



الجامعة
UNIVERSITI
TEKNOLOGI
MARA

Institut
Pengajian Siswazah

PROCESS AND PROCEDURES OF POST GRADUATE RESEARCH DEGREE PROGRAMMES

2021 Amendments

INSTITUTE OF POSTGRADUATE STUDIES

Master's and Doctoral Degree Programme by Research

Process and Procedures of Postgraduate

Research Degree Programmes (Amendment 2021)

The Academic Rules & Regulations (Amendment 2021) is an important reference for all postgraduate students of UiTM. Students are encouraged to read and familiarise with all provisions applicable to the programme of studies and will be held accountable for any action contrary to the regulations.

LIST OF EDITORS

1. ZUHAINA BINTI ZAKARIA
2. SITI FARHANA BINTI ZAKARIA
3. AMAN MOHD IHSAN BIN MAMAT
4. FAIZ IZWAN BIN ANUAR
5. KHAIRUL SAFUAN BIN MUHAMMAD
6. ASMIZA BINTI SUPAR
7. HASLINA BINTI RAMLI

TABLE OF CONTENTS

LIST OF EDITORS i

Table of Contents..... iii

SECTION 1: PROCESS & PROCEDURES..... 1

1 INTRODUCTION 2

2 APPLICATION AND STUDENT SELECTION 3

2.1 Application Process 3

2.1.1 Master..... 3

2.1.2 Doctoral Degree..... 3

2.1.3 Local Application..... 4

2.1.4 International Application 4

2.1.5 Application from UiTM's Graduate and Final Semester Student..... 6

2.2 Application Selection Process 6

2.2.1 Local Applicants..... 7

2.2.2 International Applicants 7

2.2.3 UiTM's Graduates and Final Semester Students 7

2.3 Letter of Offer..... 7

2.4 Change of Application..... 7

3 STUDENT REGISTRATION..... 9

3.1 New Student..... 9

3.1.1 Local Student..... 9

3.1.2 International 9

3.1.3 Registration process 9

3.2 Returning student..... 9

3.2.1 Reinstate Student 10

3.2.2 Retaining Status (for thesis submitted) 10

4 PROCESS OF ACADEMIC APPLICATION..... 11

4.1 Change of study mode (part time - full time)..... 11

4.2 Programme type (research/coursework/mixed mode) 11

4.3 Programme/ Campus..... 11

4.4 Special Leave – Special Leave (CK)..... 11

4.5 Deferral of Academic Semester (TG) 11

5 NOMINATION OF SUPERVISORS..... 13

5.1 Doctoral Degree 13

5.1.1 Main Supervisor..... 13

5.1.2 Co-supervisor 13

5.2 Master 14

5.2.1 Main Supervisor..... 14

5.2.2 Co- Supervisor..... 14

5.3 Changing of Supervisors 14

6 RESEARCH PROGRESS REPORT 16

7 DEFENCE OF RESEARCH PROPOSAL (DRP)..... 17

7.1 IPSis Research Skills Seminar 17

7.2 Training in Innovation and Entrepreneurship Exploration (TIE²) 17

7.3	DRP Session	17
8	CONVERSION FROM MASTER TO DOCTORAL PROGRAMME	19
9	ACADEMIC INTEGRITY OF THE THESIS/DISSERTATION	21
9.1	Thesis/Dissertation Competency	21
9.2	Research Ethics	21
9.3	Plagiarism	21
9.4	Declaration of Originality	22
9.5	Intellectual Property	22
10	THESIS/DISSERTATION SUBMISSION	23
10.1	Intention to Submit Thesis/Dissertation	23
10.2	General Examiners Criteria	23
10.3	Master's Degree	24
10.3.1	Internal Examiner	24
10.3.2	External Examiner	24
10.4	Doctoral Degree	24
10.4.1	Internal Examiner	24
10.4.2	External Examiner	24
10.5	Examiner Appointment Process	24
10.6	Submission of Thesis	25
10.7	Dissemination of Thesis	26
11	VIVA-VOCE	27
11.1	Online viva	27
11.1.1	Pre Online Viva	27
11.1.2	During Online Viva	27
11.1.3	Post Online Viva	28
11.2	Role of Examiners	28
11.3	Role of Students	28
11.4	The Viva-Voce Committee	29
11.5	Result of the viva voce	29
11.5.1	Category 1: Pass	29
11.5.2	Category 2 (a): Pass with Minor Corrections	29
11.5.3	Category 2 (b): Pass with Minor Corrections	29
11.5.4	Category 3: Pass with Major Corrections	30
11.5.5	Category 4: Re-Examination	30
11.5.6	Category 5: Failed	30
11.6	Inconclusive Result	31
12	POST VIVA PROCESS AND ENDORSEMENT OF RESULTS	32
12.1	Correction Verification and Format Checking	32
12.2	Thesis Verification Issues	34
12.3	Endorsement of Result	34
13	AWARD AND RECOGNITION	35
13.1	Graduate on Time (GOT)	35
13.2	Excellence Research Award (APC)	35
13.3	Malaysia Technology Development Corporation (MTDC) Book's Prize Award	36
13.4	Anugerah Sarjana Cemerlang Tuanku Canselor (ASCTC)	36
13.4.1	General criteria for ASCTC	36

13.4.2	Specific Criteria.....	37
13.4.3	Selection Process	37
13.5	Anugerah Kedoktoran Cemerlang Tuanku Canselor (AKCTC).....	37
13.5.1	General criteria	37
13.5.2	Specific Criteria.....	37
13.5.3	Selection Process	38
14	ACADEMIC APPEALS	39
14.1	Appeal to review the viva voce result (GV Status).....	39
SECTION 2: FLOWCHARTS		41
FLOWCHART 1(a): APPLICATION AND REGISTRATION (LOCAL STUDENTS)		42
FLOWCHART 1(b): APPLICATION AND REGISTRATION (INTERNATIONAL STUDENTS)		43
FLOWCHART 2: ACADEMIC APPLICATION		45
FLOWCHART 3: APPOINTMENT OF SUPERVISORS		46
FLOWCHART 4: PROGRESS REPORT MONITORING		48
FLOWCHART 5: DEFENCE OF RESEARCH PROPOSAL.....		49
FLOWCHART 6: CONVERSION FROM MASTER TO PhD.....		51
FLOWCHART 7: NOTICE OF INTENTION TO SUBMIT THESIS AND EXAMINER'S NOMINATION.....		52
FLOWCHART 8: THE PROCESS OF THESIS SUBMISSION TO VIVA VOCE		53
FLOWCHART 9: ONLINE VIVA-VOCE		54
FLOWCHART 10: VERIFICATION OF PLAGIARISM		55
FLOWCHART 11: POST-VIVA PROCESS & ENDORSEMENT OF RESULTS		56
FLOWCHART 12: APPEAL PROCESS.....		58
FLOWCHART 13: APPEAL TO REVIEW VIVA VOCE RESULT (GV STATUS).....		59
SECTION 3: APPENDICES.....		61
APPENDIX 1: LIST OF ENGLISH ENTRY REQUIREMENT FOR POSTGRADUATE PROGRAMMES IN UiTM		62
APPENDIX 2: LIST OF LIST OF ADDITIONAL JOURNALS THAT CAN BE ACCEPTED FOR THE PUBLICATION REQUIREMENTS BY THE RESPECTIVE FACULTIES.....		63
APPENDIX 3: ONLINE VIVA-VOCE CHECKLIST.....		64
GLOSSARY		65
ACKNOWLEDGEMENT		66

SECTION 1: PROCESS & PROCEDURES

1 INTRODUCTION

This handbook is published by Institute of Postgraduate Studies (IPSiS) UiTM to assist administrative staff at faculty in dealing with the Process and Procedure of Postgraduate Research Programme. This handbook comprises related information from application until graduation. The latest edition of the Academic Rules and Regulations for Postgraduate Studies takes precedence in cases where there are ambiguities.

2 APPLICATION AND STUDENT SELECTION

2.1 Application Process

- a) Application to all UiTM postgraduate programmes should be made online via IPSis's website. All applications will be referred to the respective College/Faculty/Academic Centre/Branch Campus Postgraduate Centre for selection process. The selection result will be submitted to IPSis for generation of offer letters.
- b) A general entry requirement into UiTM postgraduate programmes are as below:

2.1.1 Master

- a) A Bachelor's Degree in the field or related fields with a minimum CGPA of 2.75 or equivalent, as accepted by the UiTM Senate; or
- b) A Bachelor's Degree in the field or related fields or equivalent with a minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to rigorous internal assessment; or
- c) A Bachelor's Degree in the field or related fields or equivalent with minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in the relevant field and rigorous internal assessment.
- d) Candidates without a qualification in the related fields or relevant working experience must undergo appropriate prerequisite courses* determined by the UiTM and meet the minimum CGPA based on (i) to (iii).

2.1.2 Doctoral Degree

- a) A Master's Degree in (a relevant field) from UiTM or any institution of higher learning recognized by the UiTM Senate; or
- b) Other qualifications in a relevant field, equivalent to a Master's Degree recognized by the UiTM Senate, with related experience; or
- c) Candidates without a related qualification in the field/s or working experience in the relevant fields must undergo appropriate prerequisite courses* determined by UiTM
- d) Other requirements stipulated by the University.
- e) Certain programmes may have a specific requirement such as submission of a portfolio of related work, an interview or working experience. Details of requirements can be found at the website of respective faculty.

Requirements for English language may differ between programmes at the same study level. International applicants must fulfill the English Proficiency Requirement. Kindly refer to the English Competency Requirement for UiTM Postgraduate (Masters and PhD) Booklet.

Note:

*Refer to faculty/UiTM Branch Campuses's website for the pre-requisite courses package.

2.1.3 Local Application

The application process flow can be referred to **Flowchart 1(A)**.

2.1.3.1 Processing Fee

Each applicant for admission to UiTM must submit a non-refundable application processing fee by purchasing a PIN number at Bank Simpanan Nasional. The fee for local applicants to the graduate programme in UiTM is RM50. Applicants are required to purchase the PIN number prior to application. This can be done via:

- a) Direct purchase from Bank Simpanan Nasional
- b) Online payment or Cash Deposit Machine (CDM) to Bendahari UiTM.

Account number : 12177010005510

Bank : BANK ISLAM MALAYSIA BERHAD

- c) The candidate has to email the payment slip to bpk@uitm.edu.my to obtain the pin number.

