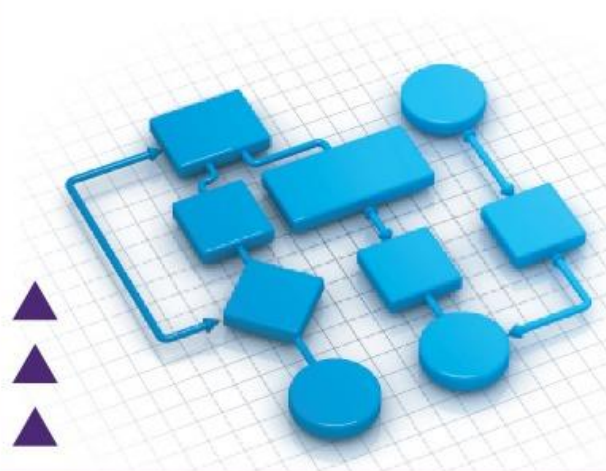




Institut
Pengajian Siswazah



PROCESS AND PROCEDURES OF POST GRADUATE RESEARCH DEGREE PROGRAMMES

April 2020 with MCO 2020 Amendments

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1 INTRODUCTION

This handbook was developed by Institute of Postgraduate Studies (IPSiS) UiTM to assist administrative staff at faculty level in dealing with Process and Procedures of Graduate Research Degree Programs. This handbook includes information on the process and procedures relevant to degrees obtained through research and also on the organization of graduate research at faculty.

In cases where there are ambiguities, the latest edition of the Academic Rules and Regulations for Graduate Studies takes precedence.

2 APPLICATION, SELECTION AND REGISTRATION

2.1 Application Procedure

Application to all UiTM postgraduate programs should be made online via IPSiS's website. All application will be referred to the respective Faculty/Branch Campus's Postgraduate Centre which will decide on the status of the application. The result will be submitted to IPSiS for further action.

A general entry requirements into programs are as below:

2.1.1 Masters

Applicant must have a Bachelor's Degree with Honors in a relevant field of study from a University that is recognized by the University Senate and the Malaysian government.

2.1.2 PhD

Applicant must have a Master's Degree in a relevant field of study from a University that is recognized by the University Senate and the Malaysian government. Certain programs may have a specific requirement such as submission a portfolio of related work, an interview or working experience. Details of requirements can be found at the website of respective faculty. The documents requirement are:

- i. Academic transcript and Scroll (must be certified True Copy)
- ii. A Research Proposal
- iii. Two (2) Referee Reports. One (1) of the referees must be academician
- iv. A copy of the online application, and the above mentioned documents should be submitted to the Head of Graduate Studies of the respective faculty via email.

2.2 Additional documents for International Applicants:

- i. A copy of English proficiency test result such as IELTS/TOEFL/CEFR/MUET/TOEIC.
- ii. A copy of main page of passport.
- iii. English Language Proficiency Requirements

Applicants are required to provide latest evidence of their English language proficiency for UiTM admission. Applicant must be proficient in English as all programs are conducted in English. The minimum requirement for English language may differ between programs at the same study level.

- a. Full admission will be granted to applicant who fulfil the English requirement criteria.
- b. Applicant that do not meet the English proficiency requirements is required to attend and pass the SIX (6) months English Proficiency Class (EPC). At the end of the EPC, candidate is required to sit for IELTS/TOEFL/MUET examination with the score according to the academic program.
- c. Exemption from UiTM English Language Requirement is only allowed if candidate:
 1. Have obtained Bachelor / Master or other relevant degree from Malaysian recognized institution whereby all courses are fully conducted in English or;
 2. A native speaker of English Please refer to *Appendix 1* or;
 3. Graduated from any higher learning institution which uses the English Language as the medium of instruction.

Flowchart 1(a) and Flowchart 1(b) depicts the application, selection and registration process for local and international applicant for postgraduate studies by research in UiTM respectively.

2.3 Interview and Selection

The KPPS evaluates and approves each application based on the stipulated guidelines in the academic rules & regulations. Jawatankuasa Kecil Akademik Pengajian Siswazah (JKAPS) will endorse the selection. Candidates may be required to attend an interview before the final selection is made.

2.4 Letter of Offer

A Letter of Invitation for Postgraduate Studies at UiTM is made available online. An email will be sent to successful candidate with other information such as application process for Visa (for international student), total amount of tuition fees and registration procedures.

3 STUDENT REGISTRATION

Successful candidate is required to register on the date stipulated by IPSis or within two weeks

of the official registration date.

4 CANDIDATURE

4.1 Change of Student Status

Under certain justifiable circumstances, a student may apply for a change of:

- i. study mode (part time - full time)
- ii. program type (research - coursework-mixed mode)
- iii. faculty
- iv. campus
- v. deferment of registration

Before they come for the registration.

4.2 Termination of Student

A student may be terminated if he/she:

- i. fails in the defence of his/her research proposal (D10)
- ii. fails to maintain a satisfactory level of performance for two consecutive semesters as affirmed in the Research Progress Reports (D10)
- iii. Obtains AM2 for Master or AM3 for PhD (D10)
- iv. fails in the Viva Voce (GV)
- v. exceeds the period of study (D11)
- vi. fails to re-register for two consecutive semesters (D10)
- vii. fails to pay tuition fee (GT)
- viii. is found guilty of plagiarism (GV)
- ix. is found guilty of breaching any provisions of the University Act (DS)

5 NOMINATION OF SUPERVISOR/S

The flowchart of the supervisor nominations is given in **Flowchart 2**.

- 1) The University must allocate one supervisor to each research degree student.
- 2) The faculty will present and approve the supervisor nomination list to JKAPS and JAF.

- 3) Upon approval, faculty issues a letter of appointment to the respective supervisors.
- 4) The faculty will submit the supervisor nomination report to IPSis
- 5) IPSis will present to JKIPA for endorsement and will update in SIMS 6.5.
- 6) The Supervisor's role is to guide and aid the research student to conduct his/her research until completion. (Refer to Duties and Responsibilities of a Supervisor).

5.1 Criteria for the nomination of Main Supervisor for research degree student

5.1.1 Doctoral Degree

- i. The Main Supervisor must be appointed from members of the academic staff who are serving in UiTM. Academicians who are seconded to another place, who have quit or retired from UiTM, or individuals from other institutions who are qualified, can only be appointed as co – supervisors except in specific cases based on the special agreement which is approved by JKIPA.
- ii. The main supervisor for a Doctoral student should have a Doctoral degree or equivalent academic and/or professional credentials/expertise/experience in the discipline or area of the student's research and at least two years experience in:
 - a. in teaching and research in a same field of a student; or
 - b. as a co-supervisorWhere a supervisor is without the required qualification, extensive experience in research and supervision are additional criteria and are subjected to the approval of the UiTM Senate
- iii. The main supervisor must agree to carry out the responsibilities of a supervisor.
- iv. The main supervisor shall not be an intimate friend or relative of the student or of any of the other supervisors, to avoid questions of ethical issues being raised and to ensure impartiality and independent judgement.
- v. The main supervisor should not be currently registered as a postgraduate student at the University or elsewhere.

5.1.2 Masters

- i. The Main Supervisor must be appointed from members of the academic staff who are serving in UiTM.
- ii. A supervisor must have a minimum qualification of one level higher than the degree level enrolled in by the student i.e. a Doctoral Degree.

Where a supervisor is without the required qualification, a supervisor must have at least five (5) years experience:

- a. in teaching and research in the same field of a student; or
- b. as a co-supervisor
- iii. The main supervisor must agree to carry out the responsibilities of a supervisor.
- iv. The main supervisor shall NOT BE AN INTIMATE FRIEND OR RELATIVE OF THE STUDENT OR OF ANY OF THE OTHER SUPERVISORS, to avoid questions of ethical issues being raised and to ensure impartiality and independent judgement.
- v. The main supervisor should not be currently registered as a postgraduate student at the University or elsewhere.

5.2 Criteria for the nomination of Co-Supervisor for a research degree student

5.2.1 Doctoral Degree

- i. The Co-supervisor for a Doctoral student should have a Doctoral degree or equivalent academic and/or professional credentials/expertise/experience in the discipline or area of the student's research.
- ii. A Co-supervisor may also be appointed from among other members of academic staff internal or external to the university, chosen for the role because of expert knowledge or scholarship in the designated area of research and approved by the Faculty's GAC.
- iii. Where an off-shore research degree programme/student has been approved, co-supervisors can be appointed from the twinning institution. (Arrangements should also be made as early as possible.)
- iv. In cases of interdisciplinary/transdisciplinary topics, it is advisable that the supervisors nominated cover the various disciplines involved.
- v. Where a student is working with the industry or an organisation, it is advisable to appoint a Co-supervisor from that industry or organisation, but preferably someone with strong academic credentials.
- vi. The Co-supervisor must agree to carry out the responsibilities of a supervisor.
- vii. A Co-supervisor must be involved from the outset in the development of the student's research plan.
- viii. The Co-supervisor shall not be an intimate friend or relative of the student or of any of the other supervisors to avoid questions of ethical issues being raised and to ensure

impartiality and independent judgement.

- ix. The Co-supervisor should not be currently registered as a postgraduate student at the University or elsewhere.

