



GUIDELINES OF DRP PROCEDURES FOR POSTGRADUATE STUDENTS

RESEARCH UNIT

IPSis

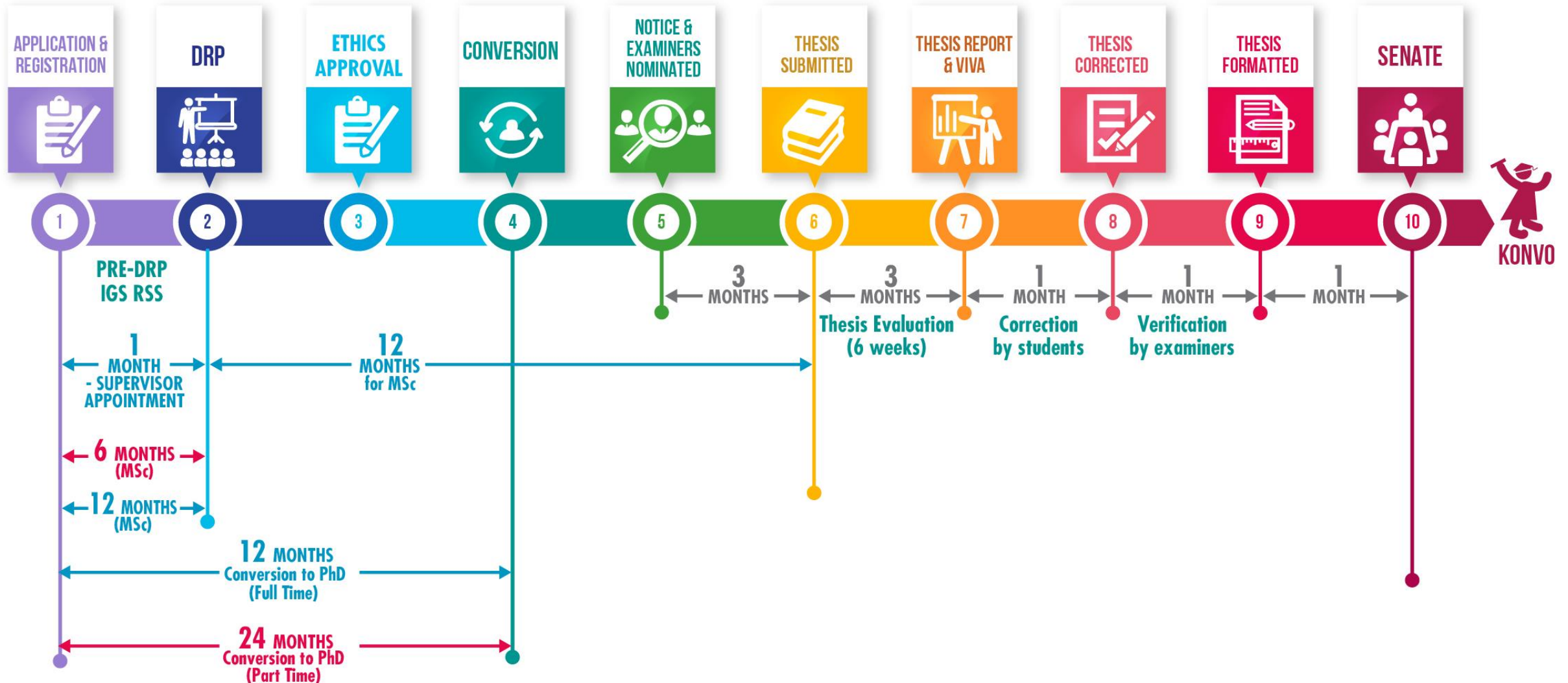




CONTENTS

1. PREPARATION FOR DRP
 - a) Research Proposal Chapter layout
 - b) Submission Process via UPTRackS
 - Research Proposal
 - Similarity Index Report (Link)
2. During DRP
3. After DRP

TIMELINE FOR GOT



PREPARATION FOR DRP



REQUIREMENT

The mandatory requirements for all research students to sit for research defence are as follows:

- i) Attend IPSis Research Skills Seminar in Year 1
- ii) Attend and complete all TIE2 modules organized by MASMED (only for Doctoral Degree) Defend the research proposal within the stipulated time
- iii) The students will be given either AM1 or AM2 if they fail to submit and present their research proposal within the stipulated time.

LEVEL	FULL TIME	PART TIME
Master	Six (6) Months	Twelve (12) Month
PhD	Twelve (12) Months	Eighteen (18) Months

COMPULSARY SEMINARS FOR UiTM PhD STUDENTS BEFORE THE DRP

The structure of research skills compulsory seminars are as follows:



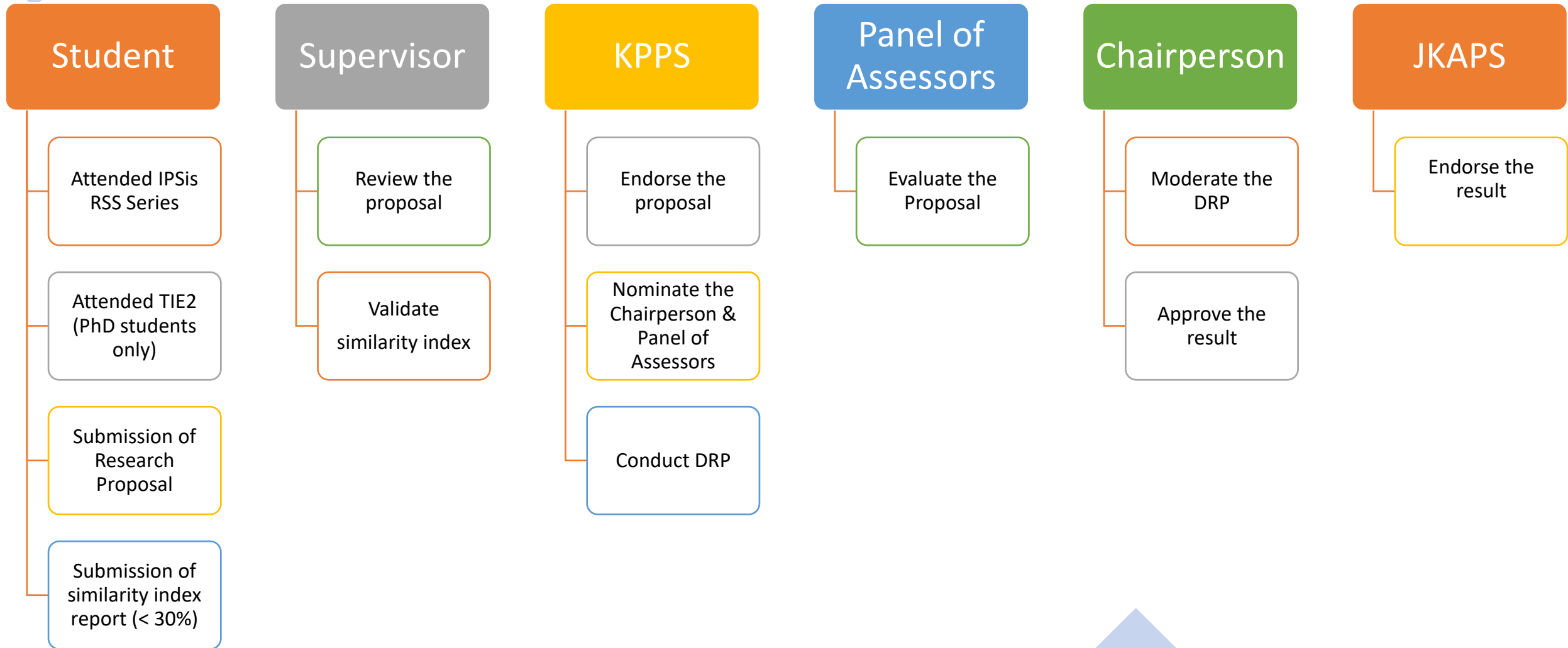
IPSIS RESEARCH SKILLS SEMINAR: A
3-DAY SEMINAR WHICH COVERS EIGHT
(8) MODULES.



