MANUAL
DEFENCE RESEARCH PROPOSAL (DRP)
FOR STUDENT
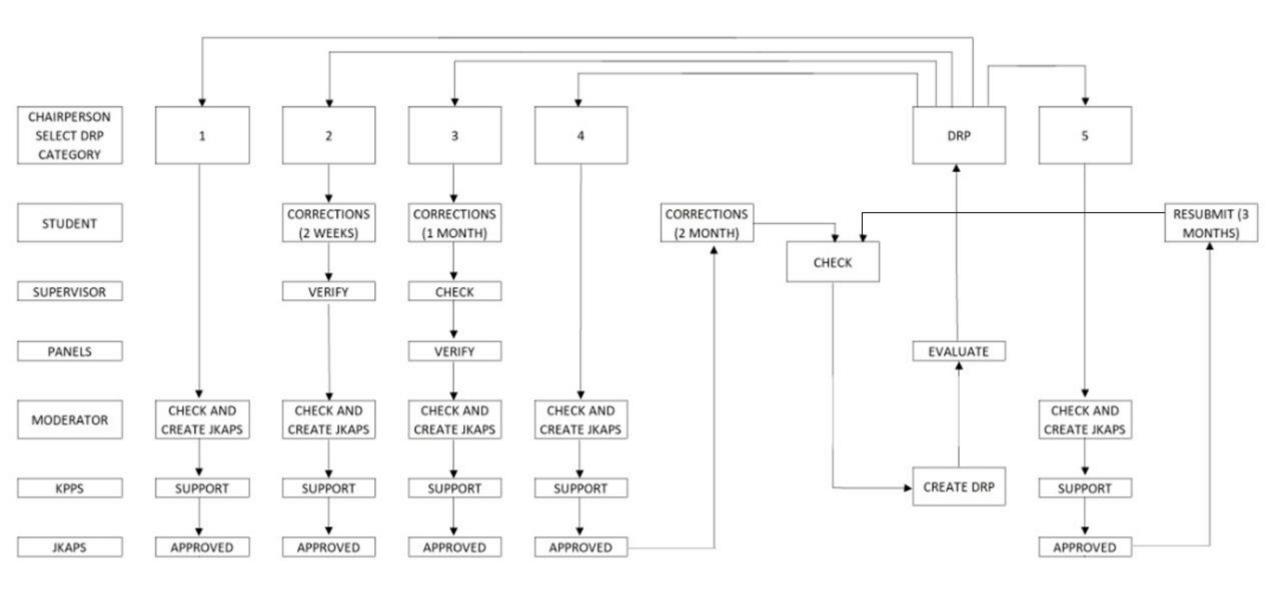
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DESCRIPTION ON RANKING AND MARKS

RANKING	MARKS	DESCRIPTION
1	90 - 100	Accepted without amendments.
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.
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.
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.
5	<65	Rejected. Student is required to submit and present anew proposal.

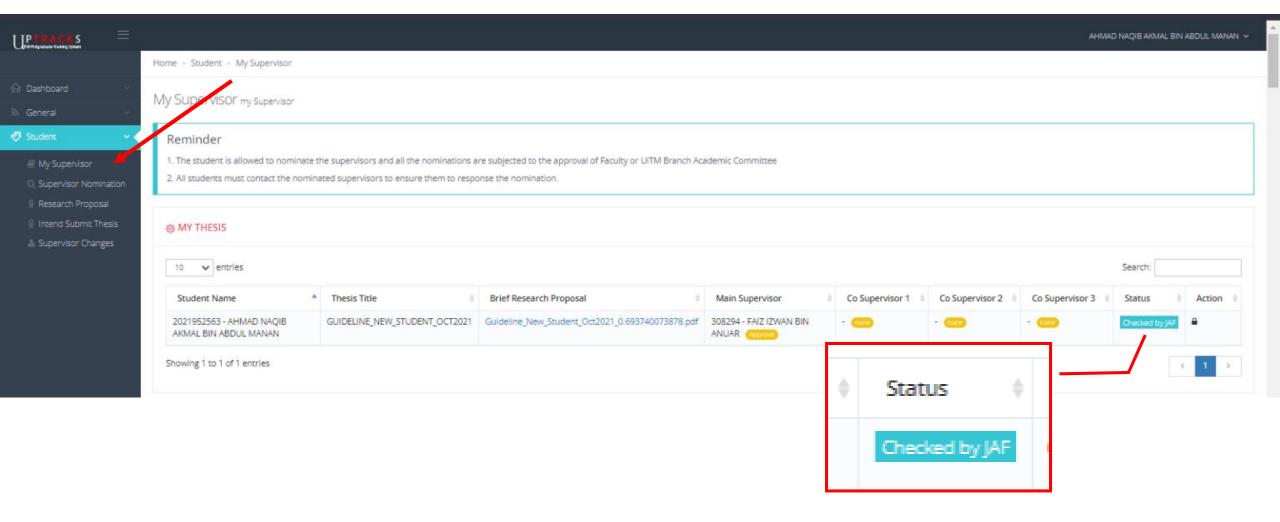# FLOWCHART OF AFTER DRP PROCESS BASED ON RANKING

After DRP Process Flowchart
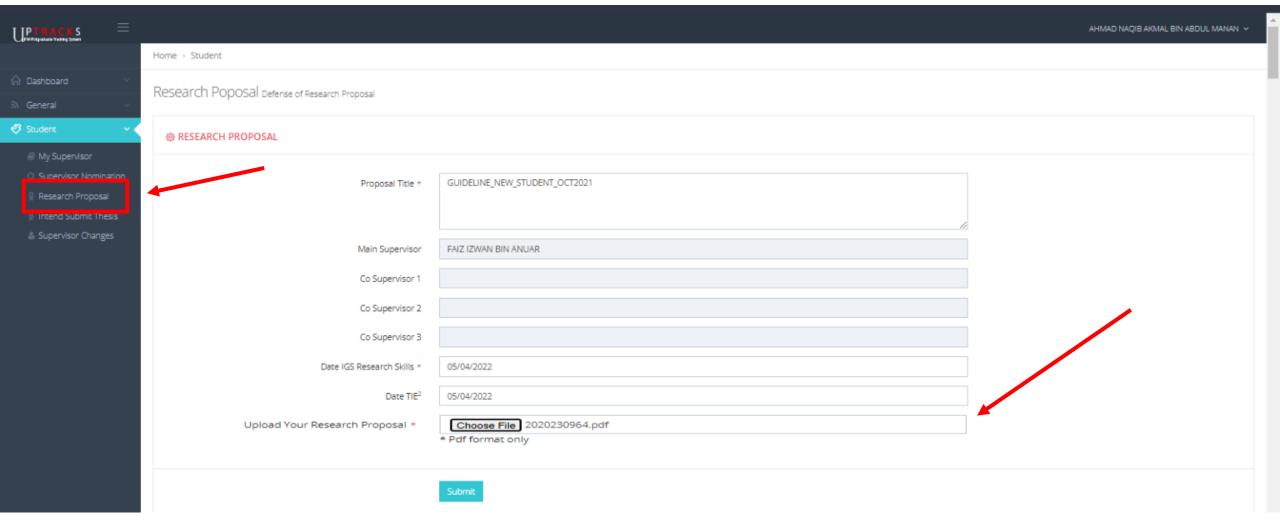
THINGS TO BE CONCERN BEFORE DRP APPLICATION