2.1.3.2 Submission of Application

A complete application form must be sent to the respective College/Faculty/Academic Centre/Branch Campus Postgraduate Centre via email or courier service. The required documents are as below:

- a) Printed Online Application Form
- b) A Photocopy of Identification Card (I/C) (Certified True Copy)
- c) A Photocopy of Academic Transcripts/Completion Letter (Certified True Copy)
- d) A Photocopy of Master/Bachelor Degree Certificates (Certified True Copy)
- e) Two (2) Referee Reports (Can be downloaded here)
https://ipsis.uitm.edu.my/images/forms/rs/rr_edit.pdf
- f) A Research Proposal (Refer the link below for the proposal guideline)
https://ipsis.uitm.edu.my/images/pdf/RESEARCH_PROPOSAL_GUIDELINE.pdf
- g) *A one (1) page Autobiographical Essay
- h) **Primary Examinations Certificate (RACDS, MJDS or MOrth)
- i) **Annual Practising Certificate (APC)

Note:

* For MBA-AA700 / EMBA-AA701

** For Dentistry Programme

2.1.4 International Application

- a) The application process flow can be referred to **Flowchart 1(B)**.
- b) Applications for postgraduate studies are open through-out the year. Ideally, for the student to start the programme within the stipulated semester, the completed application should be submitted three (3) months prior to the semester commences due to visa processing procedures. Application received less than three (3) months can be considered but subjected to the approval of visa
- c) The processing fee for International applicants is USD50 (not residing in Malaysia) and RM150 (residing in Malaysia). The payment can be done as below:
 - i) For International applicant **RESIDING in MALAYSIA**

Bank	: BANK ISLAM MALAYSIA BERHAD
Account No.	: 12177010005510
Amount in RM	: RM150.00
Bank	: BANK ISLAM MALAYSIA BERHAD

ii) For International applicant **NOT RESIDING in MALAYSIA**

Bank	: BANK ISLAM MALAYSIA BERHAD
Account Name	: UNIVERSITI TEKNOLOGI MARA (UITM)
Address	: Akaun Terimaan Pengurusan UiTM, Aras 3, Bangunan Canseleri Tuanku Syed Sirajudin, 40450 Shah Alam, Selangor Darul Ehsan
City / State of Bank	: Shah Alam, Selangor Darul Ehsan
SWIFT Code	: BIMBMYKL
Account No.	: 12177010005510
Amount in USD	: USD50.00
City / State of Bank	: Shah Alam, Selangor Darul Ehsan
SWIFT Code	: BIMBMYKL

Note:

- a. Scan a copy of the swift code receipt/slip with the applicant's full name, passport number, type of programme (research or coursework) and e-mail it to ipsisadmission@uitm.edu.my
 - b. The application will only be processed after the processing fee and the completed documents are received.
- d) The completed application form must be sent to IPSis via email to the following email : ipsisadmission@uitm.edu.my. The required documents are as below:
- i) Printed Online Application Form
 - ii) A Photocopy of Passport - All pages (Certified True Copy)
 - iii) A Photocopy of Academic Transcripts/Completion Letter (in English) (Certified True Copy)
 - iv) A Photocopy of Master/Bachelor Degree Certificates (in English) (Certified True Copy)
 - v) Two (2) Referee Reports (Can be downloaded here https://ipsis.uitm.edu.my/images/forms/rs/rr_edit.pdf)
 - vi) A Research Proposal (Refer the link below for the proposal guideline) https://ipsis.uitm.edu.my/images/pdf/RESEARCH_PROPOSAL_GUIDELINE.pdf)
 - vii) A Photocopy of English Proficiency Certificate (IELTS/TOEFL/MUET/CEFR)
 - viii)*A one (1) page Autobiographical Essay
 - ix) **Primary Examinations Certificate (RACDS, MJDS or MOrth)
 - x) **Annual Practising Certificate (APC)

- e) Applicants are required to provide the latest evidence of their English language proficiency for UiTM admission. An applicant must be proficient in English as all programmes are conducted in English. The minimum requirement for English language may differ between programmes at the same study level.
 - i) Full admission will be granted to an applicant who fulfils the English requirement criteria.
 - ii) An applicant who does not meet the minimum English proficiency requirements is required to attend six (6) months English Proficiency Class (EPC) with a maximum of two (2) years.
 - iii) At the end of the EPC, the candidate is required to sit for MUET or other English Proficiency examination with the score according to the academic programme.
 - iv) A candidate who does not comply with the academic programme's English requirement must re-sit the English Proficiency examination.
 - v) Exemption from UiTM English Language Requirement is only allowed if the candidate:
 - a. Has obtained Bachelor / Master or other relevant degree from Malaysian recognized institution whereby all courses are fully conducted in English or;
 - b. A native speaker of English please refer to Appendix 1 or;
 - c. Graduated from any higher learning institution which uses the English Language as the medium of instruction.
- f) Flowchart 1(a) and Flowchart 1(b) depicts the application, selection and registration process for local and international applicants for postgraduate studies by research in UiTM respectively.

2.1.5 Application from UiTM's Graduate and Final Semester Student

- a) Eligible UiTM's graduates and Final Semester students will be invited via Short Message Service (SMS) messages to apply using the e-Pursuit application system.
- b) Candidates can apply based on their preferred programme.
- c) There are four (4) categories of e-Pursuit applicants:
 - i) UiTM Bachelor Degree graduates from the previous convocation session
 - ii) UiTM Master's Degree graduates from the previous convocation session
 - iii) UiTM final year Bachelor's degree student who obtained a minimum CGPA of 2.75
 - iv) UiTM final year Master's degree student from Coursework or Research programme
- d) No processing fee for e-Pursuit applicants.
- e) e-Pursuit applications are linked to the e-KPS system. Successful candidates will receive a conditional offer letter to their preferred programme. College/Faculty/Academic Centre/Branch Campus Postgraduate Office will contact the applicants for submission of required documents (research proposal and completion letter/final result).

2.2 Application Selection Process

Selection process will be made solely by the Postgraduate office of respective faculty/UiTM Branch Campuses. Head of Postgraduate Studies are responsible to:

- a) Check the academic documents and qualification of applicants according to Entry Requirements set by each programme,

- b) Nominate panel of interviewers for an interview session (if applicable),
- c) Set an interview session (if applicable). (Interview form can be downloaded <https://ipsis.uitm.edu.my/images/forms/rs/int-interview.pdf>),
- d) Present the number of selected applicants at JKAPS/JAN for endorsement,
- e) HEAD OF POSTGRADUATE STUDIES needs to update the selection result in e-KPS system for all applicants.

2.2.1 Local Applicants

College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Centres are responsible to:

- a) check e-KPS system for online applications
- b) contact applicants to submit related documents (if applicable)
- c) check online application form and related documents received from applicants
- d) contact applicants for an interview (if applicable)
- e) update the selection results in e-KPS system
- f) issue an offer letter to students

2.2.2 International Applicants

Postgraduate office of College/Faculty/Academic Centre/UiTM Branch Campus are responsible to:

- a) check all applicants documents received from IPSis Admission office.
- b) contact applicants for an interview (if applicable)
- c) update the selection results in international e-KPS system
- d) issue an offer letter to students

2.2.3 UiTM's Graduates and Final Semester Students

Postgraduate office of faculty/UiTM Branch Campuses are responsible to:

- a) check e-KPS system for e-Pursuit applications
- b) contact applicants to submit related documents (if applicable)
- c) contact applicants for an interview (if applicable)
- d) update the selection results in e-KPS
- e) Issue a Conditional Offer Letter and change to full Offer Letter that is subjected to the final semester exam results.

2.3 Letter of Offer

A Letter of Offer for Postgraduate Studies can be downloaded online.

2.4 Change of Application

Prior to student registration, students are allowed to apply for a change of application in the following conditions:

- a) Study mode (Part time to Full time or vice-versa)
- b) Programme type (Research/Coursework/Mixed-mode)
- c) Faculty

- d) Campus
- e) Deferment of Registration

3 STUDENT REGISTRATION

Students are required to register on the stipulated date of registration.

3.1 New Student

3.1.1 Local Student

Registration of new local student will be done online during the stipulated date. Documents required for the registration are:

- a) Identity Card (must be Certified True Copy)
- b) Official Academic Transcripts/Mini-Transcripts/Completion Letter (must be Certified True Copy) (For UiTM Final Year Student, they may provide UiTM Mini Transcript with Completed Status)
- c) Postgraduate Registration Form
- d) Student's Pledge (Ikrar Pelajar) (Can be downloaded here: <https://ipsis.uitm.edu.my/images/forms/register/pledge.pdf>)
- e) Health Declaration Form
- f) Tuition Fee Receipt (if payment has been made)
- g) Sponsorship letter (if any)

3.1.2 International

Registration of new international students will be done online during the stipulated date. Documents required for the registration are:

- a) Front Page of the Passport (must be Certified True Copy)
- b) Official Academic Transcript and Certificate/Completion Letter (endorsed by University)
- c) Postgraduate Registration form
- d) Health Declaration Form
- e) Student's Pledge (Ikrar Pelajar). Can be downloaded here: <https://ipsis.uitm.edu.my/images/forms/register/pledge.pdf>
- f) EMGS Approval Letter/e-VAL
- g) Tuition Fee Receipt (if payment has been made)
- h) Sponsorship letter (if any)

3.1.3 Registration process

Registration can be done physically or via online within the stipulated date of registration.

3.2 Returning student

- a) Registration for all returning Active Students (local and International) will be done online via student portal based on stipulated registration date.
- b) Students are required to complete the ReSuFO through the uFuture portal. Student bills will be generated automatically once the registration is completed.
- c) The returning registration process steps can be viewed at <https://ipsis.uitm.edu.my/index.php/student/returning-student>

3.2.1 Reinstate Student

3.2.1.1 Within the Registration Date

- a) IPSis will activate student's status in SIMs after approval from JKIPA
- b) Students who receive an approval for their Appeal of Academic Application to reinstate student's status can register online via student portal. The process can be viewed here:

<https://ipsis.uitm.edu.my/index.php/student/returning-student>

3.2.1.2 Beyond the Registration Date

- a) IPSis will activate the student's status in SIMS after approval from JKIPA
- b) Students who receive an approval for their Appeal of Academic Application to reinstate student's status must register using the registration form.
- c) IPSis will activate the student in the system and the bursary will issue the bil for the tuition and application to reinstate student status.
- d) Student will be informed via email that their student's status is activated and need to complete the registration via online at the student portal.

3.2.2 Retaining Status (for thesis submitted)

- a) Registration for retaining a student's status after thesis submission can be done online via student portal.
- b) Students need to inform faculty after registration online is completed.
- c) Retaining Status Fees of RM50 will be generated manually by UiTM Bursary.
- d) Faculty/UiTM Branch Campus Postgraduate office must ensure all students who have submitted their thesis for examination to register online every semester.

4 PROCESS OF ACADEMIC APPLICATION

Students can apply changes in their academic studies as follows:

4.1 Change of study mode (part time - full time)

The student can apply to change their study mode from full time to part time or part time to full time. The application can be done twice during the duration of study.

4.2 Programme type (research/coursework/mixed mode)

- a) The change of programme type within the faculty or to the other faculty or campus can be applied by the student.
- b) The student is allowed to change the following type of programme:
 - i) Research Programme
 - ii) Coursework Programme
 - iii) Mixed Mode Programme
- c) The number of semesters will resume from the previous programme that student had enrolled.

4.3 Programme/ Campus

- a) The application to change the programme/campus can be done once throughout the duration of the programme.
- b) The number of semesters will resume from the previous programme that student had enrolled.

4.4 Special Leave – Special Leave (CK)

- a) Active students may apply for CK of the semester due to self-health issues.
- b) Applications can be made for a maximum of two (2) times throughout the duration of the study. Each application is valid for one semester only.
- c) Application can be done via student portal.
- d) Approval by JKAPS for application within the duration of study.
- e) Approval by JKIPA for applications beyond the duration of study.
- f) Students with approved CK and have paid the tuition fees, the fees will be carried forward to the following semester.
- g) Students with approved CK must retain their status by paying the processing fee.
- h) Students on CK are not allowed to use any facilities and services provided by the University and participate in any University activities for each semester in which the CK has been approved.
- i) CK is not deemed as part of the duration of study in the University.

4.5 Deferment of Academic Semester (TG)

- a) Active students may apply for TG due to unforeseen circumstances other than health-related reasons.
- b) Applications are made by filling the TG form which can be downloaded from the IPSis website.
- c) Applications can be made for a maximum of two (2) times for Master and four (4) times for PhD throughout the duration of the study.
- d) Approval by JKAPS for application within the duration of study.

- e) Approval by JKIPA for applications beyond the duration of study.
- f) Students with approved TG and have paid the tuition fees, the fees will be carried forward to the following semester.
- g) Students with approved TG must retain their status by paying the processing fee.
- h) Students on TG are not allowed to use any facilities and services provided by the University and participate in any University activities for the semester in which the TG has been approved.
- i) TG status is not deemed as part of the duration of study in the University.
- j) Students can download and fill up the application form from <https://IPSis.uitm.edu.my/v2/index.php/download/38-postgraduate-research-forms>.
- k) The completed form must be supported by the Main Supervisor and Head of Postgraduate Studies of the faculty.
- l) The Head of Postgraduate Studies will prepare the paperwork and present it to the JKAPS meeting for the approval. Thereafter, the approval letter will be given to the student. The application process is given in **Flowchart 2**.

5 NOMINATION OF SUPERVISORS

The flowchart of the supervisor nominations is given in **Flowchart 3**.