TRAINING IN INNOVATION &
ENTREPRENEURSHIP EXPLORATION (TIE²)
PROGRAMME: A 4-DAY SEMINAR

*Seminars via online platforms.

DRP PROCESSES



Research Proposal Chapter layout

- 1) Basic Chapter Content
- 2) Chapter 1 – Introduction
- 3) Chapter 2 – Literature Review
- 4) Chapter 3 – Research Methodology
- 5) References



Chapter 1 – Introduction

1. Introduction of the chapter
2. Background of Current Research
3. Problem of Current Research
4. Hypothesis (for S&T)
5. Research Questions
6. Research Objectives
7. Significant of Study
8. Scope of the Study
9. Definition of Terms (if required)
10. Conclusion of Chapter (summary of the chapter and introducing the next chapter)

RESEARCH TITLE

CLEAR

- Reflection of the research

CONCISE

- Short
- Brief

COMPREHENSIVE

SPECIFIC

- Reflecting issues to resolve
- Shows novelty/ contribution

BACKGROUND

Background Information

- Elaboration of the title
- Clarity

Brief Literatures

- Current issues
- Previous studies

Relevance of research

- Before further proceed to the research



PROBLEM STATEMENT

Clarity

Specific

Concise

Benefit

Requirement

Focal Point

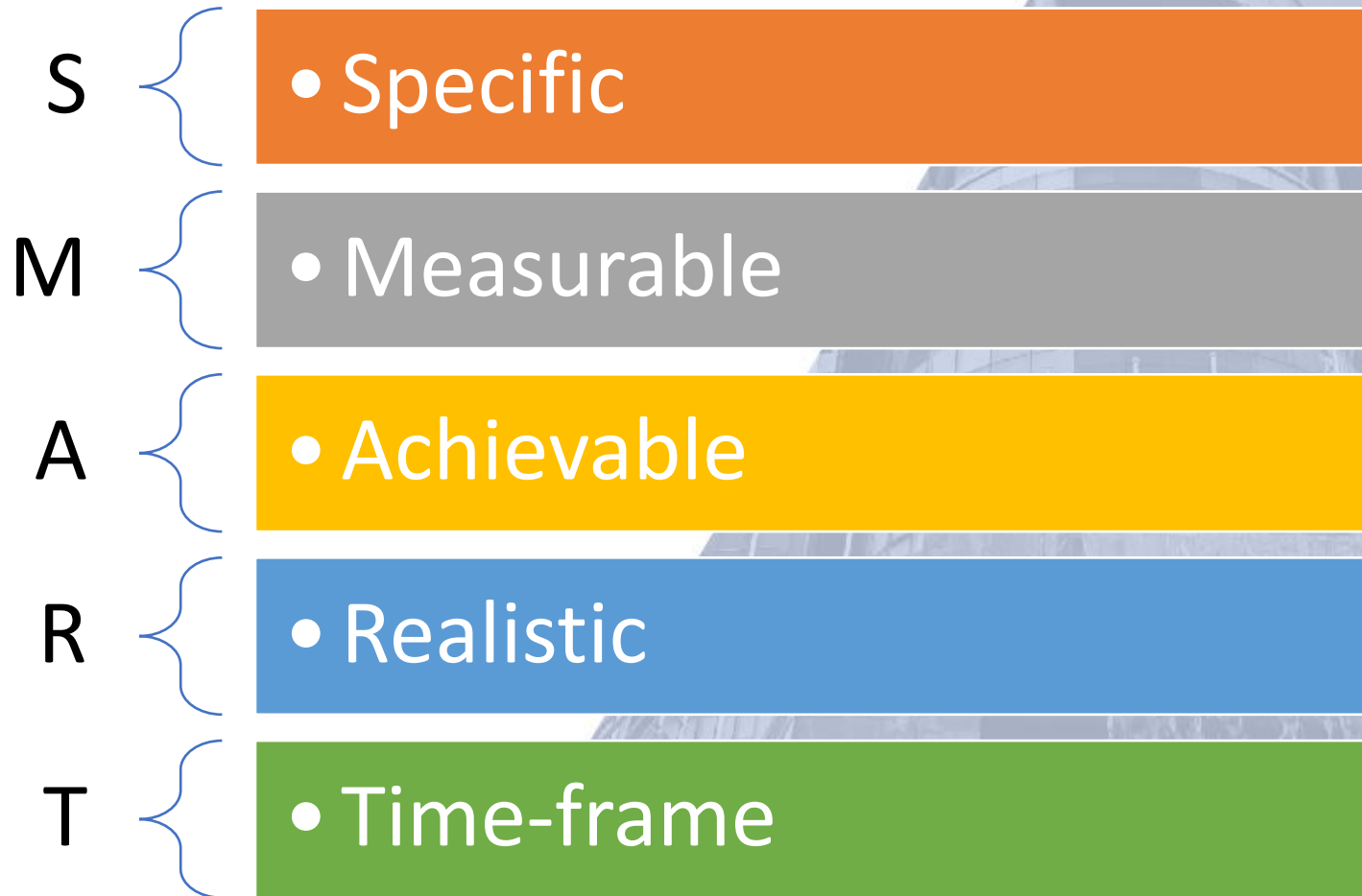
Research Gap

Generate
Research
Questions

RESEARCH QUESTIONS



RESEARCH OBJECTIVES



SCOPES & LIMITATIONS

Functions

Features

Deliverables

Boundaries

Output

Constrains

Chapter 2 – Literature Review

This chapter shall **thoroughly** discuss the followings:

