



اَبُو سَيِّدِي تَيْكُو لَوِي وَابَا
UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Perubatan

CENTRE FOR POSTGRADUATE STUDIES

POSTGRADUATE COURSES

MASTER OF SCIENCE (MEDICINE) MD780

&

DOCTOR OF PHILOSOPHY (MEDICINE) MD 990

STUDENT GUIDEBOOK

Table of Content

No.		Page
1.	Vision, Mission, Objectives and Core Values	3
2.	Programme Educational Objectives & Learning Outcomes	4
3.	Programme Learning Outcome Mapping	5
4.	Duration of Programme	7
5.	Entry Requirements	8
6.	Roles of Supervisor	9
7.	Duties of Candidates	15
8.	References	24



**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

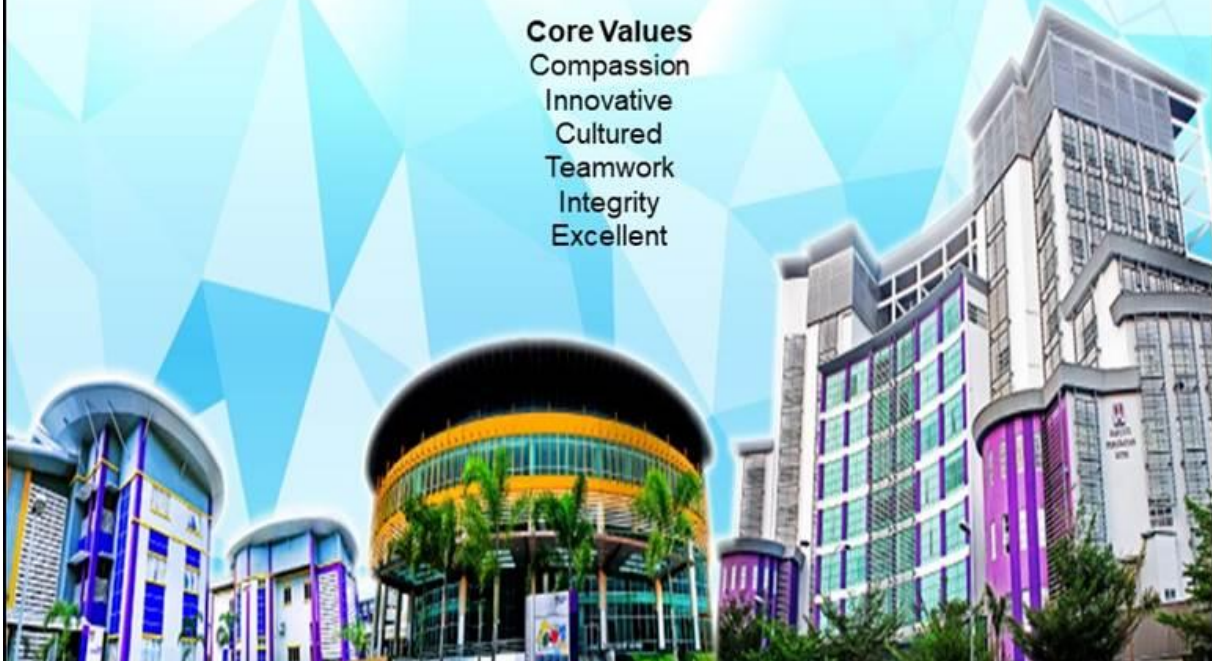
UiTM Medical Faculty aspires to be a Centre of Excellence in providing comprehensive and relevant undergraduate, postgraduate, specialist and higher specialist trainings in medicine to pursue the delivery of world-class medical services. We also strive to produce high quality and innovative fundamental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



PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

The MSc/PhD programme attempts to produce graduates who are:

1. Knowledgeable, skilful and competent in conducting sound scientific research.
2. Able to apply critical thinking in identifying and overcoming challenges in scientific research.
3. Able to communicate effectively and demonstrate good leadership qualities and teamwork.
4. Able to plan and execute scientific research professionally and ethically.
5. Able to identify the need for lifelong learning and continuous professional development.

