculty Board, appoint at least one external examiner and another internal examiner who shall be a full-time staff member of the University, to examine the thesis.

(14) The examiners may subject a candidate to an oral examination or such further tests as they think fit to enable them to assess the thesis.

(15) There shall be a Board of Examiners consisting of-

The Vice-Chancellor as Chairperson;

The Dean of the Faculty;

The Head of department concerned;

The internal examiners; and

The external examiner if present at the University.

(16) The Board of Examiners shall, having considered the examiners' reports, decide whether to pass or fail a candidate or whether to refer the candidate for further work on the thesis. In the event of any disagreement among the examiners, the Board of Examiners shall recommend to the Senate that a further external examiner be appointed to examine the thesis.

(17) A candidate who has failed the Examination shall be refused readmission to the programme.

(18) The report of the Board of Examiners shall be submitted to the Faculty Board.

(19) A candidate may, with the approval of his supervisor, publish papers on his work during his candidature provided that due reference is made to the University in the published papers. The candidate may also publish his thesis or part thereof provided that what is published shall state that it was submitted for the degree of Master of the University.

Degree of Master by Coursework.

16.A candidate for a degree of Master by coursework shall be governed by the following provisions:

(1) The courses shall be prescribed in the Regulations governing the degree.

(2) A course shall be made up of lectures, tutorials, seminars and such other classes as may be prescribed. A one-unit course shall normally be equivalent to at least one student-contact hour per week in a semester. In addition, field or practical work, project and assignments may be prescribed.

(3) Attendance at coursework is compulsory. No candidate may absent himself from classes unless he has the prior written permission of the Dean or is certified medically unfit.

(4) The examination prescribed for a course shall normally consist of a written examination and such other tests as the examiner may prescribe and assessment of coursework. The written examination shall normally be held at the end of the semester in which the course is taken. A candidate must take the prescribed examination unless he is barred by the Dean from taking it on grounds of unsatisfactory attendance at classes or unsatisfactory progress in coursework.

(5) Assessment of coursework shall normally constitute 40% of the total marks allocated to a course. This percentage may be varied with the approval of the Senate.

(6) The Senate shall, having considered the recommendations of the Faculty Board, appoint for the programme the internal examiners who shall be full-time staff of the University.

(7) There shall be a Board of Examiners consisting of:

(a) the Dean of the Faculty as Chairperson,

(b) the Deputy Dean of the Faculty,

(c) the Head of department concerned, and

(d) the internal examiners.

(8) Supplementary examinations shall not be permitted unless prescribed otherwise in the Regulations governing the degree. If permitted, the Senate may, on the recommendation of the Board of Examiners, allow a candidate to take a supplementary examination in the failed course or courses to be held at such time as the Faculty Board may determine.

(9) The Board of Examiners shall take into account the results of all the prescribed courses in determining whether a candidate has passed or failed the Examination for the degree.

(10) A candidate who has passed in all the prescribed courses shall be deemed to have passed the Examination for the degree.

(11) A candidate who has failed in any of the prescribed courses shall be deemed to have failed the Examination for the degree. The Senate may, on the recommendation of the Faculty Board, permit such candidate to repeat the programme on one occasion only.

(12) The report of the Board of Examiners shall be submitted to the Senate through the Faculty Board.

Degree of Master by Coursework and Dissertation

Degree of Master by Coursework, and Practicum/Project

17. A candidate for a degree of Master by coursework and dissertation or Master by coursework and practicum/project shall be governed by the following provisions:

(1) The programme shall consist of two Parts, namely -

(a) Part I of the programme, made up of the prescribed coursework; and

(b) Part II of the programme, made up of research or practicum/project, as the case may be, in the candidate's area of study for a period of-

(i) not less than four months for a full-time

candidate or not less than eight months for a part-time candidate in respect of a Master's degree by coursework and dissertation; or

(ii) not less than three months for a full-time candidate or not less than six months for a part-time candidate in respect of a Master's degree by coursework and practicum/project.

(2) The Examination shall consist of two Parts, namely -

(a) Part I Examination, made up of examinations in the prescribed coursework; and

(b) Part II Examination, involving the submission of a dissertation or practicum/project report for examination, as the case may be.

No candidate shall be permitted to take the Part II Examination unless he has satisfactorily completed and passed the Part I Examination.

(3) The following provisions shall apply to Part I of the programme and the Part I Examination -

(a) paragraphs (1) to (8) of regulations 16;

(b) the Board of Examiners shall take into account the results of all the prescribed courses in determining whether a candidate has passed the Part I Examination;

(c) a candidate who has passed in all the prescribed courses shall be deemed to have passed the Part I Examination;

(d) a candidate who has failed the Part I Examination shall be deemed to have failed the Examination for the degree and shall be refused readmission to the programme; and

(e) the report of the Board of Examiners shall be submitted to the Senate through the Faculty Board.