- i. Introduction of the chapter
- ii. Review of literatures relevant to the current research
- iii. Review of literatures of relevant theory(s)
- iv. Research Framework (if required)
- v. Hypothesis Development (if required)
- vi. Conclusion of Chapter (summary of the chapter and introducing the next chapter)

LITERATURE REVIEW

Find

- Relevant Information

Evaluate

- Critically review

Summarize

- Determine most important & relevant

Synthesize

- Connections to ideas

Integrate

- State of knowledge

Chapter 3 – Research Methodology

This chapter shall **thoroughly** discuss the followings:

- i. Introduction of the chapter
- ii. Research Design
- iii. Research Methodology
- iv. Research Instrument
 - Development Process
 - Testing Process
- v. Conclusion of Chapter (summary of the chapter and introducing the next chapter)

RESEARCH METHODOLOGY

CLEAR & DETAILS

- field work
- sampling techniques,
- interview session,
- analysis,
- lab work of different phases,
- experimental protocol,
- statistical analysis

ACHIEVABLE

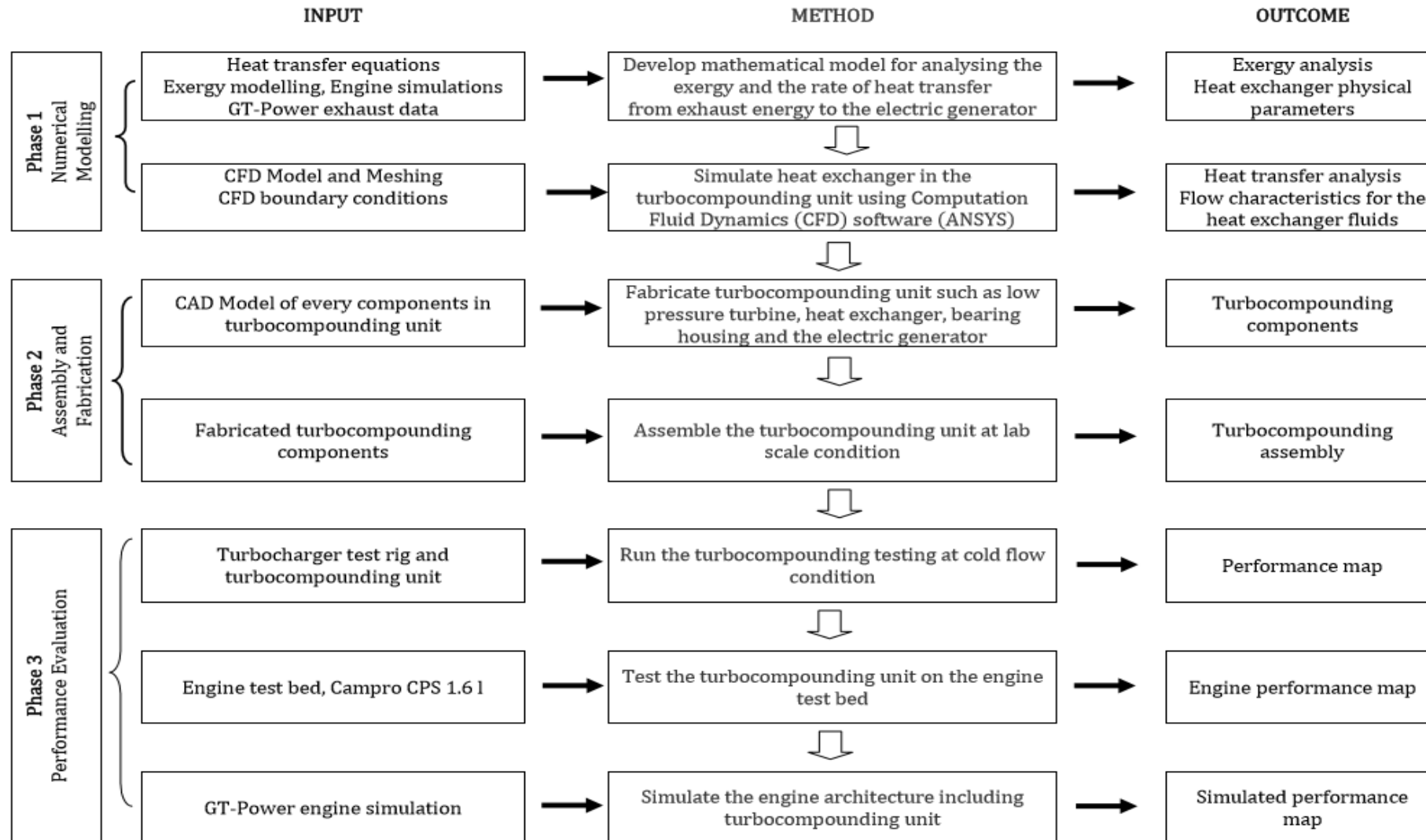
- Research Objectives
- Expected Results