- **Please make sure**, status in "**My Supervisor**" must be "**Checked by JAF**" or "**Checked by JKIPA**" before the student can apply for DRP.
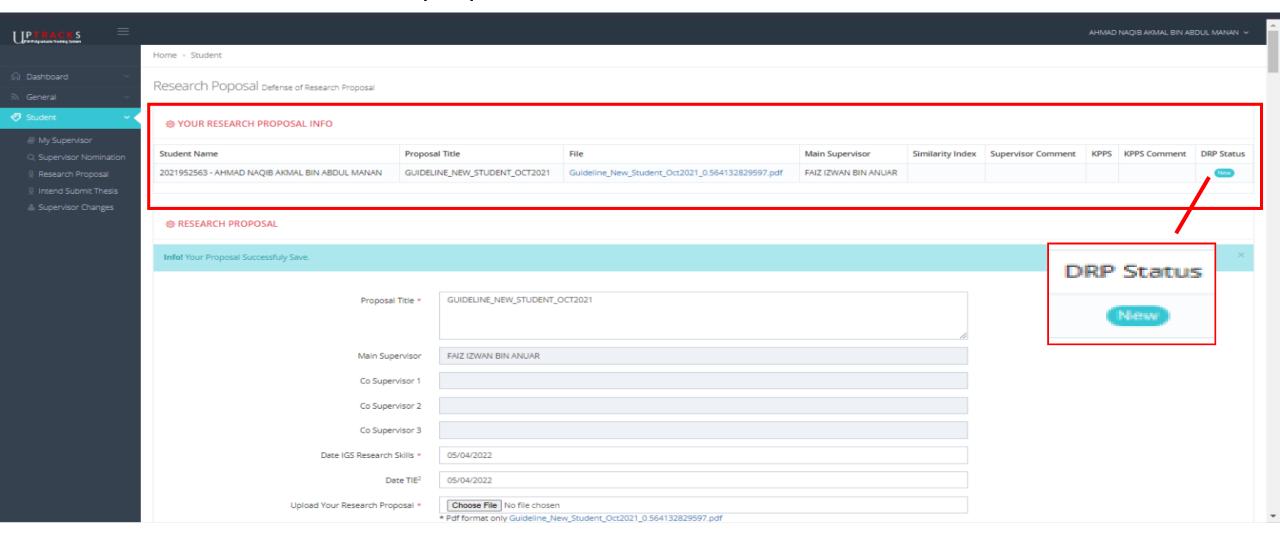- If not, student cannot apply for DRP. Please contact your **moderator** or **Head of Postgraduate Faculty (KPPS)**.

HOW TO APPLY

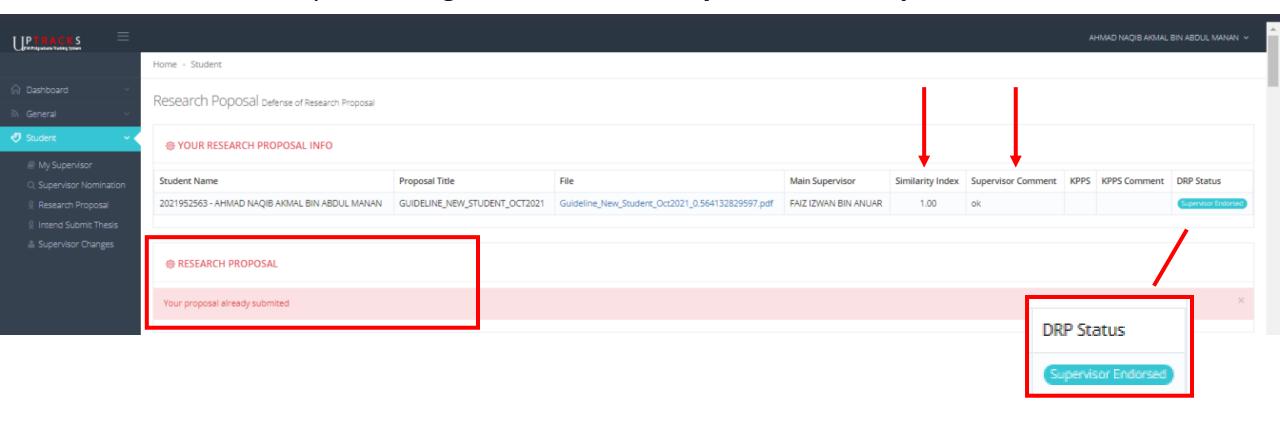- Click "**Research Proposal**" to apply. All processes of DRP will be done on this screen.
- Students need to upload the research proposal in **PDF format**, please **rename** the proposal document to **student ID number** only and click **"Submit"**.

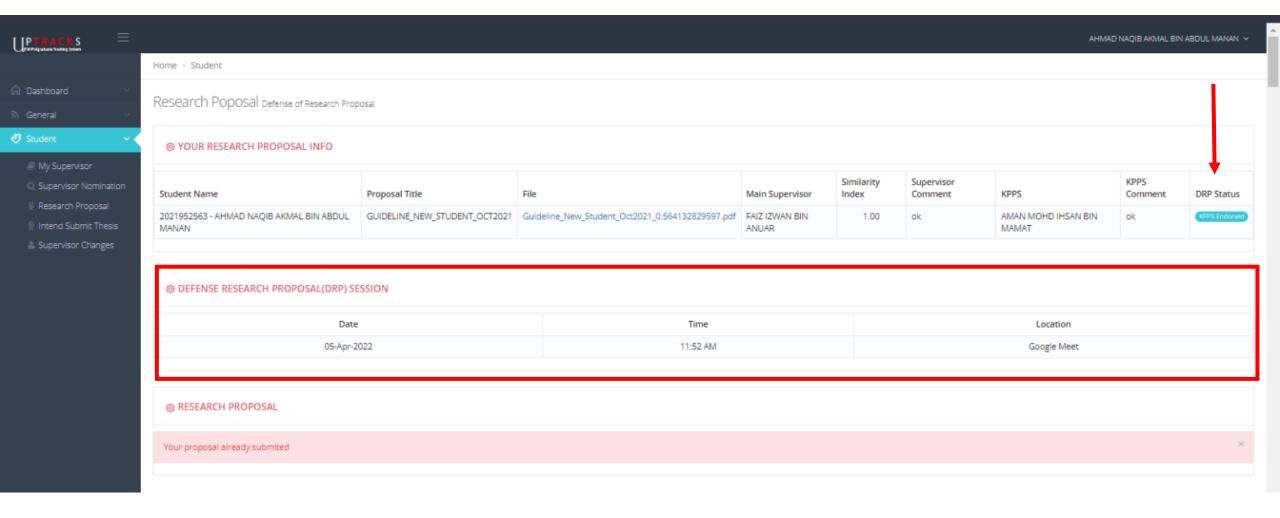- The screen will change and display the application of DRP.
- If DRP status is still "**New**", students can change the information before the main SV endorses the proposal.

- If DRP status changed to "**Supervisor Endorsed**", this screen will be locked and student cannot make any changes. This indicates that the student's proposal has been accepted along with the **Similarity Index** and **Supervisor Comments**.

- After process endorsement by SV, next KPPS will endorses the proposal along with the DRP session.
- The DRP status is changed to "**KPPS Endorsed**".
- Process of DRP will go according to the DRP session setup by KPPS.