PROGRAMME LEARNING OUTCOMES (PLO)

Upon the completion of the MSc/PhD programme, the graduate students will be able to:

1. Demonstrate adequate knowledge in various fields of biochemical and health sciences.
2. Develop technical skills in scientific investigations to attain new knowledge.
3. Identify, prioritise and manage challenges in scientific research by applying critical thinking and scientific methods.
4. Deliver the results of the scientific research through good communication skills.
5. Understand the importance of social, cultural and ethical issues in scientific work and the community.
6. Integrate information for lifelong learning.
7. conduct research independently, ethically with minimal supervision
8. Apply research knowledge towards creative and innovative endeavours.
9. Demonstrate leadership skills in initiating and conducting scientific discussion, meetings and other relevant matters.

PLO MAPPING

	Programme Learning Outcomes	Assessment Methods				
		Defence Research Proposal	Supervisor Progress Report	Research Monitoring Presentation	Thesis assessment by examiner	Viva voce
1.	Demonstrate adequate knowledge in various fields of biochemical and health sciences.	√	√	√	√	√
2.	Develop technical skills in scientific investigations to attain new knowledge.		√	√	√	
3.	Identify, prioritise and manage challenges in scientific research by applying critical thinking and scientific methods.	√	√		√	
4.	Deliver the results of the scientific research through good communication skills.	√		√	√	√
5.	Understand the importance of social, cultural and ethical issues in scientific work and the community.	√		√	√	√
6.	Integrate information for lifelong learning.		√	√	√	√
7.	Conduct research independently, ethically with minimal supervision		√	√	√	√
8.	Apply research knowledge towards creative and innovative endeavours.				√	√
9.	Demonstrate leadership skills in initiating and conducting scientific discussion, meetings and other relevant matters.	√	√	√	√	√

	Programme Learning Outcomes	Teaching-Learning Methods					
		Defence Research Proposal	Laboratory Work	Journal Club	Periodical Workshops	Attending seminar/ Conferences	Organising seminar/ workshop
1.	Demonstrate adequate knowledge in various fields of biochemical and health sciences.	√	√	√		√	√
2.	Develop technical skills in scientific investigations to attain new knowledge.	√	√	√			
3.	Identify, prioritise and manage challenges in scientific research by applying critical thinking and scientific methods.	√	√		√		√
4.	Deliver the results of the scientific research through good communication skills.		√	√			√
5.	Understand the importance of social, cultural and ethical issues in scientific work and the community.		√		√	√	√
6.	Integrate information for lifelong learning.		√		√	√	√
7.	Conduct research independently, ethically with minimal supervision		√	√			
8.	Apply research knowledge towards creative and innovative endeavours.		√				√
9.	Demonstrate leadership skills in initiating and conducting scientific discussion, meetings and other relevant matters.		√	√			√

DURATION OF PROGRAMME

PROGRAMME	MODE	MINIMUM	MAXIMUM
MSc	Full Time	1 ½ years (3 semester)	3 years (6 semester)
	Part Time	2 years (4 semester)	4 years (8 semester)
PhD	Full Time	2 years (4 semester)	5 years (10 semester)
	Part Time	3 years (6 semester)	6 years (12 semester)

ENTRY REQUIREMENTS MSc & PhD

MASTER OF SCIENCE (MEDICINE) – MD780

- a) Bachelor with Honours degree from UiTM or any Institution of Higher Learning recognized by the Government of Malaysia with CGPA ≥ 3.00

OR

- b) *Applicants with CGPA of 2.75 - < 3.00 need to possess 1 year work experience in a related field
- c) MUET – Minimum score of Band 3, or IELTS/TOEFL – Minimum Band 6.0/550

DOCTOR OF PHILOSOPHY (MEDICINE) – MD990

- a) Master Degree (in relevant fields) from UiTM or any Institution of Higher Learning recognized by the Government of Malaysia;