5.2.2 Masters Degree

- i. The Co-supervisor for a Master student should have at least a Master degree or equivalent academic and/or professional credentials/expertise/experience in the discipline or area of the student's research.
- ii. A Co-supervisor may also be appointed from among other members of academic staff internal or external to the university, chosen for the role because of expert knowledge or scholarship in the designated area of research and approved by the Faculty's GAC.
- iii. Where an off-shore research degree programme/student has been approved, Co-supervisors can be appointed from the twinning institution. (Arrangements should also be made as early as possible.)
- iv. In cases of interdisciplinary/transdisciplinary topics, it is advisable that the supervisors nominated cover the various disciplines involved.
- v. Where a student is working with the industry or an organisation, it is advisable to appoint a Co-supervisor from that industry or organisation, but preferably someone with strong academic credentials.
- vi. The Co-supervisor must agree to carry out the responsibilities of a supervisor.
- vii. A Co-supervisor must be involved from the outset in the development of the student's research plan.
- viii. The Co-supervisor shall not be an intimate friend or relative of the student or of any of the other supervisors to avoid questions of ethical issues being raised and to ensure impartiality and independent judgement.
- ix. The Co-supervisor should not be currently registered as a postgraduate student at the University or elsewhere.

5.2.3 Changing of Supervisors

- i. If a supervisor is no longer in a position to continue with the supervision duties, JKAPS will identify and assign a new supervisor having the appropriate academic background and supervisory experience.

- ii. The retired main supervisor or co-supervisor can maintain their position if they are appointed as *Pensyarah Kehormat* by the university.

6 RESEARCH PROGRESS REPORT AND DEFENCE OF RESEARCH PROPOSAL

The student is required to consult with supervisors and submit the progress report every semester. If the student fails to submit the report in any particular semester, they will be dismissed from their study (D10) by the university. Supervisors will evaluate the student's research progress in the Research Progress Report Form at the end of each semester. The supervisor will submit the Report to KPPS and will be endorsed by the JKAPS. KPPS will key in the endorsed result of the student's progress into the Student Information Management System (SIMS). Students are to access their progress result through the student portal before they can proceed to register for the next semester. The flowchart of the Research Progress Monitoring is given in **Flowchart 3**.

7 DEFENSE OF RESEARCH PROPOSAL

Flowchart 4 depicts the process for the Defense of Research Proposal. All research degree students MUST:

- i. attend IPSIS Research Skills Seminars in Semester 1 and other requirements as stipulated by the faculty.
- ii. attend and complete all TIE² modules which is organized by MASMED for PhD student. (This is exempted during the MCO)
- iii. consult regularly with their supervisors to discuss the research proposal.
- iv. defend their research proposal within the stipulated time. Student will be given status AM1 or AM2 by the faculty if they fail to submit and present their research proposal within the stipulated time period.

Program	Full Time	Part Time
Master	Six (6) Months	Twelve (12) Month
PhD	Twelve (12) Months	Eighteen (18) Months

7.1 Attend IPSIS Research Skills Seminar

All Master and PhD Semester 1 students must attend the IPSIS Research Skills Seminar. A

Certificate of Attendance will be given upon completion of all required modules. The student can be exempted to attend the seminar if they have attended similar or equivalent courses/ seminars. The student must write the application to the Dean of IPSis for approval.

7.2 Attend TIE² (Post - Graduate Training in Innovation and Entrepreneurship Exploration)

All PhD student must attend TIE² Seminar before presenting their DRP. The schedules of the TIE² seminars will be given by MASMED.

Due to the MCO in April 2020, the TIE² requirement is exempted. The student can attend the seminar after the MCO and must submit the certificate in October 2020.

7.3 Defense of Research Proposal (DRP) Session

It is a University requirement that all full time PhD students defend their research proposals within twelve (12) months and for part time is within eighteen (18) months. Full time Master student must defends the research proposal within six (6) months and part time Master student must defend the research proposal twelve (12) months from the date of the registration. Defend research proposal for Masters and Phd students is held at the faculty. The process and procedures of the DRP applies to both Masters and PhD programmes. Two weeks prior to the DRP date, the student MUST submit the following documents to the faculty:

- 1) Research Proposal
- 2) Confirmation for Defence of Research Proposal Form
- 3) Certificate of attendance for IPSIS Research Skills Seminars
- 4) Certificate of TIE² seminar (PhD student only).
- 5) The Originality Report (using the subscribed anti-plagiarism software) must be less than 30% similarity index.

7.4 Session

- i. The proposal will be assessed by a panel of assessors will be appointed by the faculty which consists of:
 - a. A Chairperson
 - b. at least two (2) panels of examiners
- ii. The DRP session can be conducted by physical session or online session.
- iii. The outcome of this assessment will be categories into one of the following:

- 1) Proposal accepted without amendments. Student can proceed.
 - 2) Proposal accepted with minimal amendments. Proposal with amendments as recommended by the panel of assessors must be submitted to and verified by the Faculty within one month of the date of DRP. Student can then proceed.
 - 3) Major amendments. Student is required to resubmit the amended proposal and present again at the IPSIS level (Doctoral) and Faculty (Masters).
 - 4) Proposal rejected. Student is required to prepare a new proposal and present again at IPSIS level.
- iv. If the amended proposal is not approved by the panel of assessors at the second presentation, the student may be advised to leave the programme.
 - v. 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 Institute of UiTM.
 - vi. The result of DRP will be endorsed by JKAPS meeting before it is key in the SIMS 6.5 by the faculty.

8 CONVERSION FROM MASTERS TO DOCTORAL PROGRAMME

Conversion from Masters to PhD Program can be referred to Flowchart 5.

- i. The student must apply for a conversion from Masters to Doctoral program within 12 months from the commencement of the student's registration.
- ii. The procedure for the conversion from Masters to PhD are the following:
 - a. The student submits the Conversion Application Form together with a research report endorsed by the supervisor to the JKAPS.
 - b. The research report should be consisting of the following:
 1. problem statement, rationale of research, significance of the research
 2. research objectives, scope of the research and methodology
 3. output of research achieved
 4. additional scopes for doctoral degree
- iii. On acceptance, JKAPS will nominate a panel of experts in the student's research area to evaluate the research report (one (1) internal and one (1) external expert).

- iv. The student is required to present his/her research to the panel for evaluation.
- v. The online oral evaluation can be conducted with the agreement by the related parties such as the student, panel of experts and the secretariat from the Center for Postgraduate Studies.
- vi. If the panel recommends for conversion and it is supported by JKAPS, the application will then be forwarded to IPSis for JKIPA approval and to SENAT meeting for endorsement.
- vii. Once endorsed, IPSis will change the student's program status in the system (SIMS) and then the Doctoral program fee is imposed. IPSis will then issue a letter of conversion to the student.

9 INTEGRITY OF THE THESIS/DISSERTATION

The responsibility for writing, preparing and submitting the proposal/thesis within the stipulated time period rests with the student. The proposal/thesis to be submitted for examination should demonstrate that the student:

- i. has engaged in a programme of academic work resulting either in an original contribution to knowledge, or in an original application of existing knowledge
- ii. is familiar with the relevant literature and has reviewed it critically
- iii. possesses mastery of the theoretical and conceptual framework(s) of the study
- iv. possesses a thorough understanding of the research methodology, tools utilized and the subsequent treatment of the data.
- v. possesses good writing skills and is able to present a substantial body of information in a clear, concise and comprehensible manner.

Students are advised to adhere to the latest edition of the Guidelines on Thesis/Dissertation Format by IPSIS. A thesis or report from piece of work which was submitted to a degree-awarding body will not be accepted.

10 PLAGIARISM

Students are responsible for writing their thesis in their own words. Quotations from published or published sources and the sources of any other materials should be published or unpublished sources and clearly cited and acknowledged. A systematic style of citation and references must be adhered to using the format stipulated by IPSis (refer to Guidelines on

Thesis/Dissertation Format latest edition). Sources of visual presentations such as photographs or maps must also be clearly indicated. Students are reminded that UiTM takes a serious view of plagiarism and examiners are empowered to penalize students found guilty of plagiarism, which may lead to expulsion or suspension from the program. Reference should be made to the latest edition of the Academic Rules and Regulations, IPSis and plagiarism policy and guidelines, UiTM for regulations pertaining to plagiarism. Similarity index for all of the assessment documents such as student's thesis, dissertations, research proposal and research reports must be less than 30%. The documents will be rejected if exceeds this value.

11 DECLARATION OF ORIGINALITY

Upon submission of the thesis/dissertation, the student will be asked to insert a signed "declaration" declaring that his/her work is original and free of plagiarism.

12 INTELLECTUAL PROPERTY

The distribution of Intellectual Property Rights will be determined by the University. The thesis/dissertation remains the property of the University.

13 PROCESS OF ACADEMIC APPLICATION

The student can apply academic applications during the study. The academic applications are stated as the following:

1. Change of student status
 - i. study mode (part time - full time)
 - ii. program type (research - coursework-mixed mode)
 - iii. faculty
 - iv. campus
2. Special Leave
3. Withdrawal of Study

The student whose is applied for the academic application must download and fill the application form from the website <https://IPSis.uitm.edu.my/v2/index.php/download/38-postgraduate-research-forms>. The completed form must be supported by the Main Supervisor and KPPS of the faculty. The KPPS will prepare the paperwork and present to the JKAPS meeting for the approval. Thereafter, the approval letter will be given to the student.

