

# Rules and Guidelines for Postgraduate by Research



Universiti  
Malaysia  
**PAHANG**  
Engineering • Technology • Creativity



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From the Vice-Chancellor



From the  
Vice-Chancellor

Established in 2002 as Malaysia's sixteenth public university, UMP currently offers graduate studies by research at Master's and Doctoral levels. Candidates for studies at the doctoral level would be admitted into the Doctor of Philosophy (PhD) programme. These programmes are offered through the respective academic faculties and centres in UMP.

The general areas of specialisation are as follows: Chemical Engineering Bioprocess, Biotechnology, Industrial Chemistry, Mechanical Engineering, Automotive Engineering, Production Engineering, Electrical Engineering, Electronic Engineering, Instrumentation, Civil Engineering, Construction Engineering, Computer Science, Software Engineering, Technology Management, Industrial Safety and Health, Human Capital Resources, Project Management and Operations Management. Potential candidates are strongly encouraged to enquire with the respective faculties on the availability of supervisor to supervise research work in specific sub-specialisation of the areas listed above.

Tailoring our graduates with the needs of present job market, our curriculums are designed to meet the standards set by Ministry of Education, the Malaysian Qualifications Agency and the Engineering Accreditation Council. The curriculums focus on enhancing the capabilities of our students to become highly competent professionals and future global players.



“The curriculums focus on enhancing the capabilities of our students to become highly competent professionals and future global players.”

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Operating from its campuses in Gambang and Pekan. UMP provides campus-wide broadband coverage to facilitate students to utilise web-based e-learning applications, library-on-server and others to the maximum, creating a fun and enjoyable learning environment for our students.

Our engineering and science laboratories are equipped with state-of-art facilities and equipment resembling those available in the industries, enabling our students to experience a conducive post-graduate and research environment.

Welcome on board!

**Professor Ir. Dr. Wan Azhar bin Wan Yusoff**

*Vice-Chancellor*

*Universiti Malaysia Pahang*



## From the Dean of IPS

Bismillahirrahmanirrahim

Assalamualaikum Warahmatullahi Wabarakatuh and Good Day,

Welcome to Universiti Malaysia Pahang!

The main functions of the Institute of Postgraduate Studies (IPS) are (1) to implement and monitor postgraduate research direction and policies, (2) to plan, manage and monitor academic management matters of postgraduate students, and (3) to develop work procedures and guidelines related to the graduate programmes. At the Universiti Malaysia Pahang (UMP), we offer Doctor of Philosophy, Master by Research, Master by Course, and Master by Mixed Mode.

We also offer value-added programmes to students as our mission is to provide quality academic services and management through a conducive learning environment for postgraduate students. With the upcoming Industrial Revolution 4.0, UMP has creatively designed a non-conventional course to be delivered namely Masters and PhD (Industry Mode), PhD (by publication), Global Classroom, MOOCS, Competency courses and online courses.

In addition, this guideline aims to provide clear information and guidance to all students, supervisors, administrators, and departments involved as to ensure that the postgraduate management is effectively conducted and to achieve the goals outlined in the Academic Blueprint of UMP.

Thank you for choosing UMP as your destination of study. To all the new students of UMP, congratulations. Enjoy your knowledge-gaining experience, give the best for your personal success, and do contribute to university excellence.

Best wishes,

**Prof. Datin Ts Dr. Mimi Sakinah Binti Abdul Munaim**

*Dean*

*Institute of Postgraduate Studies*

Section A  
**Rules for  
Postgraduate  
by Research**

## SECTION 1 : TERMS DEFINITION

In these rules and regulations, unless the context is otherwise requires:-

**“University”** means Universiti Malaysia Pahang;

**“Senate”** means the Senate of Universiti Malaysia Pahang;

**“Faculty”** means any faculty, school, or study centre at the University;

**“Dean”** means head of the Faculty appointed by the Vice Chancellor;

**“Faculty Council”** means a central body established at the Faculty that shall be responsible to the Senate for the academic matters within the jurisdiction of the Faculty, and may carry out any other duties as delegated to the council by the statute, rules and regulations.

**“Program”** means an academic program according to the curriculum approved by the Senate for the purpose of graduation;

**“Student”** means a registered student, who is pursuing the study course, teaching, training or research of any description, at the post-graduate or post-doctoral as fulltime or part time, by or from the University, and includes long distance learning, off-campus, exchange and non-graduating student;

**“Senior Student”** means a student who has completed at least one semester of study at the University;

**“Lecture”** means all academic encounters between the lecturer and their students as scheduled in the teaching plan;

**“Course”** means a component of a curriculum of a program that has its own unique code;

**“Assessment”** means any form of performance measurement of the student for the course taken;

**“IPT”** means Public or Private Higher Education Institution recognised by the University;

**“Conferment”** means Senate endorsement to a student that has fulfilled the criteria for conferment;

**“Pre-requisite”** means a course that has to be passed before taking the next course;

**“Academic Member”** means a full time academic staff or teaching staff on a permanent or contracted position;

**“Compulsory Attendance”** means present at any of the courses that are deemed compulsory;

**“Degree”** means an award conferred by the University on a student who has fulfilled the requirements for a Master's or Doctoral programme of study;

**“Coursework”** means the mode of the program of study whereby the student will be required to complete assignments, tests, and any other forms of evaluation;

**“Compulsory Courses”** are courses that are compulsory to be taken by the student;

**“Elective Courses”** are courses that can be chosen freely by the student. The courses can be chosen from the core courses at any other faculties and it is aimed to strengthen the student's knowledge and thus assisting them to prepare the Project Paper;

**“Examiner”** means an academician of the University appointed by the Graduate Studies Committee and endorsed by the Senate to evaluate the courses including the Project Paper;

**“Supervisor”** means an academician appointed by the Faculty to supervise the research work of the student;

**“Study Period”** means a registered period in the Postgraduate Studies Program either full time or part time;

**“Discipline”** means discipline of study such as technology or engineering.

**“HW”** is an acronym for compulsory attendance of the course.

**“HL”** is an acronym for having passed the "HW" course.

**“Expert Academic”** refers to a person who has a PhD and has 5 years working experience and has graduated at list one PhD candidate.

**“Expert Industry”** refers to a person who has a PhD or who has 10 years working experience or holding managerial position.

## SECTION 2 : ACADEMIC YEAR

2.1 The academic year of postgraduate studies by research follows the University Academic Calendar.

## SECTION 3 : ADMISSION REQUIREMENT

3.1 The entry requirement for postgraduate degree by research is as shown in Table 1 for Master's and Table 2 for PhD admission.

3.2 For Master's degree studies by research, a student must possess a Bachelor's Degree (Honors) with CPA of at least 2.75. In any case that a student does not meet this CPA, the student must meet any of the following criteria:

**Table 1: Entry Requirement for Master's Degree**

CPA	Other Requirements
CPA of 2.50 - 2.74	<ul style="list-style-type: none"> <li>- Working experience – 1 year in related field ; OR</li> <li>- Obtain grade B for any course related to the program approved by the University Senate ; OR</li> <li>- Obtain grade B+ for final year project</li> </ul>
CPA of 2.00 - 2.49	<ul style="list-style-type: none"> <li>- Working experience – 5 years in related field ; OR</li> <li>- Working experience 1 year in related field AND               <ul style="list-style-type: none"> <li>• 2 academic publications (journals in related field) ; OR</li> <li>• Obtain grade B+ for major / elective course ; OR</li> <li>• Obtain grade A- for final year project</li> </ul> </li> </ul>

3.3 For Doctor of Philosophy admission, a student must have a Master's degree by research or Master's degree by coursework with CPA of at least 3.00. In case, student does not meet this CPA, the student must meet the following conditions as shown in Table 2.

**Table 2: Entry Requirement for Doctoral Degree**

CPA	Other Requirements
CPA of 2.75 - 2.99;	<ul style="list-style-type: none"> <li>- Working experience – 5 years in related field ; OR</li> <li>- Obtain grade B+ for any course related to the program approved by the University Senate ; OR</li> <li>- Grade B+ in Dissertation/Project</li> </ul>
CPA of 2.5 - 2.74;	<ul style="list-style-type: none"> <li>- Working experience – 5 years in related field ; OR</li> <li>- Working experience – 2 years in related field <b>AND</b> <ul style="list-style-type: none"> <li>• 2 academic publications (journals in related field) ; OR</li> <li>• Obtain grade A- for major / elective course ; OR</li> <li>• Obtain grade A for coursework mode ; OR</li> <li>• Pass for mixed mode in Dissertation/ Project</li> </ul> </li> </ul>

3.4 Other qualifications recognised by the Senate, obtained through accreditation of prior experiential learning (APEL) which is APEL A Certificate (APEL T-7) and subject to the fields listed by MQA.

3.5 No direct entry from bachelor degree level to doctoral degree level. Students with bachelor degree who are registered for master's degree may apply to convert their candidacy to the doctoral degree program within one (1) year after master's degree registration.

## SECTION 4 : LANGUAGE AND PREREQUISITE COURSES

### 4.1 Entry requirement for English language

- (1) All international students must at least meet one of the following requirements:
  - i. Students (other than research area Computing, Management and English Language) must have IELTS Band 5.0 or MUET Band 3 or TOEFL Internet Based Test (IBT) 60 AND the certification should not be more than 2 years from the date test taken and registration of candidature. TOEFL ITP, PBT and CBT are not accepted.<sup>1</sup>
  - ii. Students (research area Computing, Management and English Language) must have IELTS Band 6.0 or MUET Band 4 or TOEFL Internet Based Test (IBT) 80 AND the certification should not be more than 2 years from the date test taken and registration of candidature. TOEFL ITP, PBT and CBT are not accepted.<sup>1</sup>

<sup>1</sup> SENATE MEETING NO 151/2019

4.2 An exemption from the English Language proficiency requirement may be given to the following :

- i. International applicants who do not fulfill the minimum English language requirements but graduated from universities in English speaking countries. The list of English speaking countries is shown in IPS portal / Appendix H. However, applicants from these countries must submit evidence of support that have been certified by the previous university.
- ii. Local and International applicants with Bachelor or Master's Degrees from Malaysian universities.
- iii. International applicants who have graduated from an Institution of Higher Learning in which the medium of instruction is English. However, applicants must submit evidence of support that have been certified by the previous university.

4.3 Applicants who have not met the English requirement are given provisional admission. The applicants are given (one) 1-year from the date of registration to fulfil the English requirement, failing which, they will be terminated from the program.

## **SECTION 5 : PROGRAM REGISTRATION**

5.1 All students must register the offered program on the date determined by the University.

5.2 The offer will be revoked if the student failed to register without any plausible reason accepted by the University. Once registered, the student must abide to all rules and regulations of the university by signing the student's pledge.

5.3 New research students can register within the validity of the offer letter. However, he/she must register with IPS during the stipulated registration period as stated in the offer letter, latest by week 13 of the semester.