REQUIRED ACTION AFTER DRP :
Ranking 1

- Mark by Panels will endorse by a Chairman. The DRP status change to "**Chairman Endorsed Mark**".
- For Ranking 1, students are not required to take any action.
- Click "**Summary Assessment**" to view marks and comment by the Panel.

EXAMPLE OF SUMMARY ASSESSMENT

UP**TRACKS**
UPM Postgraduate Tracking System

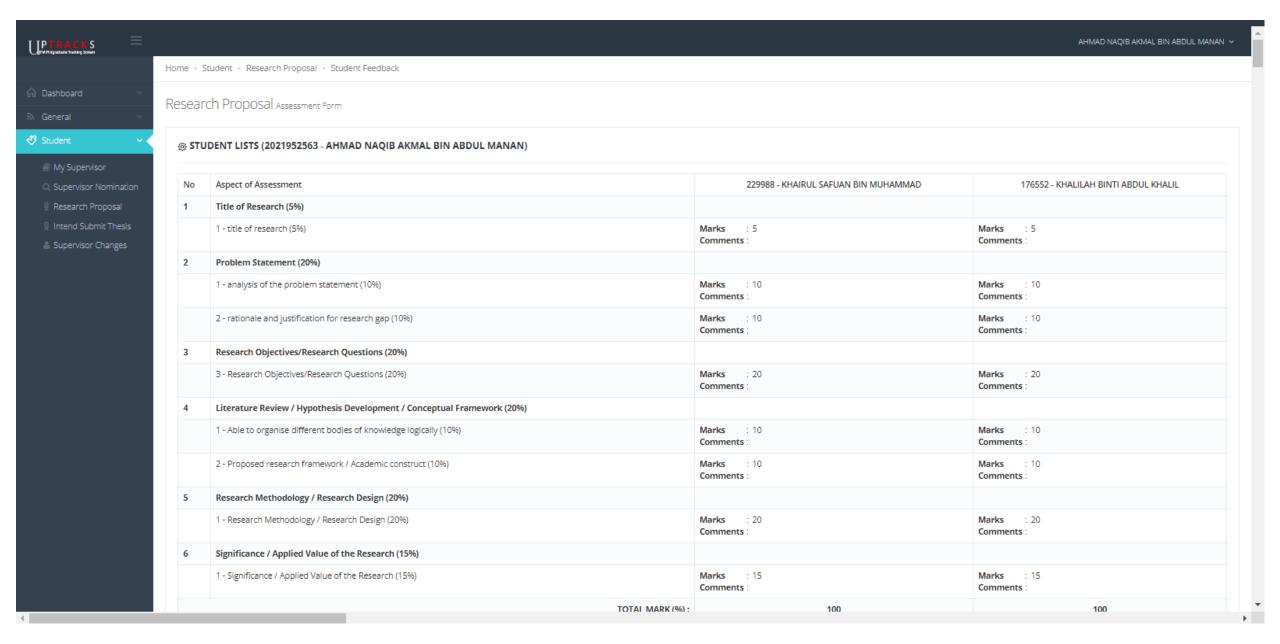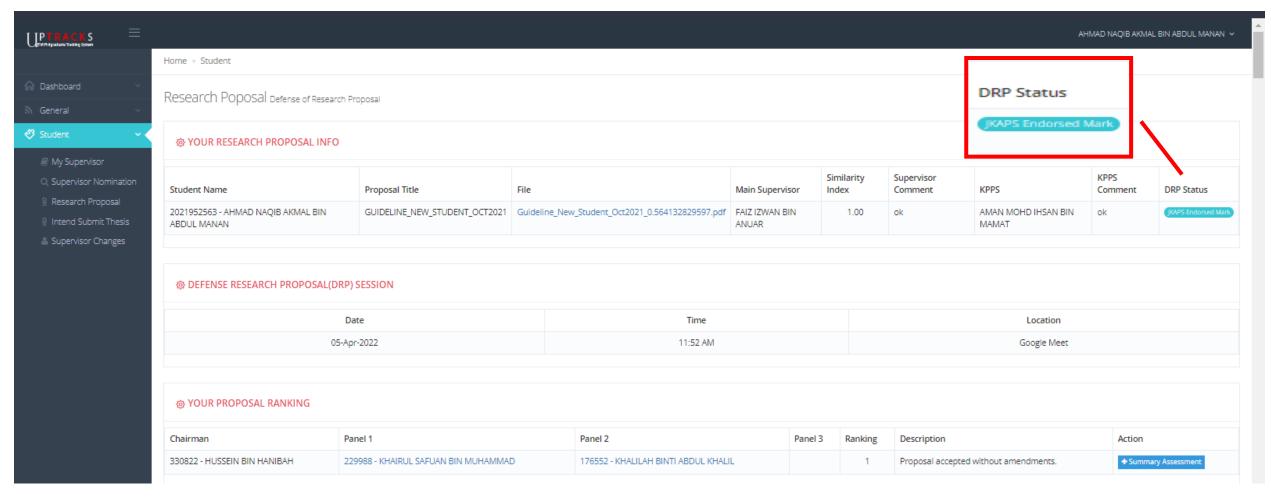AHMAD NAQIB AKMAL BIN ABDUL MANAN ⌄

- Dashboard ⌄
- General ⌄
- **Student** ⌄
  - My Supervisor
  - Supervisor Nomination
  - Research Proposal
  - Intend Submit Thesis
  - Supervisor Changes

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Research Proposal Assessment Form

⚙ **STUDENT LISTS (2021952563 - AHMAD NAQIB AKMAL BIN ABDUL MANAN)**

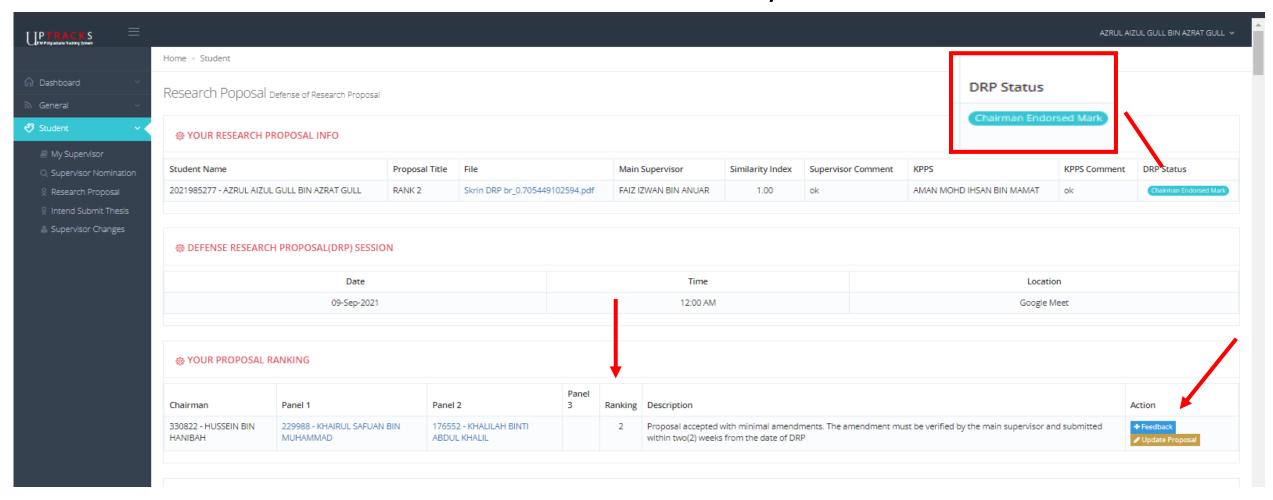| No	Aspect of Assessment	229988 - KHAIRUL SAFUAN BIN MUHAMMAD	176552 - KHALILAH BINTI ABDUL KHALIL
1	**Title of Research (5%)**		
	1 - title of research (5%)	Marks : 5 Comments :	Marks : 5 Comments :
2	**Problem Statement (20%)**		
	1 - analysis of the problem statement (10%)	Marks : 10 Comments :	Marks : 10 Comments :
	2 - rationale and justification for research gap (10%)	Marks : 10 Comments :	Marks : 10 Comments :
3	**Research Objectives/Research Questions (20%)**		
	3 - Research Objectives/Research Questions (20%)	Marks : 20 Comments :	Marks : 20 Comments :
4	**Literature Review / Hypothesis Development / Conceptual Framework (20%)**		
	1 - Able to organise different bodies of knowledge logically (10%)	Marks : 10 Comments :	Marks : 10 Comments :
	2 - Proposed research framework / Academic construct (10%)	Marks : 10 Comments :	Marks : 10 Comments :
5	**Research Methodology / Research Design (20%)**		
	1 - Research Methodology / Research Design (20%)	Marks : 20 Comments :	Marks : 20 Comments :
6	**Significance / Applied Value of the Research (15%)**		
	1 - Significance / Applied Value of the Research (15%)	Marks : 15 Comments :	Marks : 15 Comments :
	TOTAL MARK (%) :	100	100

