



**APPLICATION FOR CONVERSION FROM  
MASTERS TO PHD**

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

1. Application Form - IPSiS/RSCH/CONVERSION/APPLY/Pin. 2022
2. Individual Assessor Report Form - IPSiS/RSCH/CONVERSION/ASSESSOR/Pin. 2022 - two (2) copies
3. Panel of Assessors' Recommendation Form - IPSiS/RSCH/CONVERSION/PANEL/Pin. 2022

**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 proposal.
- 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.

**SECTION I: General Information**

Name : .....

I.C No/  
Passport No. : .....

Student ID No : .....

Programme  
Code : .....

Faculty : .....

Title of  
Research : .....

.....

.....

.....

.....

Semester:                      SEPTEMBER                          MARCH                                            Year   

SUPERVISOR	NAME	FACULTY / INSTITUTION
Main Supervisor		
Co-Supervisor 1		
Co-Supervisor 2		
Co-Supervisor 3		

List of Conferences (please attach if space is insufficient)				
NO.	CONFERENCE INFORMATION (Name / Date / Location)	TITLE OF PRESENTATION	STATUS (Accepted / Presented)	INDEXED IN (Scopus / ERA / MyCITE / WoS)
1.				
2.				

List of Publications (please attach if space is insufficient)				
No.	PUBLICATION INFORMATION	INDEXED IN (Scopus / ERA / MyCITE / WoS)	STATUS (Accepted/ Presented)	MAIN AUTHOR / CORRESPONDING AUTHOR
1.				
2.				

**SECTION II: Main Supervisor's Comments / Recommendations**

**Main Supervisor's Comments**

(Please provide brief summary of strength of student's research work)

.....  
 .....  
 .....  
 .....

.....  
 Name and Signature of Main Supervisor

.....  
 Date

**SECTION III: Endorsement by JKAPS Committee**

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.

Endorsed by Chairman of JKAPS Committee

.....  
 Signature and Stamp

.....  
 Date

**IPSis OFFICE**

Received by:

.....  
 Signature and Official Stamp

.....  
 Date

**Instructions:**

1. Student must complete Section I and submit two (2) copies of the assessment form to the Main Supervisor.
2. The Main Supervisor submits the assessment forms to the Faculty Head of Postgraduate Studies
3. The Assessor makes decision once student has presented his / her research report.

**SECTION I: General Information**

Name : .....

I.C No. / Passport No. : .....

Student ID No. : .....

Programme Code : .....

Faculty : .....

Title of Research : .....

Semester:                      SEPTEMBER                       MARCH                       YEAR

SUPERVISOR	NAME	FACULTY / INSTITUTION
Main Supervisor		
Co-Supervisor 1		
Co-Supervisor 2		
Co-Supervisor 3		

**SECTION II (To be completed by the Assessor. Please circle the appropriate descriptor.)**

(A)	EXISTING RESEARCH WORK				
	NO.	ASPECTS OF ASSESSMENT	BELOW EXPECTATIONS (1)	MEET EXPECTATIONS (2)	EXCEED EXPECTATIONS (3)
1.	Title of Research		Not clearly defined	Clearly defined	Very clearly defined
			1	2	3
2.	Background & Problem Statement		Gap in the existing knowledge not clearly identified	Gap in the existing knowledge clearly identified	Gap in the existing knowledge very clearly identified
			1	2	3
3.	Research Objectives		Objectives are missing or not clear and overlapping	The objectives are clear	The objectives are very clear and concisely stated
			1	2	3

NO.	ASPECTS OF ASSESSMENT	BELOW EXPECTATIONS (1)	MEET EXPECTATIONS (2)	EXCEED EXPECTATIONS (3)
4.	Significance of Research	Importance is addressed but is not convincingly stated	Topic is justified and will likely lead to an actual contribution	Significance of research is clearly identified and will lead to an actual contribution
		<b>1</b>	<b>2</b>	<b>3</b>
5.	Conceptual Framework (if applicable)	Framework does not clearly describe the variables of study and the hypotheses to be tested	Framework clearly describes the variables of study and the hypotheses to be tested	Framework very clearly describes the variables of study and the hypotheses to be tested
		<b>1</b>	<b>2</b>	<b>3</b>
6.	Research Methodology	No clear description of research methods to be used	Clear description of research methods to be used	Very clear description of research methods to be used
		<b>1</b>	<b>2</b>	<b>3</b>
7.	Output of Research Achieved (Publication, Presentation and / or Awards)	Output not achieved	Output has been achieved	Output has been achieved beyond expectation
		<b>1</b>	<b>2</b>	<b>3</b>