OR

- b) Other qualifications equivalent to Masters Degree (in a relevant field) with work experience in a related field recognized by the UiTM Senate
- c) MUET – Minimum score of Band 3, or IELTS/TOEFL – Minimum Band 6.0/550

ROLES OF A SUPERVISOR

Nomination of Supervisor/s

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

Procedures for the nomination of supervisors for a research degree student are as follows:

- i. All nominations of supervisors must be tabled and agreed upon by the Faculty's Graduate Academic Committee (FGAC) with prior consent in writing from the nominated supervisor.
- ii. The Faculty will submit the nomination to the Institute of Graduate Studies (IGS) to be presented in the Graduate Academic Board (GAB) meeting. GAB reserves the right to accept /reject/retract any/all nominations.
- iii. Appointment letters are sent by IGS within the first semester after the GAB's approval. In the event that there is a delay in issuing the letter of appointment by IGS, faculties are advised to issue conditional letters of appointment to the proposed supervisors.

A PhD student should be allocated a Main Supervisor and at least one Co-Supervisor (up to a maximum of three). A Master's student need not be allocated a Co-Supervisor. However, if there is a need, a maximum of two Co-Supervisors can be appointed.

Where there is a dearth of supervisors, Faculties are encouraged to set up Supervisory Committee with a Principal Supervisor to lead the group, assisted by others who are suitably qualified and who have expert knowledge of the discipline in question.

If there is no available expertise in the Faculty to be the Main Supervisor, the Faculty may nominate qualified names from other faculties in UiTM or outside institutions to the IGS for approval from GAB.

Criteria for the nomination of Main Supervisor for a research degree student:

Doctoral Degree

- 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 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.
- 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.

Masters

- 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 for a Master's student need not have a Doctorate, but must have at least a Master's degree or equivalent academic and/or professional credentials and expertise in the discipline or area of the student's research.
- 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.

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

Except for the first criterion, all of the above criteria for nomination of Main Supervisor also apply to the Co-supervisor. Other criteria include:

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.

Masters Degree

- i. The Co-supervisor for a Masters student should have at least a Masters 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. The Co-supervisor must agree to carry out the responsibilities of a supervisor.
- vi. A Co-supervisor must be involved from the outset in the development of the student's research plan.
- vii. 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.
- viii. The Co-supervisor should not be currently registered as a postgraduate student at the University or elsewhere.

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
- it is upon request by the student (subject to GAC's approval)
- the present supervisor withdraws (subject to GAC's approval)

The Faculty's GAC should identify and nominate a new supervisor with the appropriate academic background and supervisory experience. The Faculty will submit the nominations to the IGS for GAB's approval. IGS will issue an appointment letter to the new supervisor.

Responsibilities of a Supervisor

Supervision in the First Year of Candidature

- i. Discuss the research area 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 Faculty Head of Graduate Studies (FHGS), if there is a need.
- iv. Arrange a meeting between the supervisory team and the student, preferably in the first week of semester. 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, including regular contact of a minimum of 10 hours per month.
- vi. Assist the student in the planning and implementation of a research programme 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.

On-going Supervision

- i. Maintain regular contact with the student. This may be through e-mail, telephone and face to-face contact (to be documented in Student Logbook).
- ii. Ensure that the administrative procedures related to the student's plan of study are adhered to.
- iii. Constantly remind the student to focus on the research and other important issues such as plagiarism.
- iv. Assist the student to plan the research work and revise the plan when necessary.
- v. Ensure the student has access to the resources needed to conduct research.
- vi. Strongly encourage the student to present his/her on-going work at local or international seminars or conferences.
- vii. Strongly encourage the student to publish his/her work in reputable journals.
- viii. Assist the student in planning the structure of the thesis.
- ix. Read and review drafts of the thesis and give constructive criticisms promptly.
- x. 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.
- xi. Co-supervisors are to ensure the continuity of the supervisory process. In the likelihood that the Main Supervisor is unavailable for a period, they may be required to undertake some of the duties and responsibilities.
- xii. Co-supervisor has to work closely with the Main Supervisor in ensuring that the student is offered advice and assistance that is consistent and in accordance with mutually agreed arrangements.