- When DRP session has been done and the Chairman endorsed the mark, DRP scores will be sent to JKAPS (Jawatankuasa Kecil Akademik Pengajian Pascasiswazah) meeting for verification.
- DRP status will change to "**JKAPS Endorsed Mark**". That is the final endorsement from the faculty.
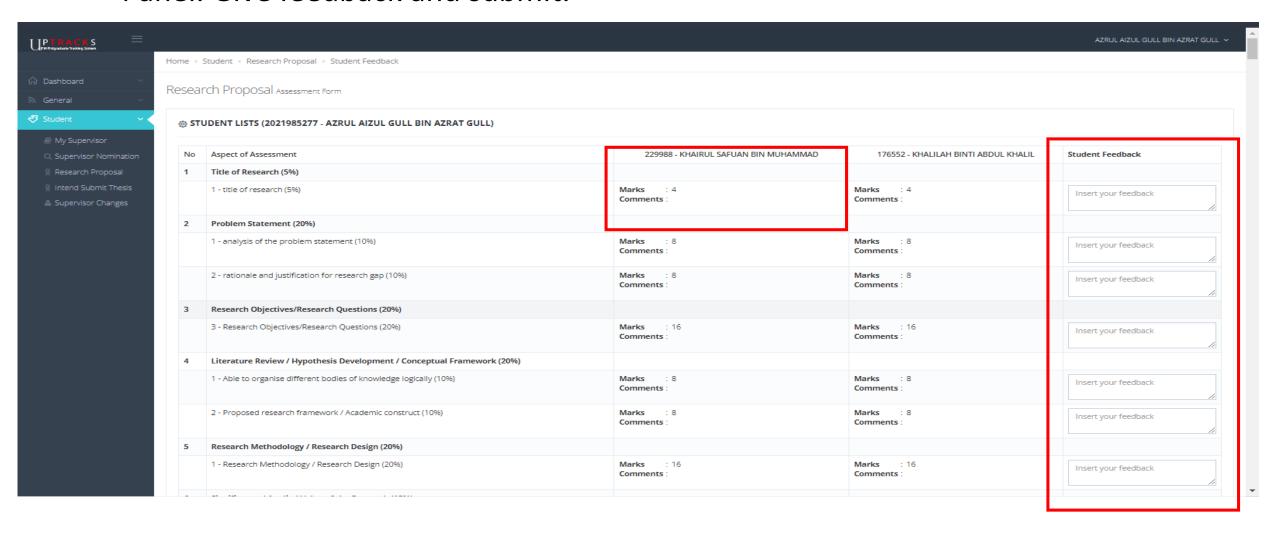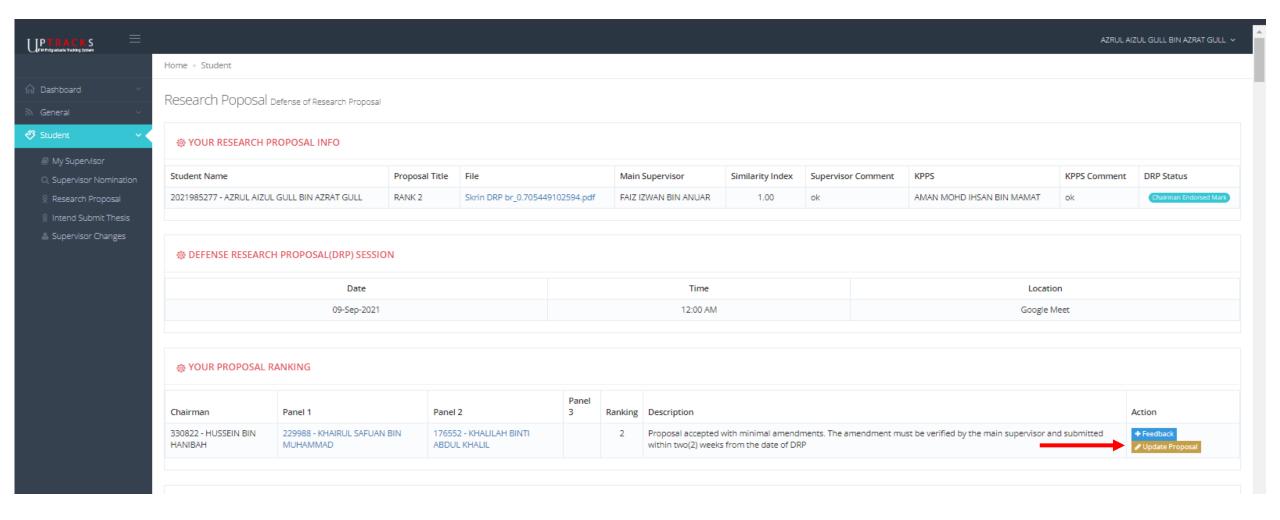
REQUIRED ACTION AFTER DRP :
Ranking 2