5.4 An international student must ensure that a student pass has been approved by the Immigration Department of Malaysia before entering Malaysia. It is compulsory to abide by all the rules and regulations set by the Immigration Department of Malaysia.

5.5 All research students are required to register at the Faculty where his/her main supervisor is located.

5.6 Students are not allowed to change the study program offered to them to a different program.

5.7 Senior students whose study is discontinued due to postponement, suspension, or any other reasons, are required to re-register his/her program.

5.8 Students who have expired their maximum study period are not eligible for program registration.

5.9 A registered student of UMP, either on a full-time or part-time basis is not allowed to register for another degree or program of study with any other university, either locally or abroad.

## **SECTION 6 : RENEWAL OF REGISTRATION**

6.1 It is the responsibility of the student to renew his/her registration every semester and make payment of tuition fees within the renewal registration period.

6.2 All research mode postgraduate students and their supervisors are required to fill their progress reports via the Student E-Community Portal to enable the students to renew their registration every semester.

6.3 A student is given two (2) weeks to register. Students who register late for a course without reasons accepted by the University, will be imposed a penalty.

6.4 If an active student failed to renew his/her registration within the given period of time, without reasons that can be accepted by the University, he/she can be terminated from his/her study.

6.5 A student is required to renew his/her registration and pay normal fees until such time that he/she has submitted the copies of the thesis to the IPS for examination.

6.6 A student who has submitted the copies of the thesis to the IPS for examination is also required to renew his/her registration, but has to pay the fees for services only.

6.7 A copy of the bill, receipt and letter of scholarship (for scholarship holders) has to be sent to the Bursar.

## SECTION 7 : FEES

7.1 All registered students of the Universiti Malaysia Pahang are required to pay the fees for each academic session.

## SECTION 8 : HEALTH INSURANCE

8.1 To comply with Malaysian law, all full-time international students and accompanying family members are required to acquire health insurance which must remain valid throughout the period of study.

## SECTION 9 : DURATION OF CANDIDATURE

9.1 A student who registers for a Master's or PhD degree must fulfill the duration of candidature as shown in Table 3 below:

**Table 3: Duration of Candidature**

Degree Program	Type of Candidature	Period of Candidature		
		Minimum	Maximum	Normal <sup>2</sup>
Master's Degree	Full-time	1 year	3 years	2 years
	Part-time	2 years	5 years	3 years
Degree Program	Type of Candidature	Period of Candidature		
		Minimum	Maximum	Normal <sup>2</sup>
PhD Degree	Full-time	2 year	6 years	3 years
	Part-time	3 years	8 years	4 years

9.2 For full time Master's degree candidature, the conventional period is 24 months, whereas for part time candidature, the conventional period is 36 months. However, the University Senate may allow exemptions for outstanding students who completed their studies within a shorter period.

9.3 For full time Doctoral degree candidature, the conventional period is 36 months, whereas for part time candidature, the conventional period is 48 months. However, the University Senate may allow exemptions for outstanding students who completed their studies within a shorter period.

## **SECTION 10 : LOCATION OF PROGRAM**

10.1 The program may be carried out in:

- (1) The Faculty or recognized Research Centre/Institute of the University; or
- (2) An industrial, commercial, governmental, educational or research organization approved by the Senate; or
- (3) A combination of the above.

10.2 While it is recognized that some students may undertake significant proportions of their program based in industry or elsewhere, there is an expectation that every student will be able to actively participate in the intellectual and academic life of the relevant Faculty during the course of their candidature.

## **SECTION 11 : STUDY AWAY FROM UNIVERSITY**

11.1 The University recognizes that periods of study away from the University or program location, including periods overseas, may be required to undertake research essential to a student's program.

11.2 Students need not apply for leave of absence, but must apply for formal approval of a period of study away from the University if they intend to undertake research relevant to their program during such a period. Periods of study away from the university may be approved by the Dean of Faculty and the relevant staff should be advised of the dates.

## **SECTION 12 : CONVERSION OF CANDIDATURE STATUS (FULL TIME TO PART TIME OR VICE VERSA)**

12.1 A student can apply for conversion of his/her status from full-time to part-time or vice-versa. Application for conversion must be made using form available at the IPS. Approval must be obtained from the respective Dean/Director of the Faculty/Centre.

12.2 The conversion of status is permitted twice only during the entire period of candidature.

12.3 An application for the conversion of candidature status must be done one semester before the semester of conversion.

## **SECTION 13 : CONVERSION OF CANDIDATURE PROGRAM MASTER'S TO PHD**

13.1 Submission of extended research proposal and application form to be considered for conversion must be made within 12 Months (For Full Time Students) and 24 months (For Part Time Students) after the registration of Master's degree subjected to:

- (1) Having shown competency and capability in conducting research at doctoral degree level
- (2) Rigorous internal evaluation by the faculty
- (3) Approval by the University Senate

13.2 A Master's student who is applying for conversion of his/her candidature to that of a PhD must submit a revised research proposal endorsed by the main supervisor. This application must be done in writing to the Dean of IPS via the Dean/Director of the Faculty/Centre. The student qualification for conversion is subjected to the Faculty's requirement.

13.3 Students are only allowed to submit the application once in their entire study period.

13.4 A Master's student who is applying for conversion of his/her candidature to that of a PhD must obtain First Class or its equivalent.<sup>3</sup>

13.5 The candidate must obtain a minimum CPA of 3.67 or equivalent from the academic or Technical and Vocational Education and Training (TVET) program.<sup>3</sup>

13.6 The candidate with a minimum CPA of 2.75-3.00 Bachelor Degree is also eligible to apply provided the candidates has 10 years of working experience in related field and the candidate has published 2 Conference papers.

13.7 Candidate must obtain a recommendation from the supervisor.

13.8 Rigorous internal evaluation by the faculty to include:

- Presentation by the students
- Having shown competency and capability in conducting research at Doctoral Degree level.

13.9 Students can only submit their thesis for viva-voce after TWO years from the date of conversion of Master to PhD approved by Senate.<sup>3</sup>

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<sup>3</sup>SENATE MEETING NO 154/2019

13.10 Application must be done in writing to the Dean of IPS via Dean/Director of the Faculty/Centre using the form- UMP (IPS) R-01.

#### **SECTION 14 : EXTENSION OF CANDIDATURE**

14.1 An application for extension must be made two (2) months prior to the expiration date of a student's candidature.

14.2 This application must be made officially to the Dean/Director of the respective Faculty/Centre using form available at the IPS. The completed form must then be submitted to the IPS.

14.3 The maximum extension of candidature period is only two (2) semesters after the period of candidature ends. This extension of two (2) semesters is considered final. Termination letter will be issued to the student if he/she fails to submit the thesis for examination during the final extension period.

#### **SECTION 15 : CHANGE OF DISCIPLINE**

15.1 Change of discipline is defined as changing of cluster for example from technology to engineering. A student who wishes to change his/her cluster must submit a new application to the IPS. A processing fee will be charged for this.

#### **SECTION 16 : CHANGE OF PROGRAM (RESEARCH TO COURSEWORK)**

16.1 A student who wishes to change his/her program structure must submit a new application to the IPS. A processing fee will be charged.

16.2 The change of study mode can be only done after one semester. Students will be bound with regulations related to the new study mode. However, the change of study mode is allowed only once throughout the students' study period.

#### **SECTION 17 : WITHDRAWAL FROM PROGRAM OF STUDY**

17.1 Withdrawal from a program of study can be made to the IPS based on valid reasons using a form available at the IPS. The completed form must then be submitted to the IPS.

17.2 Tuition fee will be refunded to new students who withdraw within 14 days after the registration date.

17.3 No refund of tuition fee will be made for new students who withdraw after this given period (after the 14 days of registration date) except for personal bond (international students only).

17.4 Senior students who have registered and withdrew after the 14 days of registration date must pay the total fee of the respective semester.

## **SECTION 18 : TERMINATION OF CANDIDATURE**

18.1 The University Senate has the right to terminate a student who provided false information during his/her application process to the University.

18.2 The University Senate reserves the right to terminate a student for any of the reasons below:

- (1) His/her academic/research progress is unsatisfactory for two consecutive period.
- (2) Exceeds the maximum period of candidature.
- (3) Fails to register or renew registration within the set period of time.
- (4) Fails to pay the tuition fees or other payment within the set period of time.
- (5) Violating the Rules & Regulations of the University.
- (6) Submission of the final hardbound copy of thesis exceeding the correction period given.

## **SECTION 19 : POSTPONEMENT OF STUDY**

19.1 Postponement of studies is only allowed after registration and completion of at least one (1) semester, except for medical reasons or valid personal reasons.

19.2 Students are only allowed to apply for postponement of studies two (2) times only during the candidature period.

19.3 Students who are verified to have health problems by the University medical officer may apply for postponement of studies. Maximum period for one (1) application of postponement is two (2) semesters. If the student needs a longer period which is more than two (2) semesters in continuance, the case will be referred to the University medical officer for the verification of severity level.

19.4 According to the verification by the University medical officer, the Senate has the right to decide whether the student may continue his/her study or he/she may be terminated. The semesters postponed for medical reasons will not be counted in the calculation of the candidature period.

19.5 Application for the postponement of study with reason other than medical problems can also be considered. The maximum period for postponement of study for reasons other than medical problems is one semester for each application. The semester involved will be counted in the calculation of the study period. The application must be made before the semester begins or within the first two weeks of the semester.

19.6 Once the student has registered and the postponement period has ended, the student must pay the semester's fee. Appeal for postponement must begin from the new semester.

## **SECTION 20 : REACTIVATION OF CANDIDATURE**

20.1 A student must reactivate his/her candidature within the first two weeks of the respective semester after his/her postponement period ended.

20.2 If the student failed to do so, his/her candidature may be terminated (subject to Faculty's approval).

## **SECTION 21 : CHANGE OF SUPERVISORS**

21.1 Permission to change supervisors must be approved by the current Supervisor before it is submitted to the relevant Faculty/Centre for endorsement. A student must specify his/her intention to apply for a change of supervisor. The endorsed form must be submitted to the IPS.

21.2 The change of supervisor can be done not more than once during the period of candidature and the student is not allowed to apply for the change of supervisor if he/she had already submitted the Notice of Thesis Submission. However, it is subjected to the MPSU approval.

21.3 Change of supervisor must be done before week 13 of the semester.

## SECTION 22 : CHANGE OF RESEARCH TOPICS AND FIELDS WITHIN THE SAME PROGRAM

22.1 Permission to change topic or field of research must be approved by the Supervisor. A student must specify his/her intention to apply for a change area of study or change of topic.

22.2 The form must be submitted to the Supervisor for approval before it is submitted to the relevant Faculty/Centre for approval. The approved form must be submitted to the IPS.

## SECTION 23 : PROGRESS REPORT

23.1 A student has to prepare a Research Plan in the first semester. The Research Plan has to be verified by the supervisor and approved by the faculty.

