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UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Perubatan

CENTRE FOR POSTGRADUATE STUDIES

POSTGRADUATE COURSES CLINICAL MASTERS PROGRAMME

STUDENT GUIDEBOOK

TABLE OF CONTENT

No.		Page
1.	Vision, Mission, Objectives and Core Values	3
2.	Duration of Programme	4
3.	Entry Requirements	5
4.	Duties and Responsibilities of Dissertation Supervisor	6
5.	Duties and Responsibilities of Candidates	12
6.	References	18



**FACULTY OF MEDICINE
UNIVERSITI TEKNOLOGI MARA**



Vision

To be an accomplished centre of higher learning, whose graduates are held in high esteem in the medical profession to lead and influence the practice of holistic medicine worldwide.

Mission

UiTM Medical Faculty aspires to be a Centre of Excellence in providing comprehensive and relevant undergraduate, postgraduate, specialist and higher specialist trainings in medicine to pursue the delivery of world-class medical services. We also strive to produce high quality and innovative fundamental and translational research in medicine that will benefit the community.

Objective

- To provide maximum opportunities for bumiputera to pursue medical related studies
- To provide quality and innovative medical programmes relevant to current market needs, customer demands and policies of national development.
- To establish a human resource development programme as a tool for the assimilation of a value system within the faculty community.
- To nurture graduates are adequately prepared to join the global as well as the local workforce.
- To ensure that the graduates are competitive and highly sought after to both the global as well as the local workforce
- To establish a centre of excellence that is accountable for an effective management of its human resources, finances and assets in order to achieve its educational objectives, while functioning as a catalyst in community development.

Core Values

Compassion
Innovative
Cultured
Teamwork
Integrity
Excellent



DURATION OF PROGRAMME

PROGRAMME	CODE	MODE	MINIMUM	MAXIMUM
Masters in Internal Medicine	MD771	Full Time	4 years (8 semester)	7 years (14 semester)
Master of Medicine (Psychiatry)	MD772	Full Time	4 years (8 semester)	7 years (14 semester)
Masters of Medicine (Family Medicine)	MD773	Full Time	4 years (8 semester)	7 years (14 semester)
Master of Pathology	MD774	Full Time	4 years (8 semester)	7 years (14 semester)
Masters in Medical Ethics & Medical Jurisprudence	MD775	Full Time	1 ½ years (3 semester)	2 years (4 semester)
Master of Public Health	MD776	Full Time	1 year (2 semester)	1 ½ years (3 semester)

ENTRY REQUIREMENTS

PROGRAMME	ENTRY REQUIREMENTS
MD771 MD772 MD773 MD774 MD776	a) Recognized medical degree and possess a full temporary registration with the Malaysian Medical Council (MMC) or TPC for international graduates. b) Minimum of one (1) year post-registration clinical experience. c) Passed the entrance evaluation.
MD775	a) Medical Practitioner (MBBS or equivalent) b) Legal Practitioner (LLB or equivalent) c) Recognized B. Sc. (or equivalent) in a health-related discipline

DUTIES AND RESPONSIBILITIES OF A DISSERTATION SUPERVISOR FOR CLINICAL PROFESSIONAL MASTERS PROGRAMME

1.0 Introduction

The function of a supervisor is to assist and advise the student in the design, development and completion of a dissertation within the stipulated time. The creation and enhancement of an effective supervisory relationship is crucial to the function of a supervisor and, in many ways, this relationship should be a smart partnership premised on a win-win orientation. From the start, both parties must negotiate and mutually agree on how they will work together.

2.0 Selection of Supervisors

2.1 Nomination of Supervisor and Co-Supervisors

The University is obliged to allocate a minimum of one supervisor to each Clinical Professional Master student. The Supervisor's role is to guide and aid the student to conduct his/her research until completion, and to document the research work carried out in the form of a dissertation based on established conventions.