- Mark by Panels will endorse by a Chairman. The DRP status change to "**Chairman Endorsed Mark**".
- For Ranking 2, students need to **give feedback** on the corrections from Panels and **update the corrected proposal** at the "**Action**" column.
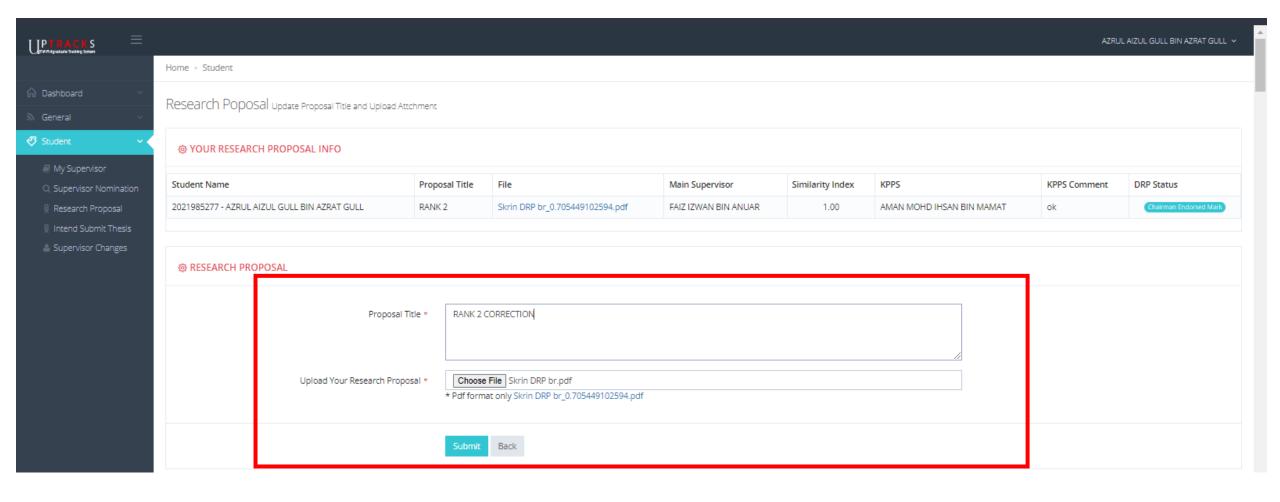- Click "**Feedback**" to view marks and comment by the Panels.

- Students need to fill in the **student feedback** for each aspect given by the Panel. Give feedback and submit.
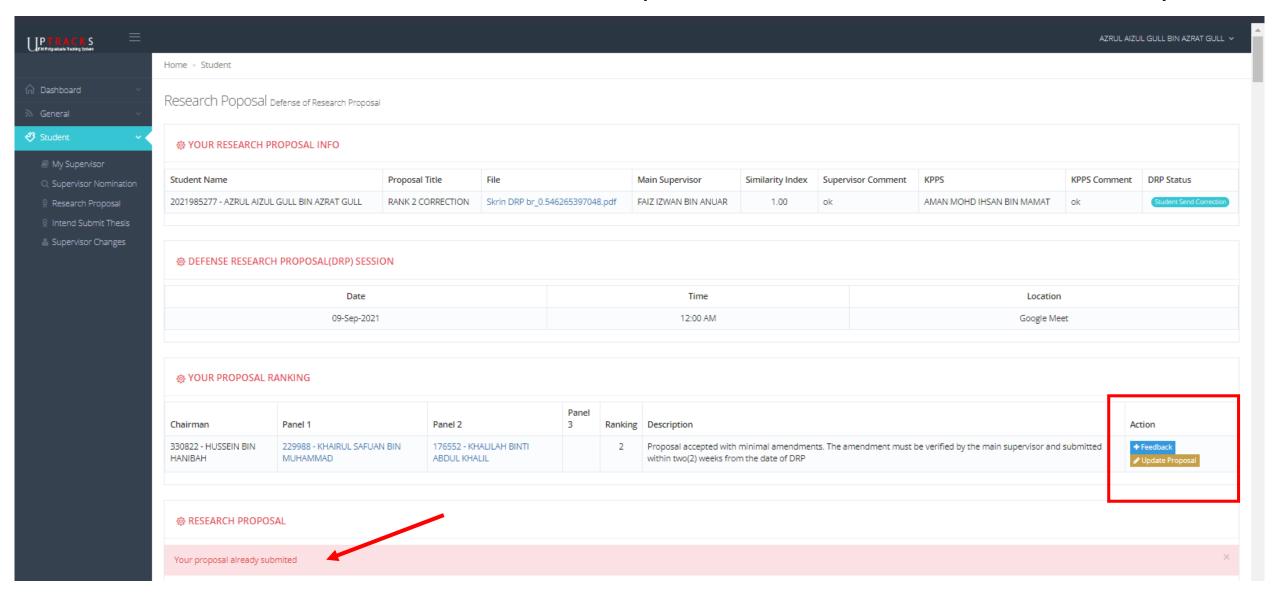
- After that, click "**Update Proposal**" to upload your new proposal.
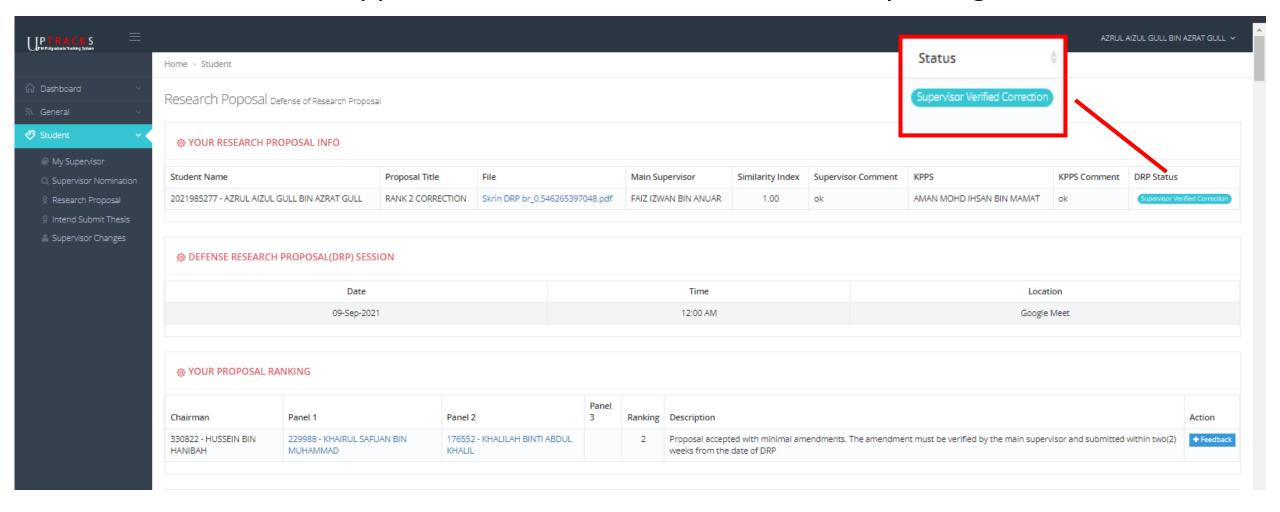
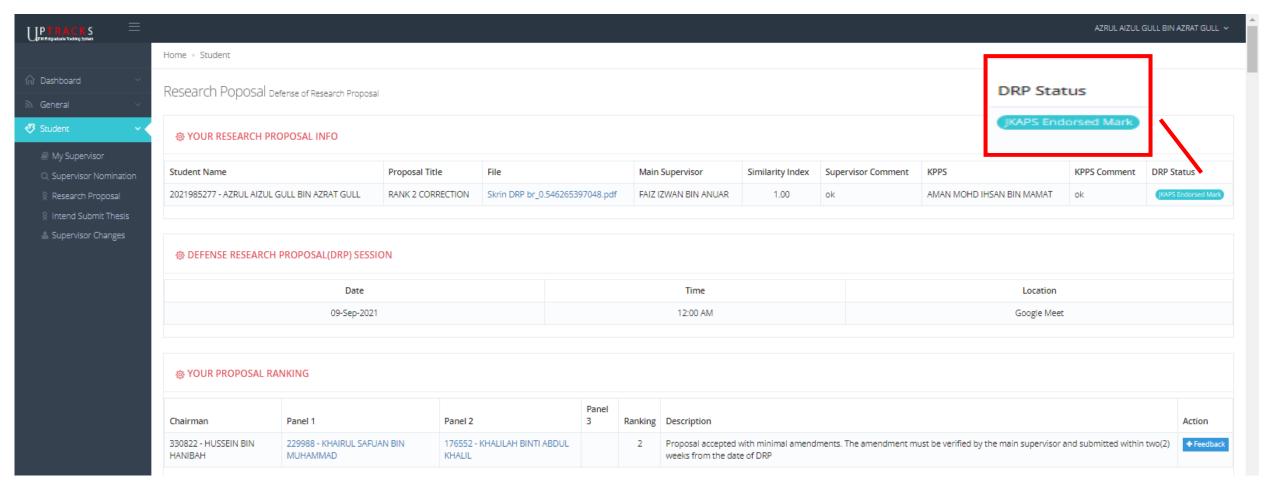- Upload the new proposal that has been corrected and click "**Submit**".