The application process is given in **Flowchart 6**.

14 THESIS/DISSERTATION SUBMISSION

Flowchart 7 shows the process for the thesis submission.

14.1 Intention to Submit Thesis/Dissertation

Prior to the thesis submission, the student is required to submit Notice of Intention to Submit Thesis. These are the documents that the student has to submit:

- i. a completed Notice of Intention to Submit Thesis/Dissertation form.
- ii. an abstract of not more than 400 words including the full thesis/dissertation title, name of the student and supervisor.
- iii. a Table of Contents for the thesis
- iv. an Originality Report (must be less than 30%) by using Turnitin software.

The notice of intention will not be accepted if the originality index is more than 30%. The student is subjected to the disciplinary action if the declared similarity report submitted by the student is higher than the similarity check by the university. The student is required to submit the final version of the thesis to IPSis within three (3) months from the date of Notice of Intention to Submit Thesis/Dissertation. The Notice will be null and void if the full thesis/dissertation is not submitted within the stipulated time. The student will then have to submit a new Notice of Intention to Submit Thesis/Dissertation to KPPS.

14.2 Appointment of Examiners for a Research Degree Student

The thesis examiner will be nominated by the Main Supervisor after receiving the Notice of Intention to Submit Thesis by the student. The Examiner will examine the thesis of a particular research student and submit a completed written report (refer to IGS / RSRCH / REPORT / 2017) and to recommend their opinion of the student's thesis to the university. The examiners will be invited to attend the viva-voce session on the agreed date. Great care and consideration must be taken in the selection of credible examiners of academic and professional repute. This is to avoid polarization in the examiners' reports, delay in the return of examiners' reports, non-production of reports or dismissive and non-constructive reporting.

14.3 General Criteria for the Nomination of Examiners

- i. An examiner must have proven and have substantial academic and professional knowledge/expertise and experience (in terms of teaching/research/consultation) in/or

related to the discipline of the research area.

14.3.1 Examiners Criteria for PhD

- a. Examiner for a Doctorate student should have a Doctoral degree or equivalent academic and/or professional credentials, expertise and experience in the research discipline, inter-disciplinary or transdisciplinary.
- b. External examiner for Doctoral thesis must have extensive experience in the relevant field, experience in the Doctoral supervision and have examined at least one (1) Doctoral thesis.
- c. Internal examiner for Doctoral thesis must have experience in the relevant field, experience in the Doctoral supervision and have examined at least one (1) Masters thesis.

14.3.2 Examiners criteria for Master

- a. Examiner for a Master student should have at least a Master degree or equivalent academic and/or professional credentials, expertise and experience in the research discipline, inter-disciplinary or trans-disciplinary.
- b. External examiner for Masters thesis must have extensive experience in the relevant field and/or have examined at least one (1) Master thesis.
- c. Internal examiner for Masters thesis must have experience in the relevant field.
- ii. External examiners should be nominated from a different institution.
- iii. External Examiner should not be UiTM graduate or ex-academic staff unless they have graduated or leave UiTM more than 2 years.
- iv. Internal examiners should be nominated from within the university. If there is no qualified internal examiner, all examiners may come from other institutions.
- v. The examiner should not be a postgraduate student at any institution.
- vi. All examiners should be independent of the student and the student's work. In order to avoid questions of ethical issues being raised and to ensure impartiality and independent judgment, an examiner should not:
 - a. provide the student with any formal guidance in respect of the content or structure of the thesis.
 - b. be the student's collaborator in the research activity or co-author of publications relating to the thesis.

- c. be a close family member of the student or of any of the supervisors.
- d. be the assessor for the conversion from a student's Master to a Doctoral programme.
- e. graduated student of the main or co-supervisor for the student who is to be examined less than 2 years of graduation.

14.4 Examiner Appointment Process

- i. Examiners are nominated by the Faculty. The Faculty must contact the nominated examiners for their consent. All nominees must submit their recent curriculum vitae (CV) to the Faculty. To avoid delay in obtaining the CVs, the Faculty should have a ready database of potential examiners complete with current CVs.
- ii. All nominations of examiners must be tabled and agreed to by the JKAPS.
- iii. The nominations (together with their CVs) are then forwarded to the IPSis to be tabled in the JAF meeting for approval. The JAF reserves the right to reject or retract any/all nominations without prior notice. The required documents for the nominations are:
 - a. Examiners short CV
 - b. Supervisor Declaration Form (IGS / RSCH / SPVSOR / 2017)
 - c. Examiner's Acceptance Form
- iv. Supervisor is required to re-submit new nomination of examiners in the event of non-approval.
- v. Faculty Academic Office issues appointment letters to the appointed examiners.
- vi. Examiner is to respond to the appointment to faculty within two weeks.
- vii. The examiner nomination will be endorsed by the JKIPA meeting after receiving examiner appointment report from faculties

14.5 Submission of Thesis

(Refer to **Flowchart 8**)

The student can submit the thesis after the examiners were appointed. The student is required to submit the following documents to the faculty for the thesis submission process:

- i. A completed Thesis Submission Form (IGS / RSCH / SUBMIT_THESIS / 2016) which was endorsed by the supervisor.
- ii. An Originality Report (Originality Index MUST be less than 30%).
- iii. Five (5) spiral-bound copies of the thesis and a digital thesis in PDF format.

- iv. A proof of payment for thesis submission fee.
- v. A prove of publications (for Intake September 2017 onwards)
 - i. Master – 1 accepted indexed publication by ERA/SCOPUS/WoS or the listed additional journals that are recognised by the respective faculties (Please refer to **Appendix 2**).
 - ii. Phd – 2 indexed Publications by ERA/SCOPUS/WoS or the listed additional journals that are recognised by the respective faculties (Please refer to **Appendix 2**) which is at least 1 publication is published.

In the event of non-compliance, submission will be denied.

The faculty will call the examiners to set the viva-voce date before sending the thesis. The faculty will send a copy of the thesis and Guidelines on Examining and Reporting of the Thesis to the examiners. The examiners will notify the receipt of the thesis by returning a reply form to the faculty. The examiners are given about six (6) weeks to examine the thesis and submit the thesis examination report to IPSis/ faculty at least one (1) week before the viva date. A reminder will be issued to the examiner if the report is not given within the stipulated time. Examiner will be terminated and blacklisted if fail to response to the thesis examination report submission reminder or has exceeded the stipulated time given. A new examiner will be appointed by the faculty.

15 VIVA VOCE

IPSis /Centre of Postgraduate Studies is the secretariat for the Viva Voce. As such, IPSis / faculty will:

1. contact all the examiners to set the viva-voce date. The agreed date will be stated in the appointment letter. The hardcopy or digital thesis will be sent to examiners after the viva date was set.
2. notify student and examiners two weeks prior to the viva-voce.
3. If the examiner could not submit the thesis examination report after the final notice was given, the examiner will have to bring the report during the viva-voce.
4. The viva-voce will be re-schedule if the external examiner (oversea) does not submit the thesis examination report one week before the viva-voce.

15.1 Role of Examiner

The Examiner is required to examine the thesis and to submit an examination report to the university based on the following guidelines:

1. The report should be submitted 1 week before the agreed viva-voce date.
2. The examiner is required to come to the viva-voce session.
3. The examiner will be re-appointed in the case of re-viva.
4. The faculty will re-appoint a new examiner in the case of the following
 - a. The examiner refuse/ not accept for the re-appointment of re-viva.
 - b. The examiner could not accomplish to examine the student due to medical reason or any other valid reason.

15.2 Role of Student

Student is required to:

1. attend, present and defend the thesis.
2. avoid any form of contact with the examiners prior to the viva voce.
3. demonstrate the appropriate level of competence in the discipline for the degree to be awarded.

15.3 The Viva Voce

- i. Members of the examining panel
 - a. the Chairperson (must be at least Assoc. Prof with PhD the respective Cluster)
 - b. two examiners:
 1. Masters - at least one (1) external and one (1) internal
 2. Doctoral - at least one (1) external and one (1) internalThe External examiner (oversea) may be invited to the viva voce session at the cost of the faculty.Supervisors may be invited as observers but are not expected to participate in the discussion or in the deliberations concerning the outcome of the examination.
- c. A minutes taker
 1. Constitutes all important facts and the output of the discussion from all the panels.
 2. Should not interrupt the viva voce session. The minute taker should refer to the Chairperson of the viva voce if there is any issue during the viva voce session.

3. Verifies the viva voce meeting minutes with the Chairperson for the endorsement.

15.4 During MACO

During the MCO, the viva voce can be conducted via online. This is to ensure the student can complete their student within the stipulated timeframe. The Centre of Postgraduate Studies (CPS) at the faculty/academic center/branch campus is the secretariat for the online viva-voce. Online VIVA-VOCE process involves three (3) key stages:

1. Pre-online Viva Voce
2. Online Viva Voce
3. Post online Viva Voce

The flowchart for the Online Viva-voce is given in **Flowchart 11**.