- a) The University must allocate one supervisor to each research degree student.
- b) The faculty will present and approve the supervisor nomination list to JKAPS and JAF.
- c) Upon approval, faculty issues a letter of appointment to the respective supervisors.
- d) The faculty will submit the supervisor nomination report to IPSis
- e) IPSis will present to JKIPA for endorsement and will update in SIMS 6.5.
- f) Supervisor's role is to guide and facilitate the research student to conduct his/her research until completion. (Refer to Duties and Responsibilities of a Supervisor).
- g) Supervisor must agree to carry out the responsibilities of a supervisor.
- h) 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.
- i) Supervisor should not be currently registered as a postgraduate student at the University or elsewhere.

5.1 Doctoral Degree

5.1.1 Main Supervisor

The criteria for main supervisor are as follows:

- a) Must be appointed among UiTM academic staff. 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.
- b) Must have a doctoral degree or equivalent academic and/or professional credentials/expertise/experience in the discipline or area of the student's research and with at least two (2) years teaching experience and research AND has supervised masters or doctoral research candidate to completion.
- c) Where a supervisor has only a master's degree, extensive experience in research is required with at least two (2) years teaching experience AND has supervised masters or doctoral research candidate to completion subject to the approval of the University Senate.

5.1.2 Co-supervisor

- a) Can be appointed among UiTM academic staff or other institutions or industry or practitioners.
- b) Where the co-supervisor has only a master's degree, extensive experience in research is required and subject to the approval of the University Senate.
- c) A co-supervisor from the industry or practitioner must have at least a master's degree and at least 10 years of experience in the field at a level appropriate for the thesis.
- d) In cases of interdisciplinary/transdisciplinary topics, it is advisable that the supervisors nominated cover the various disciplines involved.

- e) 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.

5.2 Master

5.2.1 Main Supervisor

- a) Must be appointed among UiTM academic staff. 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.
- b) 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.
- c) Where the supervisor has a master's degree in the field, the supervisor must have at least 5 years' experience in teaching and research AND has co-supervised master candidate.

5.2.2 Co- Supervisor

- a) The Co-supervisor for a Master student should have at least a Master's degree or equivalent academic and/or professional credentials/expertise/experience in the discipline or area of the student's research.
- b) 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 JKAPS.
- c) 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).
- d) In cases of interdisciplinary/transdisciplinary topics, it is advisable that the supervisors nominated cover the various disciplines involved.
- e) 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.

5.3 Changing of Supervisors

- a) Students may apply for a change of supervisor based on valid reasons. Application must be made to the Head of Postgraduate Studies at the respective College/Faculty/Branch Campuses and approved by JKAPS and endorsed by JAF/JAN.
- b) If a supervisor is no longer in the position to continue with supervision duties, JKAPS committee will propose a new supervisor related to the research area/field of the respective student.
- c) The retired main supervisor or co-supervisor can maintain their position if they are appointed as *Pensyarah Kehormat* by the university.
- d) Main Supervisor or Co-Supervisor who are on a sabbatical leave may resume their duties as supervisor with the approval of JAF/JAN.
- e) Main Supervisor who has been appointed to a post-doctoral fellowship position in

another university can only be appointed as a Co-Supervisor. On the other hand, a Co-Supervisor who has been appointed as post-doctoral can maintain their status as the Co-Supervisor.

6 RESEARCH PROGRESS REPORT

- a) Student must submit their Research Progress Report every semester. Students will be dismissed from their study (D10) if they fail to submit the Research Progress Report.
- b) Supervisors will assess progress in the Research Progress Report every semester.
- c) Students are required to present their research work in Colloquium/Seminar/Workshop as set by the respective College/Faculty/Academic Centre/UiTM Branch Campus.
- d) The supervisor will submit the Report to the Head of Postgraduate Studies and the progress report will be endorsed by the JKAPS.
- e) Head of Postgraduate Studies will key in the endorsed result of the student's progress into the Student Information Management System (SIMS).
- f) Students are to access their progress results through the i-Student Portal before they can proceed to register for the next semester. The flowchart of the Research Progress Monitoring is given in **Flowchart 4**.

7 DEFENCE OF RESEARCH PROPOSAL (DRP)

- a) The process for the Defence of Research Proposal (DRP) is depicted in **Flowchart 5**.
- b) The mandatory requirements for all research students to sit for research defence are as follows:
 - i) Attend IPSis Research Skills Seminar in Year 1
 - ii) Attend and complete all TIE2 modules organized by MASMED (only for Doctoral Degree) Defend the research proposal within the stipulated time as shown in Table 10.1.

Table 10.1: Duration for student to do DRP

PROGRAMME	FULL TIME	PART TIME
Master	Six (6) Months	Twelve (12) Month
PhD	Twelve (12) Months	Eighteen (18) Months

- iii) The students will be given either AM1 or AM2 if they fail to submit and present their research proposal within the stipulated time.

7.1 IPSis Research Skills Seminar

- a) All students must attend the IPSis Research Skills Seminar.
- b) A Certificate of Attendance will be given upon completion of all required modules.
- c) The students can apply for exemption if they have attended similar or equivalent courses/seminars. The student must complete the application form and provide related evidence to the Dean of IPSis. A letter of approval will be issued by the Dean of IPSis if the application is successful.

7.2 Training in Innovation and Entrepreneurship Exploration (TIE²)

- a) All Doctoral Degree students must attend TIE² before presenting their DRP.
- b) The schedule of the TIE² is provided by MASMED.

7.3 DRP Session

- a) Defence of research proposal for Master and Doctoral Degree students is held at the faculty by using the UPTrackS System.
- b) The process and procedure of the DRP applies to both Master and Doctoral Degree programmes.
- c) Prior to the DRP session, students MUST submit the research proposal to the UPTrackS system.
- d) The proposal will be assessed by a panel of assessors will be appointed by the faculty which consists of:
 - i) A Chairperson
 - ii) at least two (2) panels of examiners
- e) The DRP session can be conducted or an online session.
- f) The DRP result is based on the followings:

CATEGORY	MARKS	DESCRIPTION	VERIFICATION OF CORRECTION
1	90 - 100	Accepted without amendments.	None
2	80 - 89	Accepted with minimal amendments. The amendment must be verified by the main supervisor and submitted within two (2) weeks from the date of DRP.	Main Supervisor
3	70 - 79	Accepted with minimal amendments. The amendment must be verified by the DRP Panels and submitted within one (1) month from the date of DRP.	DRP Panels
4	65- 69	Major amendments. The student has to re-submit the amended proposal and represent it to the DRP panels within two (2) months from the date of DRP.	Re-DRP
5	<65	Rejected. Student is required to submit and present the new proposal.	Re-DRP

- g) Students are given three (3) chances to defend their research proposal.
- h) Students who received Category 4 or 5 in the third DRP will be dismissed.
- i) The DRP result should be announced immediately after the DRP session. The official result and all the comments from the panels must be given to the students within 3 working days after the session.
- j) If the amended proposal is not approved by the panel of assessors at the second presentation, the student may be advised to change the programme.
- k) 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 Centre and apply the Research Ethics Approval if applicable.
- l) The result of the DRP will be endorsed by JKAPS meeting before it is keyed in the SIMS 6.5 by the faculty.

8 CONVERSION FROM MASTER TO DOCTORAL PROGRAMME

Conversion from Master to Doctoral Degree Programme can be referred to **Flowchart 6**.

- a) The Masters student who wants to apply for conversion from Masters to Doctoral Degree program must meet the following criteria:
 - i) The Master's Degree students may apply for a conversion to a Doctoral Degree within 12 months for a Full-Time student and 24 months for a Part-Time student from the commencement of the student's registration.
 - ii) The research work has been **accepted** to be presented in at least one (1) seminar or conference recognized by the faculty within the study duration;
OR
The research work has been **submitted** to at least one (1) indexed publication (Scopus/ ERA/ WoS / MyCite or the listed journals in the Appendix 2) as the Main Author within the study duration.
 - iii) The student's research outcomes and the doctorate research proposal will be assessed orally:
 - i. Two (2) expert assessors in the same research area.
 - ii. Pass the assessment.
- b) The procedure for the conversion from Masters to Doctoral Degree are as follows :
 - i) The student submits the Conversion Application Form (25A - CONVERSION MSc TO PhD (APPLY) - (2021)) together with a research report that was endorsed by the supervisor to the JKAPS.
 - ii) The research report should be consisting of the following:
 - a. problem statement, rationale of research, significance of the research
 - b. research objectives, scope of the research and methodology
 - c. output of research achieved
 - d. additional scopes for doctoral degree
- c) On acceptance, JKAPS will nominate a panel of assessors for evaluating the student's research report. The panel of assessors are the following:
 - i) a chairperson (at least an Associate Professor with Doctoral Degree)
 - ii) at least two (2) expert assessors in the student's research area to evaluate the research.
- d) The student is required to present his/her research to the panel for evaluation. The expert assessors will evaluate the student by using the evaluation form (25B - CONVERSION MSc TO PhD (ASSESSOR) - (2021)). During the moderation process of the oral examination, the Chairperson is required to fulfill the 25C - CONVERSION MSc TO PhD (CHAIR) - (2021) form.
- e) The evaluation can be conducted via online or physical assessment.
- f) The student who passes the oral examination can be recommended by expert assessors for conversion.
- g) The result of the oral examination will be presented in the JKAPS meeting. If the JKAPS has supported the result, the application will then be forwarded to IPSis.

- h) IPSis will checked all the requirements such as:
 - i) Duration of study.
 - ii) Conference's presentation or publication by the student.
 - iii) Oral examination assessments and the result of the assessments.
 - iv) JKAPS's meeting minutes and comments.
- i) IPSis will prepare a working paper for the student's application and will present the working paper in the JKIPA Meeting for approval. Then, the JKIPA's meeting minutes will be presented in the Senate meeting for the endorsement.
- j) Once endorsed, IPSis will change the student's programme status in the system (SIMS) and then the Doctoral programme fee is imposed. IPSis will then issue a letter of conversion to the student.
- k) A continuous monitoring on the student's research progress will be conducted. The student is required to present in an oral assessment within one (1) year from the date of approval. If the student failed in the oral assessment, the student's PhD status will be revoked and continue as Master's degree student.

9 ACADEMIC INTEGRITY OF THE THESIS/DISSERTATION

9.1 Thesis/Dissertation Competency

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

- a) has engaged in a programme of academic work resulting either in an original contribution to knowledge, or in an original application of existing knowledge
- b) is familiar with the relevant literature and has reviewed it critically
- c) possesses mastery of the theoretical and conceptual framework(s) of the study
- d) possesses a thorough understanding of the research methodology, tools utilized and the subsequent treatment of the data.
- e) possesses an autonomous result of research work and not infringing on any other resources.
- f) possesses good writing skills and is able to present a substantial body of information in a clear, concise and comprehensible manner.
- g) Students are advised to adhere to the latest edition of the Guidelines on Thesis Format by IPSis. The thesis format can be obtained at IPSis Website.
- h) A thesis which was submitted to a degree-awarding body in another higher education institution/research institution/educational institution will not be accepted.

9.2 Research Ethics

- a) Students who are conducting research on animal or human subjects are required to obtain ethics approval prior to commencement of the research project.
- b) Student's application must be submitted to the Research Ethics Committee (REC) through the Research Committee at Faculty or State Campus according to the prescribed latest edition of procedures and guidelines (Guidelines for Research Ethics Committee: <https://uitmethics.uitm.edu.my/v1/index.php>).
- c) A copy of the Approval Letter by REC needs to be enclosed in the thesis/dissertation proposal upon submission.

9.3 Plagiarism

- a) The thesis has to be an original work of the student. Students who have outsourced their work to another individual or organization are subjected to 'Dasar Plagiarisme UiTM dan Perlaksanaannya'.
- b) Students are responsible for writing their thesis in their own words and to ensure academic writing integrity, IPSis has established a guideline as follows:
 - i) Quotations from published or unpublished sources and the sources of any other materials should be published or unpublished sources and clearly cited and acknowledged.
 - ii) A systematic style of citation and references must be adhered to using the format stipulated by IPSis (refer to Guidelines on Dissertation/Thesis Format latest edition).