- Screen will show that your proposal is already submitted.
- Student can still edit the feedback and upload a new document before SV verify.

UPTRACKS
UPM Postgraduate Tracking System

AZRUL AIZUL GULL BIN AZRAT GULL ⌄

Home · Student

Research Proposal Defense of Research Proposal

⚙ **YOUR RESEARCH PROPOSAL INFO**

Student Name	Proposal Title	File	Main Supervisor	Similarity Index	Supervisor Comment	KPPS	KPPS Comment	DRP Status
2021985277 - AZRUL AIZUL GULL BIN AZRAT GULL	RANK 2 CORRECTION	Skrin DRP br_0.546265397048.pdf	FAIZ IZWAN BIN ANUAR	1.00	ok	AMAN MOHD IHSAN BIN MAMAT	ok	Student Send Correction

⚙ **DEFENSE RESEARCH PROPOSAL(DRP) SESSION**

Date	Time	Location
09-Sep-2021	12:00 AM	Google Meet

⚙ **YOUR PROPOSAL RANKING**

Chairman	Panel 1	Panel 2	Panel 3	Ranking	Description	Action
330822 - HUSSEIN BIN HANIBAH	229988 - KHAIRUL SAFUAN BIN MUHAMMAD	176552 - KHALILAH BINTI ABDUL KHALIL		2	Proposal accepted with minimal amendments. The amendment must be verified by the main supervisor and submitted within two(2) weeks from the date of DRP	✚ Feedback ✏ Update Proposal

⚙ **RESEARCH PROPOSAL**

Your proposal already submitted   ✕

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  - Research Proposal
  - Intend Submit Thesis
  - Supervisor Changes

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- After SV verified the correction, the new status **"Supervisor Verified Correction"** will appear and the student cannot make any changes after that.
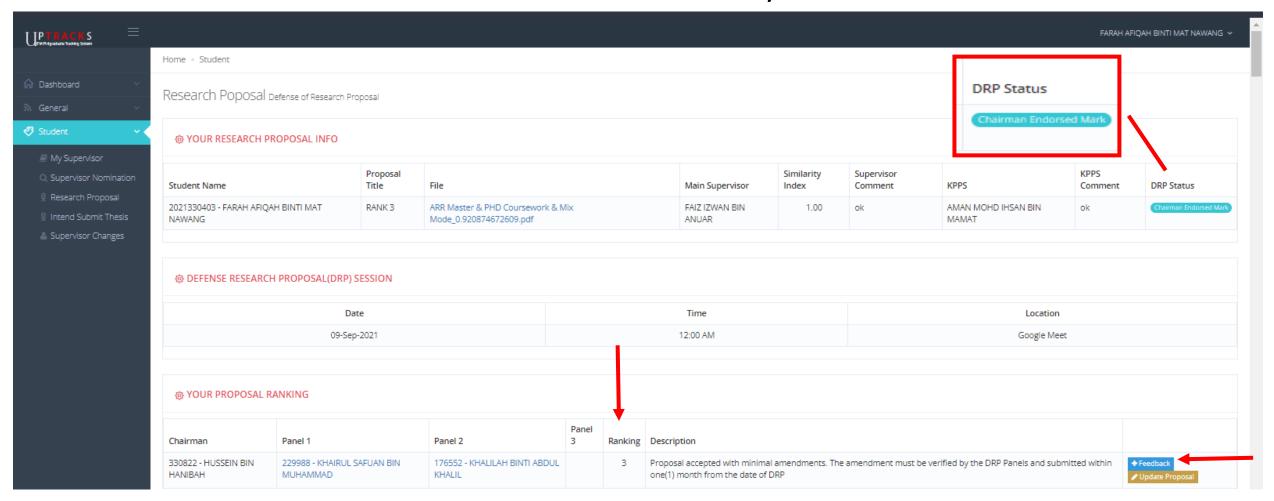
- After verified by SV, the DRP scores will be sent to JKAPS (Jawatankuasa Kecil Akademik Pengajian Pascasiswazah) meeting for verification.
- DRP status will change to "**JKAPS Endorsed Mark**". That is the final endorsement from the faculty.
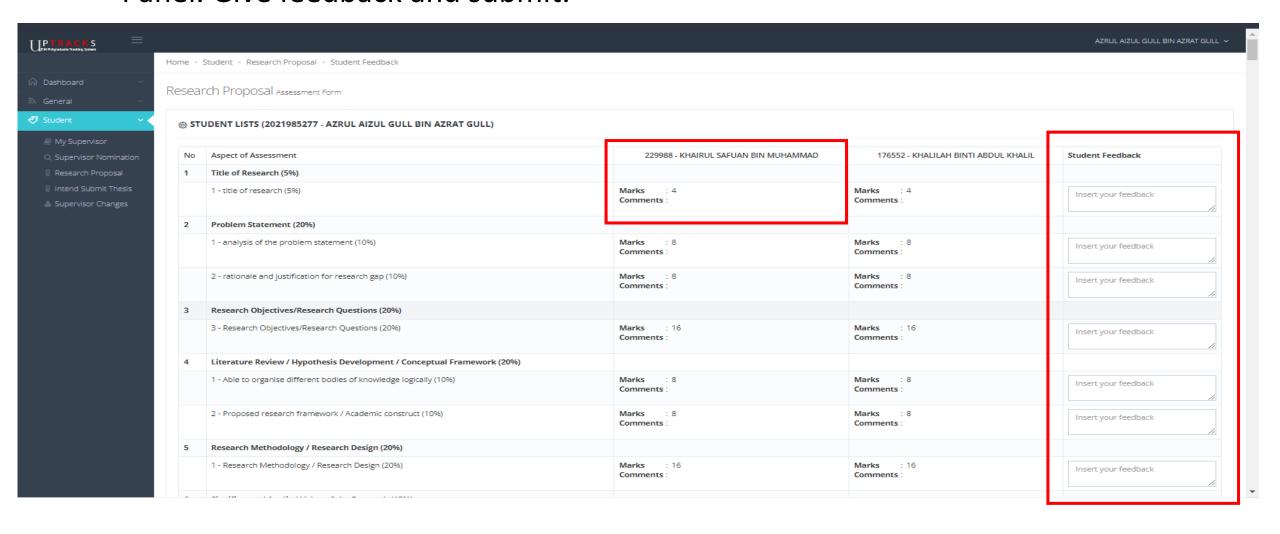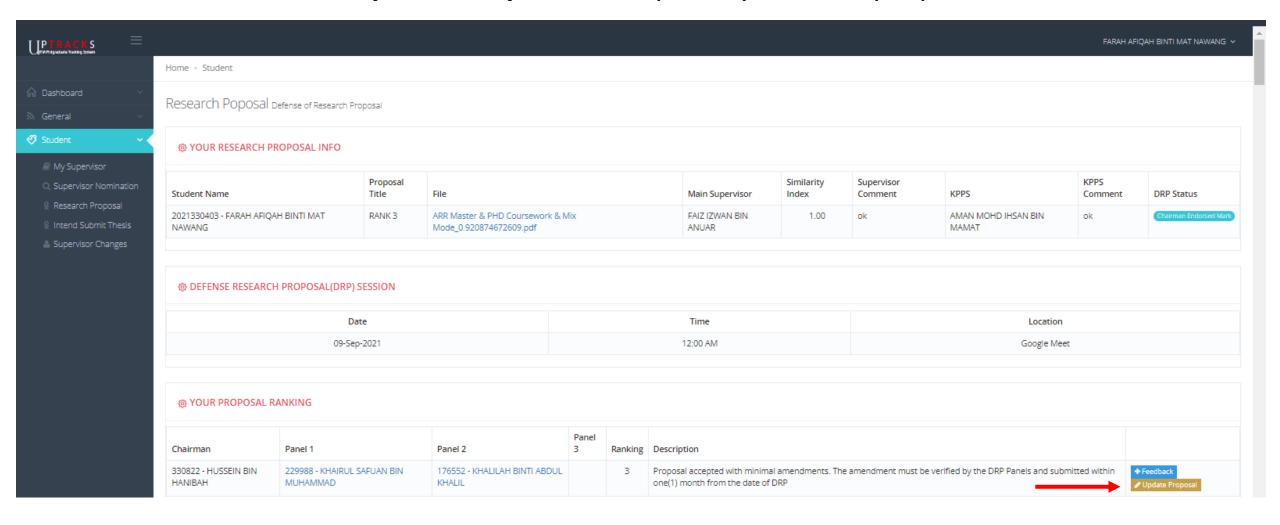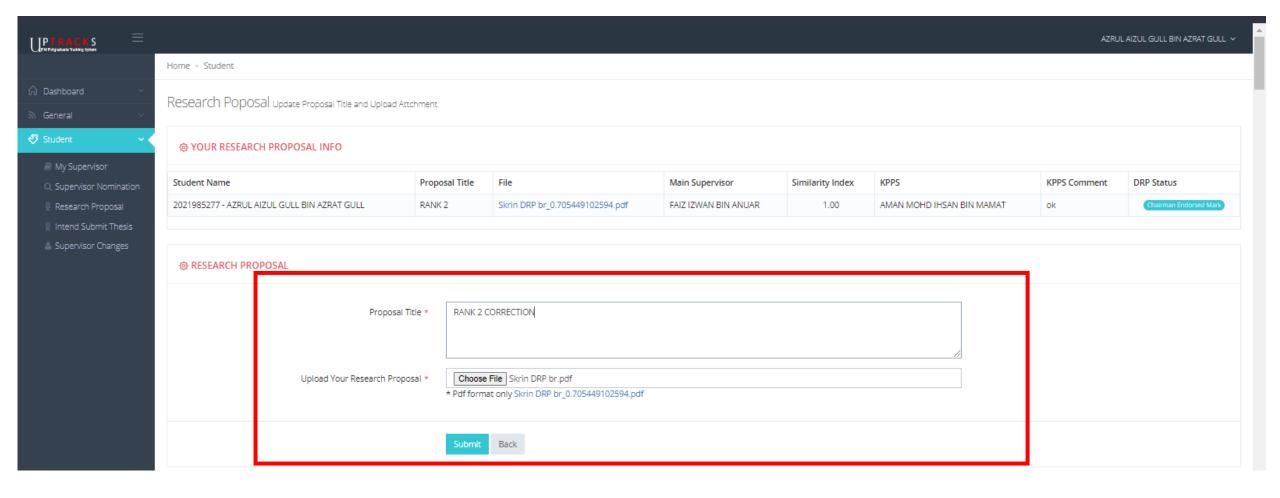
REQUIRED ACTION AFTER DRP :
Ranking 3