End of Semester Reporting

- i. At the end of every semester, the Main Supervisor reports on their students' progress by completing a Research Progress Report and submits it to the FHGS for endorsement at the GAC. The reports will then be forwarded to IGS.
- ii. The Supervisor reviews the student's progress on a semester basis. If the student's progress is deemed to be unsatisfactory, then the necessary reasons for this have to 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 general communication skills
 - i. academic writing skills
- iii. A student is permitted to register for the following semester if his/her progress is satisfactory. If the progress is not satisfactory, the supervisory team should discuss the problems with the student, so that remedial action can be taken. The Supervisor should give a justification when AM1, AM2 or AM3 is given to students. However, if the student's performance in the following semester fails to improve, the student will be subjected to the IGS Academic Rules and Regulations.

Prior to Submission of the Thesis/Dissertation

- i. Must ensure that the thesis/dissertation prepared adheres to the format stipulated by the IGS.
- ii. Present a list together with the curriculum vitae of potential examiners to the FHGS upon the student's submission of the Notice of Intention to Submit Thesis/Dissertation to IGS.
- iii. Provide constructive comments on the final draft of the thesis and ensure that it adheres to the prescribed format (refer to the IGS Guidelines on Thesis/Dissertation Format).
- iv. Ensure thesis/dissertation has been checked through IGS recognised plagiarism software before the following stages:
 - a. Defence of Research Proposal
 - b. Notice of Intention to Submit Thesis/Dissertation
 - c. Submission of Final Thesis
- v. Ensure that thesis/dissertation has been edited and corrected for technical errors such as in the format, grammar and language used.
- vi. Read and review the drafts of the thesis/dissertation as they are prepared and provide constructive feedback within one month or less.
- vii. Ensure that the student understands the nature and process of the examination of the thesis/dissertation.

After the Submission of the Thesis

- i. Attend the student's oral examination as an observer.
- ii. Ensure and certify that the necessary corrections are made to the thesis/dissertation as determined by the examiners and that it is resubmitted to IGS.
- iii. Certify that the final thesis has been successfully completed, and that it fulfills all the requirements as stipulated by IGS.

DUTIES OF CANDIDATES

Submission of Application and Research Proposal

Admission to a research degree programme is based on an applicant's academic qualification as stipulated by IGS. An applicant must submit a short research proposal (about 2500 words) together with the application form. Certain programmes may require experience and aptitude in addition to the relevant entry qualifications. Detailed entry requirements for each programme are indicated in the IGS prospectus.

A copy of the online application, the research proposal, official academic transcript and other certified relevant documents should be submitted to the Head of Graduate Studies of the respective faculty (FHGS).

Interview and Selection

The Faculty Graduate Academic Committee (FGAC) evaluates each application based on the stipulated guidelines. Candidates may be required to attend an interview before the final selection is made.

Letter of Offer

Upon selection, a Letter of Offer is made available online.

Student Registration

Successful candidates are required to register on the date stipulated by IGS or within two weeks of the official registration date. They will be provided with a Student Identification Card. The Academic Rules and Regulations, IGS must be adhered to throughout the period of study in UiTM.

Candidature:

Change of Student Status

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

- full-time to part-time
- part-time to full-time
- research programme to coursework programme
- coursework programme to research programme

Termination of Student

A student may be terminated if the he/she:

- fails in the defence of his/her research proposal
- fails to maintain a satisfactory level of performance for two consecutive semesters as affirmed in the Research Progress Reports
- fails in the Viva Voce
- exceeds the period of study
- fails to re-register for two consecutive semesters
- fails to pay tuition fee
- is found guilty of plagiarism
- is found guilty of breaching any provisions of the University Act.