**Important Note: All aspects of assessment must at least meet expectations (2) to be considered for upgrading.**

<b>PROPOSED ADDITIONAL PHD SCOPE</b>				
(B)	NO.	ASPECTS OF ASSESSMENT	UNACCEPTABLE 1	ACCEPTABLE 2
	1.	Research Objectives	The objectives are clear, concise, but insufficient for PhD study	The objectives are very clear, concise, and sufficient for PhD study
			<b>1</b>	<b>2</b>
	2.	Conceptual Framework (if applicable)	New variables are not identified and no extension of theory is proposed	All new variables are identified and extension of theory is proposed
			<b>1</b>	<b>2</b>
	3.	Research Methodology	Description of research methods is not clear and insufficient for PhD.	Very clear description and appropriate research methods to be used
			<b>1</b>	<b>2</b>
	4.	Expected Output	No novelty	Has originality and novelty
			<b>1</b>	<b>2</b>
	5.	Other comments	..... ..... ..... .....	

**Important Note: All aspects of assessment must be acceptable (2) to be considered for upgrading.**

**SECTION III: Outcome by Assessor**

<p><b>Please Tick (√)</b></p> <p><b>Internal Assessor</b>      <input type="checkbox"/></p> <p><b>External Assessor</b>      <input type="checkbox"/></p>	<p><b>Application for conversion of student's program is:</b></p> <p><b>Recommended</b>      <input type="checkbox"/></p> <p><b>Not Recommended</b>      <input type="checkbox"/></p>
---	---

**Name of Assessor :** .....

**Signature of Assessor :** .....

**Date :** .....



UNIVERSITI  
TEKNOLOGI  
MARA

Institut  
Pengajian Siswazah

**APPLICATION FOR CONVERSION FROM  
MASTERS TO PHD**  
(PANEL OF ASSESSORS' RECOMMENDATION)

**Instructions:**

1. Student is to complete Section I and submit (2) copies of the Individual Assessor form to the Main Supervisor.
2. The Main Supervisor submits the Individual Assessor form, the application form with student's research report to the Faculty Head of Postgraduate Studies.
3. The Panel of Assessors makes decision once student has presented his / her research report.

**SECTION I: General Information**

Name : .....

I.C No /  
Passport No. : .....

Student ID No. : .....

Programme  
Code : .....

Faculty : .....

Title of  
Research : .....

Semester:                      SEPTEMBER                          MARCH                                            Year   

SUPERVISOR	NAME	FACULTY / INSTITUTION
Main Supervisor		
Co-Supervisor 1		
Co-Supervisor 2		
Co-Supervisor 3		

**SECTION II (To be filled up by the Panel Chairperson following Panel's decision)**

(A)	NO.	ASPECTS OF ASSESSMENT	COMMENTS
	1.	Research Objectives	..... ..... ..... .....
	2.	Conceptual Framework (if applicable)	..... ..... ..... .....

NO.	ASPECTS OF ASSESSMENT	COMMENTS
3.	Research Methodology	..... ..... ..... .....
4.	Expected Output	..... ..... ..... .....
5.	Additional scope for the Doctoral degree	..... ..... ..... .....
6.	Other comments	..... ..... ..... .....

**(B) Please indicate the quality of student's research** *(Circle the appropriate rating)*

1	2	3
Below Expectation	Meet Expectation	Exceed Expectation

**SECTION III: Outcome by Panel of Assessors**

**Application for conversion of student's program is**  
*Please Tick (✓)*

**RECOMMENDED**

**NOT RECOMMENDED**

**Name of Internal Assessor:**

.....

.....  
**Signature of Internal Assessor**

.....  
**Date**

**Name of External Assessor:**

.....

.....  
**Signature of External Assessor**

.....  
**Date**

**Name of Chair Panel of Assessor:**

.....

.....  
**Signature of Chair Panel of Assessor**

.....  
**Date**