- Mark by Panels will endorse by a Chairman. The DRP status change to "**Chairman Endorsed Mark**".
- For Ranking 3, students have to **give feedback** corrections from panels and **update the proposal** correction in the action column.
- Click "**Feedback**" to view marks and comment by the Panels.

- Students need to fill in the **student feedback** for each aspect given by the Panel. Give feedback and submit.

- After that, click "**Update Proposal**" to upload your new proposal.

- Upload the new proposal that has been corrected and click "**Submit**".
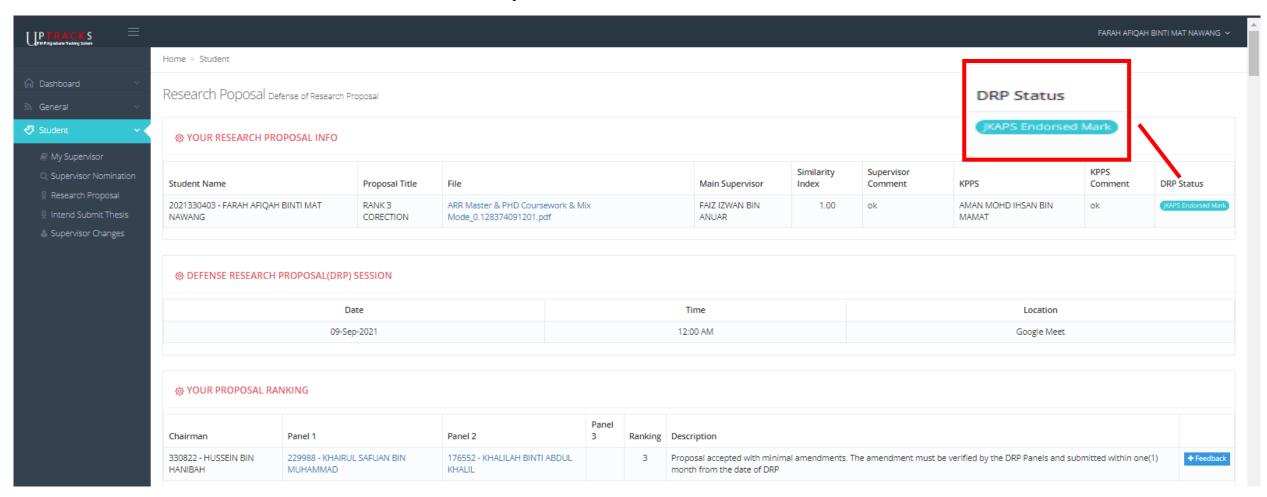
- Screen will show that your proposal is already submitted.
- Student can still edit the feedback and upload a new document before SV verify.