(4) The following provisions shall apply to Part II of the programme and the Part II Examination -

(a) a candidate shall be required to submit his research proposal or practicum/project proposal, as the case may be, for approval of the Faculty Board by the date specified by the Head of department concerned;

(b) the Faculty Board shall, when approving the research proposal or practicum/project proposal of a candidate, determine the topic of the dissertation or practicum/project report, the language in which the dissertation or report and the abstract are to be written, and appoint a supervisor or supervisors to supervise the work of each candidate;

(c) where more than one supervisor are appointed, the Faculty Board shall name one of them as the chief supervisor;

(d) the Faculty Board may, where necessary and subject to the conditions mentioned in regulation 15(4), permit a candidate to undertake the whole or part of his research or practicum/project outside the University;

(e) a candidate may be required to follow and attend such undergraduate courses as his supervisor may prescribe;

(f) a candidate shall commence his research or practicum/project work not later than the date specified by his supervisor;

(g) the supervisor is required to submit to the Faculty Board a progress report on the work of the candidate under his charge immediately prior to the submission of the dissertation or practicum/project report for examination;

(h) a candidate must obtain the written consent of his supervisor to submit his dissertation or practicum/project report for examination;

(i) a candidate for a Master's degree by course work and dissertation must give to the Registrar written notice of not less than two months of his intention to submit his dissertation for examination;

(j) if the title of the dissertation or practicum/project report of a candidate is different or deviates from the title mentioned in subparagraph (b) above, the Faculty Board may, subject to the maximum period of candidature specified in regulation 12, require the candidate to spend a longer period of candidature before allowing him to submit the dissertation or report for examination;

(k) a dissertation must make some contribution to knowledge and not be a mere collation of existing material;

(l) the provisions of paragraphs (9) to (12) of regulation 15 shall apply to the submission of a dissertation or practicum/project report for examination, subject to the following changes:

(i) the length of the dissertation must not exceed 40,000 words and that of the practicum/project report must not exceed 20,000 words,

(ii) the length of the abstract must not exceed 300 words unless permitted otherwise by the Faculty Board or the Regulations governing the degree;

(m) in addition to the supervisor who shall function as an internal examiner ex-officio, the Senate shall appoint another internal examiner from among the full-time

staff member of the University to examine a dissertation or practicum/project report;

(n) in the case of a dissertation, the Senate shall, having considered the recommendation of the Faculty Board, appoint an external examiner as well to examine it and, in making such appointment, the Senate may appoint:

(i) one external examiner to examine a dissertation; or

(ii) one external examiner to examine a dissertation or a specified number of dissertations or all the dissertations in the same programme;

(o) the examiners may subject a candidate to an oral examination or such other further tests as they think fit to enable them to assess the dissertation or practicum/project report;

(p) the examiners reports shall be submitted to the Board of Examiners which shall be the same as that for the Part I Examination but including the internal examiners for the dissertation and practicum/project report component and the external examiners of the dissertation component if present at the University;

(q) the Board of Examiners shall, having considered the examiners reports, decide whether to pass or fail a candidate in the Part II Examination, or in the case of the dissertation, to refer the candidate for further work on the dissertation;

(r) the Board of Examiners shall, having decided on a candidate's results in the Part II Examination, take into account the candidate's results in the Part I Examination and determine whether the candidate has passed or failed the whole Examination for the degree;

(s) the Board of Examiners shall be guided by the following principles in determining whether a candidate has passed or failed the whole Examination for the degree –

(i) if the candidate has passed in the Parts I and II Examinations, he shall be deemed to have passed the Examination for the degree;

(ii) if the candidate has failed in either the Part I or Part II Examination, he shall be deemed to have failed the Examination for the degree.

(t) a candidate shall be refused readmission to the programme if he has failed the Examination for the programme. .

Award of Degree

18. Subject to regulation 8, a candidate may be awarded the degree of Master if he has:

(a) fulfilled all the requirements of these Regulations and the Regulations governing the degree for which he is a candidate;

(b) been recommended for the award of the degree by the Board of Examiners concerned; and

(c) paid all fees prescribed, where applicable.

Tahniah

Kepada pegawai dan kakitangan yang telah dianugerahkan Bintang-Bintang Kebesaran oleh

*Kebarwah Duli Yang Maha Mulia
Paduka Seri Baginda Sultan dan Yang
Di-Pertuan Negara Brunei Darussalam*

pada 15hb Julai 2005

**DARJAH SERI PADUKA MAHKOTA BRUNEI YANG
AMAT MULIA DARJAH KEDUA – D.P.M.B**

Dato Paduka Dr Awang Haji Ismail bin Haji Duraman

Pada 26 Julai 2005

**DARJAH SERI PADUKA MAHKOTA BRUNEI YANG
AMAT
MULIA DARJAH KETIGA – S.M.B**

Awang Haji Matamit bin Ratu
Dr Haji Mohd Yusop bin Haji Awang Damit
Dr Haji Serbini bin Haji Matahir

**DARJAH SETIA NEGARA BRUNEI YANG AMAT
BAHAGIA
DARJAH KEEMPAT – P.S.B.**

Dr Dayang Tahira binti Muhammad Shariff
Dr Haji brahim bin Haji Abdul Rahman
Awang Haji Alias bin Haji Md Hassan

FAREWELL

Universiti Brunei Darussalam bids farewell to the following staff members and wishes to thank them for their service while at the University:

ASSOCIATE PROFESSORS

Dr K U. Sirinanda	Geography
Dr Ahmad Fadhel Yousif	Usuluddin
Dr Ludwig Ganske	Educational Foundations

SENIOR LECTURER

Dr Lori Bradshaw	Educational Psychology
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LECTURERS

Dr Cynthia P Tendencia	Science & Mathematics Education
Dr Nik Rahim bin Nik Wajis	Syariah
Dr Sajjidurrahman Siddiqui	Usuluddin
Awang Selamat bin Abdullah	Educational Foundations