RESEARCH PROCESS AND DEFENCE OF RESEARCH PROPOSAL

All research degree students **MUST**:

- attend IGS Research Skills Seminars in Semester 1 and other requirements as stipulated by the faculty.
- consult regularly with their supervisors to discuss the research proposal.
- defend their research proposal (semester 1 or 2).

Attend IGS Research Skills Seminar

All Master and PhD Semester 1 students **MUST** attend the IGS Research Skills Seminar. A Certificate of Attendance will be given upon completion of all required modules.

Student Progress Monitoring

The student is required to consult with supervisors at least 10 hours a month. All students are provided with a logbook to record details of supervisory consultations. Supervisors are to evaluate the student's research progress in the Research Progress Report Form at the end of each semester and submit the Report to FHGS to be endorsed in the Faculty Graduate Academic Committee (FGAC).

FHGS then keys in the result of the student's progress in the Student Information Management System (ISIS). Students are to access their progress result through the student portal before they can proceed to register for the next semester.

Defence of Research Proposal (DRP)

It is a University requirement that all PhD and Masters students defend their research proposals by Semester 1 or 2 of their studies (depending on the faculty). DRP for Masters students are held at the faculty while DRP for PhD students at IGS. 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 to the faculty:

1. Research Proposal
2. Confirmation for Defence of Research Proposal Form
3. Certificate of attendance for IGS Research Skills Seminars
4. The Originality Report (using the subscribed antiplagiarism software)

One week prior to the PhD DRP date, the Faculty submits the above documents to IGS. The proposal is 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.
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 IGS level (Doctoral) and Faculty (Masters).
4. Proposal rejected. Student is required to prepare a new proposal and present again at IGS level.
(If the new proposal is not approved by the panel of assessors at the second presentation, the student may be advised to leave the programme)

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.

The result of DRP for Master will be keyed into ISIS by the Faculty while Doctoral DRP results keyed in by IGS. IGS will send PhD DRP results to students while Master DRP results will be sent by Faculties.

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 proposal/thesis to be submitted for examination should demonstrate that the student:

- has engaged in a programme of academic work resulting either in an original contribution to knowledge, or in an original application of existing knowledge
- 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.

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, UiTM for regulations pertaining to plagiarism.

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.

Intellectual Property

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

CONVERSION FROM MASTERS TO DOCTORAL PROGRAMME

The student needs to apply for a conversion from Masters to Doctoral programme through the FGAC after 12-15 months from the commencement of the student’s registration. The procedure for the conversion from Masters to PhD involves submission of the Conversion Application Form together with a research report endorsed by the supervisor to the FGAC. The research report should be of 10,000 words consisting of the following:

- problem statement, rationale of research, significance of the research
- research objectives, scope of the research and methodology
- output of research achieved
- additional scope for the Doctoral degree

On acceptance, FGAC 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).

The student is required to present his/her research to the panel for evaluation. If the panel recommends for conversion and it is approved by FGAC, the application will then be forwarded to IGS for GAB’s endorsement.

Once endorsed, IGS will change the student’s programme status in the system (ISIS) and Doctoral programme fees is then imposed. IGS will then issue a letter of conversion to the student.

PROCESS OF THESIS/DISSERTATION SUBMISSION

Intention to Submit Thesis/Dissertation

The student is required to:

- complete and return to IGS a Notice of Intention to Submit Thesis/Dissertation.
- submit an abstract of not more than 400 words including the full thesis/dissertation title, name of the student and supervisor.
- attach the Table of Contents.
- attach the Originality Report.

The student is required to submit the final version of the thesis to IGS 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 IGS.

Appointment of Examiners for a Research Degree Student

The Examiner's role is to examine the thesis/dissertation of a research student and to submit a written report to the university. When invited to do so, the examiner is also expected to sit on the Panel of Examiners of the student's viva voce (oral examination).

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.

General Criteria for the Nomination of Examiners

- a. 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.
 - i. Examiner for a Doctorate student should have a Doctoral degree or equivalent academic and/or professional credentials, expertise and experience in the research discipline, interdisciplinary or transdisciplinary.
 - ii. 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, interdisciplinary or transdisciplinary.
- b. External examiners should be nominated from a different institution.
- c. Internal examiners should be nominated from within the university. If there is no qualified internal examiner, all examiners may come from other institutions.
- d. The examiner should not be a postgraduate student at any institution.