INCLUDE

- research design,
- flow chart,
- Gantt chart,
- Activities,
- milestones

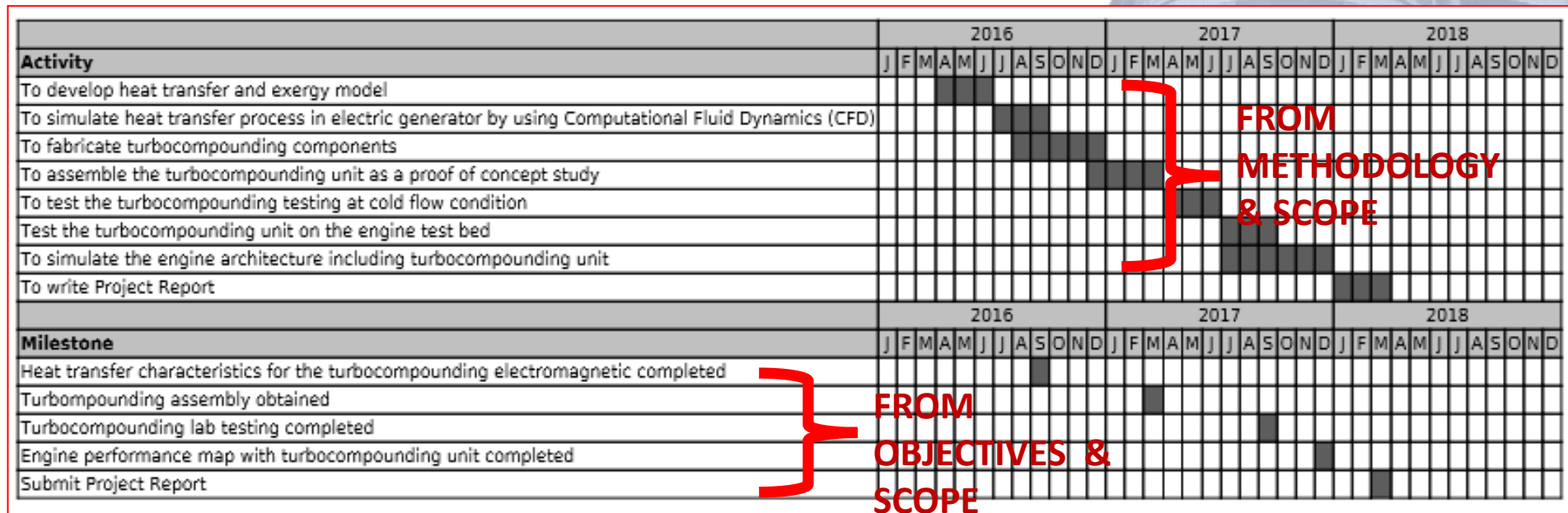
Methodology - EXAMPLE

INTERNAL COMBUSTION ENGINE WASTE ENERGY RECOVERY USING ELECTRIC TURBOCOMPUNDING