23.2 A student has to submit a progress report to the Institute of Postgraduate Studies via IPS Online by Week 14 of each semester. Each Progress Report should detail the student research progress according to the Research Plan.

23.3 Students have to register for progress report throughout his/her candidature period until the submission of the thesis for viva voce. Student who has submitted thesis for viva voce is not required to register for progress report.

23.4 Students will be given the progress report result of either MM (*Memuaskan*) or TM (*Tidak Memuaskan*). The candidature of students who gain TM for two consecutive semesters will be terminated. Table 4 shows the performance indicator for TM and MM.

**Table 4: Performance Indicator**

41-100	MM
0-40	TM

23.5 Course grade appeal, allows a student to appeal for review of his/her examination results within two (2) weeks after the grades are issued by the IPS. Students are required to submit the appeal form to the IPS stating their intention and they will be required to pay a fee when making the appeal.

## SECTION 24 : PROPOSAL DEFENSE / 1<sup>st</sup> LEVEL ASSESSMENT

24.1 A student is recommended to undergo proposal defense at certain duration as being mentioned in Table 5.

**Table 5: Proposal Defense Duration**

PROGRAMME	FULL-TIME	PART-TIME
MASTER	First semester	Second semester
PHD	Second semester	Third semester

24.2 Students are required to submit three (3) copies of proposal verified by the Supervisor to the Faculty.

24.3 After the Proposal Defense session, students must submit the List of Corrections and one copy of the corrected proposal verified by the Examiners and Supervisors to IPS (original copy) and one copy to be submitted to faculty.

24.4 The Panel of Examiners consists of the following: A Chairman appointed by the faculty and two (2) examiners proposed by the faculty. Outcome of the Proposal Defense must be addressed in Faculty Council meeting.

## SECTION 25 : PUBLICATION REQUIREMENTS

25.1 A student is required to fulfill the minimum publication requirement as follows:

- (1) A Master's student is required to publish at least one (1) peer review article.
- (2) A PhD student is required to publish at least two (2) peer review articles and at least one (1) journal paper.

## SECTION 26 : COURSES

26.1 Students are required to register for the courses as specified by IPS and Faculty.

**SECTION 27 : PRE VIVA**

27.1 A student is required to pass the Pre-Viva at the Faculty before he/she is eligible for the Viva Voce (Oral Examination). Prior to that, a student who wishes to sit for the Pre-Viva must submit the Notice of Thesis Submission through IPS online.

27.2 Students must submit four (4) copies of the thesis to the Faculty for Pre-viva.

27.3 After Pre-Viva session, the student must submit six (6) copies of the thesis for Master's Students and seven (7) copies of the thesis for PhD students. They have also to submit:

- Examiners Report UMP (IPS) PV-01,
- Examination Committee Report UMP (IPS) PV-02,
- List of Corrections UMP (IPS) PV-03 and Endorsement of Correction Form UMP (IPS) PV-04 and verified by the Examiners, Supervisor and Faculty Dean to the faculty. A copy of all documents must be submitted to IPS

27.4 If the Dean is the supervisor of the student, Endorsement of Correction Form UMP (IPS) PV-04 should be endorsed by the Deputy Dean of the faculty.

**SECTION 28 : NOTICE OF THESIS SUBMISSION**

28.1 A Master's or PhD student is required to submit Notice of Thesis Submission on IPS Online, at least three (3) months prior to final thesis.

28.2 A student's status must be active in order to final thesis submission.

28.3 Together with the notice of thesis submission, the student is also required to upload a summary/abstract of the thesis in IPS online.

28.4 A student has to submit a written application endorsed by the main supervisor requesting for an extension of the notice of submission of the thesis if he/she failed to submit the thesis within the six (6) months period from the date of notice of submission.

**SECTION 29 : SUBMISSION OF THESIS FOR VIVA VOCE**

29.1 Submission of thesis must be made during the period of candidature and after the students have fulfilled the minimum publication requirement and the minimum period of candidature.

29.2 The IPS will not accept any thesis that has not been written in accordance with the prescribed format as in the UMP Thesis Guide.

29.3 Students must submit a softcopy of the thesis to the library for plagiarism check. The plagiarism report must be approved by the supervisor.

29.4 A Master's student must submit six (6) copies of thesis and seven (7) copies of thesis for PhD student for oral examination (Viva Voce) together with the Plagiarism Checker Report, pre-viva assessment form, two (2) peer review articles and one (1) journal for PhD student and one (1) peer review article for Master's students.

29.5 If there is any change to the title of the copies of thesis from the original title in the Notice of Submission of Thesis form, the student has to obtain a written confirmation from the main supervisor and approval from the Dean/Director of the Faculty/Centre using the available form before the thesis can be submitted to the IPS.

### **SECTION 30 : THE VIVA VOCE (ORAL EXAMINATION)**

30.1 The viva voce or oral defense will be scheduled by the IPS and the student must be present at the viva voce session.

30.2 The Panel of Examiners consists of the following: a Chairman (cross Faculty), Dean or Dean Representative (Faculty Committee), External Examiner(s), Internal Examiner, Supervisor and a Secretary.

30.3 The IPS will submit the list of corrections to the student after the viva voce and he/she should work on the list of corrections during the time frame given. If the student did not submit the Final (hard bound) thesis to the IPS within the time frame, he/she is considered as fail.

30.4 A Master's student must submit six (6) copies of corrected thesis and seven (7) copies of corrected thesis for PhD students, List of Corrections and Endorsement of Correction Form together with the Plagiarism Checker Report and Thesis Submission Form to the IPS.

30.5 In the case where a student is required by the Panel of Examiners to resubmit the thesis for re-examination (re-viva), he/she must submit six (6) copies of corrected thesis for masters and seven (7) copies of corrected thesis for PhD student to the IPS together with the List of Corrections form endorsed by the Main Supervisor.

30.6 A student may submit the thesis for re-examination twice (2) only. If the student has to do further corrections after his/her first viva voce, a second re-examination (re-viva), which is considered 'final' is to be conducted. The Board of Examiners will recommend a 'pass' or 'fail' after the second re-examination. Re-submission of the hardbound corrected thesis must be made within a period of not more than 9 months. During this time, the student must continue to be a registered student of the university.

**SECTION 31 : SUBMISSION OF THE FINAL COPY OF THESIS**

31.1 A student is required to submit three (3) hardbound copies of the thesis to the IPS. The student is required to upload the final thesis in PDF format to IPS online.

31.2 The submission of the final thesis must be enclosed together with the complete Final Thesis Submission Form endorsed by the Main Supervisor, Examiners and Dean/Director of the Faculty/Centre/Unit.

31.3 If the Main Supervisor/Co-Supervisor or the Internal Examiner is the Dean/Director of the Faculty/Centre where the student is registered, the endorsement and approval of Final Thesis Submission Form will be officially endorsed by the Dean of IPS.

**SECTION 32 : PLAGIARISM AND STATEMENT OF DECLARATION**

32.1 In submitting the final copies of thesis, each student must sign a declaration form stating that the thesis is his/her own work.

32.2 Students may be guilty of plagiarism if they used someone else's work as their own without citing the source in their thesis. This includes direct copying, rephrasing, summarizing, taking someone else's idea and putting it in different words or directly quoting passages or ideas but citing the work as a general source.

**SECTION 33 : SMART CARD**

33.1 A smartcard is issued to all registered students of the Universiti Malaysia Pahang. This card is non-transferable.

34.2 Loss of the smartcard must be reported immediately to the IPS. A card replacement fee of RM30 will be charged.

**SECTION 34 : DRESS CODE**

34.1 A student must observe the rules for the stipulated dress code of the University and be appropriately attired at all times.

**SECTION 35 : GENERAL PROVISION**

35.1 Any other methods of execution can be made under any provision of the Academic Rules & Regulations. All methods of execution made must be followed. However, the Senate reserved the rights to amend any rules and regulations from time to time when the need arises to do so.

Section B

**Guidelines for  
Postgraduate by  
Research**

## SECTION 1 : APPLICATION

1.1 All applications must be done through the online application form at the IPS website <http://ips.ump.edu.my/> and proceed with all the necessary steps as indicated in the respective pages. The application due date is according to the period stated in the advertisement at the IPS website.

1.2 The duration of an application process is one (1) month approximately. Applicants are encouraged to follow-up with the IPS on the status of their application at least one (1) month after submitting their application.

## SECTION 2 : ENGLISH REQUIREMENT

2.1 Entry requirement for English language

- (1) All international students must at least meet one of the following requirements:
  - i. Students (other than research area Computing, Management and English Language) must have IELTS Band 5.0 or MUET Band 3 or TOEFL Internet Based Test (IBT) 60 AND the certification should not be more than 2 years from the date test taken and registration of candidature. TOEFL ITP, PBT and CBT are not accepted.<sup>4</sup>
  - ii. Students (research area Computing, Management and English Language) must have IELTS Band 6.0 or MUET Band 4 or TOEFL Internet Based Test (IBT) 80 AND the certification should not be more than 2 years from the date test taken and registration of candidature. TOEFL ITP, PBT and CBT are not accepted.<sup>4</sup>

2.2 An exemption from the English Language proficiency requirement may be given to the following:

- i. International applicants who do not fulfill the minimum English language requirements but graduated from universities in English speaking countries. The list of English speaking countries is shown in IPS portal / Appendix H : List of English Speaking Countries. However, applicants from these countries must submit evidence of support that have been certified by the previous university.
- ii. Local and International applicants with Bachelor or Master Degrees from Malaysian universities.
- iii. International applicants who have graduated from an Institution of Higher Learning in which the medium of instruction is English. However, applicants must submit evidence of support that have been certified by the previous university.

### **SECTION 3 : PROGRAM REGISTRATION**

3.1 Students who are offered admission to a postgraduate programme at UMP are required to register formally at the Institute of Postgraduate Studies (IPS), UMP on the date determined by the University.

3.2 The offer will be revoked if any of the students or current students failed to register for the program within the given period without any plausible reason accepted by the University.

3.3 All students may obtain information regarding the scheme, program registration procedures, and the payment rate that must be made by referring to the information attached with the admission offer letter.

3.4 Registration of a student is based on the semester system and the date will be determined when the student registers. Semester I commences from the month of September to February and Semester II commences from the month of February to September.

3.5 New research students can register within the validity of the offer letter. However, he/she must register with IPS during the stipulated registration period as stated in the offer letter latest by week 13 of the semester. Please refer to the current University Academic Calendar. The semester registered will be counted in the student candidature period.

3.6 All research students are required to register at the Faculty where his/her Main Supervisor is located. In special circumstances, where students are not able to register at the respective Faculty, the approval for students to register at another faculty is subjected to the approval by MPSU.

3.7 An international student must ensure that a student pass has been approved by the Immigration Department of Malaysia before entering Malaysia. For issues pertaining to immigration matters, visas, student pass, please contact the Officer-in-Charge at the International Office, UMP.