- After SV verified the correction, the new status will appear and the student cannot make any changes after that.
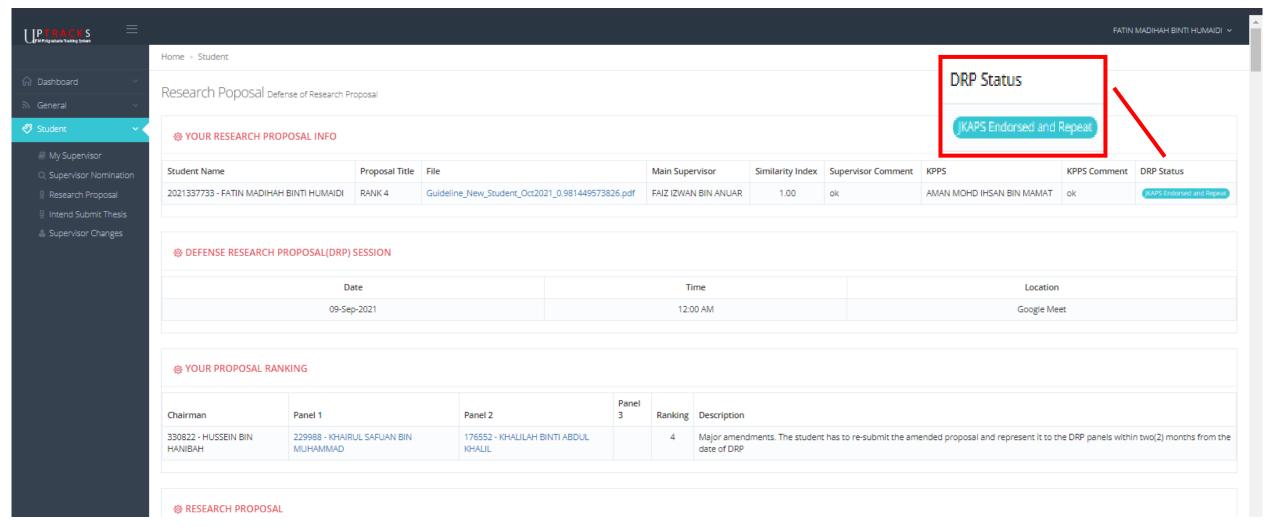- Panel will do the verification after being verified from SV.

- After that, the DRP scores will be sent to JKAPS (Jawatankuasa Akademik Pascasiswazah) meeting for verification.
- DRP status will change to "**JKAPS Endorsed Mark**". That is the final endorsement from the faculty.
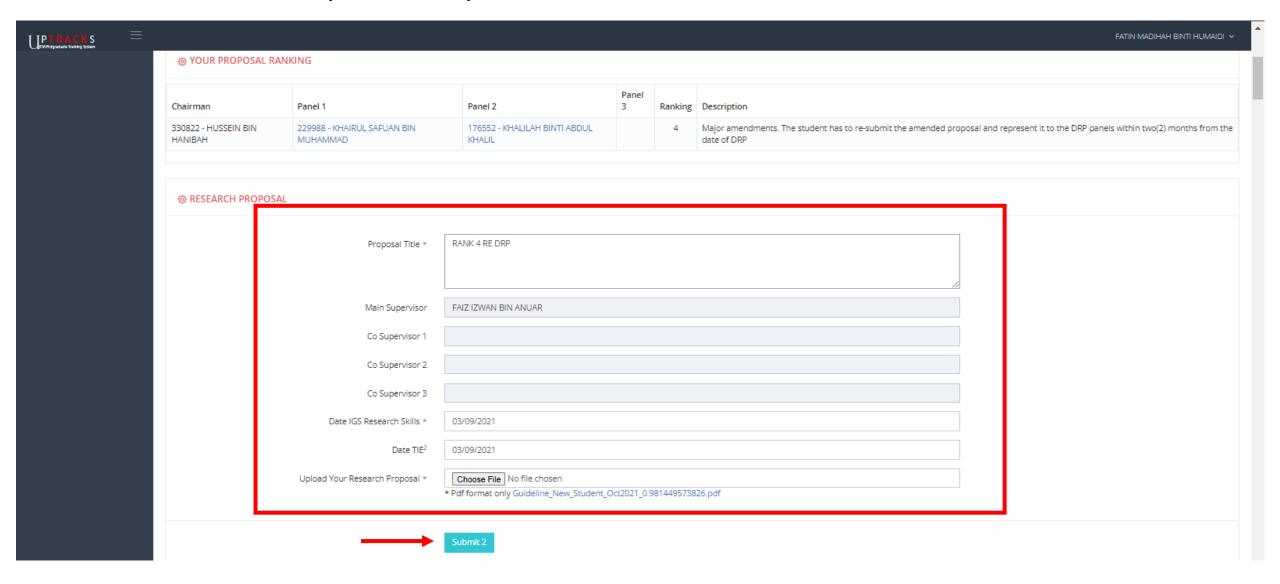
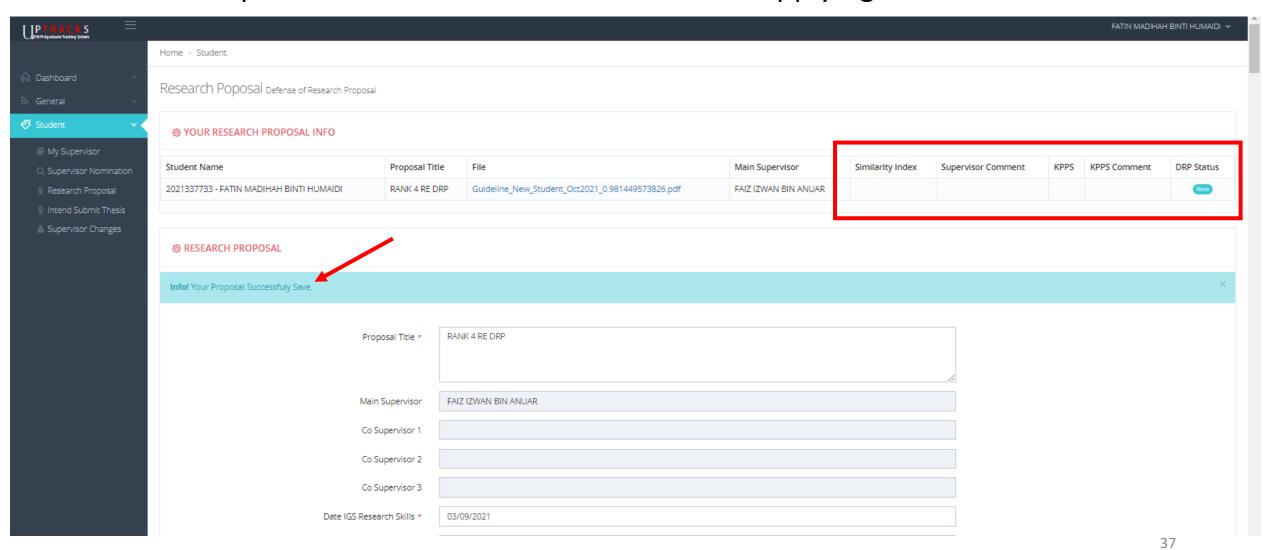# REQUIRED ACTION AFTER DRP :
Ranking 4 & 5

- For ranking 4 & 5, students have to wait until DRP Status change to "**JKAPS Endorse and Repeat**". **Contact your moderator or KPPS faculty if the status still not changing.**
- Students can reapply for DRP after the status has been change.

- Scroll down, key in, and upload new document. Then, click **"Submit".**

- Old data will be reset and DRP Status will change to "**New**".
- Students can upload, change and edit proposal before SV verifies the application.
- The next process will be the the same action as applying for the first time.

End