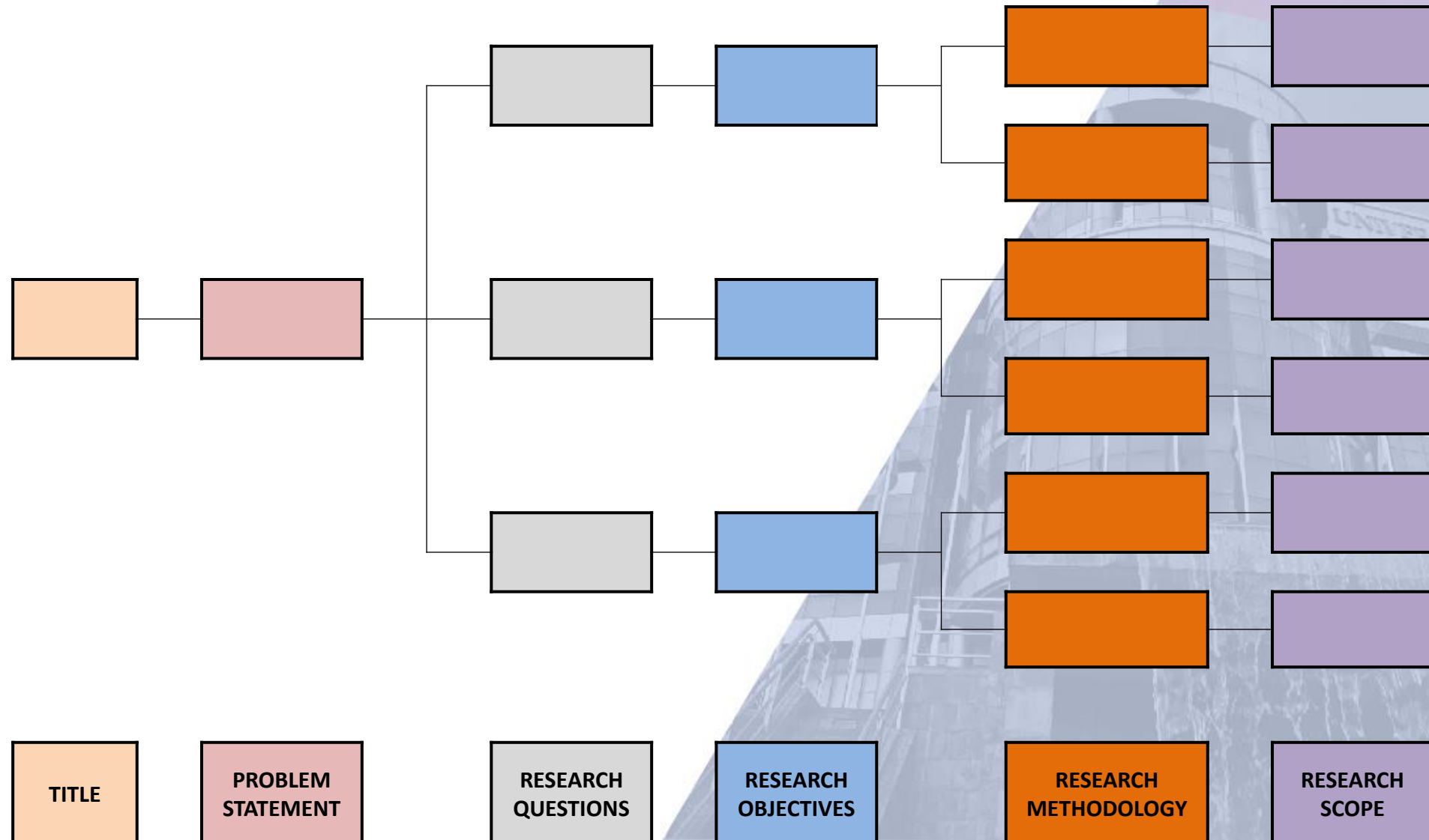


RESEARCH ACTIVITIES/ GANTT CHART

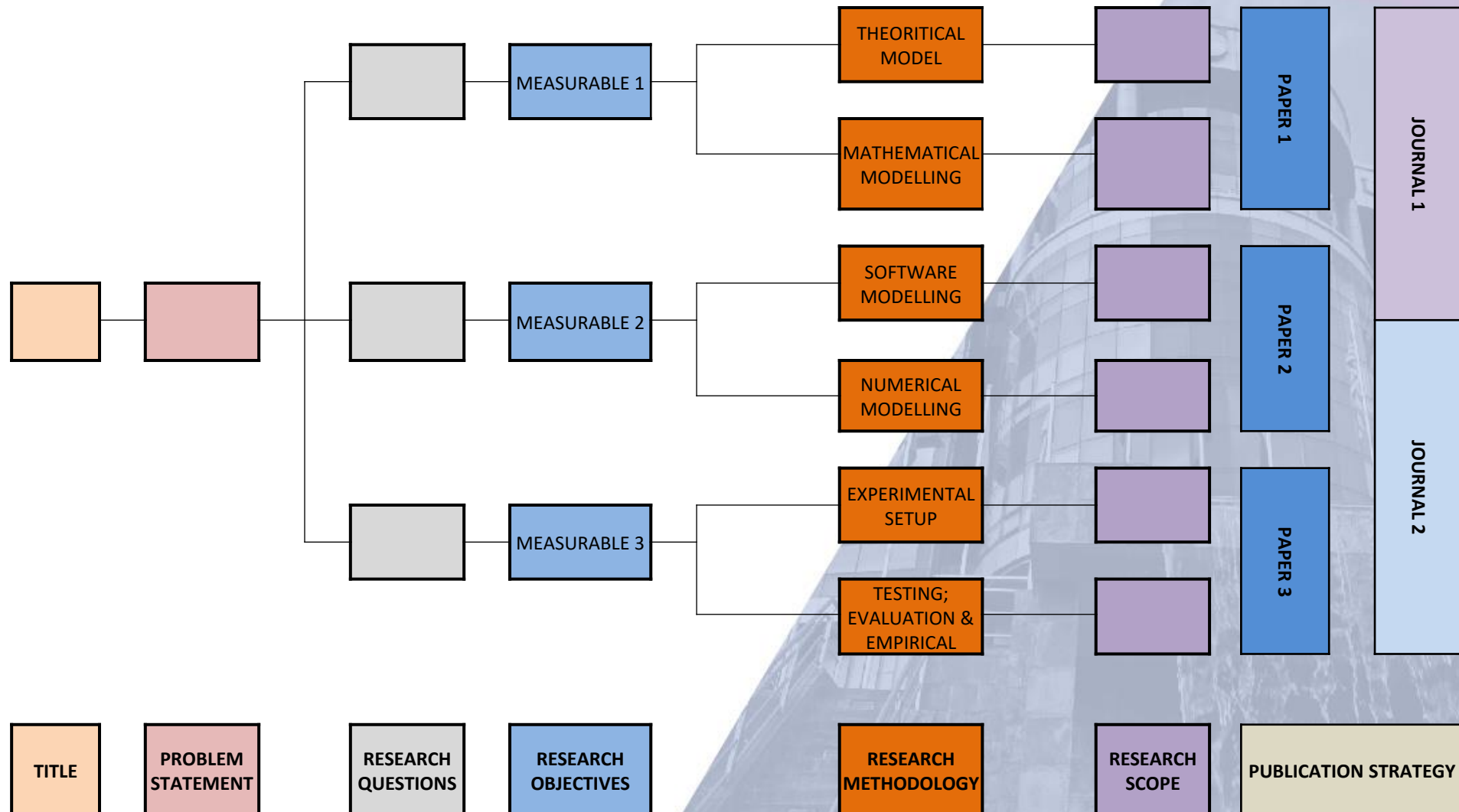
- Plan your research activities according to Objectives, Methodology and Scope