- iii) Sources of visual presentations such as photographs or maps must also be clearly indicated.
- iv) Avoid “copy and paste” of full sentences or even paragraphs straight from the source without paraphrasing and/or citing the original source.
- v) Similarity index/ text similarity 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 the similarity exceeds this stipulated value.
- c) 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 programme. 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.

9.4 Declaration of Originality

The signed declaration of originality is a component in thesis/dissertation proposals. Thus, upon submission, the student is required to insert a signed “declaration” declaring that his/her work is original, no contents that are falsified or fabricated as well as free of plagiarism.

9.5 Intellectual Property

The distribution of Intellectual Property Rights will be determined by the University. The thesis/dissertation remains the property of the University (Please refer [https://ribu.uitm.edu.my/Dasar Harta Intelek 2019.pdf](https://ribu.uitm.edu.my/Dasar_Harta_Intelek_2019.pdf)).

10 THESIS/DISSERTATION SUBMISSION

The process of thesis submission is shown in **Flowchart 7, 8 and 9.**

10.1 Intention to Submit Thesis/Dissertation

The process of thesis submission is divided into two (2) stages:

- a) Intention to Submit Thesis.
 - i) Students are required to submit a complete *Notice of Intention to Submit Thesis* form to the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus.
 - ii) Students are required to submit Thesis Abstract, Table of Content and Similarity Index Report.
 - iii) Supervisor needs to verify the thesis is 90% complete and has met the plagiarism policy as stated in the latest version of '*Dasar Plagiarisme UiTM dan Perlaksanaannya*'.
 - iv) Notice of thesis submission is valid for three (3) months from the date of submission.
 - v) The *Examiner Nomination* form must be submitted to the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus by the supervisor.

b) Thesis Submission for Viva Voce.

Thesis submission is valid upon the fulfilment of these requirements:

- i) Students are required to submit a complete *Thesis Submission* form to the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus.
- ii) Students are required to submit digital thesis and Similarity Index Report to the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus along with Thesis Examination Fees receipt.
- iii) Students are required to fulfil the publication requirement according to their study level as follows:

Master's Degree	:	One (1) indexed publication* that has been accepted as main or corresponding author.
Doctoral Degree	:	Two (2) indexed publications* with at least 1 (one) was published as main or corresponding author.

*Indexed Publication by ERA/SCOPUS/WoS/MyCite/Listed Journal in Appendix 2.

Note:

Students who have submitted their thesis for the viva voce must retain their active status and register as a student until the evaluation is complete by paying the required fees.

10.2 General Examiners Criteria

- a) An examiner must have a minimum qualification of no less than the supervisor. For examiners without the required qualification, the appointment is subjected to the approval of the University Senate.
- b) Examiners must be from the fields related to the research of the student under evaluation.
- c) An examiner should not be a postgraduate student at any institution.

- d) An examiner should not be appointed to examine two or more theses of students under the same supervisor at one time.
- e) The examiners have supervised candidates at the relevant level.
- f) Examiners must be engaged in research and have produced credible publications or equivalent works.
- g) Examiners from the industry can be exempted from requirements in (e) and (f).
- h) The Examiner will examine the thesis of a particular research student and submit a completed written report (refer to IGS / RSRCH / REPORT / 2021) and to recommend their opinion of the student's thesis to the university.
- i) The examiners will be invited to attend the viva-voce session on the agreed date.
- j) 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.

10.3 Master's Degree

- a) Master's degree by research must be examined by at least two (2) examiners, one (1) of whom must be an external examiner.
- b) More than two (2) examiners may be necessary in the case of multidisciplinary theses.

10.3.1 Internal Examiner

- a) Field experts from the University who are appointed to examine and evaluate students' thesis. If there is no qualified internal examiner, all examiners may come from other institutions.
- b) Internal examiners for Master's thesis must have experience in the relevant field.

10.3.2 External Examiner

- a) Field experts from other institutions or industry who are appointed by the University to examine and evaluate students' thesis.
- b) External examiners for Master's thesis must have examined at least one (1) Master's thesis.

10.4 Doctoral Degree

- a) Doctoral degree by research including PhD by published work, the thesis must be examined by at least two (2) examiners, one (1) of whom must be an external examiner.
- b) More than two (2) examiners may be necessary in the case of multidisciplinary theses.

10.4.1 Internal Examiner

- a) Field experts from the University who are appointed to examine and evaluate students' thesis. If there is no qualified internal examiner, all examiners may come from other institutions.
- b) Must have examined at least one (1) Master's thesis by research.

10.4.2 External Examiner

- a) Field experts from other institutions or industry who are appointed to examine and evaluate students' thesis.
- b) External examiners for Doctoral thesis must have examined at least one (1) Doctoral thesis.

10.5 Examiner Appointment Process

- a) The Examiners will be nominated by the main supervisor via UPTrackS System. The

faculty will contact the nominated examiners for their consent. All nominees must complete their personal and research information including their curriculum vitae (CV) through UPTrackS.

- b) The UPTrackS moderator will check the requirements and the personal and research information of the thesis examiner.
- c) The KPPS will support the nomination if the nomination fulfills the requirements as stipulated in the section 10.3 – 10.5.
- d) All nominations of examiners must be supported by JKAPS.
- e) The nominations are then presented in the JAF meeting for approval. The JAF reserves the right to reject or retract any/all nominations without prior notice.
- f) Supervisor is required to re-submit a new nomination of examiners in the event of non-approval.
- g) The Faculty Academic Office issues appointment letters to the appointed examiners.
- h) Examiner is to respond to the appointment to faculty within two weeks.
- i) The examiner nomination will be endorsed by the JKIPA meeting after receiving examiner appointment reports from faculties.
- j) 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.

10.6 Submission of Thesis

The flowchart for the thesis submission process is shown in **Flowchart 8**. The student can submit the thesis after the examiners. The student is required to submit the following documents to the faculty for the thesis submission process:

- a) Thesis Submission Form (IGS / RSCH / SUBMIT_THESIS / 2016) which is endorsed by the supervisor.
- b) Originality Report (Originality Index MUST be less than 30%).
- c) Digital thesis in PDF format or spiral-bound copies of the thesis upon request.
- d) Proof of payment for thesis submission fee.
- e) Proof of publications (for Intake September 2017 onwards) according to their study level :

Master's Degree	:	One (1) indexed publication* that has been accepted as main or corresponding author.
Doctoral Degree	:	Two (2) indexed publications* with at least 1 (one) was published as main or corresponding author.

**Indexed Publication by ERA/SCOPUS/WoS/MyCite/Listed Journal in Appendix 2.*

Note:

Students who have submitted their thesis for the viva voce must retain their active status and register as a student until the evaluation is complete by paying the required fees.

10.7 Dissemination of Thesis

- a) The faculty will contact the examiners to set the viva-voce date before sending the thesis.
- b) The faculty will send a digital or hardcopy of the thesis and Guidelines on Examining and Reporting of the Thesis to the examiners.
- c) The examiners will confirm the receipt of the thesis by returning a reply form to the faculty.
- d) The examiners are given about six (6) weeks to examine the thesis and submit the thesis examination report to the Faculty at least one (1) week before the viva date.
- e) A maximum of three (3) reminders will be issued to the examiner if the report is not given within the stipulated time.
- f) The appointment of the examiner will be terminated if the examiner fails to respond to the thesis examination report submission reminder or has exceeded the stipulated time given. In addition, the examiner will be blacklisted in future appointments. A new examiner will be appointed by the faculty.

11 VIVA-VOCE

The viva-voce session can be conducted either by physical presence or through online mode (Refer to **Flowchart 9**). College/Faculty/Academic Centre/Branch Campus Postgraduate Centre is the secretariat for the Viva-Voce who will do the following:

- a) 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.
- b) Notify students and examiners two weeks prior to the viva-voce.
- c) 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.
- d) In some cases (e.g. re-viva), an observer from IPSis may be invited to attend the session.

11.1 Online viva

11.1.1 Pre Online Viva

- a) The secretariat will decide the suitable virtual meeting platform for the online viva-voce (Skype/Google Meet/MS Teams/Zoom/Cisco Webex).
- b) All the relevant documents that are related to the chairperson, minute taker and thesis examiners must be prepared by the secretariat and sent by email three (3) days before the online viva voce session.
- c) Trial online viva voce can be conducted prior to the actual session.
 - i) The trial session will involve the student, examiners (internal and external), chairperson, minute taker, supervisor(s) and the secretariat, which must be conducted at least three (3) to five (5) days before the actual online viva voce.
 - ii) The details of the virtual meeting ID and password are to be informed to all students, examiners, (internal and external), chairperson, minute taker, supervisor(s).
 - iii) Must complete the checklist form in the **Appendix 3**.
 - iv) Make sure the virtual meeting platform is ready for the actual online viva voce.

11.1.2 During Online Viva

- a) The secretariat will open the session and introduce everyone present before the session is passed to the chairperson.
- b) 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.
- c) 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.
- d) Student and supervisor(s) are requested to be in 'the waiting room' or may leave the session to allow an initial discussion between the examiners and chairperson.
- e) Student and supervisor(s) will be re-invited into the session. No other person is permitted to be present with the student during the viva voce unless permitted with permission.
- f) Secretariat will record the online viva voce session for internal quality assurance.

- g) The student will be given 20 minutes (for Master) or 25 minutes (for PhD) to perform the presentation by using a sharing screen.
- h) 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.
- i) The minute taker will note down the important points of the viva voce meeting.
- j) The supervisor must not interrupt or provide any feedback to the questions unless allowed by the Chairperson.
- k) The student and the supervisors will be requested to be in 'the waiting room' or leave the meeting to allow the examiners to discuss the result of the moderation session. The minute taker will summarize the session and conclude the result as agreed by the chairperson and the examiners.
- l) Secretariat will invite the student and the supervisor(s) back into the main 'meeting room' after the moderation session.
- m) Chairperson will read the viva-voce result to the student and consequently end the viva voce session.

11.1.3 Post Online Viva

- a) Secretariat must ensure that all digital documents (minute of the meeting and result of the viva) are signed by the viva voce committee.
- b) The Secretariat will email the viva voce result to the student.
- c) Students will prepare the thesis correction within the stipulated duration, as stated in the Postgraduate by Research: Academic Rules and Regulations.

11.2 Role of Examiners

Examiners are required to review the thesis and to submit an examination report to the university based on the following guidelines:

- a) Report should be submitted 1 week before the agreed viva voce date.
- b) Examiners are required to attend the viva voce session.
- c) Examiners will be re-appointed in the case of re-viva.
- d) Faculty will re-appoint new examiners in the case of the followings:
 - i) Examiners do not agree to be re-appointed.
 - ii) Examiners could not evaluate student thesis due to medical reasons or any other valid reason.

11.3 Role of Students

Students are required to:

- a) Attend, 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.

11.4 The Viva-Voce Committee

a) Thesis examiners committee shall consist of:

CHAIRPERSON	:	Professor/Associate Professor with PhD
MEMBERS	:	Two (2) examiners, one (1) of whom must be an external examiner. More than two (2) examiners may be necessary in the case of a multidisciplinary research area.
SECRETARIAT	:	i) Centre of Postgraduate Studies ii) Minute taker

- b) The External examiner (oversea) may be invited to the viva voce session at the cost of the faculty.
- c) All the 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.
- d) A minute taker must be appointed to assist the Chairperson. The role of minute taker are as follows:
- i) Constitutes all important facts and the output of the discussion from all the panels.
 - ii) 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.
 - iii) Verifies the viva voce meeting minutes with the Chairperson for the endorsement.

11.5 Result of the viva voce

11.5.1 Category 1: Pass

- a) The student has passed the viva voce for the Masters/Doctoral Degree without any correction.
- b) The final thesis must be verified by the main supervisor and submitted within two (2) weeks from the date of viva voce.
- c) This recommendation is made if the thesis does not require corrections.

11.5.2 Category 2 (a): Pass with Minor Corrections

- a) The student has passed the viva voce for the Masters/Doctoral Degree and subjected to minimal corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce.
- b) The amendment must be verified by the main supervisor and submitted within one (1) month from the date of viva voce.
- c) The candidate is awarded the degree of Doctor of Philosophy/Master's, subject to amendments/corrections to the thesis as specified in the Panel of Examiners Report.
- d) This recommendation is made if the thesis requires text editing, formatting of tables and/or figures, corrections of grammar, spelling, typos etc.

