



Proses permohonan naiktaraf Sarjana ke Kedoktoran memerlukan penggunaan tiga (3) borang:

1. Borang Permohonan - IPSiS/RSCH/CONVERSION/APPLY/2021(1)
2. Borang Laporan Penilai Individu - IPSiS/RSCH/CONVERSION/ASSESSOR/2021(2) – dua (2) salinan
3. Borang Sokongan Panel Penilai - IPSiS/RSCH/CONVERSION/PANEL/2021(3)

A. Arahan Untuk Pelajar:

- i. Pelajar dikehendaki melengkapkan Bahagian I dalam ketiga-tiga borang (Borang 1, 2 & 3) dan diserahkan bersama laporan penyelidikan kepada Penyelia Utama.
- ii. Permohonan pelajar mestilah diserahkan kepada pihak fakulti di dalam tempoh 12 bulan daripada tarikh pendaftaran.
- iii. Pelajar dikehendaki membentangkan laporan penyelidikan dalam sesi pembentangan di hadapan panel penilai pada tarikh yang ditetapkan.

B. Arahan untuk Penyelia:

- i. Penyelia Utama dikehendaki melengkapkan Bahagian II dalam Borang Permohonan (IGS/RSCH/APPLICATION CONVERSION/2021(1)) dan menyerahkan ketiga-tiga borang (Borang 1, 2 & 3), laporan penyelidikan untuk naiktaraf (rujuk keperluan laporan penyelidikan dalam buku *Process and Procedures of Post Graduate Research Degree Programmes*) kepada Ketua Pusat Pengajian Siswazah Fakulti.

C. Arahan untuk Ketua Pusat Pengajian Siswazah Fakulti (KPPS):

- i. Fakulti akan melantik dua (2) panel penilai (pakar bidang) untuk menilai laporan dan cadangan penyelidikan pelajar.
- ii. Setelah mendapat sokongan dari Panel Penilai dan pengesahan JKAPS, sila serahkan borang permohonan lengkap, salinan asal laporan penyelidikan pelajar, Laporan Penilai Individu serta Laporan Pengesahan Panel Penilai yang telah disahkan kepada IPSiS untuk kelulusan Jawatankuasa Induk Penilaian Akademik (JKIPA).

The application for conversion from Masters to PhD requires the use of three (3) forms:

1. Application Form - IPSiS/RSCH/CONVERSION/APPLY/2021(1)
2. Individual Assessor Report Form - IPSiS/RSCH/CONVERSION/ASSESSOR/2021(2) - two (2) copies
3. Panel of Assessors' Recommendation Form - IPSiS/RSCH/CONVERSION/PANEL/2021(3)

A. Instructions for Student:

- i. Student must complete Section I in all three (3) forms (Forms 1, 2 & 3) and submit all forms with the research report to the Main Supervisor.
- ii. The application must be submitted to the faculty within 12 months from the commencement of the student's registration.
- iii. Student is required to present the research report to the panel of assessors at scheduled date.

B. Instructions for Supervisor:

- i. The Main Supervisor must complete section II of the Application Form and submit all three forms with the student's research report for conversion (refer to the *Process and Procedures of Post Graduate Research Degree Programmes*) to the Faculty Head of Postgraduate Studies.

C. Instructions for Faculty Head of Postgraduate Studies

- i. The Faculty will appoint two (2) panel of assessors (research field experts) to assess student's research report and propo..
- ii. Upon recommendation by the Panel of Assessors and application for the JKAPS Committee has endorsed conversion, submit completed application form, original copies of student's research report, the Individual Assessor's Reports and the endorsed Panel of Assessors' Recommendation to IPSiS for approval by the JKIPA Committee.

BAHAGIAN I : MAKLUMAT AM

SECTION I: General Information

Nama Name	:							
No. K.P. Baru I.C No/Passport No.	:							
No. Kad Pelajar Student ID No	:							
Kod Program Programme Code	:							
Fakulti Faculty	:							
Tajuk Penyelidikan Title of Research	:							
Semester: Semester	SEPTEMBER September	<input type="checkbox"/>	MAC March	<input type="checkbox"/>	Tahun: Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PENYELIA SUPERVISOR	NAMA NAME	FAKULTI / INSTITUSI FACULTY / INSTITUTION
Penyelia Utama Main Supervisor		
Penyelia Bersama 1 Co-Supervisor 1		

List of Conferences

No.	Conference information (name/date/location)	Title of presentation	Status (Accepted/ Presented)	Indexed in Scopus/ ERA/ WoS
1.				
2.				
3.				

List of Publications

No	Article information	Indexed in Scopus/ ERA/ WoS	Status (Accepted/ Presented)	Main author/ coresponding author
1.				
2.				
3.				

BAHAGIAN II: ULASAN / CADANGAN PENYELIA UTAMASECTION II: *Main Supervisor's Comments / Recommendations***1. Ulasan Penyelia Utama (Sila beri ulasan ringkas tentang kekuatan penyelidikan pelajar)***Main Supervisor's Comments (Please provide brief summary of strength of student's research work)*

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Nama dan Tandatangan Penyelia Utama
Name and Signature of Main Supervisor

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Tarikh
Date

BAHAGIAN III : PENGESAHAN JAWATANKUASA KECIL AKADEMIK PENGAJIAN SISWAZAH (FAKULTI)SECTION III: *Endorsement by JKAPS Committee*

Jawatankuasa telah bermesyuarat pada (tarikh mesyuarat) dan mencadangkan program pengajian pelajar dinaiktaraf dari Sarjana ke Kedoktoran. Bersama ini disertakan Borang Permohonan Naiktaraf, Laporan Penyelidikan Pelajar, Laporan Penilai Individu dan Borang Sokongan Panel Penilai.

The Committee has met on (date of meeting) and recommends student's program of studies be converted from Master to PhD. Attached are the Application Conversion Form, Student's Research Report, Individual Assessor's Report and Panel of Assessors' Recommendation Form.

Disahkan oleh Pengerusi Jawatankuasa Kecil Akademik Pengajian Siswazah Fakulti:*Endorsed by Chairman of JKAPS Committee*

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Tandatangan dan Cop Rasmi
Signature and Stamp

.....
Tarikh
Date

PEJABAT IPSis*IPSis OFFICE***Diterima oleh:***Received by:*

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Tandatangan dan Cop Rasmi
Signature and Official Stamp

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Tarikh
Date