PROPOSAL MAPPING



PLAN YOUR PUBLICATION

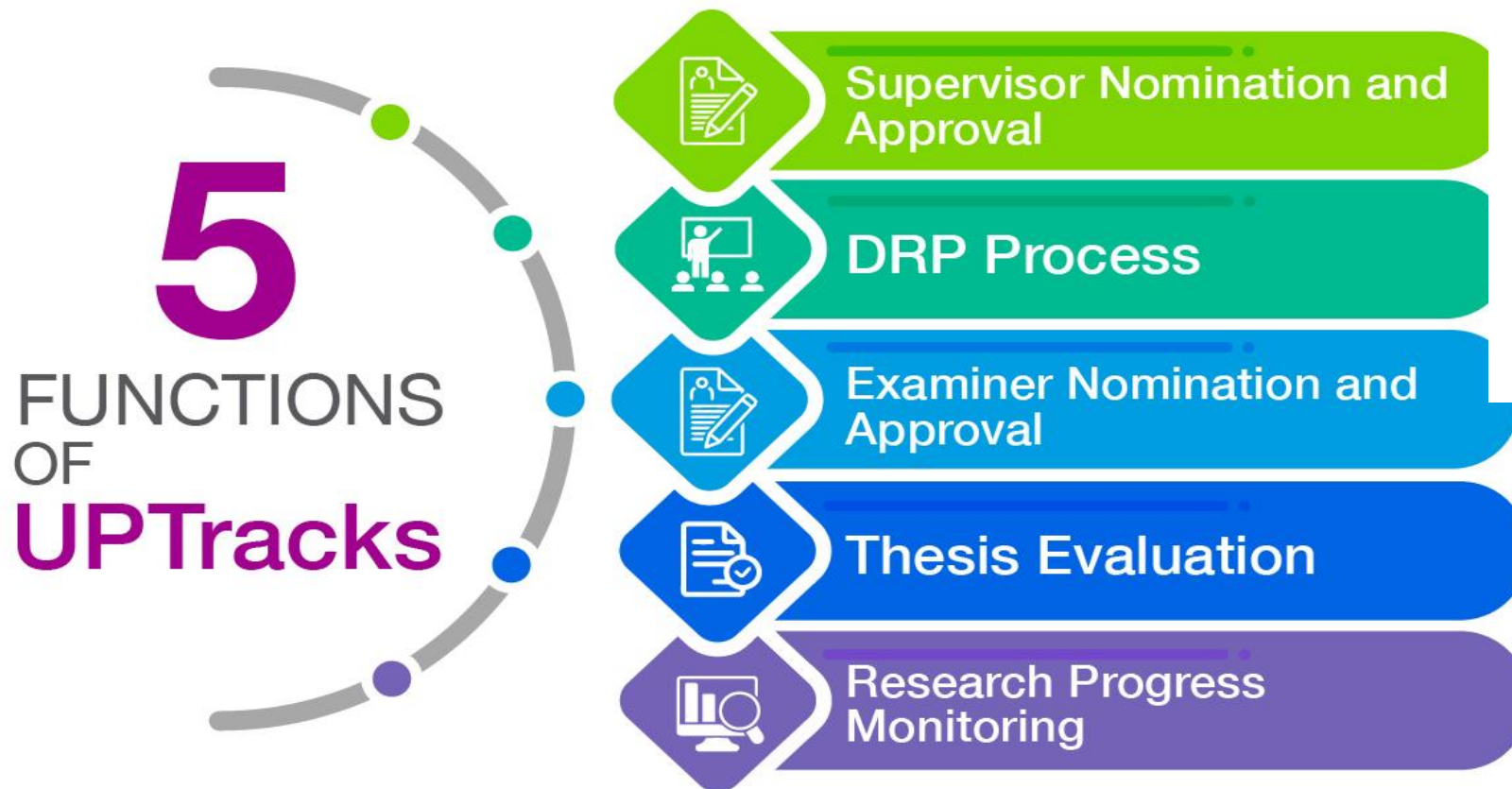
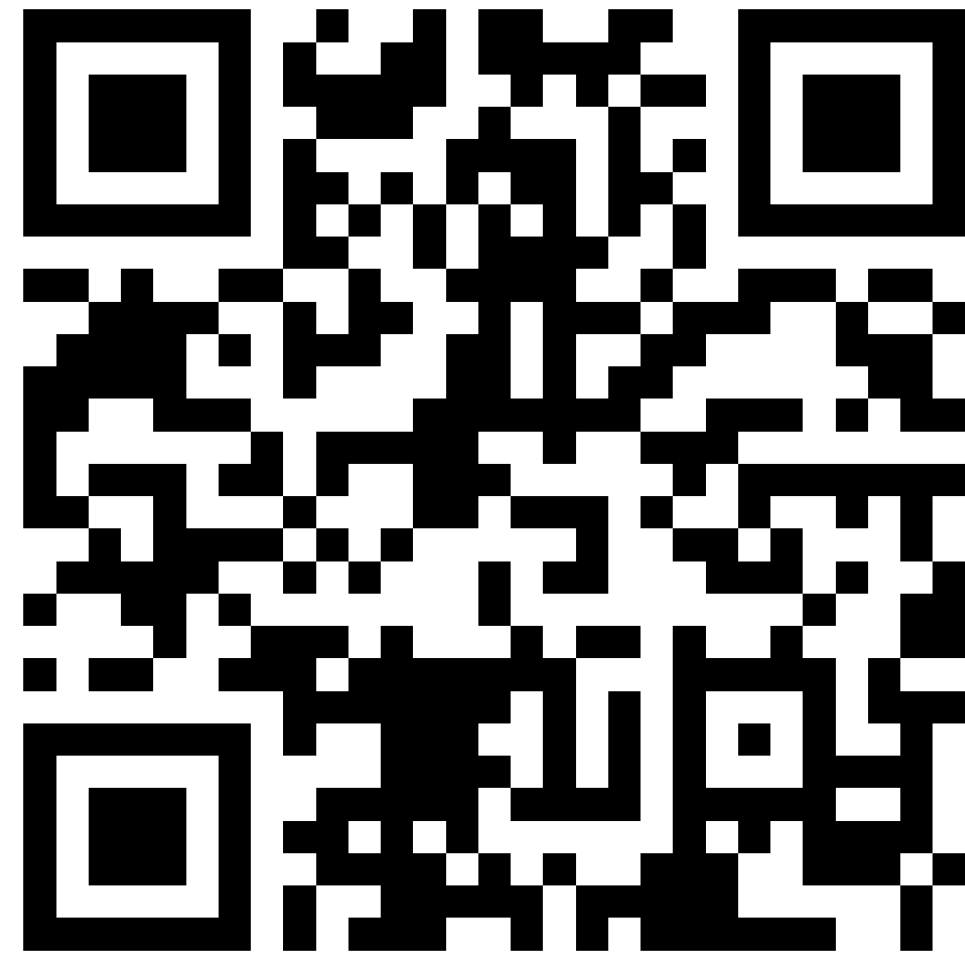




RESEARCH PROPOSAL SUBMISSION



<https://uptracks.uitm.edu.my/>



RESEARCH PROPOSAL SUBMISSION

- Make sure that the supervisor appointment was approved by JAF Meeting.
- Status in My Supervisor must be “Checked by JAF” or “Checked by JKIPA” before student can apply for DRP.

UPTRACKS
UPM High Quality Tracking System

Dashboard
General
Student
My Supervisor
Supervisor Nomination
Research Proposal
Intend Submit Thesis
Supervisor Changes

Home
Student
My Supervisor

My Supervisor
my Supervisor

Reminder

1. The student is allowed to nominate the supervisors and all the nominations are subjected to the approval of Faculty or UITM Branch Academic Committee
2. All students must contact the nominated supervisors to ensure them to response the nomination.

MY THESIS

10 entries

Search:

Student Name	Thesis Title	Brief Research Proposal	Main Supervisor	Co Supervisor 1	Co Supervisor 2	Co Supervisor 3	Status	Action
2021952563 - AHMAD NAQIB AKMAL BIN ABDUL MANAN	GUIDELINE_NEW_STUDENT_OCT2021	Guideline_New_Student_Oct2021_0.693740073878.pdf	308294 - FAIZ IZWAN BIN ANUAR Approve	- none	- none	- none	Checked by JAF	