3.8 Senior students are required to complete their semester registration at the university as scheduled. The registration is based on the examinations results of the previous semester.

3.9 Senior student whose study is discontinued due to postponement, suspension, or any other reasons, is required to re-register his/her program on the date set by the University.

## **SECTION 4 : FEES**

4.1 The fees imposed on the students are as follow:

- (i) Non Recurring Fees (payable once only on admission) include the following:
- Personal Bond (Refundable at the end of program of study- international student only)
  - Registration Fee
  - Examination Fee
  - Smart Card
  - Alumni
- (ii) Recurring Fees (payable every semester) include the following:
- Tuition Fees
  - Services
  - Insurance & Welfare
  - Health Service Fee

4.2 It is the responsibility of the students to ensure that payment of fees for the current semester is settled during registration. Receipt of payment must be produced upon registration. The students are not allowed to register for the respective semester if he/she does not settle the fees.

### **4.3 Tuition Fee Payment**

#### 4.3.1 New Students

- (1) A new local student must pay all required fee as stipulated before or during the day of registration.
- (2) A new international student must pay one (1) semester's fee before or during the day of registration.

#### 4.3.2 Senior Students

- (1) A senior student with or without sponsorship must pay all the fees as stipulated before or during the semester registration day.
- (2) The UMP staff who registers as a part time research student must pay 50% of the tuition fees and complete payment for other fees.
- (3) Students who have submitted their thesis must notify the Bursary and pay the service charge only.

4.4 Students who have been terminated from the sponsorship/loan or currently appeal for a continuation of sponsorship/loan must pay the total fees before or during the semester registration day.

4.5 Students who have partial sponsorship/loan must pay the remaining balance of the fees before or after the registration date.

4.6 Exemption of registration without fee payment is not granted for the sponsor party who does not follow the time period given by the university. Outstanding fees must be paid before current semester registration.

4.7 Senior students who register late may be subjected to a penalty of RM50/day or up to a maximum of RM500.

4.8 Students who are subjected to disciplinary actions either candidature is terminated or suspended must pay the total fees for the respective semester where the action is taken.

#### **4.9 Withdrawal from program**

##### 4.9.1 New Students

- (1) No refund of the Entry Fee will be made for students who withdraw after the registration date.
- (2) Tuition fees will be refunded to new students who withdraw within 14 days after the registration date.
- (3) No refund of tuition fees will be made for new students who withdraw after this given period (after the 14 days of registration date).

##### 4.9.2 Senior Students

- (1) Senior students who register and withdraw after the 14 days of registration date must pay the total fees of the respective semester.

#### **4.10 Postponement of Studies**

4.10.1 Students who have been endorsed for postponement of studies during the semester must pay the fees as follow:

- (1) Students who have been endorsed for postponement within 14 days after the semester commences, all fees will be refunded.
- (2) If the endorsement were given before the end of the mid semester break, the student must pay half of the total tuition fees.
- (3) If the endorsement were given after the end of the mid semester break, the student must pay the total amount of the tuition fees.
- (4) Other fees must be paid totally for (2) and (3) above, while the hostel fee is subjected to the rules and regulation of the hostel management.

4.11 Total tuition fees will be refunded to students who have been endorsed for medical leaves by the University.

#### **4.12 Hostel accommodation fees**

- (1) All students must pay a total fee of six (6) months hostel accommodation fees before they are allowed for hostel accommodation.
- (2) Students are charged according to monthly fees and no prorated counting.
- (3) Postgraduate hostel accommodation is subjected to the rules and regulations imposed by the hostel management.

#### **4.13 Refund**

- (1) Personal bond for international students who have completed his/her studies will be refunded via bank credit transfer. Students must show a proof of his/her account bank details whether a Malaysian account or home country account. No refund will be made to a third party account.
- (2) The University may coordinate any surplus that will be paid to the students with any fee or outstanding payment.
- (3) All applications for refund will only be processed for application of transactions within the financial year except for the deposit account. If the application were made after the period, no refund will be made. The financial year of the university ends on 31st December.

4.14 Students who fail to pay the total fees within the given period are subjected to the barring action. According to the University rules, the barring on the students may result on the following consequences:

- (1) Not allowed to register in the current semester
- (2) Academic transcript will be detained
- (3) Not allowed to attend the convocation
- (4) Candidature will be suspended
- (5) Candidature will be terminated

## **SECTION 5 : RENEWAL OF REGISTRATION**

5.1 If an active student failed to renew his/her registration, a show-cause letter will be issued. He/she is given two (2) weeks to respond to the show-cause letter, failing which the UMP will initiate that the candidature will be terminated.

5.2 If the student gives a response within the given period of time, a penalty of RM50 per day or up to a maximum of RM500 will be imposed subject to permission granted for late registration by the bursary.

5.3 A student is required to renew his/her registration and pay normal fees until such time that he/she has submitted the copies of the thesis to the IPS for examination.

5.4 A student who has submitted the thesis while waiting for the viva has to pay RM300 every semester.

5.5 A student who has passed the viva process has to pay RM300 every semester until approval from the Senate.

5.6 The manual for renewal of registration can be downloaded from the IPS website.

## **SECTION 6 : CONVERSION OF CANDIDATURE STATUS**

6.1 A student can apply for conversion of his/her status from full-time to part-time or vice-versa by completing the form UMP (IPS) A-02.

## SECTION 7 : CONVERSION OF CANDIDATURE MASTERS TO PhD

7.1 A Master's student who is applying for conversion of his/her candidature to that of a PhD must submit a revised "extended" research proposal endorsed by the main supervisor. This application must be done in writing to the Dean of IPS via the Dean/Director of the Faculty/Centre. He/she must complete the form UMP (IPS) R-01.<sup>5</sup>

7.2 The main supervisor must prepare a thorough report on the latest progress of the student.

7.3 A student who applies for the conversion of candidature from Master's to PhD is required to conduct a seminar on his/her research findings. The Faculty may impose a requirement where the student must attend an examination.

7.4 Examinations Committee (Conversion Master's to PhD)

(1) The Faculty will organize an examination committee responsible for making the decision regarding the student's application of candidature conversion.

(2) The examination committee should consists of the following:

- a. A Professor from another faculty who acts as a chairman;
- b. Dean of the Faculty;
- c. Main Supervisor and
- d. One (1) member endorsed by the Faculty Council who is an expert in the research area done by the respective student.<sup>5</sup>
- e. One (1) member endorsed by the Faculty Council who is an expert in the research area done by the respective student, from outside UMP.<sup>5</sup>

(3) Assistant Registrar of the Faculty acts as a secretariat.

(4) The committee members should be endorsed by the faculty council.

(5) The Examinations Committee Report should comprise all of the following:

a. Significant Research Findings by the student:

Suitability of the student with the new proposed research topic; whether the student has the capability and is accountable to carry out the research in all aspects of problems as well as able to integrate the findings into the corpus of scientific knowledge.

- b. The following items must be considered in deciding the 'significance' of research findings:

It must be stated clearly on the difference between new proposed research as compared to the original proposal; from the aspects of methodology, research scope and analysis level. The student write up/experiment results must show concrete evidence that it is reaching a level where new findings/re-concept is possible. It means that the expression of hope only is not enough.

- c. The importance of research continuity

7.5 The decision of the Examinations Committee must be presented to the Faculty council for approval and further submitted to the MPSU within three (3) months from the date of application received. The following documents must be submitted together;

- (1) Cover letter (the template can be downloaded from the IPS Website)
- (2) Application Form UMP (IPS) R-01
- (3) Verification of Seminar Presentation Form UMP (IPS) R-02
- (4) Research proposal verified by the Main Supervisor
- (5) The Main Supervisor Report on the latest progress/achievement of the student's research.
- (6) Two (2) Examiners' Report
- (7) Attendance verification of the Examination Committee members
- (8) Complete Examination Committee minutes of meeting with the verification of the student's application whether it is approved or not.
- (9) Examiners Committee Report (based on the presentation done by the student during the Examinations Committee meeting)
- (10) Verification by the Faculty council.

7.6 The recommendation for conversion is further presented in the MPSU. An official letter will be issued to the student if the application is approved.

## **SECTION 8 : WITHDRAWAL FROM PROGRAM OF STUDY**

8.1 Withdrawal from a program of study can be made to the IPS based on acceptable reasons. Students are required to fill in the application form UMP (IPS) A-04.

**SECTION 9 : EXTENSION OF CANDIDATURE**

9.1 An application for extension must be made officially to the Dean/Director of the respective Faculty/Centre by submitting the Form UMP (IPS) A-05.

**SECTION 10 : POSTPONEMENT OF STUDY**

10.1 The postponement application must be made before the semester begins or within the first two weeks of the semester by completing the application form UMP (IPS) A-03 available at the IPS or can be downloaded from the IPS website at <http://ips.ump.edu.my/>.

10.2 No penalty will be imposed on a postponement due to medical or valid personal reasons. The status of the student will be stated as Defer Uncounted (Defer-U).

10.3 Application for the postponement of study with reason other than medical problem may be considered. The semester will be counted in the calculation of the study period. The status of the student will be stated as Defer Counted (Defer-C).

10.4 If students are sponsored, a copy of the approval letter by the university must be sent to the sponsor by the students.

10.5 Students with the postponement of study approval are not eligible to use any facilities provided for other students by the university.

**SECTION 11 : REACTIVATION OF CANDIDATURE**

11.1 A student must reactivate his/her candidature within the first two weeks of the respective semester after his/her postponement period ended. If the student failed to do so, his/her candidature may be terminated (subjected to the Faculty's approval).

11.2 The student is required to write a formal letter to the Dean of Faculty stating his/her date of reactivation (within registration period of respective semester). Students must send this approved letter to the IPS and re-register at the E-Community Portal. The manual of re-registration can be downloaded from the IPS website.

## **SECTION 12 : CHANGE OF RESEARCH TOPICS AND FIELDS WITHIN THE SAME PROGRAM**

12.1 Permission to change topic or field of research must be approved by the Supervisor. A student must specify his/her intention to apply for a change in the area of study or change of topic.

12.2 The form UMP (IPS) R-03 must be submitted to the Supervisor for approval before it is submitted to the relevant Faculty/Centre for approval. The approved form must be submitted to the IPS.

## **SECTION 13 : CHANGE OF SUPERVISORS OR CO SUPERVISORS**

13.1 Permission to change supervisors must be approved by the current Supervisor. The form UMP (IPS) R-04 must be submitted to the Supervisor for approval before it is submitted to the relevant Faculty/Centre for endorsement. The endorsed form must be submitted to the IPS.

13.2 The change of supervisor may be done because of the following reasons:

- (1) If there is strong justification and excuse, the student may apply to change the supervisor.
- (2) If there is a supervisor who does not perform the supervisory duties satisfactorily, the Dean of the Faculty may appoint any other qualified academic staff to replace the said supervisor.
- (3) If the supervisor cannot perform the supervisory due to valid personal reasons or conditions, he or she may notify the Dean of the Faculty for a replacement.