15.4.1 Pre-Online viva-voce

- i. Contact all examiners to set the viva-voce date.
- ii. Send the digital appointment letter, the details of the viva-voce session and the digital/hardcopy thesis to the examiners.
- iii. Seek consent from student and examiners for date and time of the online viva-voce.
- iv. Inform internal, local external and oversea external examiner (only for PhD/if applicable) to submit the thesis examination report to the Faculty's Head of Postgraduate Studies via email.
- v. Notify the student, examiners and supervisor(s) about the online viva-voce one week before the session. The CPS must decide the suitable platform for the online viva-voce (Skype/ Googlemeet/CMS/ Zoom).
- vi. CPS may operate the online viva-voce from home.
- vii. The chairperson and minute taker will be appointed and notified by the faculty/academic center/branch campus. In some cases (e.g. re-viva), an observer from IPSis may be invited by to attend the session.
- viii. If internet access is limited for the secretariat/ chairperson/minute taker, an approval must be granted by the Dean of the Faculty or the Rector of the Branch Campus to approve the respective staff to work at the office.
- ix. All the relevant documents that are related to the chairperson, minute taker and thesis examiners must be prepared by the secretariat and be emailed three (3) days before the online viva-voce session.
- x. The concluding statements, thesis examination reports and digital thesis can be emailed

three (3) days before the online viva-voce to the Chairperson.

- xi. The thesis examination reports will be given to the thesis examiners during the online viva-voce session.
- xii. Email the digital thesis to the minute taker at least a day before the online viva-voce.
- xiii. The concluding statement of the thesis report (by the examiners) can not be shared to the student and supervisors.
- xiv. The viva-voce will be re-scheduled if the external examiner (oversea) does not submit the thesis examination report one week before the viva-voce.
- xv. Trial online viva-voce must be conducted prior to the actual session.
 - a. The trial session will involve the student, examiners (internal and external), chairperson, minute taker, supervisor(s) and the secretariat.
 - b. Two (2) separate trial sessions must be conducted; i.e. i) secretariat and examiners and ii) secretariat, student and supervisor(s), which must be conducted at least five (5) days before the actual online viva-voce.
 - c. At least two (2) online platforms must be chosen, with one of the platforms as a backup (i.e Zoom and Googlemeet) must be set up by the secretariat. Details of the meeting ID and password are to be emailed to all.
 - d. The secretariat must check the following:
 - 1. The audio and video quality
 - 2. Holding room
 - 3. Digital documentation – digital signature and digital stamp (if required). Your options are Words document, PDF Edit and FOXIT.
 - 4. Internet Bandwidth (internet access and speed)
 - e. The secretariat must complete the checklist form in the Appendix 3.
 - f. At the end of the trial session, the CPS will set the online meeting room and send the meeting ID and password to all.

15.4.2 During the online viva-voce

- i. In the beginning of the session, the secretariat will open the session and introduce everyone present before the session is passed to the chairperson.
- ii. Chairperson is required to be present throughout the viva voce session and should ensure that the student is not disadvantaged in any way compared to the standard face-to-face oral examination.

- iii. In the event of any failure with the technology during the viva voce or other concerns regarding the conduct of the viva voce by the online platform, it is the responsibility of the Chairperson to suspend the examination and to decide whether it is possible for the examination to continue or whether the viva voce should be rescheduled.
- iv. Student and supervisor(s) will be set into 'the holding room' or may leave the session and an early discussion between the examiners and chairperson will be conducted. If required, the student or the main supervisor will be called into the main 'meeting room'.
- v. Student and supervisor(s) will be invited into the session. Any materials brought into the viva-voce by the student should be identified at the start of the examination and visible throughout. No other person is permitted to be present with the student during the viva-voce.
- vi. Secretariat will record the online viva voce session for internal quality assurance.
- vii. The student will be given 20 minutes (for Masters) or 25 minutes (for PhD) to perform the presentation by using sharing screen.
- viii. Q&A session will be conducted after the oral presentation. The session will be ended if there is no more Q&A between the examiners and the student.
- ix. The minute taker will note down the important points of the viva voce meeting.
- x. The supervisor must not interrupt or provide any feedback to the questions unless allowed by the Chairperson.
- xi. Student and the supervisors will be put into 'the holding room' or leave the meeting during the result moderation session. The minute taker will summarise the session and conclude the result as agreed by the chairperson and the examiners.
- xii. Secretariat will invite the student and the supervisor(s) back into the main 'meeting room' after the moderation session.
- xiii. Chairperson will read the viva-voce result to the student and consequently end the viva voce session.

15.4.3 Post online Viva Voce

- i. All digital documents (minute of the meeting and result of the viva) must be digitally signed by all and emailed to the secretariat.
- ii. The letter for the viva-voce result will be emailed to student by CPS of the faculty/academic center/branch campus. Please refer to Viva Voce Process Procedure.

- iii. Student will prepare the thesis correction within the stipulated duration, as stated in the Postgraduate by Research: Academic Rules and Regulations.

15.5 Result of the Viva

At the end of the Viva, the panel will make a decision on the student's performance based on one of the following outcomes:

1. The student is awarded a Doctoral/ Masters Degree without any amendment to the thesis/dissertation or any condition placed upon him/her.

This means that the examiners have accepted the thesis 'as it is' or with 5% technical errors (formatting and typographical errors). The student is required to submit the hardbound copies of the thesis within two (2) weeks from the date of the viva voce.

2. The student has passed the viva-voce and the student is awarded a Doctoral/Masters Degree subject to minor amendments/corrections to the thesis as listed in the thesis/dissertation Evaluation Report.

This means that the corrections are not serious. The student is given up to six (6) months to re-submit the thesis.

These recommendations are made if the thesis:

- i. Requires text editing, formatting of tables and/or figures, corrections of grammar, spelling, typos etc. the emend of thesis correction will be endorsed by supervisor only.
- ii. The thesis requires amendments verifications from internal or external examiner in case of the following:
 - a. Requires little addition of relevant information
 - b. Requires explanation pertaining to several short sections in the text
 - c. DOES NOT REQUIRE additional experiments, collection of new data or extensive revision
 - d. Ends with a conclusion that does not differ much when revised.

3. The student undertakes major amendments/corrections to the thesis as listed in the Thesis Evaluation Report. This thesis must be re-examined and the candidate may be required to attend another Viva Voce.

This means that the examiners have identified some obvious errors or omissions and the thesis needs to be revised substantially. The student is given up to twelve (12) months to resubmit the thesis.

This recommendation can only be made once. Thus a student is allowed to submit his/her thesis two (2) times only. These recommendations are made if the thesis;

- i. Has major weakness/es that will affect the conclusion of the thesis
- ii. Has major weakness/es that can be addressed and improved upon, with additional work
- iii. Requires additional experiments, statistical analyses, revision of a large body of text, and expansion of the literature review.

The student will be awarded a Doctoral/ Masters Degree after the major corrections/ amendments were verified by the examiners. In case of the re-viva, the student will be called for the re-viva if the examiners have satisfied with the corrections/amendments that have been done by the student. The result will be discussed during the re-viva session. This recommendation can only be made twice. Thus, a student is allowed to submit the thesis 3 times. This recommendation cannot be given at the second re-viva.

4. The student does not qualify for a Doctor of Philosophy/ Masters Degree based on the Thesis Evaluation Report and/or the outcome of the Viva.

This means that the examiners found fundamental flaws in the thesis. These recommendations are made if the thesis;

- i. Has substantial weakness/es making the thesis to be below acceptable standards which cannot be addressed even with additional work or corrections;
or
- ii. Has weaknesses that cannot be corrected, or
- iii. Is based on inadequate research or
- iv. Has plagiarized work or text more than 30%.

The student will be given status FAIL which is GV status in the student status.

15.6 Inconclusive Result

If the examiners cannot agree on the outcome of the Viva, the examination may be adjourned by the Chairperson. At the end of the Viva, the examining panel completes a report for the Thesis Advisory Board. The Board will decide on the next course of action

16 POST VIVA PROCESS AND ENDORSEMENT OF RESULTS

Post viva process can be referred to **Flowchart 8**.

The student requires the thesis corrections to be submitted after the viva. The student will be dismissed (D10) if fail to submit the thesis correction within the stipulated time.

16.1 Minor Corrections

1. The student makes amendments to the thesis within six (6) months according to the examiners' recommendations.
2. The thesis content amendments are checked and verified by the supervisor. The supervisor can endorse the student thesis if the corrections require only for the text editing, formatting of tables and/or figures, corrections of grammar, spelling, typos etc. the emend of thesis
3. The content amendments are endorsed by the internal examiner or supervisor.
4. The final version of the thesis is checked by IPSis.
5. A Letter of Approval is issued by the Dean of IPSIS.
6. Upon receipt of the letter of approval from IPSIS, students are required to submit four (4) hardbound copies and two (2) soft copies in CD (PDF format). A Master's thesis should be hardbound in dark blue, while a PhD thesis should be hardbound in maroon colour.

16.2 Major Corrections - Resubmission

1. The student makes amendments to the thesis within 12 months according to the examiners' recommendations
2. The amendments are checked and verified by the supervisor.
3. The student is required to re-defend the thesis and follow the procedure as stated in section 15.3.

16.3 Hard-bound Thesis Submission

After making necessary changes/correction, students must submit thesis to IPSis/Faculty. IPSis/Faculty will forward to the examiner(s) for verification. The final hardbound thesis must be submitted within the following time frame:

Category 2 : Six (6) months

Category 3 : One (1) year

(without re-viva)

Category 3 : Re-viva session to be held within one
(with re-viva) (1) year. Submission of final hardbound
Thesis is subject to examiner (s) results.