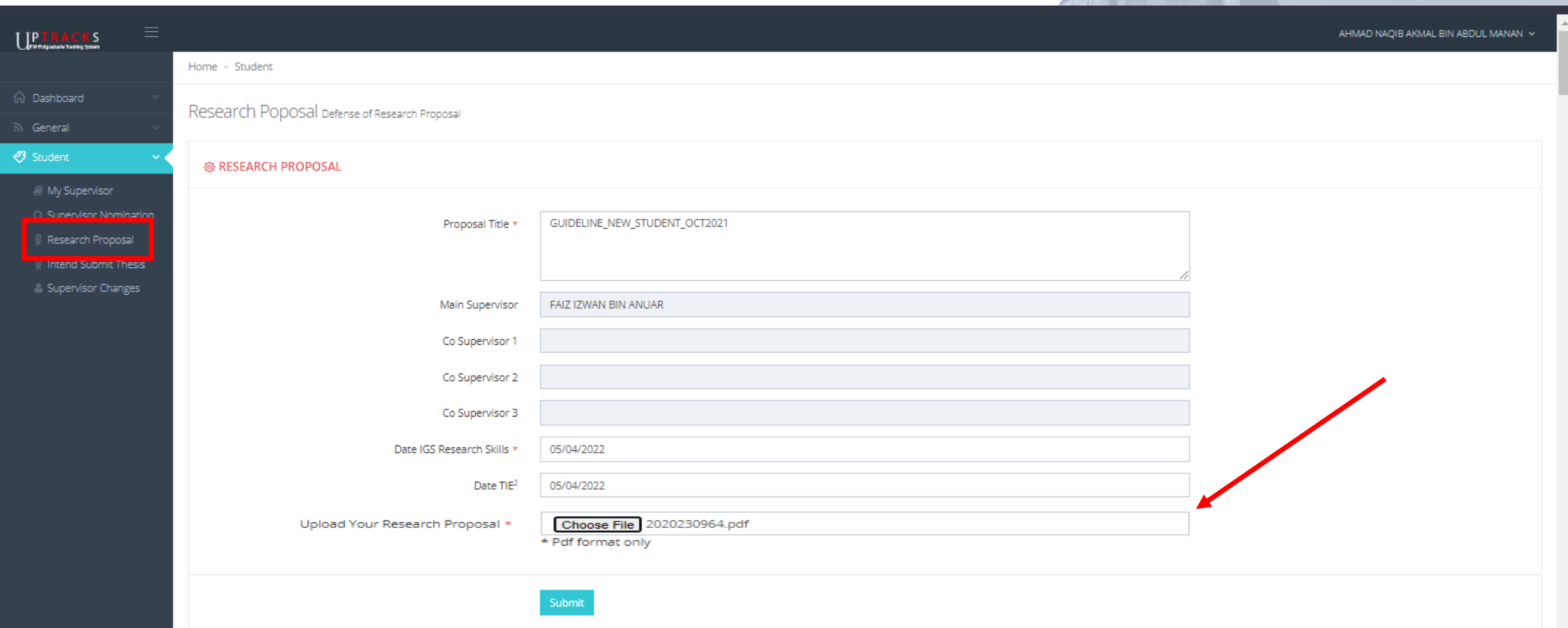
Showing 1 to 1 of 1 entries

Status

Checked by JAF

STUDENT SCREEN

- Student have to upload research proposal in pdf format and please rename the proposal document to **Student ID number** only.



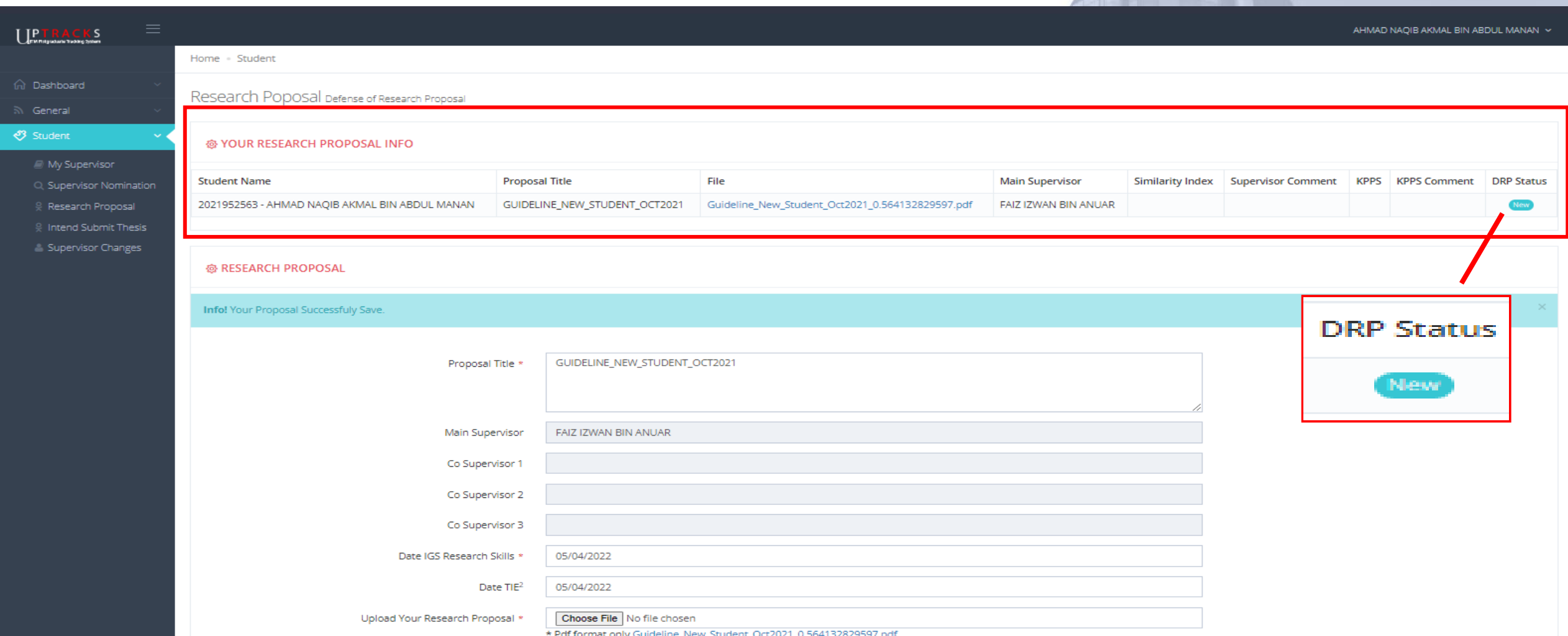
The screenshot displays the UPTRACKS Student interface. The left sidebar contains navigation links: Dashboard, General, Student (highlighted), My Supervisor, Supervisor Nomination, Research Proposal (highlighted with a red box), Intend Submit Thesis, and Supervisor Changes. The main content area is titled 'Research Proposal' and includes a 'Defense of Research Proposal' link. The form contains the following fields:

- Proposal Title *: GUIDELINE_NEW_STUDENT_OCT2021
- Main Supervisor: FAIZ IZWAN BIN ANUAR
- Co Supervisor 1: (empty)
- Co Supervisor 2: (empty)
- Co Supervisor 3: (empty)
- Date IGS Research Skills *: 05/04/2022
- Date TIE²: 05/04/2022
- Upload Your Research Proposal *: Choose File 2020230964.pdf

A red arrow points to the 'Choose File' button in the 'Upload Your Research Proposal' field. Below the file name, it states '* Pdf format only'. A 'Submit' button is located at the bottom of the form.

STUDENT SCREEN

- Screen will change and view the application of DRP. Student can change all information before main SV endorse the proposal. DRP status is “New”.



UPTRACKS

Home » Student

Research Proposal Defense of Research Proposal

YOUR RESEARCH PROPOSAL INFO

Student Name	Proposal Title	File	Main Supervisor	Similarity Index	Supervisor Comment	KPPS	KPPS Comment	DRP Status
2021952563 - AHMAD NAQIB AKMAL BIN ABDUL MANAN	GUIDELINE_NEW_STUDENT_OCT2021	Guideline_New_Student_Oct2021_0.564132829597.pdf	FAIZ IZWAN BIN ANUAR					New

RESEARCH PROPOSAL

Info! Your Proposal Successfully Save.