13.3 If there is a change of main supervisor and the main supervisor is from another faculty, the student will be registered in the faculty that the main supervisor is attached to. However, the change of supervisor is not allowed once the Notice of Thesis Submission is submitted.

## SECTION 14 : PROGRESS REPORT

14.1 A student has to prepare a Research Plan in the first semester. This Research Plan is basically an overview of the student's research plan for the entire student candidature in the form of Gantt chart and milestones. It is to be uploaded in the Student E-Community at the end of the first semester and has to be verified by the supervisor.

14.2 Student must refer to the Rule and Guidelines stated in this handbook while preparing this Research Plan. It is advisable for the students to consult with their supervisor. Please refer to Appendix B for the sample of Research Plan.

14.3 A student has to register for the progress report throughout his/her candidature period until the submission of the thesis for viva voce.

14.4 Table 1 and 2 show the items required to be submitted by the student in every semester for Master's and PhD respectively. Appropriate progress report form should be filled up for each semester.

14.5 Student will be given the progress report result of either MM (*Memuaskan*) or TM (*Tidak Memuaskan*). The candidature of students who gain TM for two consecutive semesters will be terminated.

**Table 1: Progress Report Submission for Master's Degree Full Time**

No	Elements	Semester & Marks Proportion							
		1	%	2	%	3	%	4	%
1	Abstract					√	10	√	10
2	Introduction	√	50	√	10	√	5	√	5
3	Literature Review / Critical Review	√	40	√	30	√	5	√	5
4	References	√	5	√	5	√	5	√	5
5	Research Gap & Problem Statement	√	5	√	10	√	5	√	5
6	Research Questions			√	10	√	5	√	5
7	Research Methodology			√	25	√	5	√	5
8	Experiment / Data Collection					√	20	√	20
9	Finding / Data Analysis					√	30	√	30
10	Publications			√	10				
11	Discussion					√	5	√	5
12	Contribution / Conclusions					√	5	√	5
<b>TOTAL MARKS</b>		x	<b>100</b>	x	<b>100</b>	x	<b>100</b>	x	<b>100</b>



## 14.6 Course Grade Appeal

- (1) A student can appeal for review of his/her examination results within two (2) weeks after the grades are issued by the IPS.
- (2) Course Grade Review is the review of the progress report marking to ensure that the mark is given correctly.
- (3) Each appeal must be made by filling in the UMP (IPS) R-06 Appeal Form of Course Grade Review and attached with the receipt of payment.
- (4) Appeal Form of Course Grade Review that has been filled up will not be accepted by the IPS if:
  - a. Appeal done after the stipulated time period
  - b. Incomplete form.
  - c. No receipt of payment attached.
- (5) The results for course grade appeal are subjected to the approval of the Dean of Faculty.
- (6) Final marks that will be considered are the marks obtained from the course grade review regardless whether the grade is higher or lower.

## SECTION 15 : PROPOSAL DEFENSE / 1<sup>st</sup> LEVEL ASSESSMENT

15.1 A student is recommended to undergo proposal defense at certain duration as being mentioned in Table 4.

15.2 Students are required to submit three (3) copies of the proposal verified by the Supervisor to the Faculty.

15.3 One copy of corrected Proposal, List of Corrections UMP (IPS) PD-03 and Endorsement of Correction Form UMP (IPS) PD-04 verified by the Supervisor, Examiners, and the Dean of Faculty must be submitted by the student to their Faculty after the Proposal Defense.

## SECTION 16 : RESEARCH METHODOLOGY COURSE

16.1 Students are required to register for eight (8) Modules of Research Methodology course with IPS as listed in Table 4.

16.2 This course has no credit and students are required to attend. Students will only be given passing or failing grades.<sup>6</sup>

16.3 Research Methodology courses will be listed in the student transcript.<sup>6</sup>

PROGRAM	Full Time	Part Time
<b>MASTER'S</b>	First Semester	Second Semester
<b>PhD</b>	Second Semester	Third Semester

**Table 4 : Program Structure**

IPS			Faculty	
Philosophy of Science & Ethics in Research	MIP1101 PIP1101	HW		
Research Overview	MIR1101 PIR1101	HW		
Literature Review	MIL1101 PIL1101	HW	Progress report 1	MSC1100 PHD1100
Methodology	MIM1101 PIM1101	HW	Progress report 2	MSC1200 PHD1200
Data Collection and Analysis	MID1101 PID1101	HW	Progress Report 3	MSC2100 PHD2100
Scientific Writing	MIS1101 PIS1101	HW	Progress Report 4	MSC2200 PHD2200
Preparation for Viva-Voce	MIV1101 PIV1101	HW	Progress Report 5	MSC3100 PHD3100
Conceptual Paper	MIC1101 PIC1101	HW	Progress Report 6	MSC3200 PHD3200

Students are required to fulfill all the eight (8) Modules of Research Methodology course set by the IPS before proposal defense.

## **SECTION 17 : PROGRESS REPORT**

17.1 Students must register for Progress Report every semester.

17.2 Course Exemption

- (1) Students can apply for a Course Exemption by submitting the Course Exemption Form UMP (IPS) R-07 to IPS. Conditions for the Course Exemption are as follow:
  - (a) The course is from the program that is equivalent to the current program.
  - (b) The course must be from the study program that has been accredited.
  - (c) The content of the course must be equivalent to more than 80% of the course conducted by the IPS.
  - (d) The combined amount of the Credit Exemption is not more than 30% of the total courses offered by the IPS.
- (2) The Course exemption is not applicable for all HL courses. Students must attend the courses at his/her respective Faculty.

## **SECTION 18 : COMPETENCY COURSES<sup>7</sup>**

18.1 IPS offers competency courses and students who take this course will be given a grade.

18.2 This course has 3 credit hours.

18.3 This elective courses will be offered to all Postgraduate by Research, Coursework and Mixed Mode.

18.4 This competency courses will be listed in the student transcript.

## **SECTION 19: PREPARATION, SUBMISSION & EXAMINATION OF THESIS**

19.1 The IPS has published a Thesis Guideline to assist students in preparing their thesis. This guide is to facilitate the processes involved in the submission of the thesis. A student should make reference to the Thesis Guideline.

19.2 The IPS will not accept any thesis that has not been written in accordance with the prescribed format. Please refer to the UMP Thesis Guide.

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<sup>7</sup>SENATE MEETING NO 151/2019

**SECTION 20 : PRE VIVA**

20.1 A student is required to pass the Pre-Viva at the Faculty before he/she is eligible for the Viva Voce (Oral Examination). Prior to that, a student who wishes to sit for the Pre-Viva must submit the Notice of Thesis Submission.

20.2 Upon submission of notification, student must submit the thesis to the Faculty for Pre-viva. Pre Viva Evaluation Form UMP (IPS) PV-01 must be submitted together with the thesis.

20.3 Students are required to do the corrections and submit the List of Corrections UMP (IPS) PV-03 together with the Endorsement Corrections Form UMP (IPS) PV-04 to the Faculty before Thesis Submission.

**SECTION 20 : SUBMISSION OF THESIS FOR VIVA VOCE**

20.1 A Master's or PhD student is required to submit Notice of Thesis Submission on IPS Online, at least three (3) months prior to submitting six (6) copies of the thesis for Master's Student and seven (7) copies of the thesis for PhD student.

20.2 At this point, payment of the Thesis Examinations Fee must be made at the Bursary. A copy of the receipt of payment should be submitted to the IPS together with the copies of the thesis.

20.3 A student has to submit a written application endorsed by the main supervisor requesting for an extension of the notice of submission of the thesis if he/ she failed to submit the required number of copies after the three (3) months period.

20.4 Submission of thesis must be made during the period of candidature and after the student has fulfilled the minimum publication requirement and the minimum period of candidature.

20.5 The softcopy of the thesis should be submitted to the turnitin for the similarity index checking. The similarity index report must be approved by the supervisor and the similarity index should not exceed 25%.

20.6 A Master's student must submit six (6) copies of the thesis and seven (7) copies of the thesis for PhD students to the IPS for oral examination (Viva Voce) together with the following documents:

- (1) Thesis Submission Form UMP (IPS) RE-01
- (2) Plagiarism Checker Report (Similarity Index < 25%)
- (3) Pre-Viva Evaluation Form UMP (IPS) PV-01, UMP (IPS) PV-02, UMP (IPS) PV-03 and UMP (IPS) PV-04
- (4) Proof of publication Form UMP (IPS) A-06 together with printed copies of the publication. Publication must include the student's affiliation to UMP.

20.7 If there were any change to the title of the copies of thesis from the original title in the Notice of Submission of Thesis form, the student has to obtain a written confirmation from the main supervisor and approval from the Dean/Director of the Faculty/Centre before the thesis can be submitted to the IPS by completing the form UMP (IPS) R-03 and to be submitted together with the above documents.

20.8 The students must inform the Bursary Unit upon submission of the copies of the thesis to the IPS. If the students failed to do so, a regular fee will be charged instead of only RM300 services fee.

## **SECTION 21 : THE VIVA-VOCE (ORAL EXAMINATION)**

21.1 The viva voce or oral defense will be scheduled by the IPS and the student must be present at the viva voce session. The IPS will submit the list of corrections to the student after the viva voce and he/she should work on the list of corrections during the time frame given.

21.2 The period given for the corrections/modifications of the thesis is as follows;

Scale	Description	Correction Period	Endorsement Requirement
Scale 1 :	Pass without correction	Maximum time - Three (3) months	Corrections have to be endorsed by supervisor
Scale 2 :	Pass with minor corrections	Maximum time - Six (6) months	Corrections have to be endorsed by supervisor and internal examiner
Scale 3 :	Pass with major corrections	Maximum - Nine (9) months	Corrections have to be endorsed by supervisor, internal examiner and external examiner
Scale 4 :	Re-examination correction (Re-viva)	Maximum - Twelve (12) months	Thesis re-examination has to be made by all original examiners. As far as possible, the same chairperson may chair the viva-voce for re-evaluation
Scale 5 :	The student is not eligible to be awarded a Doctor of Philosophy/ Master's Degree and is not allowed to re-submit the thesis for examination.	Fail	These recommendations are made if the thesis: <ol style="list-style-type: none"> <li>i. Has obvious major weaknesses that additional work or corrections cannot address and hence the quality of the thesis cannot be increased to the level of set standards/requirement; or</li> <li>ii. Has weaknesses that could not be remedied; or).</li> <li>iii. The research carried out was inadequate/insufficient</li> </ol>

21.3 The maximum duration allowed for making corrections is according to the respective scale given to the student. However, the Thesis Examination Panel can determine the maximum period appropriate with the number of corrections required for the thesis of not more than one (1) year.