Failure to submit thesis within the stipulated time will be deemed “fail”. The student will be **dismissed** and will be given **D10** in the student status.

16.4 Insufficient Thesis Correction

The thesis correction must be submitted to the examiner (s) for the verification. In case the student has not done the corrections to the thesis based on the comments and recommendations by the examiner(s), the student will be given FAILS status (GV) and is not allowed to resubmit the thesis. IPSIS / faculty will send the official result to the student.

16.5 Endorsement of Result

Upon receipt of the final format of the thesis in the digital PDF format, IPSIS will present the student’s result to the Senate for approval and endorsement. IPSIS will inform the student when the result has been officially endorsed by the Senate.

17 CONVOCATION

The student is required to submit the final hard-bound copies of the thesis to IPSIS before the senate meeting. Information about the student’s Convocation will be sent to the student by the Registrar’s Office.

18 AWARD

Awards given to students based on their academic achievements. There are 5 awards are given research students to appreciate their achievement.

18.1 Graduate on Time Award (GOT Award)

GOT Award is given to the research student. The student will be identified by IPSIS for this award. For PhD graduate, the award is given during the hooding ceremony and the master graduate will be sent by mail. The criteria for the GOT Award are as following:

- i. Student must be graduate be graduated as stipulated time as according to their duration of study
- ii. The student was not convicted with any disciplinary actions by the university.

18.2 Excellence Research Award (APC)

APC Award is given to Master and Phd graduate and it is given during the convocation

ceremony. The student has to apply for the award and the supervisor has to recommend the student. The JKAPS committee will check and support the application. The application will be discussed in the JKIPA meeting for the support. Finally, the senate meeting will approve and endorse the application. The criteria for the APC award are as following:

- i. A student must submit thesis to IPSis (for *viva voce* process) within the minimum duration as stipulated by the programme.
- ii. All examiners unanimously agree that a student fulfils Category 1 or 2 in the Thesis Examination Report following the *viva voce*.
- iii. The student has presented the research findings work at least one in seminars or conferences recognized by the Faculty within the study duration.
- iv. The student has published the research findings at least one academic publication recognized by the Faculty within the study duration.

18.3 MTDC Book's Prize Award

The MTDC Book's Prize Award is a contribution from Malaysia Technology Development Corporation (MTDC) to a selected UiTM's postgraduate research student. The award is given in October's Convocation ceremony. A committee consisting of the representative from IPSis, RIBU and MTDC will evaluate the shortlisted graduates.

The criteria of the selection are as follow:

1. Malaysian;
2. Full Time student;
3. Obtain the result of 1. No correction or 2. Minor correction for the viva-voce;
4. Has completed the study within the following duration:
Master < 6 semesters
PhD < 12 Semesters
5. The research outcome has a potential for intellectual property
6. The research has the following output:
 - i. has published in high impact publication (IS/ Scopus/ ERA); or
 - ii. Index proceedings; or
 - iii. Chapter in a book; or
 - iv. Other excellence award;
7. The thesis:
 - i. Not necessary a technical content;

- ii. has produced a high impact process/ method/ ideas/ policy/ product/ for the technology and innovation development, pre-commercialization, technology transfer, business or entrepreneurship or a combination of these elements; and
8. Was not convicted with any disciplinary actions by the university.

18.4 Anugerah Sarjana Cemerlang Tuanku Canselor (ASCTC)

The ASCTC award is given to a graduate of Master by research in October's Convocation ceremony. After receiving the end of study letter, the graduate will apply to be nominated for the award and the supervisor must recommend the student to the faculty. The faculty will present the nomination to the JKAPS meeting from the support. Then, the application will be shortlisted by the IPSis and will be called for the interview by the selection committee. The recommendation of the selection will be presented to JKIPA meeting for the support and in the SENATE meeting for approval and endorsement. The criteria for the ASCTC awards are as stated in the following:

- i. ASCTC award will be given to a master by research student
- ii. A student must receive Excellence Research Award
- iii. The student has published the research findings at least two (2) indexed Journal as main or corresponding author and recognized by the Faculty within the study duration.
- iv. The student has presented the research findings work at least two (2) in seminars or conferences recognized by the Faculty within the study duration.
- v. The student has won at least one international innovation award recognized by the Faculty within the study duration.

18.5 Anugerah Kedoktoran Cemerlang Tuanku Canselor (AKCTC)

The AKCTC award is given to a graduate of PhD by research in October's Convocation ceremony. After receiving the end of study letter, the graduate will apply to be nominated for the award and the supervisor must recommend the student to the faculty. The faculty will present the nomination to the JKAPS meeting from the support. Then, the application will be shortlisted by the IPSis and will be called for the interview by the selection committee. The recommendation of the selection will be presented to JKIPA meeting for the support and in the SENATE meeting for approval and endorsement. The criteria for the ASCTC awards are as stated in the following:

- i. AKCTC award will be given to a PhD by research student

- ii. A student must receive Excellence Research Award
- iii. The student has published the research findings at least three (3) indexed Journal as main or corresponding author and recognized by the Faculty within the study duration.
- iv. The student has presented the research findings work at least three (3) in seminars or conferences recognized by the Faculty within the study duration.
- v. The student has won at least one international innovation award recognized by the Faculty within the study duration.

19 APPEALS

A student who has been terminated as in section 4.2 may appeal against the decision an official application to appeal should be made to IPSis within fourteen (14) days of receiving the letter of notification. The student must download the application form and submit to the main supervisor for the support. Then, the form will be submitted to the KPPS for checking and support before it is presented to the JKAPS. The JKAPS will approve the following application:

- i. fails in the defence of his/her research proposal (D10)
- ii. fails to maintain a satisfactory level of performance for two consecutive semesters as affirmed in the Research Progress Reports (D10)
- iii. obtains AM2 for Master or AM3 for PhD (D10)
- iv. fails to re-register for two consecutive semesters (D10)
- v. fails to pay tuition fee (GT)

However, the JKAPS will only support for the following application and the application will be presented in the JKIPA meeting for approval:



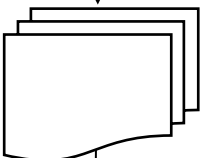
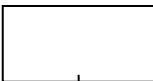
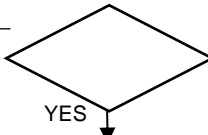

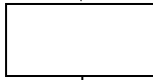
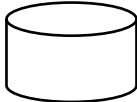

- i. appeals to reinstate student status (D10 or GT) for the previous semesters
- ii. exceeds the period of study (D11)
- iii. appeals to extend the duration of study (RMTP)
- iv. appeals to extend the duration of thesis correction (D10).
- v. appeals to review the viva examination result (GV).

The application to review the viva voce result must be submitted within 30 working days after the result announce.

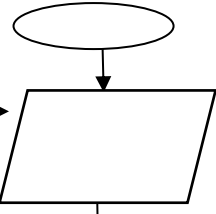
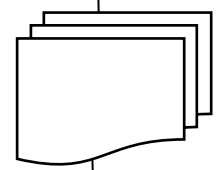
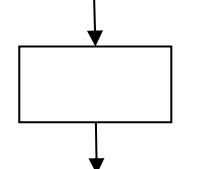
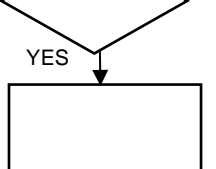
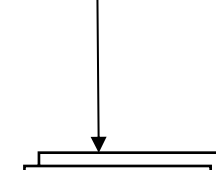
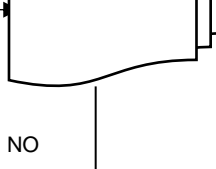
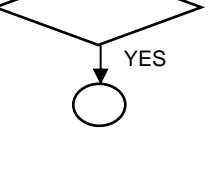

Appeals process is given in **Flowchart 10**.