11.5.3 Category 2 (b): Pass with Minor Corrections

- a) The student has passed the viva voce for the Masters/Doctoral Degree and subjected to minor corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce.

- b) The amendment must be verified by the internal examiner and submitted within three (3) months from the date of viva voce.
- c) This recommendation is made if the thesis requires:
 - i) Requires little addition of relevant information
 - ii) Requires explanation pertaining to several short sections in the text
 - iii) DOES NOT REQUIRE additional experiments, collection of new data or extensive revision
 - iv) Ends with a conclusion that does not differ much when revised.

11.5.4 Category 3: Pass with Major Corrections

- a) The student has passed the viva voce for the Masters/Doctoral Degree and subjected to major corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce.
- b) The amendment must be verified by the internal and/or external examiner and submitted within nine (9) months from the date of viva voce.
- c) These recommendations are made if the thesis;
 - i) Has major weakness that will affect the conclusion of the thesis.
 - ii) Has major weakness 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.

11.5.5 Category 4: Re-Examination

- a) The student has to re-submit the thesis for re-examination and be subjected to major corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce.
- b) The amendment must be verified by the internal and external examiner and submitted within twelve (12) months from the date of viva voce.
- c) These recommendations are made if the thesis;
 - i) Has major weakness that will affect the conclusion of the thesis.
 - ii) Has major weakness 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.
- d) This recommendation can only be made twice. Thus, a student is allowed to submit the thesis three (3) times. This recommendation cannot be made at the third Viva.
- e) The corrected thesis, re-viva session and the final thesis submission must be done within twelve (12) months.

11.5.6 Category 5: Failed

- a) The student is not eligible to be considered for the Masters/Doctoral Degree and is not allowed to re-submit the thesis for examination.
- b) The student will be given status fail which is GV status in the student status.
- c) These recommendations are made if the thesis:
 - i) Has substantial weakness making the thesis to be below acceptable standards which cannot be addressed even with additional work or corrections; or
 - ii) Has fundamental flaws, or

- iii) Has weaknesses that cannot be corrected, or
 - iv) Is based on inadequate research, or
 - v) Has plagiarized work or text more than 30%.
- d) In the event of plagiarism, the viva voce result is deferred by the viva voce committee. The case will be referred to the University Disciplinary Board by the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus for decision based on the evidence.
- e) The procedure is described in the **Flowchart 10**.

11.6 Inconclusive Result

If the examiners cannot agree on the outcome of the viva voce, the examination may be adjourned by the Chairperson. At the end of the viva voce examination, the committee will complete a report for the Thesis Advisory Board (appointed by the University). The Board will decide on the next course of action.

12 POST VIVA PROCESS AND ENDORSEMENT OF RESULTS

Post viva process can be referred to **Flowchart 11**.

12.1 Correction Verification and Format Checking

- a) Supervisor is required to check and endorse that the student has done the corrections to the thesis based on the comments and recommendations made by the panel of examiners during the viva voce.
- b) The thesis correction will be verified and endorsed by the person in charge that is given in the **Table 15.1** based on the thesis evaluation report and minute of viva voce examination
- c) The final digital thesis will be checked, and a Letter of Approval will be issued by IPSis.
- d) Upon receipt of the Letter of Approval students are required to submit a digital thesis (PDF format). Hardbound copies will be submitted upon request by faculty. Master's thesis hardbound can be prepared in dark blue, while a Doctoral thesis in maroon.

Table 15.1: Viva Voce Results

CATEGORY	DESCRIPTION OF THE RESULT	CORRECTIONS	DURATION (FINAL THESIS)
Category 1	<p>PASS The student has passed the viva voce for the Masters/Doctoral Degree without any correction.</p> <p>The final thesis must be verified by the main supervisor and submitted within two (2) weeks from the date of viva voce.</p>	Main Supervisor	2 Weeks
Category 2 (a)	<p>Pass with Minor Corrections The student has passed the viva voce for the Masters/Doctoral Degree and subjected to minimal corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce.</p> <p>The amendment must be verified by the main supervisor and submitted within one (1) month from the date of viva voce.</p>	Main Supervisor Only	1 Month

CATEGORY	DESCRIPTION OF THE RESULT	CORRECTIONS	DURATION (FINAL THESIS)
Category 2 (b)	<p>Pass with Minor Corrections The student has passed the viva voce for the Masters/Doctoral Degree and subjected to minimal corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce.</p> <p>The amendment must be verified by the internal examiner and submitted within three (3) months from the date of viva voce.</p>	Internal Examiner	3 Months
Category 3	<p>Pass with Major Corrections The student has passed the viva voce for the Masters/Doctoral Degree and subjected to major corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce.</p> <p>The amendment must be verified by the internal and/or external examiner and submitted within nine (9) months from the date of viva voce.</p>	Internal And/ Or External Examiner	9 Months
Category 4	<p>Re-examination The student has to re-submit the thesis for re-examination and be subjected to major corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce.</p> <p>The amendment must be verified by the internal and external examiner and submitted within twelve (12) months from the date of viva voce.</p> <p>This recommendation can only be made twice. Thus, a student is allowed to submit the thesis three</p>	Internal And External Examiner	12 Months

CATEGORY	DESCRIPTION OF THE RESULT	CORRECTIONS	DURATION (FINAL THESIS)
	(3) times. This recommendation cannot be made at the third Viva. The corrected thesis, re-viva session and the final thesis submission must be done within twelve (12) months.		
Category 5	FAILED The student is not eligible to be considered for the Masters/Doctoral Degree and is not allowed to re-submit the thesis for examination.		

12.2 Thesis Verification Issues

- a) Students are required to submit the thesis corrections after the viva voce. Students will be given FAIL status (GV) if the students fail to submit the thesis correction within the stipulated time.
- b) Students who failed to make corrections to the thesis based on the comments and recommendations by the examiner(s) will be given FAIL status (GV) and are not allowed to resubmit the thesis. IPSis / faculty will send the official result to the students.
- c) The examiner does not return the thesis verification form within the stipulated time given by the faculty, the faculty may decide to change the person in charge to verify the thesis correction. If the examiner has given additional comments which were not discussed during the viva session, faculty may decide to ignore the comment.

12.3 Endorsement of Result

- a) Upon receipt of the final format of the thesis in the digital PDF format, IPSis will present student's result to the Senate for approval and endorsement.
- b) IPSis will inform the student when the result has been endorsed by the Senate.
- c) Information about the student's Convocation will be sent to the student by the Registrar's Office.

13 AWARD AND RECOGNITION

Awards given to students are based on their academic achievements as described below.

13.1 Graduate on Time (GOT)

- a) Graduate on Time (GOT) recognition is given to the research students. Students who complete their studies on time will be given recognition.
- b) The recognition in the form of a certificate will be given to Doctoral Degree graduates during the hooding ceremony.
- c) While a Senate letter with GOT status will be sent to Masters graduates. The criteria for the GOT recognition are as following:
 - i) Students must graduate in the stipulated time as according to their duration of study as shown in **Table 16.1**.

Table 16.1: Duration for GOT

Degree Level	Programme Type	Prescribed Number of Years to Graduation
Master's	All programmes except architecture, medicine, dentistry and veterinary	2 years
	Architecture, medicine, dentistry and veterinary	3 years
PhD	All programmes except architecture, medicine, dentistry and veterinary	4 years
	Architecture, medicine, dentistry and veterinary	5 years

- ii) Students who have not been charged with any disciplinary actions by the University.

13.2 Excellence Research Award (APC)

Excellence Research Award (APC) is awarded to Master and Doctoral Degree graduates during the convocation ceremony. Students would need to apply for the award with supervisors' recommendations. Application will be verified and supported by the JKAPS committee. The application will be presented in JKIPA and endorsed by the Senate meeting. Criteria of APC award are as follows:

- a) Completed the study within the GOT timeline;
- b) Obtained at least Category 2 (Minor Correction) for the viva voce result;
- c) Has published research findings as Main Author within the study duration in indexed journal (ERA/Scopus/WoS/MyCite) or other recognized journals as listed in Appendix 2:
 - i) At least one (1) indexed journal for Master's student
 - ii) At least two (2) indexed journal for Doctoral student
- d) Has presented research findings within the study duration in seminar/conference recognized by the College/Faculty/Academic Centre/UiTM Branch Campus:
 - i) At least one (1) for Master's student

- ii) At least two (2) for Doctoral student
- e) Has not been convicted to any university's disciplinary act or has committed any wrongdoings of the University's Act or research ethics.

13.3 Malaysia Technology Development Corporation (MTDC) Book's Prize Award

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

- a) A full time Malaysian graduate;
- b) Obtained Rank 1 or 2 in the viva voce examination result;
- c) Completed the study within the following duration:
 - i) Master < 8 semesters
 - ii) Doctoral < 14 Semesters
- d) Research outcome has a potential for intellectual property
- e) Research has the following output:
 - i) has published in high impact publication (WoS/ Scopus/ ERA); or
 - ii) Index proceedings; or
 - iii) Chapter in a book; or
 - iv) Other excellence award;
- f) The thesis may include 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 not necessarily be technical content.
- g) Students have not been charged with any disciplinary actions by the University.

13.4 Anugerah Sarjana Cemerlang Tuanku Canselor (ASCTC)

- a) Anugerah Sarjana Cemerlang Tuanku Canselor (ASCTC) award is given to a graduate of Master by research in October's Convocation ceremony.
- b) Students will apply to be nominated for the award after the student has received the Letter of Completion.
- c) The student must complete the application form and attach the supporting documents. The application will be sent to the faculty after the main supervisor has given the recommendation.
- d) The faculty will present the nomination in the JKAPS meeting. The JKAPS committee will ensure the application has fulfilled the following criteria:

13.4.1 General criteria for ASCTC

- a) Applicable to research and mixed mode students only.
- b) Completed the study within the GOT timeline.
- c) Obtained at least Category 2 (Minor Correction) for the viva voce result.

- d) Has not been subjected to any University's Disciplinary Act or University's Act or Research Ethics or any law.

13.4.2 Specific Criteria

- a) Has presented at least one (1) indexed conference by WoS/SCOPUS/ERA/MyCite.
- b) Has published at least two (2) indexed journals by WoS/SCOPUS/ERA/MyCite/Listed Journal in Appendix 2 as main author. Main and/or co-supervisor must be included as co-author and UiTM as affiliated institution.
- c) Fulfilled at least one (1) of these criteria during the duration of study:
 - i) Has a proven commercialization of the research output, or
 - ii) Has received recognition or award for creative artwork, or
 - iii) Has filed a patent or copyright of the research work, or
 - iv) Has received recognition or award in innovation competition/presentation/art exhibition at UiTM or National or International level.
- d) Produced impactful research to the community/industry/institution.
- e) Passed the interview.

13.4.3 Selection Process

- a) The faculty will submit the application to IPSis. IPSis will check the stipulated criteria and will shortlist the candidates. IPSis will form a selection committee.
- b) The shortlisted applicants will be called for an interview by IPSis' selection committee.
- c) Selected applicants will be presented to JKIPA for support and to the Senate for endorsement.

13.5 Anugerah Kedoktoran Cemerlang Tuanku Canselor (AKCTC)

- a) Anugerah Kedoktoran Cemerlang Tuanku Canselor (AKCTC) award is given to a graduate of Doctoral Degree by research and mix mode in October's Convocation ceremony.
- b) Students will apply to be nominated for the award upon receiving the Letter of Completion.
- c) The student must complete the application form and attach the supporting documents. The application will be sent to the faculty after the main supervisor has given the recommendation.
- d) The faculty will present the nomination in the JKAPS meeting. The JKAPS committee will ensure the application has fulfilled the following criteria:

13.5.1 General criteria

- a) Applicable to research and mixed mode students only.
- b) Completed the study within the GOT timeline.
- c) Obtained at least Category 2 (Minor Correction) for the viva voce result.
- d) Has not been subjected to any University's Disciplinary Act or University's Act or Research Ethics or any law.