Procedures for the nomination of supervisors for a Clinical Professional Masters student are as follows:

- i. All nomination of supervisors must be discussed and agreed at Department level with prior consent in writing from the nominated supervisor.
- ii. All nominations of supervisors must be tabled and agreed upon by the Faculty's Graduate Academic Committee (*JKAPS*).
- iii. All nominations of supervisors must be tabled and agreed upon by the Faculty's Academic Committee (*JAF*).
- iv. Appointment letters are sent by Postgraduate Office will be issued after the approval by *JAF*.
- v. A student should be allocated a Main Supervisor and up to a maximum of three co-supervisors.
- vi. Ratio main supervisor : student - 1:3
- vii. Ratio co-supervisor: student - 1:5
- viii. The Faculty may nominate qualified names from other faculties in UiTM or outside institutions as co-supervisor.

Criteria for the nomination of Main Supervisor for a Clinical Professional Masters student:

- i. The Main Supervisor must be an academic member of the University and of the faculty where the student is registered.
- ii. The main supervisor should have an equivalent academic and/or professional credentials/expertise/experience in the discipline or area of the student's research.
- iii. The main supervisor should have been gazetted as a specialist in his/her respective fields.
- iv. The main supervisor must have at least co-supervised one research project previously.
- v. The main supervisor must agree to carry out the responsibilities of a supervisor.
- vi. The main supervisor should not have any conflict of interest to avoid questions of ethical issues being raised and to ensure impartiality and independent judgement.
- vii. The main supervisor should not be currently registered as a postgraduate student at the University or elsewhere. Main supervisors may continue their roles during subspecialty training or sabbatical leave locally.
- viii. A main supervisor must be involved from the outset in the development of the student's research plan.

Criteria for the nomination of Co-Supervisor for a Clinical Masters student:

- i. The co-supervisor should have an equivalent academic and/or professional credentials/expertise/experience in the discipline or area of the student's research.
- ii. The co-supervisor should have been gazetted as a specialist in his/her respective fields.
- iii. The co-supervisor must agree to carry out the responsibilities of a supervisor.
- iv. The co-supervisor should not have any conflict of interest to avoid questions of ethical issues being raised and to ensure impartiality and independent judgement.
- v. The co-supervisor should not be currently registered as a postgraduate student at the University or elsewhere. Co-Supervisor may continue their roles during subspecialty training or sabbatical leave both locally and internationally.
- vi. 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 in the designated area of research and approved by the Faculty's Academic Committee (*JAF*).
- vii. In cases of interdisciplinary/transdisciplinary topics, it is advisable that the supervisors nominated cover the various disciplines involved.
- viii. 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.
- ix. A co-supervisor should be involved from the outset in the development of the student's research plan. However, a co-supervisor could be opted in at any point of the research if necessary.

2.2 Changing Supervisors

Change of supervisor is not encouraged. However, it is allowed if:

- the present supervisor is no longer in a position to continue with supervision duties
- the present supervisor joins another institution
- the present supervisor retires
- the present supervisor is unavailable/uncontactable for a significant amount of time.
- it is upon request by the student (subject to *JAF*'s approval).
- the present supervisor withdraws (subject to *JAF*'s approval).

The change of supervisors will only be allowed once throughout the study duration.

The request for change of supervisor/s should be discussed at the Department level and nomination of new supervisor should be forwarded to *JKAPS* with justification.

The Faculty's GAC (*JKAPS*) should identify and nominate a new supervisor with the appropriate academic background and supervisory experience.

NB: *JAF* (Jawatankuasa Akademik Fakulti) = *FAC* (Faculty Academic Committee)

3.0 Responsibilities of a Supervisor

- i. Discuss the research area/scope with the student.
- ii. Ensure that the student understands and adheres to the rules and regulations of the University's graduate programmes.
- iii. Propose Co-Supervisors' names to the Deputy Dean (Postgraduate & Professional Training).
- iv. Arrange a meeting between the supervisory team and the student. It is essential that, at the outset, a professional relationship is established between the Main Supervisor, Co-Supervisor(s) and the student.
- v. Reach an agreement with the student on supervisory arrangements with the other member(s) of the supervisory team.
- vi. Assist the student in the planning and implementation of a research project that should be completed within the stipulated time.
- vii. Ensure that the student audits or attends selected courses relevant to the research area.
- viii. Encourage the student to participate in scholarly activities such as conferences, seminars, colloquiums and workshops.
- ix. Request the Faculty to provide the resources required for the research project.
- x. Maintain regular contact with the student. This may be through e-mail, telephone and face to-face contact.
- xi. Ensure that the administrative procedures related to the student's plan of study are adhered to.
- xii. Constantly remind the student to focus on the research and other important issues such as plagiarism.