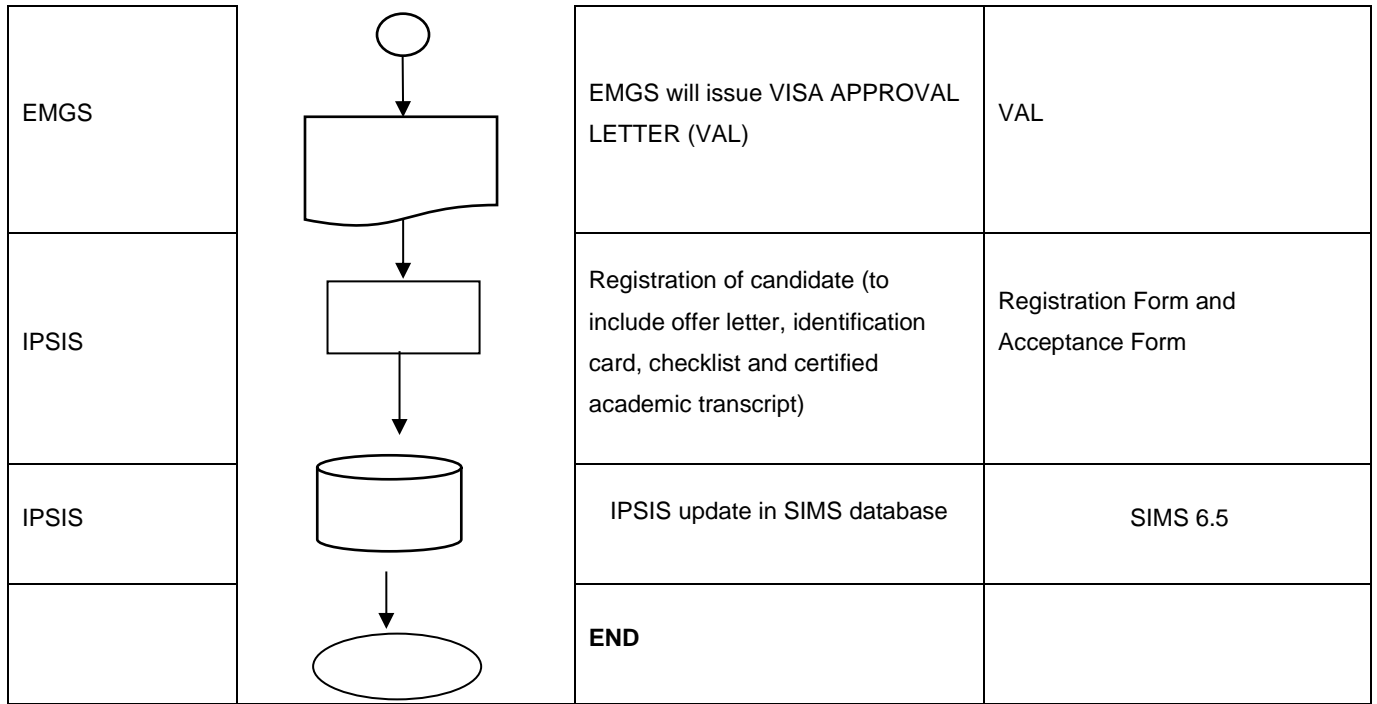
FLOWCHARTS

FLOWCHART 1(A): APPLICATION AND REGISTRATION (LOCAL STUDENTS)


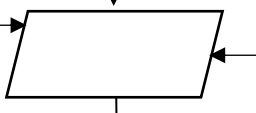

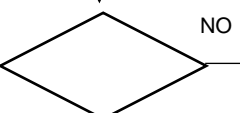


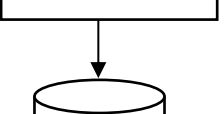
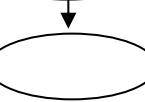

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Applicant		Apply online via website (application throughout the year)	Online Application Form https://online.uitm.edu.my/IPSis/research/international/index.cfm
Applicant		Print and submit hard copy of 1. Online application, 2. Identification card, 3. Certified academic transcripts, 4. Research proposal and 5. Referee to the Faculty.	Online Forms and documents, (Academic Transcripts, Research Proposal, Referee Report and Certified Professional Qualification, if applicable)
KPPS/IPSIS		Interview and select suitable candidates (if applicable)	Letter of invitation for an interview, List of qualified candidates
Faculty		Faculty informs IPSIS to offer student	e-KPS hardcopy documents
IPSIS		IPSIS issues offer letter to candidates	Offer Letter
IPSIS		Registration of candidate (to include offer letter, identification card, checklist and certified academic transcript)	Registration Form and Checklist
IPSIS		IPSIS update in SIMS Database	SIMS 6.5
		END	

FLOWCHART 1(B): APPLICATION AND REGISTRATION (INTERNATIONAL STUDENTS)


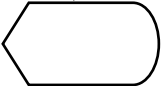
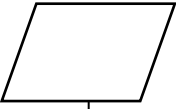

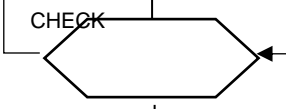



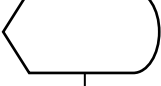
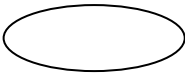
RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Applicant		Apply online via website (application throughout the year)	Online Application Form http://study.uitm.edu.my/
Applicant		Print and submit hard copy of 1. Online application, 2. Identification card, 3. Certified academic transcripts, 4. Research proposal and 5. Referee to the Faculty. 6. Certified passport and 7. IELTS/TOEFL results.	Documents 1. Online application, 2. Identification card, 3. Certified academic transcripts, 4. Research proposal and 5. Referee to the Faculty. 6. Certified passport and IELTS/TOEFL results.
KPPS/IPSIS		Interview and select suitable candidates (if applicable)	Letter of invitation for an interview, List of qualified candidates
Faculty		Faculty inform IPSIS to offer student	e-KPS hardcopy documents
IPSIS		IPSIS issues offer letter to candidates	Offer Letter
		Candidate will apply VAL through OIA	1. VAL Applications 2. Offer Letter 3. All pages passport copy 4. Pass port size photo (4) 5. Photocopy completed health medical checkup 6. Photocopy of academic certificate 7. Proof of payment for visa processing 8. Address of the nearest Malaysia embassy
		OIA will forward VAL application to EMGS for approval	VAL




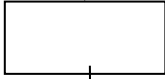
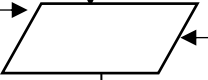
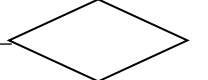
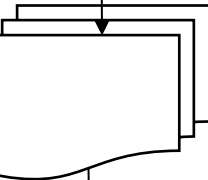


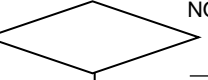
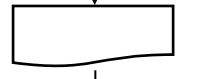
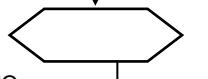
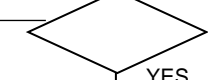


FLOWCHART 2: APPOINTMENT OF SUPERVISORS

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Applicant		Supervisor/ student fill the Supervisor nomination form	Supervisor nomination form
JKAPS	 NO	Faculty prepares and presents nomination of supervisors form to JAF	Supervisor Nomination Forms, Minutes of meeting of JAF
JAF	 CHECK NO	Approval Supervisors	AF Minutes of meeting
IPSiS	 YES	Appointment of Supervisor	Letter of Supervisor's Appointment
Faculty/IPSiS		Faculty submission of Supervisor nomination report to IPSiS	Supervisor nomination report Letter of appointment
IPSiS		IPSiS present to JKIPA for endorsement	JKIPA Working paper and Minutes of meeting
IPSiS		IPSiS update in SIMS Database	SIMS 6.5
		END	

FLOWCHART 3: PROGRESS REPORT MONITORING

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
IPSis		Announce the due date of Progress Report Submission	Announcement/ Display in Webwite
Student		Student fill the Progress Report Form and submit to supervisor	IGS/RSCH/PROGRESS/2017
Supervisor		Evaluate the Progress Report and submit to the faculty (KPPS)	IGS/RSCH/PROGRESS/2017
KPPS/ JKAPS/ Faculty		KPPS presents the student progress report to JKAPS for approval	1. IGS/RSCH/PROGRESS/2017 2. REPORT
KPPS/Faculty		KPPS updates student progress in SIMS 6,5 and submit copy of progress report to IPSis.	1. SIMS 6.5 2. REPORT 3. IGS/RSCH/PROGRESS/2017
IPSis		IPSis reports the student's progress in JKIPA meeting for endorsement.	1. SIMS 6.5 2. REPORT 3. IGS/RSCH/PROGRESS/2017
IPSis		IPSis update in SIMS 6.5 Database	1. SIMS 6.5
Student		Student's status displays in Student Portal	1. Result 2. Student Portal
		END	

FLOWCHART 4: DEFENCE OF RESEARCH PROPOSAL

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student/ IPSIS/ MASMED		Attend IPSIS Research Skills Seminars (Semester 1) and TIE ² (MASMED)	Modules & Certificate of Attendance
Student/ Supervisor(s)		Submit proposal for plagiarism checking	Turnitin Software/ Originality Report
Student/Supervisor(s)		Check similarity index (Less than 30%)	Originality Report
Student/KPPS/ Supervisor(s)		Submissions of the required documents for DRP	Confirmation for Defence of Research Proposal Form (IGS / RSCH / CONFIRM_DRP / 2017), Originality Report, Research Proposal, and Certificate of Attendance (IPSIS Research Skills Seminar), TIE ² Certificate (PhD)
Faculty		Appoint Chairman, Panel of Assessors. Invite supervisors and student for DRP Session	Letters of appointment and letters invitation
Students /Faculty		Defence of Research Proposal	Research Proposal, DRP Assessment Form and DRP Result Form
Chairperson		Inform student of DRP Result	DRP Assessment Form and DRP Result Form
KPPS		KPPS issues the result	Letter of DRP Result
KPPS		KPPS report in JKPAS for endorsement	Report
JKAPS		JKAPS Endorse the DRP Result	Meeting minutes
KPPS		KPPS updates DRP result in SIMS.	DRP result and SIMS
		END	

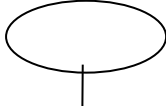
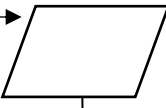
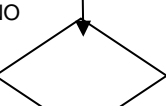
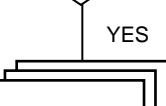

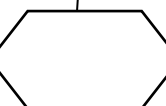
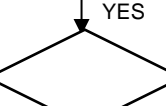
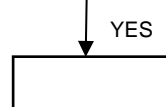
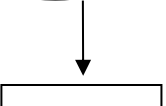
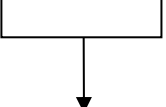
FLOWCHART 5: CONVERSION FROM MASTERS TO PHD