13.5.2 Specific Criteria

- a) Has presented at least two (2) indexed conferences by WoS/SCOPUS/ERA/MyCite.
- b) Has published at least three (3) indexed journals by WoS/SCOPUS/ERA/MyCite/Listed Journal in Appendix 2 as main author. Main and/or co-supervisor must be included as co-author and UiTM as affiliated institution.
- c) Fulfilled at least one (1) of these criteria during the duration of study:

- i) Has a proven commercialization of the research output, or
 - ii) Has received recognition or award for creative artwork, or
 - iii) Has filed a patent or copyright of the research work, or
 - iv) Has received recognition or award in innovation competition/presentation/art exhibition at UiTM or National or International level.
- d) Produced impactful research to the community/industry/institution.
 - e) Passed the interview.

13.5.3 Selection Process

- a) The faculty will submit the application to IPSis. IPSis will check the stipulated criteria and will shortlist the candidates. IPSis will form a selection committee.
- b) The shortlisted applicants will be called for an interview by IPSis' selection committee.
- c) Selected applicants will be presented to JKIPA for support and to the Senate for endorsement.

14 ACADEMIC APPEALS

- a) Students who are dismissed may appeal to continue or extend the duration of study to the respective College/Faculty/Academic Centre/UiTM Branch Campus within fourteen (14) days after the official examination result announcement by the University.
- b) A complete appeal form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus and supported by JKAPS. The JKAPS will decide on the following applications:
 - i) fails in the defence of research proposal (D10)
 - ii) obtains AM2 for Master or AM3 for PhD (D10)
 - iii) fails to pay tuition fee (GT)
- c) 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).
- d) The application to review the viva voce result must be submitted within 30 working days after the result is announced. Appeal process is given in **Flowchart 10**.
- e) Students are allowed to appeal only once throughout the duration of the study.
- f) X status will be given to the approved appeal of continuation or extension duration of study application.
- g) T status will be given to the approved appeal of revocation application.


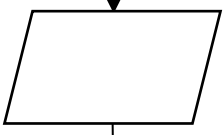
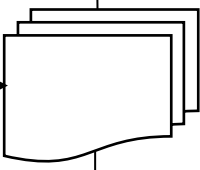
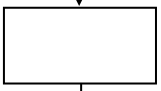
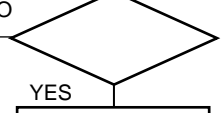

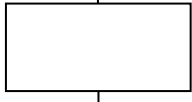
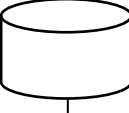
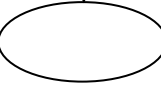
14.1 Appeal to review the viva voce result (GV Status)

- a) Students who are dissatisfied with a decision by the Viva Voce Committee may appeal within 30 working days after the viva voce or re-viva whichever applicable.
- b) The faculty is required to review the appeal and prepare all the required documents.
- c) The appeal must be presented at the *Jawatankuasa Akademik Fakulti (JAF)*. If the appeal is supported by the JAF committee, the application will be submitted to the Independent Thesis Review Committee. On the other hand, the unsupported appeal will be presented to the JKIPA committee for approval and endorsement.
- d) The Independent Thesis Review committee that is appointed by the TNCAA will review all thesis examiner reports and the viva voce minutes of meeting. The thesis review committee should be consisting of:
 - i) Chairperson: UiTM Professor.
 - ii) Member: Comprises four (4) Associate Professor with a PhD and at least one (1) representative from UiTM's Legal Office.
 - iii) Secretariat: Centre for the Postgraduate Studies of the faculty
- e) The Independent Thesis Review committee will prepare a report and all findings will be presented to the JAF committee. The JAF committee will support the recommendation made and the final report will be presented at JKIPA. The committee may recommend one of the following decisions:

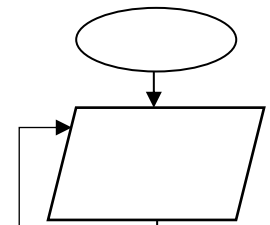
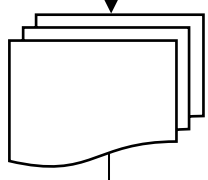
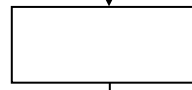
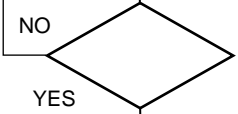

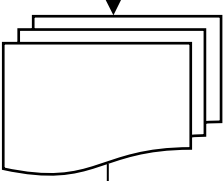
- i) Reject the appeal.
- ii) The thesis will be re-examined by the same examiners (re-viva).
- iii) The thesis will be re-examined by a new panel of examiners (re-viva).
- f) IPSis will prepare a working paper to be presented at JKIPA for approval. The chairperson for the Independent Thesis Review Committee will be invited to present the final report and the recommendation. An official result will be issued by IPSis based on JKIPA's decision. Appeal process is given in **Flowchart 12**.

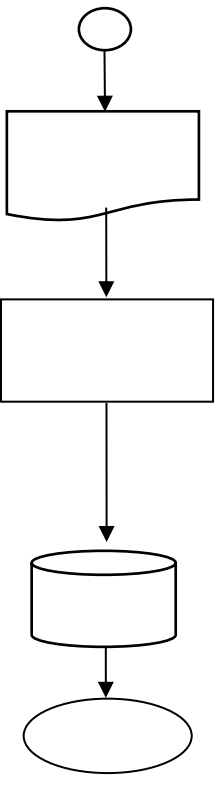
SECTION 2: FLOWCHARTS

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

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Applicant		Apply online via admission website (Application throughout the year)	Online Application Form https://online.uitm.edu.my/IPSiS/research/international/index.cfm
Applicant		Scan and submit softcopy/hardcopy of the following documents to the respective faculty: 1. Printed Application Form 2. Identification Card (I/C) (Certified True Copy) 3. Official Academic Transcripts/Completion Letter (Certified True Copy) 4. Master/Bachelor's degree Certificates (Certified True Copy) 5. Research Proposal and 6. Two (2) Referee Reports	Online form and documents, (Official Academic Transcripts, Research Proposal, Referee Report and Certified Professional Qualification, if applicable)
Head of Postgraduate Studies / IPSiS		Interview and select suitable candidates (If Applicable)	Email/Letter of invitation for an interview, List of qualified candidates
Faculty		Faculty click offer on e-KPS system	List of Offer (e-KPS)
IPSiS		IPSiS generates Offer Letter	Offer Letter
IPSiS		Student Registration (Submit required documents based on Registration checklist)	Letter of Offer & Postgraduate Registration Form (PDF), Copies of documents (Identification Card (I/C), Official Academic Transcripts/ Mini-Transcripts, Master/Bachelor Degree Certificates, Student's Pledge (Ikrar Pelajar).
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 admission website (Application throughout the year)	Online Application https://study.uitm.edu.my
Applicant		Scan and submit softcopy/hardcopy of the following documents to the respective faculty: <ol style="list-style-type: none"> 1. Printed Application Form 2. Photocopy of Passport (Certified True Copy) 3. Official Academic Transcripts/Completion Letter (Certified True Copy) 4. Master/Bachelor's degree Certificates (Certified True Copy) 5. Research Proposal 6. Two (2) Referee Reports 7. English Proficiency Certificate (MUET/ IELTS/ TOEFL) 8. Application Checklist 	Online form and documents, (Official Academic Transcripts, Research Proposal, Referee Report and Certified Professional Qualification, if applicable)
Head of Postgraduate Studies/ IPSis		Interview and select suitable candidates (If Applicable)	Email/Letter of invitation for an interview, List of qualified candidates
Faculty		Faculty inform IPSis to offer student	List of Offer (e-KPS)
IPSis		IPSis generates Offer Letter	Offer Letter
		Candidate will apply VAL through EMGS/ DIA	Letter of Offer & Postgraduate Registration Form (PDF), Copies of documents (Identification Card (I/C), Official Academic Transcripts/ Mini-Transcripts, Master/ Bachelor Degree Certificates, Student's Pledge, eVAL Applications, EMGS Approval Letter, Passport Size Photo, Proof of Visa Payment, and Address of the nearest Malaysia embassy

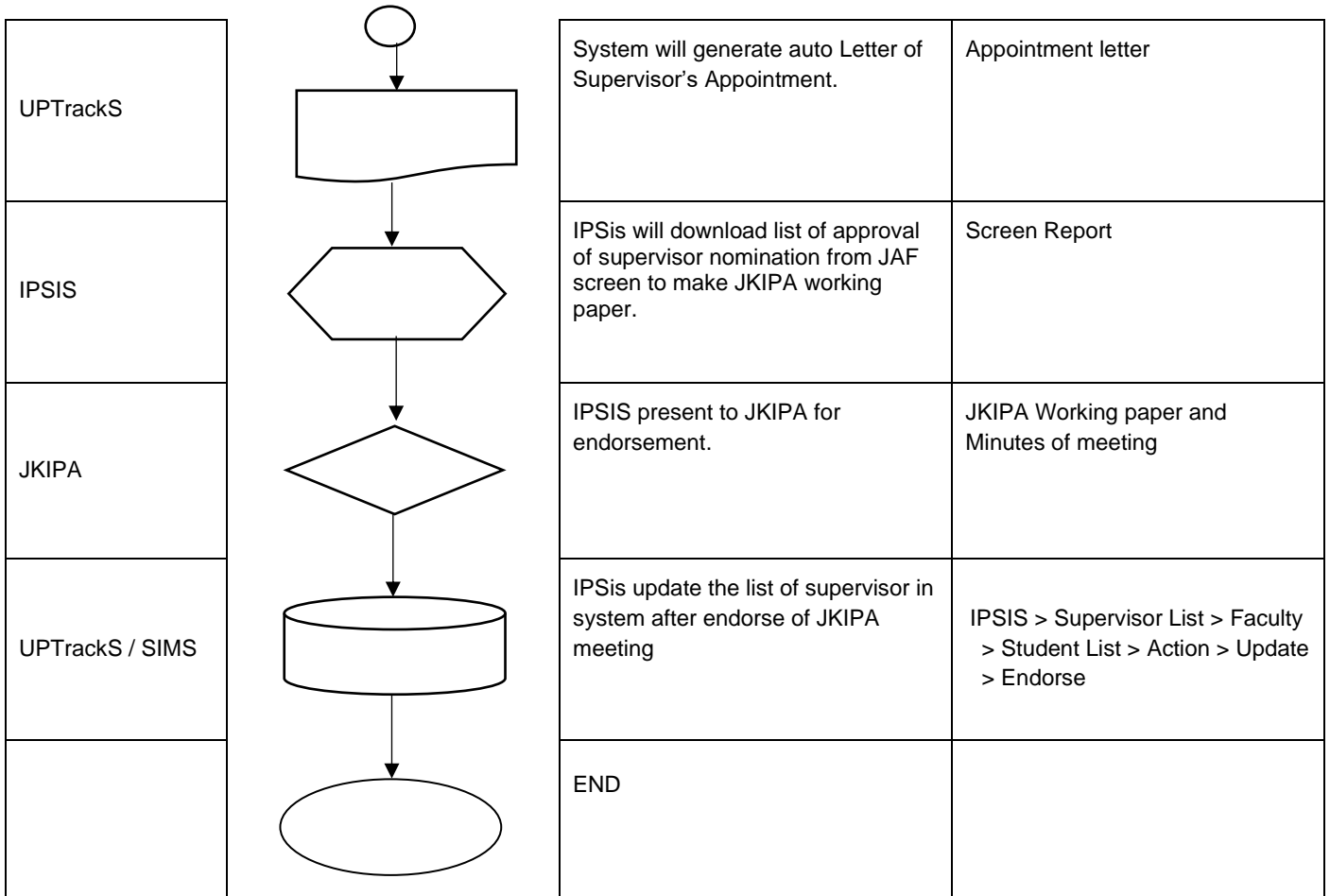
EMGS		EMGS will issue EMGS Approval Letter and Visa Approval Letter (VAL)	VAL EMGS Approval Letter (32% Completion to allow applicants to enroll for Online Classes)
IPSiS		Student Registration (Submit required documents based on Registration Checklist)	Letter of Offer & Postgraduate Registration Form (PDF), Copies of documents (Identification Card (I/C), Official Academic Transcripts/ Mini-Transcripts, Master/ Bachelor Degree Certificates, and Student's Pledge. Refer Checklist
IPSiS		IPSiS update in SIMS Database	SIMS 6.5
		END	