- xiii. Assist the student to plan the research work and revise the plan when necessary.
- xiv. Ensure the student has access to the resources needed to conduct research.
- xv. Strongly encourage the student to publish his/her work in reputable journals.
- xvi. Assist student in the planning of the dissertation's structure.
- xvii. Read and review drafts of the dissertation and give constructive criticisms.
- xviii. Co-supervisors may provide students with different perspectives on the chosen topic and assist in the methodological and statistical input in the research, especially if it is of an interdisciplinary nature.
- xix. Co-supervisors are to ensure the continuity of the supervisory process. In the likelihood that the Main Supervisor is unavailable for a period of time, they may be required to undertake some of the duties and responsibilities temporarily.
- xx. Co-supervisor should work closely with the Main Supervisor in ensuring that the student is offered advice and assistance that is consistent and in accordance to mutually agreed arrangements.
- xxi. At the end of every semester, the Main Supervisor reports on their students' progress by completing a Main Supervisor Research Progress Report.
- xxii. The Supervisor reviews the student's progress regularly. If the student's progress is deemed to be unsatisfactory, then the necessary reasons must be determined, such as (among others) lack of:
 - a) consultations with supervisors
 - b) appropriate knowledge in the content domain
 - c) research skills
 - d) intellectual initiative
 - e) appreciation of supporting literature
 - f) appropriate resources (equipment, facilities, etc.)
 - g) urgency and time commitment
 - h) language and communication skills
 - i) academic writing skills

The main supervisor is required to address the above and rectify accordingly.

- xxiii. If the progress is not satisfactory, the supervisory team should discuss the problems with the student, so that remedial actions can be taken. However, if the student's performance in the following semester fails to improve, the student will be presented in *JKAPS* meeting.
- xxiv. Must ensure that the dissertation prepared adheres to the format stipulated by the IGS.
- xxv. Present a list together with the curriculum vitae of potential examiners to the *JKAPS*
- xxvi. Provide constructive comments on the final draft of the dissertation and ensure that it adheres to the prescribed format (refer to the IGS Guidelines on Dissertation Format).
- xxvii. Ensure dissertation/dissertation has been checked through recognised plagiarism software eg. Turnitin before the submission of final dissertation with acceptable similarity index of less than 30%.

- xxviii. Ensure that dissertation has been edited and corrected for technical errors such as in the format, grammar and language used.
- xxix. Read and review the drafts of the dissertation as they are prepared and provide constructive feedback within one month or less.
- xxx. Ensure that the student understands the nature and process of the examination of the dissertation.
- xxxi. Encourage to attend the student's oral examination as an observer.
- xxxii. Supervisor is not allowed to answer any question or make any comment during the examination.
- xxxiii. Supervisor is required to leave the room during the deliberation of examiners.
- xxxiv. Ensure and certify that the necessary corrections are made to the dissertation as determined by the examiners and that it is resubmitted to Postgraduate Office.
- xxxv. Certify that the final dissertation has been successfully completed, and that it fulfils all the requirements as stipulated by IGS.

**DUTIES AND RESPONSIBILITIES OF A DISSERTATION SUPERVISOR
FOR CLINICAL PROFESSIONAL MASTERS PROGRAMME
SELECTION CRITERIA FOR EXAMINER**

Minimum Criteria for Examiner

Internal Examiner:

1. A qualified specialist in their respective field for a minimum of 3 years.
2. Have completed a research project either as a principle investigator or a co-investigator.
3. Have at least 1 full paper publication in indexed/non-indexed journal.
4. Have been an observer at a previous examination and able to conduct the responsibilities of an examiner.

External Examiner:

1. External examiner must be at least an Associate Professor appointed by his/her University
2. Non academician who is a recognized consultant in his/her own respective field.