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
	<pre> graph TD Start([START]) --> Input[/Input/] Input --> Process[Process] Process --> Decision1{ } Decision1 -- Yes --> Process2[Process] Decision1 -- No --> Process3[Process] Process2 --> Decision2{{CHECK}} Decision2 -- YES --> Process4[Process] Decision2 -- CHECK --> Decision1 Process4 --> Decision3{{CHECK}} Decision3 -- YES --> Process5[Process] Decision3 -- CHECK --> Decision2 Process5 --> Decision4{{CHECK}} Decision4 -- YES --> Process6[Process] Decision4 -- CHECK --> Decision3 Process6 --> Output[/Output/] Output --> End([END]) </pre>	START	
Supervisor/student		Submit application for conversion within 12 months from the registration date to the faculty.	Application for Conversion Form IGS / RSCH / CONVERSION / APPLICATION / 2017 (1)
KPPS		Nomination of panel of evaluators (1 internal and 1 external)	Letter of appointment
Student/Panel		Presentation of student's research work	Research report
KPPS/ JKAPS		KPPS presents to JKAPS for support and submit to IPSis	Report by panel of evaluators & meeting minutes
IPSis/ JKIPA		IPSis prepares working paper to JKIPA for approval	Letter to Dean IPSIS
IPSIS/JKIPA		IPSis prepares working paper to JKIPA for endorsement	Working JKIPA minutes of meeting
IPSis		IPSis send offer letter to student.	Offer letter
Student		Student accepts and register as PhD student	Offer letter/ Registration form
IPSIS		Change of student status in SIMS.	SIMS and Student Portal
		END	

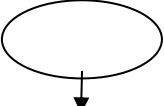

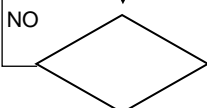
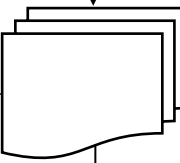

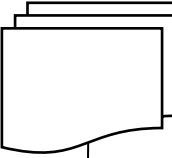

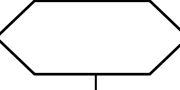

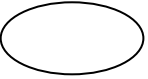
FLOWCHART 6: ACADEMIC APPLICATION

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
	<pre> graph TD Start([START]) --> Input[/Input/] Input --> Process[Process] Process --> Check{{CHECK}} Check -- No --> Input Check -- Yes --> Decision{ } Decision --> Output[/Output/] Output --> Data[(Data Store)] Data --> End([END]) </pre>	START	
Supervisor/student		Download and submit the application from	Application list at https://IPSSis.uitm.edu.my/v2/index.php/download/38-postgraduate-research-forms
Supervisor		Supervisor will check and support	Application form
KPPS		Check and prepare the paperwork to JKAP meeting	Application form, paperwork, JKPAS minute of meeting
JKAPS		KPPS presents to JKAPS for approval	Meeting minute
Faculty/ Student		Faculty issue approval letter to student	Letter to Dean IPSIS
KPPS		KPPS updates in SIMS	SIMS
		END	

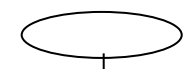
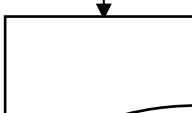
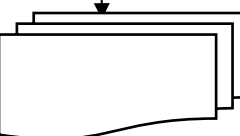
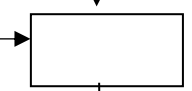
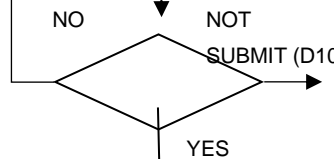
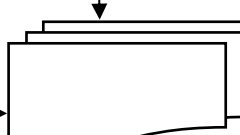
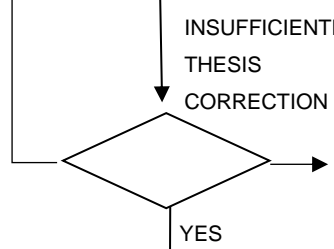
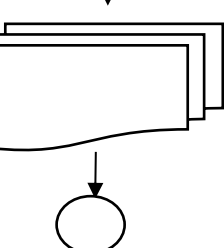
FLOWCHART 7: NOTICE OF INTENTION TO SUBMIT THESIS AND EXAMINER'S NOMINATION

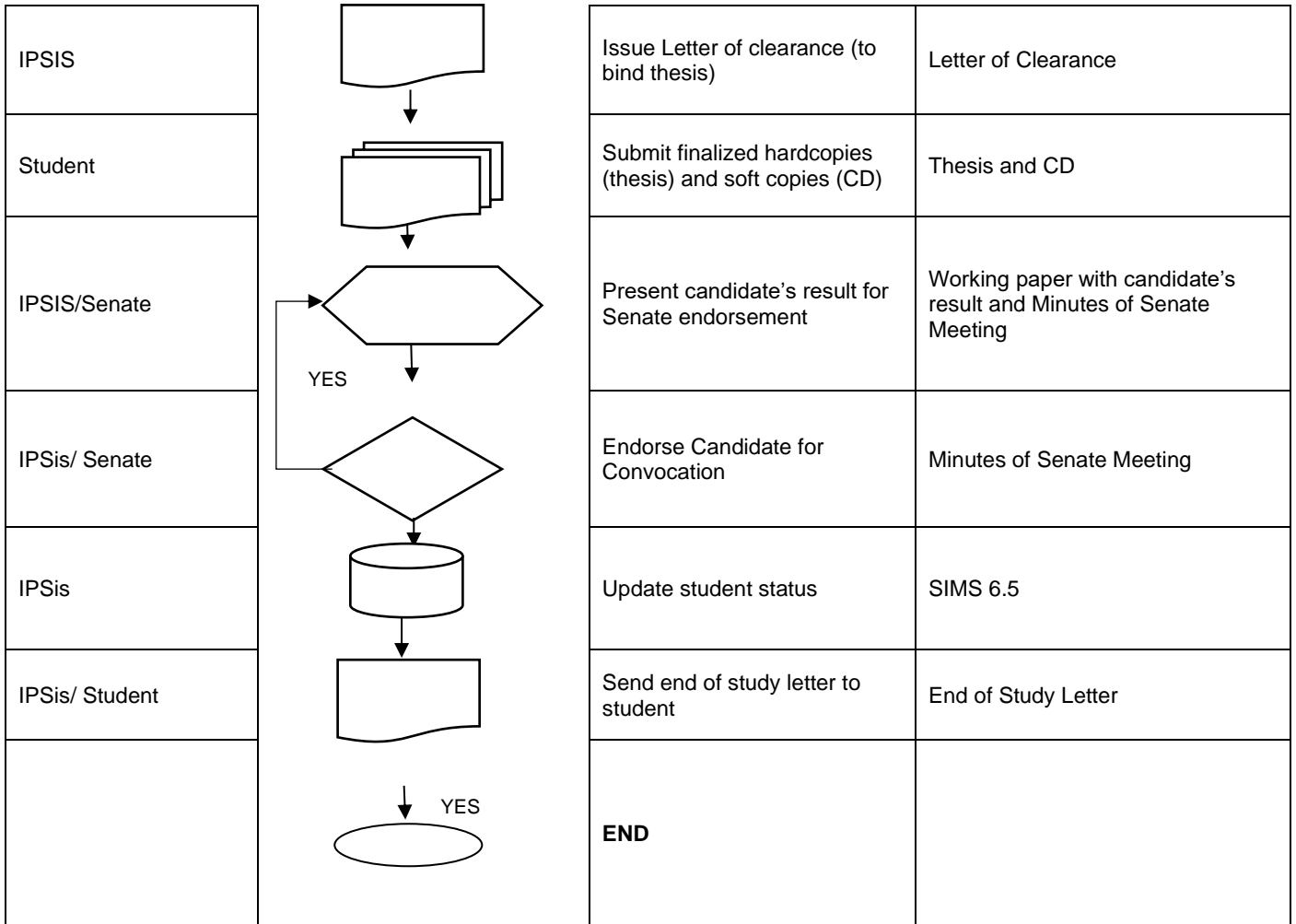
RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student		Student submit for thesis plagiarism checking	Originality Report
Supervisor(s)		The Supervisor ensures the similarity index of the originality report must be within the acceptable level as stated by IPSIS	Originality Report
Supervisor/ KPPS		Endorse Notice of Intention to Submit Thesis Form. Supervisor submit Thesis Examiners Nomination forms	<ol style="list-style-type: none"> 1. Notice of Intention to Submit Thesis Form (IGS / RSCH / INTENT / 2017) 2. originality report 3. Examiners Short CV Forms 4. Supervisor Declaration form 5. Examiners Acceptance Form
KPPS/ Faculty/ JKAPS		KPPS prepares & presents the Nomination of Examiners in JKAPS meeting	Template nomination of examiner
Faculty/ JAF		Approve by JAF and sent result to IPSis	<ol style="list-style-type: none"> 1. Cover letter, 2. Printed template from IGS TRATO
Faculty/ Examiner		Faculty send appointment letter to examiners with the thesis	Appointment letter
IPSis/ JKIPA		IPSis present to JKIPA for endorsement	<ol style="list-style-type: none"> 1. JKIPA minutes 2. Working paper 3. Printed template from IGS TRATO
IPSIS		IPSIS update in IPSIS TRATO	IPSis TRATO
		END	