21.4 After viva voce, the student must fulfill the requirements as listed in the List of Corrections before submitting the Final Thesis. The detail of the steps required for the student to do after the viva voce is as shown in the Appendix A. According to the scale he/she obtained during Viva-voce.

21.5 Students must submit the List of Corrections UMP (IPS) RE-05A and UMP (IPS) RE-05B, Endorsement of Correction Form UMP (IPS) RE-06 and the Thesis Checklist Form UMP (IPS) RE-07 to IPS. Thesis must be checked by IPS, to ensure it adheres to Thesis Guideline format. Once approval is obtained, students can proceed for final Thesis Submission.

21.6 If the student does not submit the Final (hardbound) thesis to the IPS within the time frame given, he/she is considered as failed. If the student needed an extension for the correction period, he/she must write to the Dean of the Faculty at least one (1) month before the final date of submission. The Faculty will inform the student, whether the extension is approved. For this purpose, approval from MPSU is needed.

21.7 If the Dean of the faculty is the Supervisor, endorsement should be obtained from Deputy Dean of the faculty.

## **SECTION 22 : SUBMISSION OF FINAL COPY OF THESIS**

22.1 A student is required to submit three (3) hardbound copies of the thesis to the IPS. The student is required to upload the final thesis in PDF format to IPS online for Postgraduate.

22.2 The submission of the final thesis must be enclosed together with the complete Final Thesis Submission Form UMP (IPS) RE-08 endorsed by the Main Supervisor, Examiners and Dean/Director of the Faculty/Centre/Unit.

## **SECTION 23 : STATEMENT OF DECLARATION**

23.1 In submitting the final copies of thesis, each student must sign a declaration form stating that the thesis is his/her own work. The example of declaration form can be downloaded from the IPS website.

## **SECTION 24 : GRADUATION**

24.1 Compliance of the following is necessary for graduation:

- (1) Adherence to all Rules and Regulations of the graduate degree program.
- (2) Passed the requirements of the proposal defense.
- (3) Attended the faculty colloquium/seminar as per faculty requirements.
- (4) Passed the Viva- Voce.
- (5) Fulfilled the minimum duration of candidature.
- (6) Passed the prerequisite courses (if any) as determined by the Faculty/ Centre.
- (7) Settled all outstanding fees (if any).
- (8) Publications as required

24.2 The IPS will issue a Completion of Study Letter and transcript to the students after the Senate Meeting.

24.3 Students can verify to attend the convocation once the announcement is updated in the UMP Portal.

24.4 Access the Convocation Portal at [konvo.ump.edu.my](http://konvo.ump.edu.my) to verify the attendance and log in by using identification card number/passport number.

24.5 Follow the instructions given in the portal and make a payment to Bursary.

24.6 The students can collect the Certificates from the IPS right after the Convocation Ceremony. The Certificate will not be issued before the Convocation Ceremony.

## **SECTION 25 : SUPERVISION**

25.1 Appointment of Supervisor

- (1) The appointment of a supervisor for Master's Degree By Research must meet the following criteria:
  - i. The main supervisor must have a minimum qualification of one level higher than the degree level enrolled in by the student i.e. a Doctoral Degree.

- ii. A main supervisor without the required qualification in (i) above must have at least (5) years of working experience in teaching and research or as a co-supervisor who has graduated a master student.
  - iii. The main supervisor without the required qualification in i. and ii above, must appoint a co-supervisor who has graduated a research student.
  - iv. Newly appointed supervisor is compulsory to attend the supervision training handled by UMP Training Management Division (BLPK).
- (2) The appointment of a supervisor for Doctoral Degree By Research must meet the following criteria:
- i. The main supervisor must have a minimum qualification of the equivalent degree level enrolled by the student and at least two (2) years of working experience in teaching and research or as a co-supervisor who has graduated a master's student.
  - ii. A main supervisor without the required qualification in (i) above must have at least (5) years of working experience in teaching and research or as a co-supervisor who has graduated a master's student.
  - iii. Newly appointed supervisor is compulsory to attend the supervision training handled by UMP Training Management Division (BLPK).
  - iv. For students who choose to do research in critical and specific areas, the University may appoint a field supervisor from another university or industry with expertise in these fields to Supervise.
  - v. Table 5 refers to newly appointed supervisors.

**Table 5: Eligibility of Academician to Supervise (Newly Appointed Supervisor)**

Educational Level of Academician	Master's	Student Level	PhD
Master's	<ul style="list-style-type: none"> <li>√ Can be a main supervisor, but must have:               <ul style="list-style-type: none"> <li>• Co-supervisor who has graduated a research student</li> <li>• Compulsory to attend UMP Training Management Division (BLPK).</li> </ul> </li> </ul>	X Cannot supervise.	
PhD	<ul style="list-style-type: none"> <li>√ Can supervise.</li> </ul>	<ul style="list-style-type: none"> <li>√ Can be a main supervisor but must have:               <ul style="list-style-type: none"> <li>• Co-supervisor who has graduated a research student</li> <li>• Compulsory to attend UMP Training Management Division (BLPK).</li> </ul> </li> </ul>	

- (3) In principle, supervision should comprise of one Main Supervisor, and/or one Co-Supervisor, and/or one Field Supervisor.
- (4) The Main Supervisor who is an academic member of the University holds primary accountability for the student.
- (5) The area of research and/or expertise of the Main Supervisor should be related to the field of research or scholarly work of the student. If the work transcends diuerent disciplines, the supervisors should include experts in related fields.
- (6) To nominate a Main Supervisor, consideration will be given to the number and progress of students currently being supervised by the Academic stau, the experience, teaching or administrative commitments as well plans with respect to leaves.
- (7) The Main Supervisor's tenure at the University should not be less than the minimum time allowed for the completion of the degree.
- (8) Should the case be that the Main Supervisor's tenure will expire before the minimum period of study for the research degree, a Co-Supervisor who possesses related experience or expertise in the field of research and, is an academic stau under tenure will take up appointment before expiration of the main supervisor's tenure.
- (9) A student may nominate a Main Supervisor who has been approved by the Faculty Council. Should the supervisor be rejected by the Council, the student may appeal.
- (10) The Faculty Council is responsible for the selection of the appropriate supervisor and/or the other supervisors using the funding, facilities, resources (laboratory/studio/clinical facilities, and space) and expertise to support the research, as criteria for decision.
- (11) When there is only one supervisor, the supervisor must be a full-time stau of the University.
- (12) When there is more than one supervisor, the principal supervisor must be a full-time stau of the University.

- (13) The appointment of a Supervisor shall take into account the research skills and experiences which are consistent with the research field of the student.
- (14) Supervisors appointed shall not have a close family link to the student. Both appointed supervisors also must not have any family relationship with each other.
- (15) Supervisors suggested by prospective students, are given priority to supervise, except in cases where the faculty feels that other supervisors are more qualified to supervise.
- (16) Appointment of an external party (either academic or non-academic) as field-supervisors can be considered if the external party is able to provide the necessary supervision.
- (17) Appointment of second supervisor among local academic staff is a must for the international student with the main supervisor is an expatriate with a contracted position.
- (18) For academic staff who will be coming to the end of their services, the Faculty Council should ensure that a replacement supervisor is appointed at least six (6) months prior to the end of the service date of the initial supervisor so that both of them can co-supervise without affecting the progress of the student's research.
- (19) In all cases of protracted absence of beyond 3 months, such as research/sabbatical leave, unforeseen circumstances, where possible, the supervisor will be expected to maintain the continuity of supervision. If this is not possible, the Faculty/Centre must plan in advance to put in place other suitable arrangements.
- (20) The Main Supervisor who retires from employment or whose status has changed to that of only an honorary member of the Faculty staff may still continue to supervise subjected to the Faculty and MPSU approvals. If the retiree is unable to continue or approval is not obtained from the Faculty/MPSU, a new Main Supervisor needs to be appointed to take on the responsibilities upon the retirement of the existing Main Supervisor. The student should be consulted prior to the decision.

- (21) In cases where the Main Supervisor ceases to become an Academic staff of the UMP for whatever reason, he/she may still continue to be the Main Supervisor subject to the Faculty and MPSU approvals.
- (22) If the appointment of a new supervisor is required for some reasons, the appointment shall be made according to merit and this case is considered as a special case. This case cannot be referred to and be an example or a precedent for a case to come.
- (23) In the event of problems of supervision between the supervisor and student, the faculty should address this problem. If the problem cannot be resolved, the matter may be submitted to the Dean, Institute of Postgraduate Studies for further action.
- (24) For the industrial Doctoral program, in addition to the Academic Supervisor an Industrial Supervisor must be appointed and both supervisors must satisfy all University requirements.
- (25) The recommended ratio for students to obtain a quality supervision is as follows:
  - Professor = 1:10
  - Assoc. Prof = 1:7
  - Senior Lecturer = 1:5
- (26) The Faculty may approve a higher maximum number of students provided that the supervisor has shown excellent supervision performance.
- (27) Newly appointed supervisor is compulsory to attend the supervision training handled by UMP Training Management Division (BLPK).
- (28) Student-supervisor relationships are to be professional and free from exploitation and conflict of interest. Relationships that are not at arm's length (e.g., current or past emotional, romantic, sexual, or family ties) are unacceptable between the student and the supervisor or between the student and any member of the supervisory committee. If conflict of interest arises, the individuals involved must immediately bring the matter to the attention of the Faculty and IPS for appropriate actions to be taken.

## **25.2 Role and responsibilities of the Supervisor**

Supervisors must report their students' research progress, be it satisfactory or unsatisfactory, to the Dean of the Faculty.

### **25.2.1 General Responsibilities**

#### **(1) The Main Supervisor**

- i. Facilitates appropriate access to the other supervisors (if any) and any other relevant member of staff deemed necessary for successful completion of the study.
- ii. Ensures the student participates in programs conducted by the Faculty or University to implement the Code of Practice for Postgraduate Students and regulations.
- iii. Ensures adequate resources and equipment for the student for research purposes are available at the Faculty/Centre and facilitate access to other facilities as required.
- iv. Advises/suggests to the Faculty/Centre, qualified examiners for his/her student's thesis
- v. Ensures that the co-supervisors are actively involved in the supervision process so that they are able to take over primary supervision duties either temporarily or permanently (if appropriate) when the Main Supervisor is unavailable;
- vi. The supervisor should create a conducive learning environment that protects the student's individuality, safety, and sense of comfort and belonging.
- vii. Discuss and co-sign the student supervisor agreement with his/her student confirming understanding the roles and responsibilities stipulated in this Code of Good Practice before time exceeds 3 months.

#### **(2) The Co-Supervisor**

- i. Takes over temporarily the role of the Main Supervisor should the latter be absent for an extended period or is found to suffer from a long-term health problems or passes away. The Co-Supervisor should also step in should the relationship between the Main Supervisor and the student suffer a break down in the research process.