DUTIES AND RESPONSIBILITIES OF CANDIDATES FOR CLINICAL PROFESSIONAL MASTERS PROGRAMME

A. STUDENT

Registration

- Successful candidates are required to register on the date stipulated by IGS. They will be provided with a Student Identification Card. Each candidate must adhere to both the university and faculty rules and regulations.

Progress Monitoring

- The student is required to have adequate consultations with the supervisor(s). All Supervisors must submit Progress Reports for each candidate at the end of each semester to the CPGS. Students must ensure that the Progress Reports are provided by the Supervisors. Students who obtain unsatisfactory Progress Reports will require provide further report and discussions between student, supervisor and CPGS.

Termination of Student

- A student may be terminated if the he/she:
 - fails in the examinations as stipulated in the programme
 - fails to maintain a satisfactory level of performance throughout the study duration
 - exceeds the period of study
 - fails to pay tuition fee
 - is found guilty of plagiarism
 - is found guilty of breaching any provisions of the University Act
 - is found guilty of any disciplinary issues

B. RESEARCH PROCESS AND DEFENCE OF RESEARCH PROPOSAL

All research degree students **MUST**:

- attend the **Good Clinical Practice (GCP)** course and pass the examination to obtain a certificate of completion
- consult regularly with their supervisors to discuss the research proposal.
- defend their research proposal (semester 1 or 2).

Defence of Research Proposal (DRP)

- All candidates are required to start preparing for their dissertation proposal within Year 2 of the program.
- Defense of their research proposal should be conducted within Year 3 or earlier.
- Two weeks prior to the DRP date, the student **MUST** submit to the Centre for Postgraduate Studies:
 1. Research Proposal
 2. Research Ethics Committee Form 1 (REC 1) signed by the main supervisor and the Head of Dept.
 3. Certificate for Good Clinical Practice
 4. The Originality Report (using the subscribed antiplagiarism software)

The proposal will be assessed by a panel of assessors consisting of:

- Chairperson appointed by IGS
- Research Methodology expert appointed by IGS
- at least two (2) content experts nominated by the Faculty and appointed by IGS

The outcome of this assessment may fall into one of the following four (4) categories:

1. Proposal accepted without amendments. Student can proceed with submission to the Faculty Research Committee.
2. Proposal accepted with minimal amendments.
Proposal with amendments as recommended by the panel of assessors must be submitted to and verified by the CPGS within one month of the date of DRP. Student can then proceed with submission to the Faculty Research Committee.
3. Major amendments
 - (a) Student is required to resubmit the amended proposal but no need to present again at the CPGS level. Proposal with amendments as recommended by the panel of assessors **MUST** be submitted to and verified by the CPGS within one month of the date of DRP. Student can then proceed with submission to the Faculty Research Committee.
 - (b) Student is required to resubmit the amended proposal and present again at the CPGS level.
4. Proposal rejected. Student is required to prepare a new proposal and present again at CPGS level.

C. QUALITY AND 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 dissertation to be submitted for examination should demonstrate that the student:

- is familiar with the relevant literature and has reviewed it critically
- possesses mastery of the theoretical and conceptual framework(s) of the study
- possesses a thorough understanding of the research methodology, tools utilized and the subsequent treatment of the data
- 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 IGS. A thesis, report or piece of work which has been previously submitted to a degree-awarding body will not be accepted.

1. Plagiarism

Students are responsible for writing their thesis using their own words. Quotations from published or unpublished 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 IGS (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 penalise students found guilty of plagiarism, which may lead to expulsion or suspension from the programme.

Reference should be made to the latest edition of the Academic Rules and Regulations, IGS and plagiarism policy and guidelines, and UiTM for regulations pertaining to plagiarism.

2. 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.

3. Intellectual Property

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

D. PROCESS OF DISSERTATION SUBMISSION

• Submission of Dissertation

Student is required to:

- submit the completed dissertation which must be endorsed by the supervisor and the Head of Dept.
- attach the Originality Report.
- submit four (4) spiral-bound copies of the thesis/dissertation to IGS.