FLOWCHART 8: THE PROCESS OF THESIS SUBMISSION TO VIVA VOCE

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student		Submit document for plagiarism checking	Originality Report and Turnitin
Supervisor(s)	 NO YES	The similarity index of the originality report must be less than 30% as stated by IPSis.	Originality Report
Student/Faculty	 NO	Endorse "Thesis Submission" form and thesis to Faculty	<ol style="list-style-type: none"> 1. Thesis Submission Form (IGS / RSCH / SUBMIT_THESIS / 2016) 2. Prove of publications* 3. Payment of thesis examination *Indexed Publication by ERA, SCOPUS or WoS
KPPS/ Faculty/ Examiners	 NO YES	Check documents and organise the viva date with examiner and submit the document	Spiral Bound Copies of Thesis and Thesis Submission Form
Faculty		Send thesis to examiners	Appointment letter, Thesis acceptance report, Thesis Acceptance Form, examiners concluding statement, Examiners' Report
KPPS/Examiners		Receive examiners reports	Examiners Report Reminder within six (6) weeks exclude one week after sent Thesis to examiner
KPPS/Examiners	 NO YES	Preparation before viva	Flight ticket, transport and accommodation (if needed)
KPPS//Student		Viva voce	Result Viva Examiner Feedback Viva-voce Meeting minutes
		END	

FLOWCHART 9: POST-VIVA PROCESS & ENDORSEMENT OF RESULTS


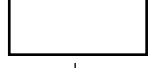
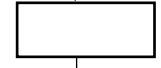
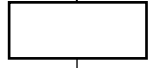
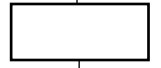
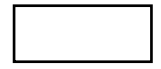
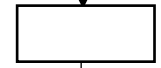
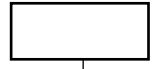
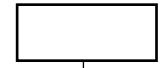

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Chairman viva voce		Announce the Viva voce result and return the result to IPSIS	Result, minute of viva, examiner report, correction thesis
IPSIs/ Faculty		Give correction document to student	List of Form 1) Verification of Thesis correction after viva 2) Endorsement of correction made as required by thesis examiner A list process after viva voce
		Process Correction	Student made the correction according to Viva Voce result
Supervisor		Check and verify corrections made with turnitin	Turnitin screening by supervisor only
		Student submit the correction to IPSIs/Faculty	Return document to IPSIs/Faculty: 1) Verification of Thesis correction after viva 2) Endorsement of correction made as required by thesis examiner 3) Corrected thesis
Examiner		Send corrected thesis to examiner	List of documents send to examiner : 1) Verification of Thesis correction after viva 2) Endorsement of correction made as required by thesis examiner 3) Corrected thesis
		Inspection for formatting	List of document for formatting thesis 1) Verification of Thesis correction after viva 2) Endorsement of correction made as required by thesis examiner 3) Corrected thesis



FLOWCHART 10: APPEAL PROCESS

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Supervisor/student		Download and submit the application from	Application list at https://IPSiS.uitm.edu.my/v2/index.php/download/38-postgraduate-research-forms
Supervisor		Supervisor will check and support	Application form
KPPS		CHECK and prepare the paperwork to JKAP meeting	Application form, paperwork, JKAPS minute of meeting
JKAPS		JKAPS presents to JKAPS for approval to reinstate student status (D10>)	Meeting minute
Faculty/ Student		Faculty issue approval letter to student	Letter to Dean IPSIS
KPPS		KPPS updates in SIMS	SIMS
		END	
IPSiS		CHECK and prepare the paperwork to JKIPA meeting	Application form, paperwork, JKIPA minute of meeting
IPSiS/ JKIPA		IPSiS presents to JKIPA for approval to reinstate student status (D10,GT) for previous semester, D11 & RMTP	Meeting minute
IPSiS		IPSiS issue approval letter to student	Letter to Dean IPSIS
IPSiS		IPSiS updates in SIMS	SIMS
		END	

FLOWCHART 11: ONLINE VIVA-VOCE

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		Start	
STUDENT		Submit thesis	Thesis
CPS		Send thesis to examiner and set viva date	Thesis
CPS		Set the online viva-voce and get agreement from student and examiners	Email
EXAMINERS		Submit thesis report via email	Thesis report Concluding remarks
CPS		Invite online viva-voce by email	Email
DEAN/ CPS		Appoint the chairperson and minute taker	Appointment letter
CPS		Set and conduct the online viva-voce trial	Email Online platform Checklist Appendix 1
CPS		Set and conduct the online viva-voce session	Email
		Finish	

APPENDIX 1: LIST OF ENGLISH ENTRY REQUIREMENT FOR POSTGRADUATE PROGRAMS IN UITM

**APPENDIX 2: LIST OF LIST OF ADDITIONAL JOURNALS THAT CAN BE ACCEPTED FOR
THE PUBLICATION REQUIREMENTS BY THE RESPECTIVE FACULTIES**

No.	FACULTY	No.	LIST OF ADDITIONAL JOURNALS
1	Faculty of Art & Design	1	<i>International Journal of Art and Art History</i>
		2	<i>Internatioal Journal of INTI</i>
		3	Jurnal ISI (Inspirasi, Seni & (Intelektual)
		4	Jurnal of ISI Yogyakarta
		5	<i>Sequential Arts and Digital Content Studies</i>
2	Faculty of Architecture, Panning & Surveying	1	<i>Asian Journal of Environment-Behaviour Studies (ajE-Bs)</i>
		2	<i>The Asian Journal of Quality of Life (AjQoL)</i>
		3	<i>International Surveying Research Journal (ISrJ)</i>
		4	<i>Journal of Design + Built</i>
		5	Jurnal Lanskap Indonesia
3	Faculty of Film, Theater & Animation	1	Gendang Alam
		2	<i>International Journal of Applied and Creative Arts</i>
		3	KUPAS SENI: Jurnal Seni dan Pendidikan Seni
		4	Melayu: Jurnal Antarabangsa Dunia Melayu
		5	Jurnal Wacana Sarjana
4	Faculty of Law	1	<i>Malayan Law Journal</i>
		2	<i>Current Law Journal</i>
5	Faculty of Music	1	<i>Journal of Music Research (Uni Melb)</i>
		2	<i>Ethnomusicology Review (UCLA)</i>
		3	<i>Riffs Journal (Birmingham CU)</i>
		4	<i>The Chamber Music Journal</i>
		5	<i>Asian Journal of Behavioral Sciences</i>
		6	<i>Asian Journal of Research in Education and Social Sciences</i>

APPENDIX 3: ONLINE VIVA-VOCE CHECKLIST

Student's Name :
Student's ID :
Programme Code :

Date :
 Time :
 Online Platform 1 :
 Online Platform 2 :

ATTENDANCE (!):

Student :
 Internal Examiner :
 External Examiner :
 External Examiner II :
 (if required)
 Minute Taker :
 Main Supervisor :
 Co-Supervisor I :
 Co-Supervisor II :
 Secretariat I :
 Secretariat II :

CHECKLIST

	Audio	Video	Holding room	Digital document	Internet bandwidth
Student					
Internal Examiner					
External Examiner (local)					
External Examiner (International) (If Applicable)					
Minute Taker					
Main Supervisor					
Co-Supervisor I					
Co-Supervisor II					
Secretariat I					
Secretariat II					

*Please indicate Good or Not Good

<input type="checkbox"/>
<input type="checkbox"/>

The Online Viva-Voce can be conducted on

:

The Online Viva-Voce cannot be conducted

:

(Reason)

Please tick

PREPARED BY

()

GLOSSARY

IPSiS	: Institute of Post Graduate Studies
KPPS	: Ketua Pengajian Pasca Siswazah
JKIPA	: Jawatankuasa Induk Penilaian Akademik
JKAPS	: Jawatankuasa Kecil Akademik Pengajian Siswazah
JAF/ JAN	: Jawatankuasa Akademik Fakulti/ Jawatankuasa Akademik UiTM Negeri
DRP	: Defence of Research Proposal

ACKNOWLEDGEMENT

Appreciation goes to the following names for their continuous support and invaluable contribution towards the completion of this Process and Procedures of Graduate Research Degree Programme:

1. Amad Hamdan Jemiran
2. Amrizah Kamaluddin
3. Fatimah Ayub
4. Mohd Azrul Zakaria
5. Ismail Ahmad
6. Jaafar Pyeman
7. Kamarularifin Abd Jalil
8. Mulyadi Mahamood
9. Raja Munirah Raja Mustapha
10. Ramlah Mohd Tajuddin
11. Ros Aizan Yahaya
12. Sharifah Aminah Syed Mohamad
13. Siti Halijjah Shariff
14. Siti Noor Hajjar Md Latip
15. Suhaina Nadia Laili Suhairi
16. Worrn Hj. Kabul
17. Zubaidah Zainal Abidin
18. Zuridah Hassan
19. Kalsom Salleh
20. Kartini Kamaruddin
21. Mohammad Nawawi Seroji
22. Mohd Khalid Mohd Abas
23. Noorzan Mohd Noor
24. Raja Munirah Raja Mustapha
25. Ros Aizan Yahya
26. Sarina Md Yusof
27. Sharifah Aminah Syed Mohamad
28. Siti Halijjah Shariff
29. Zubaidah Zainal Abidin
30. Zuhaina Zakaria
31. Zuridah Hassan
32. Prof. Sr. Dr Hj Abdul Hadi Bin Nawawi

END