- ii. Assists in finding a replacement for the Main Supervisor should any of the circumstances in (i) arise. It is not expected or required that the Co-Supervisor becomes the Main Supervisor unless the former is found to be suitable academically to replace the Main Supervisor.
- iii. If the co-supervisor is from outside the University, approval of MPSU is needed.

### **(3) The Field Supervisor: Their Role**

- i. Act as a liaison between the student, employer/organization, supervisor and university in matters relating to the nomination of Graduate Studies.
- ii. Assist in the matters relating to the research work, such as the use of organization infrastructures, equipment's and other facilities.
- iii. Address the problems faced by the student and ensure that the student executes his/her research work in a defined time period.
- iv. Play the role of "Peer discussants" to students in relation to the research project.
- v. In cases where certain other relevant experience or expertise is needed or where research needs to be conducted at a distant site, a field supervisor may be appointed by the Faculty Council, but with no financial implications.

#### **25.2.2 Guidance on Research Project**

- i. Makes clear to a student that the degree is awarded only for original work.
- ii. Gives guidelines with respect to the type of research that can be conducted, the quality and standard that should be achieved, the organization of research required, the research techniques and methods required, legislation pertaining to health and safety (that would ensure students receive proper instructions and have access to appropriate training) and matters of ethics that may be necessary for the conduct of the research.
- iii. Vouches for the suitability and scope of research proposed for the degree sought, taking into account the funding, availability of resources, the timeline set by the University for a student to complete and submit the thesis, and the student's prior academic experience and qualification, and research inclination.
- iv. Helps the student to draw up a plan for conducting research, direct his/her focus to the essential aspects of research, and achieve a positive development in research through proper scheduling of work right from the start of the research.

- v. Advises the student on relevant literatures, methodologies and policies of the University with respect to academic integrity and convention, for example, the issue of plagiarism.
- vi. Advises on ethical and safety implications of work and facilitates for approval of the relevant Ethics Committees, both at the University and external bodies.
- vii. Clarifies to the student at the outset all matters regarding the ownership of Intellectual Property Rights of the research.

### **25.2.3 Progress Review of Research**

- i. Provides specific advice and guidance to ensure acceptable progress at successive stages of the work for a timely completion.
- ii. Highlights any inadequacy of progress and unsatisfactory standard of work to the students and recommends necessary action to rectify these situations.
- iii. Supervisors are encouraged to record every meeting and discussion with the student about the study and research of the student by providing and updating the file on record of achievement and progress of research projects for each student.
- iv. Monitors and submits progress reports in a timely manner through the IPS Portal every semester or other alternative reporting mechanisms. Supervision reports will be considered by the University in the review and evaluation of any examination of which the result has been challenged or disputed, should such as a case arises.

### **25.2.4 Skills Development and Training**

- i. Works with other parties in the university through various training programs to enhance students' transferable skills;
- ii. Familiarize themselves with the Personal and Professional Development Program workshops and courses provided by the Institute of Postgraduate Studies, to determine the students' training needs; and
- iii. Advises on general interpersonal and professional development skills from other sources.

### 25.2.5 Interaction with Student

- i. Supervisors should interact with the student at least two (2) times per month in the first semester and once (1) a month for the next semester. For the first meeting, the supervisor and the student must talk face to face, while, the next meeting may be conducted via other methods such as on-line.
- ii. Inculcates the elements of trust, mutual respect, a non-confrontational attitude and honesty, and responsiveness to ideas in the interaction with students;
- iii. Respects the student's right to privacy as long as it does not interfere with the research progress;
- iv. Appreciates and understands a student's working habits, learning styles and individual differences;
- v. Progressively develops the student's competence and problem solving skills through a conducive and non-confrontational approach;
- vi. Establishes an effective means of communication, frequency and timing of meetings with the student;
- vii. Responds immediately and as necessary to the student's request for a meeting and for feedback on his/her work at intervals in the period of candidature;
- viii. Provides support and empathetic help to the student who may be facing health problems or problems of a personal nature that may cause delay to his/her work, thereby making it unlikely for the student to meet the standard for the degree sought as early as possible during the candidature period;
- ix. Advises on the dissemination and publication of research through journals and conferences;
- x. Seeks feedback from the Student on potential thesis/dissertation examiners;
- xi. Cooperates with other supervisors (if any) consistently throughout the student's candidature;
- xii. Ceases to assume any supervisory role in the event of the development of a personal relationship with the student;

- xiii. For the development of a profitable intellectual relationship, supervisors are responsible for setting in place the mechanism for which the relationship progresses through three phases - Infancy Phase, Maturity Phase and Completion Phase – as below.
- Infancy phase: where the rules of the relationship are made known, negotiated and agreed upon by the two parties, where an effective collaboration is outlined, where additional external teaching assistance is sought and selected, where competencies are nurtured, and where obvious or potential problems are anticipated and solutions planned;
  - Maturity phase: where both parties can reflect their individuality yet relate to each other as partners in the research process, where bonding socially is liberated, where the parties become less bound to their roles and more free to go with the dynamics of research, where the student becomes better equipped with the skill to conceptualize his/her research, and where the student's confidence gains strength;
  - Completion phase: where the understanding of how theory relates to practice is substantially achieved, where the student can find his/her own way comfortably without much help from the supervisor, where the anticipated completion of the research is evaluated comprehensively through honest and open discussions between the supervisor and student relating to their perceptions of and feelings towards the research product, and goals they may have of the future of this research product.

### **25.2.7 Submission of Thesis and Examination Process**

- i. Ensures that the student submits a pro-forma stating his/her intention to submit the thesis to the Institute of Postgraduate Studies at least three months before he/she plans to submit the completed thesis for examination.
- ii. Shall not participate in any formal examination for the degree.

### **25.2.7 Constructive Guidance and Feedback**

- i. Ensures that the best interest of the student is the main priority when giving feedback and constructive guidance.
- ii. Be mindful of potential research related difficulties, risks and uncertainties and provide the necessary guidance to mitigate the situation. If appropriate, the supervisor may seek advice from the Deputy Dean/Deputy Director of the Research and Postgraduate Studies.
- iii. Provides constructive comments and feedback within a reasonable time for submitted work such as technical reports and manuscripts.

- iv. Reads and comments on chapters in a timely manner in order to enable the student to make necessary amendments to his/her writings.
- v. Ensures the student knows the appropriate techniques for gathering data and analyzing, and the ways to achieve required skill and standard of work.

### **25.3 The Role of Supervisor in the Board of Examiners**

- i. The role of supervisor in the Board of Examiners is as the advisor. The supervisor is not involved in any discussions relating to the results of work submitted by the student. The supervisor does not function as an examiner.
- ii. The supervisor's attendance is compulsory as he/she plays the crucial role to list all the corrections needed to be done by the students in the List of Corrections form. These include the corrections during the viva voce session and the reports from the internal and external examiners.
- iii. The supervisor must hand over the corrections list to the Chairman during the discussion on the student's result before the end of the viva voce session.
- iv. The supervisor should help the students on the corrections to be done based on the comments raised by the Board of Examiners and continue to oversee the student in cases where the thesis is referred back for further study.

## **SECTION 26 : CHAIRMAN APPOINTMENT, ROLES AND RESPONSIBILITIES**

26.1 A Professor from other faculty is appointed as the Chairman for both Master's and Doctoral degree.

26.2 Academic staff with an Associate Professor title with a doctorate degree or professional qualification or equivalent, may be appointed as the Chairman for the master's degree student.

26.3 The Chairman plays the role to conduct the viva voce process and he/she will decide the final result of the student.

### **(1) Guidelines for Viva Voce Process**

- a. The Chairperson opens the Viva Voce session by soliciting general comments on the student and his/her thesis from all members of the panel.
- b. The Chairperson allows the student to enter the Viva Voce/Examination room.

- c. The Chairperson invites the student to do a brief presentation of the objectives and findings of his/her study. The student can do so with a Power Point/Multimedia presentation.
- d. The Chairperson opens the session to the members of the panel, starting with the External Examiner (if present). If he/she is not invited then his/her questions listed in the External Examiner's Report will be presented by the Dean/Dean's Representative. Following this, the Internal Examiner(s) present his/her (their) list of questions to the student.
- e. During the question and answer session between the Examiners (External and Internal) and student:
  - i. The student shall provide his/her best defense based on his/her writings in his/her thesis.
  - ii. The Main Supervisor/Co-Supervisor cannot aid the student in answering the presented questions, except to clarify the meaning of the questions if the student failed to grasp them.
  - iii. When the Chairperson is satisfied that all the questions presented by the examiners have been answered by the student, he/she must ask the student to leave the Viva Voce room momentarily. He/she then opens discussion of the student's Viva Voce session leading to a recommendation on the student.
- f. The Chairperson will receive the List of Corrections from the supervisor during this discussion session. He/she will review and summarize the List of Corrections given by the Supervisor and at the same time he/she discards irrelevant items.
- g. The Chairperson will lead the discussion on the student's result. He/she must acquire approval from examiners for the List of Corrections passed by the Supervisor. Upon discussion with the Panel of Examiners, the chairman will decide the final result of the student. The final decision must be agreed and signed by all panels of examination.
- h. The Chairperson invites the student to reenter the Viva Voce/examination room. He/she informs the student of the corrections, changes and additions that are required in his/her thesis, as agreed upon by the panel and of the duration of the revision/correction as well as the final date of submission of the corrected thesis to the IPS. Before the student is dismissed, he/she will be informed to take the List of Corrections at the IPS (upon notification by the IPS administration).

- i. At the end of the Viva Voce session, the Chairperson must ensure all examiners have approved the List of Corrections and other necessary documents before handing them over to the Secretariat (after signing and approving them).
- j. The Chairperson must take care of the student's rights throughout the Viva Voce.
- k. The Chairperson should recommend whether the thesis can be nominated for the best thesis award.
- l. The Chairperson should recommend the minimum duration that a student can submit his/her thesis after correction to IPS, which would be dependent on the extent of corrections to be made by the student.

## SECTION 27 : EXAMINERS APPOINTMENT, ROLES AND RESPONSIBILITIES

27.1 The appointment of examiners should be based on the expertise in the related field, respected and possess high professionalism.

27.2 The examiners must have **experience in students' supervision as the Main Supervisor or Co-supervision.**

27.3 Composition of examiners for Master's Degree students is as follows:

### Master's Degree

- Two (2) examiners where one of the examiner is the external examiner.
- Examiners must at least possess a doctoral degree and **one (1) of the examiner must be at least an associate professor.**

27.4 Composition of examiners for Doctoral Degree students is as follows:

### Doctoral Degree

- Three (3) examiners where two (2) of the examiners must be external examiners
- Examiners must at least possess a doctoral degree and **one (1) of the examiner must be at least a professor.**

27.5 An examiner must have a minimum qualification of no less than the supervisor. Where an examiner is without the required qualification, there must be sufficient experience in the relevant field and the appointment must be subjected to the UMP Senate.

27.6 An external examiner appointed must be from a field related to the research made to ensure the quality of research.

27.7 It is recommended that the external examiner must be of the same level of qualification or one level higher than the supervisor.