- The dissertation submitted will be screened for writing format guidelines compliance using the IGS Guidelines for Thesis/Dissertation. In the event of non-compliance, submission will be denied.
- CPGS will send a copy of the thesis to the examiners. The examiners will notify the receipt of the thesis by returning a reply form to CPGS.
- The examiners are given a maximum of four (4) weeks to examine the thesis and submit the thesis examination report to CPGS at least one (1) week before the viva date.

E. VIVA VOCE

CPGS acts as the Secretariat for the Viva Voce.

Each department needs to provide the date and time of the examination in agreement with the Conjoint board. Each department **MUST** ensure the availability of their examiners on the agreed date. Each department **MUST** provide reminders to students and examiners one week prior to the Viva Voce.

Members of the examining panel are:

- i. the Chairperson (preferable a Professor from the respective department/discipline)
- ii. the examiners
- iii. the timekeeper/ minute taker

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.

Role of Examiner

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

- a. The examiner is required to be present during the viva voce.
- b. The examiner is required to provide the examination report prior to the viva voce.
- c. The examiner will be re-appointed in the case of re-viva. Upon refusal of re-appointment for re-viva, CPGS will appoint an independent examiner.

The viva will be postponed if any of the examiners fail to be present during the session.

Role of Student

Student is required to:

- a. be present and defend the dissertation
- b. note the comments and suggestions from the examiners
- c. avoid any form of contact with the examiners prior to the viva voce.
- d. demonstrate the appropriate level of competence in the discipline for the degree to be awarded.

Role of Supervisor

Supervisor is required to:

- a. be present and note the comments and suggestions from the examiners
- b. avoid any form of contact with the examiners prior to the viva voce.
- c. provide comments and guidance on the amendments of the dissertation based on the inputs from the examiners.

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 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 is awarded a Doctoral/Masters Degree subject to minor amendments/corrections to the dissertation as listed in the dissertation Evaluation Report.

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

These recommendations are made if the thesis/dissertation

- i. requires text editing, formatting of tables and/or figures, corrections of grammar, spelling, typos etc.
 - ii. requires little addition of relevant information
 - iii. requires explanation pertaining to several short or brief sections in the text
 - iv. **DOES NOT REQUIRE** additional experiments, collection of new data or extensive revision
 - iv. ends with a conclusion that does not differ much when revised.
3. The student is awarded a Doctor of Philosophy/Masters Degree subject to major amendments/corrections to the thesis/dissertation as listed in the Thesis Evaluation Report.

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.

- (a) The student is required to submit the amended dissertation within 12 months from the date of the Viva Voce. The candidate **NEED NOT** attend another Viva Voce.
- (b) The student is required to submit the amended dissertation within 12 months from the date of the Viva Voce. The candidate **NEED TO** attend another Viva Voce.

This recommendation can only be made once. Thus, a student is allowed to submit his/her thesis/dissertation 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.
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.

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 is required to complete a report for the conjoint board/ department. The conjoint board/ department will decide on the next course of action.

Endorsement of Result

Upon receipt of the final hard-bound copies of the thesis, IGS will present the student's result to the Senate for approval and endorsement. IGS will inform the student when the result has been officially endorsed by the Senate.

Convocation

The student is required to submit the final hard-bound copies of the thesis to IGS at least three (3) months prior to the date of the convocation. Information about the student's convocation will be sent to the student by the Registrar's Office.

Appeals

A student who has been terminated as in section 2.1.5.2 may appeal against the decision. An official application to appeal should be made to IGS within fourteen (14) days of receiving the letter of notification.

REFERENCES

1. Academic Rules and Regulations (Amendment 2016) for Post Graduate, Master Degree Programme by Coursework, Institute of Graduate Studies Universiti Teknologi MARA, 2016.
2. Academic Rules and Regulations (Amendment 2014) for Post Graduate, Doctoral Degree Programme by Coursework, Institute of Graduate Studies Universiti Teknologi MARA, 2014.
3. Duties and Responsibilities of a Supervisor, Institute of Graduate Studies Universiti Teknologi MARA, 2011.
4. Process and Procedures Post Graduate Degree Programme by Coursework, Institute of Graduate Studies Universiti Teknologi MARA, 2011.
5. Guidelines on Thesis / Dissertation Format for Post Graduate, Institute of Graduate Studies Universiti Teknologi MARA, 2011.