- e. 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**:
- i. provides the student with any formal guidance in respect of the content or structure of the thesis.
 - ii. be the student's collaborator in the research activity or co-author of publications relating to the thesis.
 - iii. be a close family member of the student or of any of the supervisors.
 - iv. be the assessor for the conversion from a student's Master to a Doctoral programme.

Examiner Appointment Process

- a. 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.
- b. All nominations of examiners must be tabled and agreed to, by the FGAC.
- c. The nominations (together with their CVs) are then forwarded to the IGS to be tabled in the GAB's meeting for approval. The GAB reserves the right to reject or retract any/all nominations without prior notice.
- d. Faculty is required to re-submit new nomination of examiners in the event of non-approval.
- e. UiTM Academic Office issues appointment letters to the appointed examiners.
- f. Examiner is to respond to the appointment to IGS within two weeks.

Submission of Thesis/Dissertation

Student is required to:

- complete and return to IGS a Thesis Submission Form which must be endorsed by the supervisor and FHGS.
- attach the Originality Report.
- submit five (5) spiral-bound copies of the thesis/dissertation to IGS.
- pay thesis/dissertation submission fee.

The thesis submitted will be screened for writing format guidelines compliance using the IGS Guidelines for Thesis/Dissertation format. In the event of non-compliance, submission will be denied.

IGS 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 IGS. The examiners are given four (4) weeks to examine the thesis and submit the thesis examination report to IGS at least one (1) week before the viva date.

VIVA VOCE

IGS acts as the Secretariat for the Viva Voce. As such, IGS will:

- a. determines the date, place and time and
- b. notifies student and examiners two weeks prior to Viva Voce.

Members of the examining panel are:

- i the Chairperson (preferably Professor from the respective department/discipline)
- ii. the number of examiners is outline as below:

Masters - at least one (1) external and one (1) internal

Doctoral - at least two (2) external and one (1) internal

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 thesis and to submit an examination report to the university based on the following guidelines:

- a. The report should be submitted to IGS within one (1) month from the date the report is received.
- b. The examiner is required to be present during the viva voce.
- c. The examiner will be re-appointed in the case of re-viva. Upon refusal of re-appointment for re-viva, IGS will appoint an independent examiner.

The viva will be postponed if any of the examiners fail to submit their thesis examination report at least three (3) days before the viva voce.

Role of Student

Student is required to:

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

Result of the Viva

At the end of the Viva, the panel will decide 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 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 resubmit 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.
 - ii. Requires little addition of relevant information
 - iii. Requires explanation pertaining to several short sections in the text
 - iv. DOES NOT REQUIRE additional experiments, collection of new data or extensive revision
 - v. 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 as listed in the Thesis Evaluation Report. This thesis must be re-examined, and the candidate must 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.
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 completes a report for the Thesis Advisory Board. The Board will decide on the next course of action.

Post-Viva Process and Endorsement of Results

Minor Corrections

- The student makes amendments to the thesis within six (6) months according to the examiners' recommendations.
- The amendments are checked and verified by the supervisor.
- The amendments are endorsed by the internal examiner.
- The final version of the thesis is checked by IGS.
- A Letter of Approval is issued by the Dean of IGS.
- Upon receipt of the letter of approval from IGS, 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.

Major Corrections - Resubmission

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

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 Research, Institute of Graduate Studies Universiti Teknologi MARA, 2016.
2. Academic Rules and Regulations (Amendment 2016) for Post Graduate, Doctoral Degree Programme by Research, Institute of Graduate Studies Universiti Teknologi MARA, 2016.
3. Duties and Responsibilities of a Supervisor, Institute of Graduate Studies Universiti Teknologi MARA, 2011.
4. Process and Procedures Post Graduate Degree Programme by Research, 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.