FLOWCHART 2: 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 --> DataStore[(Data Store)] DataStore --> End([END]) </pre>	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
Head of Postgraduate Studies		Check and prepare the paperwork to JKAP meeting	Application form, paperwork, JKPAS minute of meeting
JKAPS		Head of Postgraduate Studies presents to JKAPS for approval	Meeting minute
Faculty/ Student		Faculty issue approval letter to student	Letter to Dean IPSIS
Head of Postgraduate Studies		Head of Postgraduate Studies updates in SIMS	SIMS
		END	

FLOWCHART 3: APPOINTMENT OF SUPERVISORS

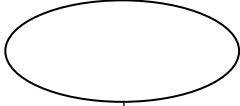
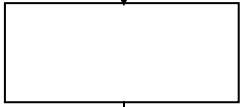
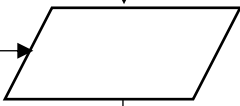
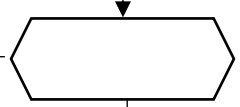
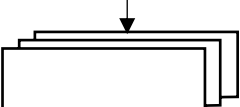
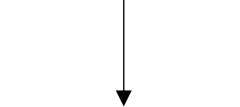
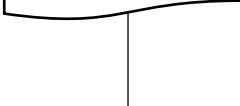
RESPONSIBILITY	FLOWCHART	PROCESS	RECORD/DOCUMENT/SCREEN
		START	
Applicant		Student fill the Supervisor nomination through system.	Student > Supervisor Nomination
Nominee Supervisor		Nominee Supervisor accept or reject the nomination	Supervisor > Application List
Moderator		Moderator will check CV Nomination, validate and setup the information of setup meeting.	Moderator > Validate Supervisor
KPPS		KPPS will support nomination and send to JKAPS to confirm and JAF to approve.	KPPS > Supervisor List > Support > Sent to JKAPS. KPPS > JKAPS > Supervisor Confirmation > Confirm. KPPS > JAF > Approval of Supervisor > Approve.
JKAPS		JKAPS will Confirm the nomination	
JAF		JAF will APPROVE the nomination	

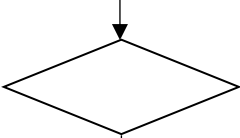
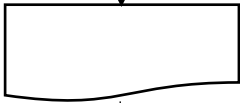
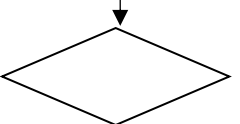
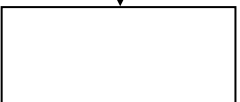
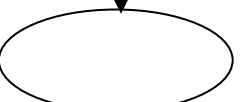


FLOWCHART 4: PROGRESS REPORT MONITORING

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD	
		START		
IPSiS		Announce the due date of Progress Report Submission	Announcement/ Display in Website	
Student		Student Present the research progress in the Research presentation / Colloquium / Seminar / Workshop Student fill the Progress Report Form and submit to supervisor	IGS/RSCH/PROGRESS/2021	
Supervisor		Evaluate the Progress Report and submit to the faculty (Head of Postgraduate Studies)	IGS/RSCH/PROGRESS/2021	
Head of Postgraduate Studies / JKAPS/ Faculty		CHECK	Head of Postgraduate Studies presents the student progress report to JKAPS for approval	1. IGS/RSCH/PROGRESS/2021 2. REPORT
Head of Postgraduate Studies / Faculty		YES	Head of Postgraduate Studies updates student progress in SIMS 6.5	1. SIMS 6.5 2. REPORT 3. IGS/RSCH/PROGRESS/2021
IPSiS		CHECK	IPSiS reports the student's progress in JKIPA meeting for endorsement.	1. SIMS 6.5 2. REPORT 3. IGS/RSCH/PROGRESS/2021
IPSiS		YES	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 5: DEFENCE OF RESEARCH PROPOSAL

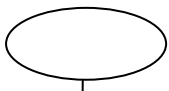
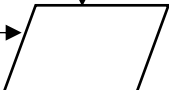


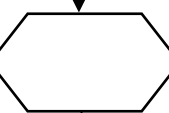
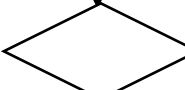
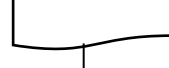

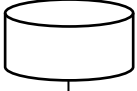
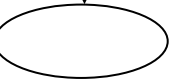
RESPONSIBILITY	FLOWCHART	PROCESS	RECORD/DOCUMENT/SCREEN
		START	
Student/ IPSIS/ MASMED		Attend IPSis Research Skills Seminars (Year 1) and TIE ² for PhD student only	Modules & Certificate of Attendance
Student/ Supervisor(s)		Apply and submit proposal for plagiarism checking	- UPTrackS > Student > Research Proposal - Turnitin Software.
Student/ Supervisor(s)		Check similarity index (Less than 30%) and insert to UPTrackS System.	- Originality Report / Dasar Plagiarisme UiTM dan Pelaksanaannya (Versi 2.0) - UPTrackS > Supervisor > Action > Proposal similarity Index
Student/ Head of Postgraduate Studies/ Supervisor(s)		Submissions of the required documents for DRP	Confirmation for Defence of Research Proposal, Originality Report, Research Proposal, and Certificate of Attendance (IPSI Research Skills Seminar), TIE ² Certificate (PhD)
Head of Postgraduate Studies		Appoint Chairperson, Panel of Assessors. Invite supervisors and student for DRP Session	UPTrackS > KPPS > Proposal Endorsement (Endorse proposal student) > Panel List (Setup panel and Chairman) Chairman and Panel will generate letters of appointment and letters invitation in UPTrackS System.
Students/ Faculty		Defence of Research Proposal	Research Proposal, DRP Assessment and DRP Result will key in in UPTrackS System. UPTrackS > Panel > Assesment Form

Chairperson		Chairman check the result from Panel and endorse for ranking mark.	UPTrackS > Chairman > Action > Assessment Endorsement.
Head of Postgraduate Studies		Head of Postgraduate Studies report in JKAPS for endorsement.	UPTrackS > KPPS > Proposal Assessment Endorsement > Action > Sent to JKAPS
JKAPS		JKAPS Endorse the DRP Result	Meeting minutes
Head of Postgraduate Studies		Head of Postgraduate Studies updates DRP result and student will get the result after KPPS endorse in UPTrackS System. The mark will auto update in SIMS.	UPTrackS > JKAPS > Proposal Assessment Endorsement > Action > Endorse.
		END	

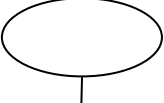
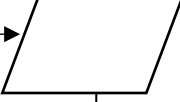
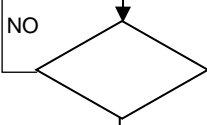
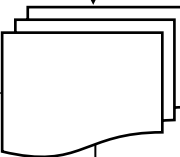
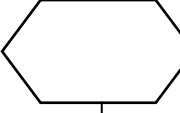
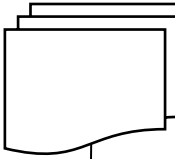
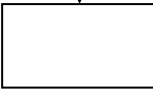
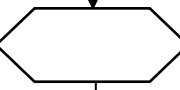


FLOWCHART 6: CONVERSION FROM MASTER TO PHD

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Supervisor/student		Application must be within 12 month for fulltime student and 24 months for part time student from the registration date to the faculty.	Form 25A, Form 25B and form 25C, Evidences, Conference presentations or acceptance of publications
Head of Postgraduate Studies		Nomination of A Chairperson and 2 expert assessors	Letter of appointment
Student/Panel		Presentation of student's research work	Research report
Head of Postgraduate Studies / JKAPS		Head of Postgraduate Studies presents to JKAPS for support and submit to IPSis	Form 25A, Form 25B and form 25C, Evidences, Conference presentations or acceptance of publications
IPSis		CHECK IPSis check the documents and requirements and prepare the working paper	Letter to Dean 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	



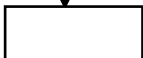
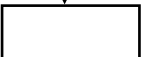
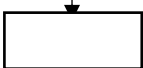

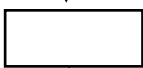
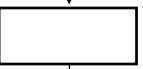
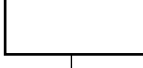

FLOWCHART 7: NOTICE OF INTENTION TO SUBMIT THESIS AND EXAMINER'S NOMINATION

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/ Head of Postgraduate Studies		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 / 2021) 2. originality report 3. Examiners Short CV Forms 4. Supervisor Declaration form 5. Examiners Acceptance Form
Head of Postgraduate Studies / Faculty/ JKAPS		Head of Postgraduate Studies 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 to the Faculty	Originality Report and Turnitin
Supervisor(s)		The similarity index of the originality report must be less than 30% as stated by IPSis.	Originality Report
Student/Faculty		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
Head of Postgraduate Studies / Faculty/ Examiners		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
Head of Postgraduate Studies /Examiners		Receive examiners reports	Examiners Report Reminder within six (6) weeks exclude one week after sent Thesis to examiner
Head of Postgraduate Studies /Examiners		Preparation before viva	Flight ticket, transport and accommodation (if needed)
Head of Postgraduate Studies /Student		Viva voce	Result Viva Examiner Feedback Viva-voce Meeting minutes
		END	

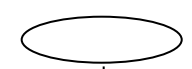

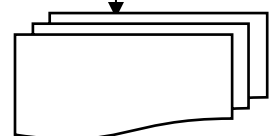
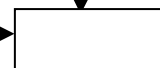
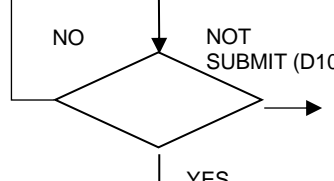
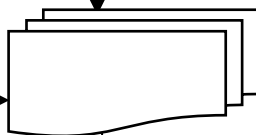
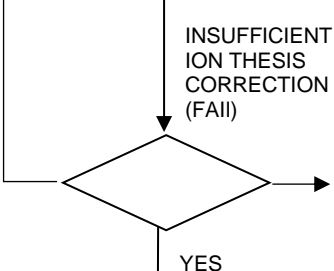
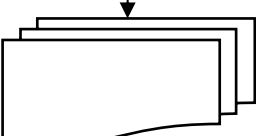