Proposal Title * GUIDELINE_NEW_STUDENT_OCT2021

Main Supervisor FAIZ IZWAN BIN ANUAR

Co Supervisor 1

Co Supervisor 2

Co Supervisor 3

Date IGS Research Skills * 05/04/2022

Date TIE² 05/04/2022

Upload Your Research Proposal * [Choose File](#) No file chosen

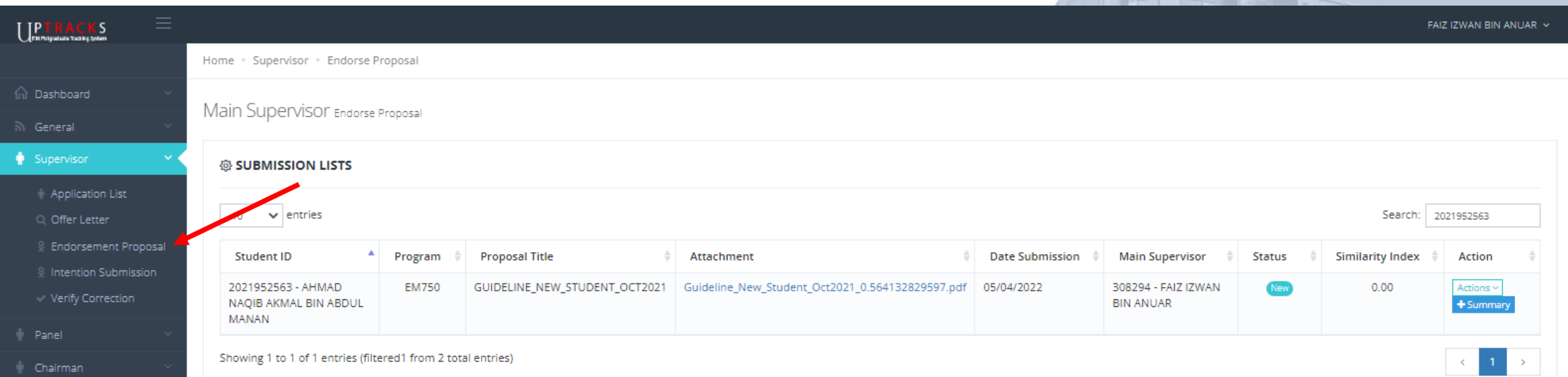
* Pdf format only Guideline_New_Student_Oct2021_0.564132829597.pdf

DRP Status

New

SUPERVISOR SCREEN

- SV will review application DRP from student.



UPTRACKS
The Postgraduate Tracking System

FAIZ IZWAN BIN ANUAR

Home • Supervisor • Endorse Proposal

Main Supervisor Endorse Proposal

SUBMISSION LISTS

10 entries

Search: 2021952563

Student ID	Program	Proposal Title	Attachment	Date Submission	Main Supervisor	Status	Similarity Index	Action
2021952563 - AHMAD NAQIB AKMAL BIN ABDUL MANAN	EM750	GUIDELINE_NEW_STUDENT_OCT2021	Guideline_New_Student_Oct2021_0.564132829597.pdf	05/04/2022	308294 - FAIZ IZWAN BIN ANUAR	New	0.00	Actions + Summary

Showing 1 to 1 of 1 entries (filtered 1 from 2 total entries)

< 1 >



DURING DRP



DURING DRP

- The student will present their proposal for 15 to 25 minutes.
- Contents of the presentation
 1. Full Title of the Research
 2. Background of the Problem / Study
 3. Problem Statement / Problem Identification
 4. Research Objective / Research Questions
 5. Scope and Limitation of the Study
 6. Significance of Study
 7. Literature Review
 8. Conceptual Framework (if Applicable)
 9. Research Methodology / Research Design / Sampling / Data Collection / Plan for Data Analysis
 10. Study Plan / Gantt Chart



RESEARCH PROPOSAL ASSESSMENT

1. Title – 5%
2. Problem Statement – 20%
 1. Problem Analysis – 10 %
 2. Justification and Rationale (Research Gap) – 10%
3. Research Objectives & Research Questions – 20%
4. Literature Review/ Conceptual Work – 20%
 1. Organization of Bodies of knowledge – 10%
 2. Propose research framework – 10%
5. Research Methodology/ Research Design – 20%
 1. Method of data collection and analysis
 2. Sampling design
 3. Procedure and technique/ experimental setup
6. Significance of the research – 15%

DRP Result

CATEGORY	MARKS	DESCRIPTION
1	90 - 100	Accepted without amendments.
2	80 - 89	Accepted with minimal amendments. The amendment must be verified by the main supervisor and submitted within two (2) weeks from the date of DRP.
3	70 - 79	Accepted with minimal amendments. The amendment must be verified by the DRP Panels and submitted within one (1) month from the date of DRP.
4	65- 69	Major amendments. The student has to re-submit the amended proposal and represent it to the DRP panels within two (2) months from the date of DRP.
5	<65	Rejected. Student is required to submit and present a new proposal.

Additional Note

- a) Students are given three (3) chances to defend their research proposal.
- b) Students who received Category 4 or 5 in the third DRP will be dismissed.
- c) The DRP result should be announced immediately after the DRP session.
- d) If the amended proposal is not approved by the panel of assessors at the second presentation, the student may be advised to change the programme.



AFTER DRP

Self Check

- The students must ensure the corrections must be submitted according to the stipulated time.
- If the student has to re-submit and reDRP, please ensure the time-line is adhere.
- The result will be endorsed by the JKAPS meeting and the student will get the official result.
- Following acceptance of the proposal, the student is encouraged to declare any Intellectual Property implications of the proposed research using the form supplied by the Research Management Centre and apply the Research Ethics Approval if applicable.
- The result of the DRP will be endorsed by JKAPS meeting before it is keyed in the SIMS 6.5 by the faculty.

RESEARCH ETHICS APPLICATION

1. Before proceeding to data collection, you are required to apply for approval from the Research Ethic Committee.
2. Relevant forms are available at <https://www.recuitm.org/>
3. Please download and submit to the Faculty for approval.



UNIVERSITI
TEKNOLOGI
MARA

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Pengajian Siswazah

THANK YOU

#StudyinUiTM
#AccesswithSuccess
#Postgraduate

#IPSisUiTM
#KitaUiTM
#UniversitiTeknologiMARA