

**POSTGRADUATE AND PROFESSIONAL TRAINING**

**FACULTY OF MEDICINE**

**UNIVERSITI TEKNOLOGI MARA**

**TEL : 03-6126 7499 / 7494 / 7568**

**FAX : 03-6126 7483**

**CHECKLIST FOR CONVERSION FROM MSc TO PhD**

Request for conversion should be 10-12 months after registration as Masters student

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| **No.** | **Item** | **Please Tick (x/√)** | **Remarks** |
| 1 | Application for Conversion from Master to PhD form – IPSis website |  |  |
| 2 | PhD Proposal : An extended research report of **10,000 words** that meets the scope of a PhD degree comprising of: ***problem statement, rational of the research significance, research objectives, scope and methodology of the research, output of the research achieved and additional scope of the Doctoral Degree.*** |  |  |
| 3 | Proposal Report (MSc) |  |  |
| 4. | The student must have completed at least 90% of the Master Degree objectives |  |  |
| 5. | The student must have presented or accepted for presentation the research findings at any conferences (local or international conference)(List with attachment) ORHave submitted at least one article to a referred journal or its equivalent (e.g. book chapter) based on research done during candidacy |  |  |
| 6. | Nomination of internal and external assessor for PhD proposal presentation. Attach: Curriculum Vitae (CV) and Summary CVCriteria for Assessor:*i. Academic staff with title of Associate Professor or Professor**ii. One of the panels must be with the title of Professor* 6.1. Internal- At least PhD holder6.2 External- In relevant fields- Has at least graduated (as Main SV) 1 PhDstudent- At least an Associate Professor |  |  |
| 7. | Supporting letter from the main supervisor to Head of Centre for Graduate Studies, FPR |  |  |

Submit the completed application to:

 Postgraduate & Professional Training Tel : 03-61267499/7484

 Faculty of Medicine, UiTM

 Level 4, Academic Building

 47000 Sg. Buloh Selangor