FLOWCHART 9: ONLINE VIVA-VOCE

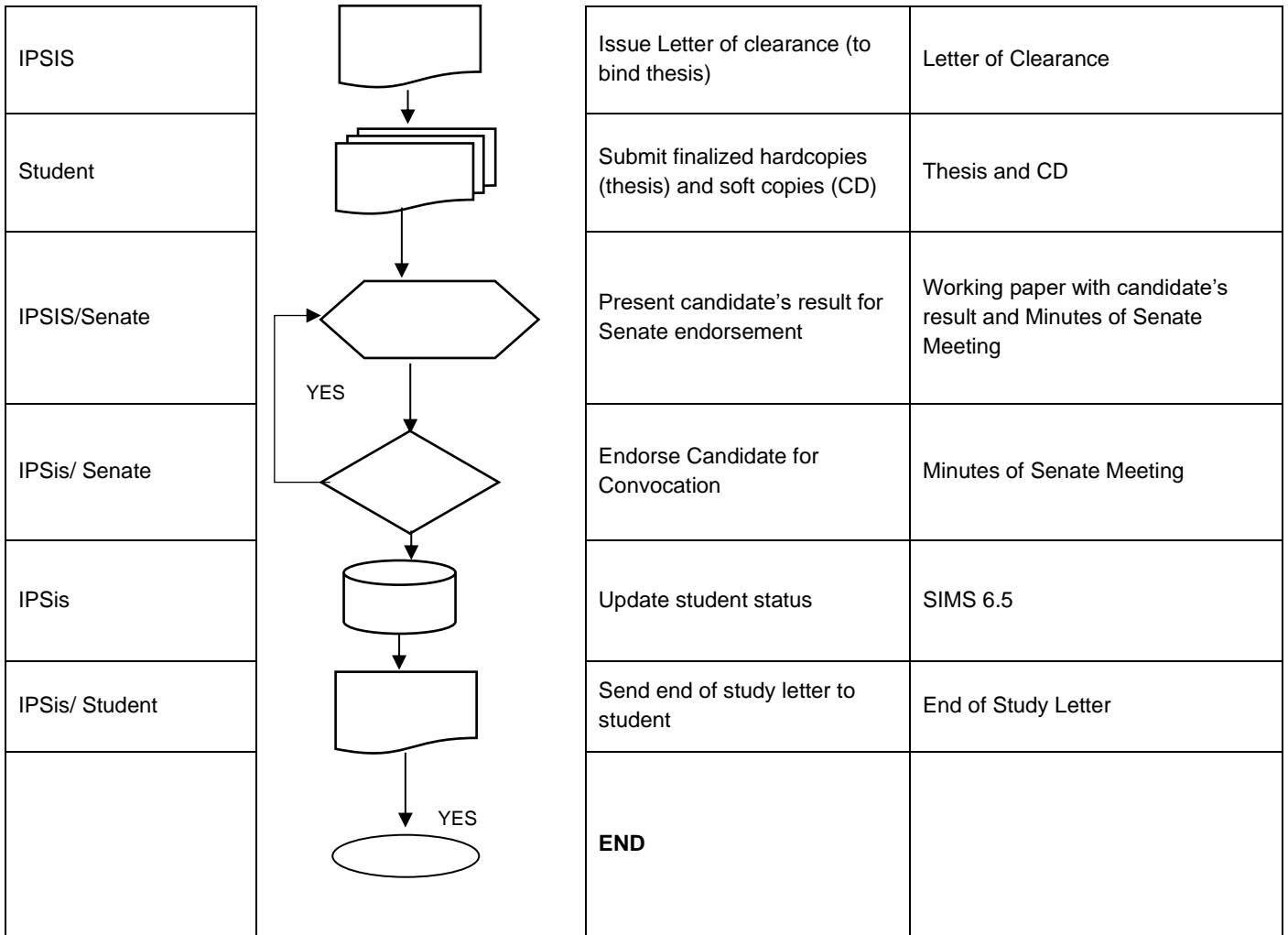
RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		Start	
STUDENT		Submit thesis	Thesis
CPS		Send thesis to examiner and set viva date	Thesis
CPS		Set the online viva-voce and get agreement from student and examiners	Email
EXAMINERS		Submit thesis report via email	Thesis report Concluding remarks
CPS		Invite 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	

FLOWCHART 10: VERIFICATION OF PLAGIARISM

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD	
		START		
Viva Voce Committee		Plagiarism detected	i. Thesis Examination Reports ii. Minute of viva voce iii. Evidences	
CPS		Prepare documents for the disciplinary board of faculty		
Disciplinary Board of faculty		Assess and verify the plagiarism	i. Thesis Examination Reports ii. Minute of viva voce iii. Evidences iv. Minute of meeting	
JAF		Approve the result of viva voce	i. Thesis Examination Reports ii. Minute of viva voce iii. Evidences iv. Minute of meeting	
CPS		Faculty issue the result viva voce	Letter to Dean IPSIS	
Student		Student can proceed for appeal process within 30 working days	Appeal letter and evidence	
IPSiS		Check and prepare the paperwork to JKIPA meeting	Application form, paperwork, JKIPA minute of meeting	
Senate		IPSiS presents to JKIPA for endorsement of the result	Meeting minute	
IPSiS		IPSiS updates in SIMS	Letter to Dean IPSIS	
IPSiS		IPSiS issue approval letter to student	SIMS	
			END	

FLOWCHART 11: 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
			

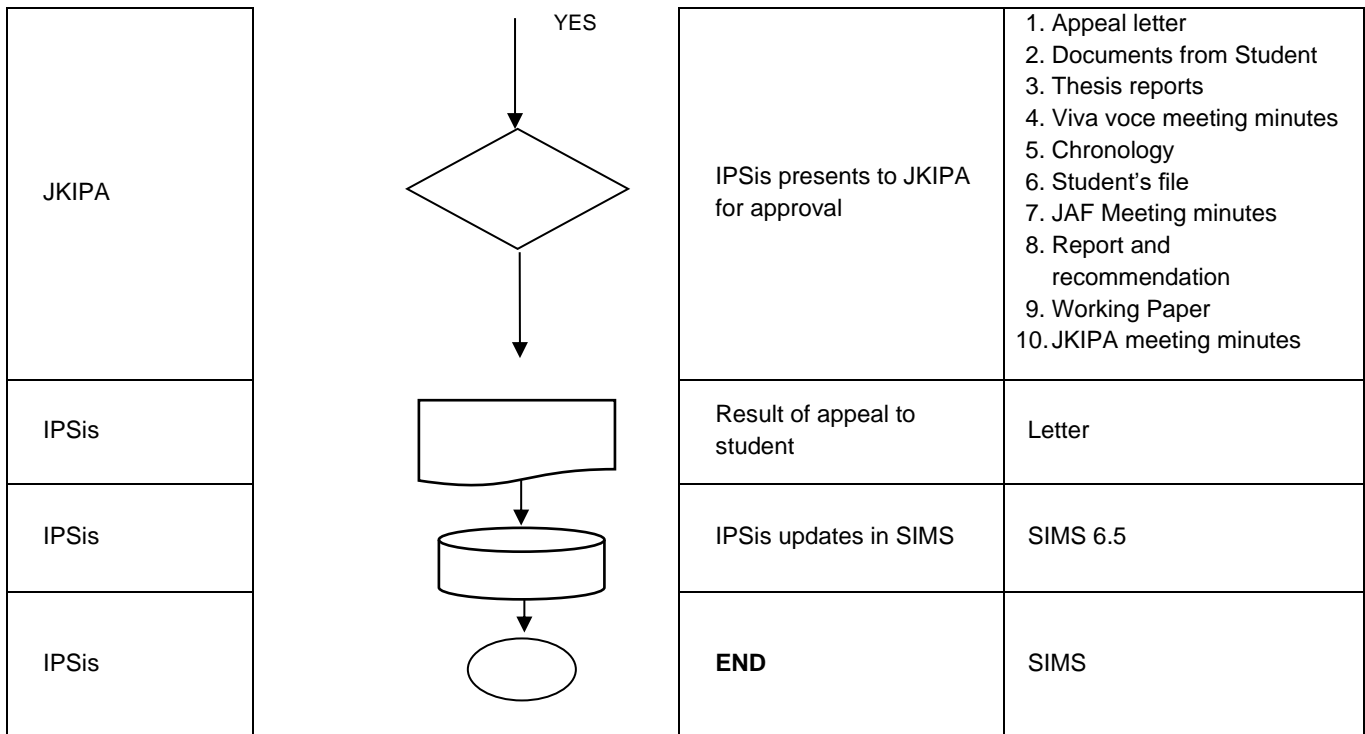


FLOWCHART 12: APPEAL PROCESS

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
	<pre> graph TD Start([START]) --> I/O[/I/O/] I/O --> Process[] Process --> Check{{CHECK}} Check -- No --> I/O Check -- Yes --> Doc1[/ /] Doc1 --> DB1[(DB)] DB1 --> End1([]) End1 --> Check2{{ }} Check2 -- No --> Check Check2 -- Yes --> Doc2[/ /] Doc2 --> DB2[(DB)] DB2 --> End2([]) </pre>	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
Head of Postgraduate Studies		Check and prepare the paperwork to JKAP meeting	Application form, paperwork, JKAPS minute of meeting
JKAPS		Head of Postgraduate Studies presents to JKAPS for approval to reinstate student status (D10>)	Meeting minute
Faculty/ Student		Faculty issue approval letter to student	Letter to Dean IPSIS
Head of Postgraduate Studies		Head of Postgraduate Studies 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 13: APPEAL TO REVIEW VIVA VOCE RESULT (GV STATUS)

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student		Student submit appeal letter and attach all the supporting documents.	1. Appeal letter 2. Relevant documents
Supervisor		Supervisor will check and support	1. Appeal letter 2. Relevant documents
Head of Postgraduate Studies / Center for Postgraduate Studies		Check and prepare the paperwork to JAF meeting	1. Appeal letter 2. Documents from Student 3. Thesis reports 4. Viva voce meeting minutes 5. Chronology 6. Student's file
Head of Postgraduate Studies JAF		Head of Postgraduate Studies presents to JAF	1. Appeal letter 2. Documents from Student 3. Thesis reports 4. Viva voce meeting minutes 5. Chronology 6. Student's file 7. Meeting minutes
Independent Thesis Review Committee		Review and investigate	1. Appeal letter 2. Documents from Student 3. Thesis reports 4. Viva voce meeting minutes 5. Chronology 6. Student's file 7. Report and recommendation
Independent Thesis Review Committee JAF		Independent Thesis Review Committee presents in the JAF meeting	1. Report and recommendation 2. Meeting Minutes
IPSis		Check and prepare the paperwork to JKIPA meeting	1. Appeal letter 2. Documents from Student 3. Thesis reports 4. Viva voce meeting minutes 5. Chronology 6. Student's file 7. JAF Meeting minutes 8. Report and recommendation 9. Working Paper



SECTION 3: APPENDICES

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

	Anguilla		Ireland, Northern		Rwanda
	Antigua and Barbuda		Ireland, Republic of		Saint Kitts and Nevis
	Australia		Isle of Man		Saint Lucia
	Bahamas		Jamaica		St Vincent & the Grenadines
	Bangladesh		Jersey		Samoa
	Barbados		Kenya		Scotland
	Belize		Kiribati		Seychelles
	Bermuda		Lesotho		Sierra Leone
	Botswana		Liberia		Singapore
	British Virgin Island		Malawi		Solomon Island
	Cameroon		Maldives		South Africa
	Canada (except Quebec)		Malta		St Helena
	Cayman Island		Marshall Islands		Sudan
	Christmas Island		Mauritius		Swaziland
	Cook Island		Micronesia		Tanzania
	Dominica		Montserrat		Tonga
	Falkland Islands		Namibia		Trinidad and Tobago
	Fiji		Nauru		Turks and Caicos Island
	Gambia		New Zealand		Uganda
	Ghana		Nigeria		United Kingdom
	Gibraltar		Niue		United States of America
	Grenada		Norfolk Island		US Virgin Islands
	Guam		Pakistan		Vanuatu
	Guernsey		Palau		Wales
	Guyana		Papua New Guinea		Zambia
	Hong Kong		Philippine		Zimbabwe
	India		Puerto Rico		

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

FACULTY	LIST OF ADDITIONAL JOURNALS
Faculty of Art & Design	1. International Journal of Art and Art History
	2. International Journal of INTI
	3. Jurnal ISI (Inspirasi, Seni & (Intelektual)
	4. Jurnal of ISI Yogyakarta
	5. Sequential Arts and Digital Content Studies
Faculty of Architecture, Planning & Surveying	1. Asian Journal of Environment-Behaviour Studies (ajE-Bs)
	2. The Asian Journal of Quality of Life (AjQoL)
	3. International Surveying Research Journal (ISrJ)
	4. Journal of Design + Built
	5. Jurnal Lanskap Indonesia
Faculty of Law	1. Malayan Law Journal
	2. Current Law Journal
Faculty of Music	1. Journal of Music Research (Uni Melb)
	2. Ethnomusicology Review (UCLA)
	3. Riffs Journal (Birmingham CU)
	4. The Chamber Music Journal
	5. Asian Journal of Behavioral Sciences
	6. Asian Journal of Research in Education and Social Sciences

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	Waiting 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

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

Head of Postgraduate Studies : 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. Worrان 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
33. Prof. Dr Haslinda Binti Yusoff

END

Institut Pengajian Siswazah (IPsis)

Aras 4, Bangunan Sarjana
Universiti Teknologi MARA
40450 Shah Alam,
Selangor, MALAYSIA



ISO 9001:2015 No. Sijil: 10120156