27.8 The Appointment of Examiners should be as follows:

### **(1) EXTERNAL EXAMINER**

- a. The appointment of external examiners from the university/institutions where the student works is not allowed.
- b. The appointment of external examiners from the university/institutions who previously worked for the Universiti Malaysia Pahang is allowed after five (5) years period of leaving the UMP.
- c. The external examiners who have worked at the university/institutions but have retired exceeding five (5) years and not involved with academic activities should not be appointed.
- d. The external examiners from the corporate companies who are not academicians but involved in the academic writing/publications can be appointed.
- e. The external examiners who have studied as the UMP Postgraduate Students can be appointed.
- f. Have successfully supervised a research mode student as the Main Supervisor or a Co-supervisor.
- g. External examiners from overseas can be appointed but all the cost involved will not be covered by the IPS. It might be done by the Faculty planning such as appointing a Visiting Professor or online examination method and so on.
- h. External Examiner can be appointed not more than three times in a year.

**(2) INTERNAL EXAMINER**

- a. A fulltime UMP academic stau including honorary lecturer.
- b. Should be an expert in the field of thesis examined, without considering the Faculty.
- c. Internal examiner who has been appointed as internal examiner during Pre-Viva must continue to the Internal Examiner for the final Viva-Voce except in certain circumstances and decision is endorsed by the Faculty Council.
- d. To be an Internal Examiner for a PhD student, the academician must have PhD qualification and he/she already graduated a research mode student as the Main Supervisor or Co-Supervisor.
- e. To be an Internal Examiner for Master student, the academic stau must have a PhD degree and is currently supervising a postgraduate student either as the Main Supervisor or Co-Supervisor.
- f. Academic stau without PhD qualification can be an internal examiner of a research mode student if the academic stau has graduated a research mode student either as a Main Supervisor or Co-Supervisor.
- g. Internal Examiners for pre-viva should be appointed as the internal examiners for viva-voce. However, in certain circumstances, the Faculty Council can decide otherwise.
- h. Table 6 summarizes the eligibility of academicians to become an internal examiner for research mode students.

**Table 6**

Educational Level of Academician	Internal Examiner	
	Master's	PhD
Master's	√ Can become an Internal Examiner, but must have graduated a student as Main or Co-Supervisor.	X Cannot become an Internal Examiner.
PhD	√ Can become an Internal Examiner but must be actively supervising a research student as Main or Co Supervisor.	√ Can become an Internal Examiner but must have graduated student as Main or Co Supervisor.

27.9 The appointment of examiners must not have any close family link or professional networking with the students and the supervisors. Please refer Appendix B for the details of family link cases/professionals.

27.10 The examiners must not involve or have personal interest with the research of examined thesis.

27.11 Nominations of examiners

- (1) The Supervisor must nominate at least three (3) names of the external examiners and three (3) names of the internal examiners using an online form.
- (2) Latest curriculum vitae (CV) must be enclosed together.
- (3) The Faculty Council will approve the nominated examiners and the decision must be submitted to the IPS. If the nominated examiner is not suitable, The Faculty Council may suggest and endorse another qualified examiner together with the justification and inform the supervisor.
- (4) The IPS will issue over letters to the appointed examiners and will inform the appointment on regular basis.
- (5) External examiners will be given two (2) weeks to respond.
- (6) Internal examiners are not allowed to terminate the appointment unless with concrete and reasonable justifications.
- (7) If there is any termination of the examiner's appointment, the IPS will issue another letter of appointment to the next name in the list approved by the Faculty Council. If all nominated students have to terminate the appointment, the Supervisor must prepare a new nomination list to the Faculty.

27.12 The roles and responsibilities of the examiners are as follow:

- (1) The examiners must read and assess the quality of the thesis for nomination purpose.
- (2) The assessment will be made using the Assessment Form which should be returned to the IPS within four (4) weeks from the date of the letter.
- (3) Internal examiner(s) must be present during the Viva Voce session for the Master's and PhD student.

- (4) External examiner(s) are not required to attend the Viva Voce session for unless he/she finds that the thesis has major problems from the Examiner's Report and the student received scale 3 (9 months) and 4 (12 months). Thus, enabling the student to give his/her defense in front of all the examiners for a decision to be made.
- (5) Examiner(s) must approve the list of corrections during the Viva Voce session; if not possible, within seven (7) days after the viva voce session.

27.13 If the student is instructed to submit the amended thesis for re-examination, the same internal and external examiners must examine the thesis. The MPSU may appoint the new examiner if the original examiner unable to do so.

27.14 Examiner(s) must approve the final amended thesis submitted by the IPS; if it is decided during the viva session.

## **SECTION 28 : SECRETARIAT APPOINTMENT, ROLES AND RESPONSIBILITIES**

28.1 The Secretary is an academic stau / administration stau appointed by the Faculty.

28.2 The secretary is responsible for the overall flow of the viva voce process. He/she must take note and update the list of corrections and examinations result form.

### (1) List of Corrections

- a. The Viva Voce Secretariat must ensure that the List of Corrections is approved by the Supervisor, Examiners and Chairman at the end of the viva voce session upon announcement of the result.
- b. If there were any problem that occurs during the session, the approval for the list of corrections must be obtained from the respective person within seven (7) days after the date of the viva voce session. If there is no further comment, the list of corrections is considered final.
- c. The secretariat must submit this final list of corrections to the IPS.
- d. IPS will submit the final list to the students. Students must use the given template for explanation and remarks of corrections.

## (2) Examination Reports

- a. The secretariat must ensure that the Viva Voce Examination Reports have been signed by the Panel of Viva Voce Examination before submitting to the IPS.
- b. The secretariat must ensure that the Oral Examination Reports, Chairman Report and Travel Allowance Claims Form by the external examiners are completed before submitting to the IPS.

## **SECTION 29 : ROLE AND RESPONSIBILITIES OF STUDENT**

29.1 All students must adhere to the role and responsibilities as follow:

- (1) Students should understand and fulfill all of the conditions contained in the letter of ouer, rules and regulations applicable to the program.
- (2) Students should interact with the supervisor at least two (2) times per month in the first semester and once (1) a month the next semester. For the first meeting, the student and supervisor should talk face to face, while, the next meeting can be conducted via other methods such as online.
- (3) Students shall record meetings and discussions on their research each time they meet with the supervisor.
- (4) Students should have a good working relationship with the supervisor.
- (5) Students must plan the project schedule and comply with the maximum period of study.
- (6) Students should discuss and agree with the supervisor on consultation times.
- (7) Students must submit progress as specified without falsifying the research outcome and is free of plagiarism.
- (8) Students must notify their supervisor of any problems that may interfere with the research.
- (9) Students shall engage in academic activities organized by the department, Faculty or IPS.
- (10) Students must plan and ensure suficient time to do the research and write the thesis.

- (11) Students should ensure that their candidature is always active by renewing their registration each semester.
- (12) Students should give three months' notice to the supervisor or inform the supervisor of the date of submission of the thesis for examination purposes, so that there is no delay in the appointment of examiners.
- (13) Students are solely responsible for the content, the presentation of thesis and viva-voce presentation.
- (14) Students are responsible for ensuring that corrections are made in a given period after the Board of Examiner's meeting / viva-voce and the Senate.

### **SECTION 30 : SMART CARD**

30.1 A smartcard is issued to all registered students of Universiti Malaysia Pahang. This card is non-transferable and is used for the following purposes:

- (1) Identification/security check for entry and movement within the Campus
- (2) Access to and use of the Library facilities
- (3) Payment of fees at the Bursar's Office
- (4) Course registration
- (5) Examinations (Language or Prerequisite Courses)
- (6) Medical treatment at the University's Wellness Centre/Panel Clinics or Hospitals
- (7) Access to and use of Sports Facilities, and
- (8) Other related matters pertaining to authorities like the Immigration and Police.

30.2 Loss of the smartcard must be reported immediately to the IPS. RM30 fee will be charged for card replacement.

## SECTION 31 : DRESS CODE

31.1 A student must observe the rules for the stipulated dress code of the University and be appropriately attired at all times.

- (1) Smart attire: At official functions, lecture halls, tutorial rooms/laboratories, the Library, the Wellness Centre, the Sport Center, at the Chancellery, cafeteria and at appointments/meetings with officers. Short-/long-sleeved shirts, uniforms, t-shirts with collars, proper shoes, traditional clothes, e.g.: Baju Melayu, would be appropriate for male students. Female clothes should be covered no less than knee-length, with sleeves and modestly cut necklines.
- (2) Casual attire: This is not allowed on the campuses. Female students are not allowed to wear sleeveless shirts, miniskirts or extremely short shorts and revealing/skimpy clothes. Flip-Flop slipper should not be worn by all students while attending classes or interviews, visiting University departments, etc. Male students should not have long hair that touches the collar.
- (3) Sports attire (e.g.: shorts) can be used for sports only.
- (4) Laboratory coats are meant for working in the laboratories.

## SECTION 32 : STANDARD FORM

32.1 Standard Forms are available at the IPS for postgraduate students who need to seek approval pertaining to matters of their candidature. The forms are:

FORMS	REFERENCE
Payments Verification	UMP (IPS) A-01
Application for Change of Status (Full time to Part time or vice versa)	UMP (IPS) A-02
Postponement of Study Application Form	UMP (IPS) A-03
Application for Withdrawal from Study Programme	UMP (IPS) A-04
Application for Extension of Candidature	UMP (IPS) A-05
Proof of Publication	UMP (IPS) A-06
Application of Conversion of Status (Master to PhD)	UMP (IPS) R-01
Seminar Presentation Verification Form	UMP (IPS) R-02

<b>FORMS</b>	<b>REFERENCE</b>
Application of Change of Title within the same programme	UMP (IPS) R-03
Application for Appointment, Change, Discontinuation of Supervisor	UMP (IPS) R-04
Application for Change of Field or Research / Faculty	UMP (IPS) R-05
Appeal for Course Grade Review of Progress Report	UMP (IPS) R-06
Course Exemption Form	UMP (IPS) R-07

**APPENDICES****APPENDIX A: CHECKLIST FOR THESIS SUBMISSION AND STEPS REQUIRED AFTER VIVA VOCE**

<b>FORMS</b>	<b>REFERENCE</b>
<b>Proposal Defense</b>	
Examiners Report for Proposal Defense	UMP (IPS) PD-01
Examinations Committee Report for Proposal Defense	UMP (IPS) PD-02
List of Correction Proposal Defense	UMP (IPS) PD-03
Endorsement of Correction Proposal Defense	UMP (IPS) PD-04
<b>Pre Viva</b>	
Examiners Report for Pre Viva	UMP (IPS) PV-01
Examinations Committee Report for Pre Viva	UMP (IPS) PV-02
List of Correction of Pre Viva	UMP (IPS) PV-03
Endorsement of Correction Pre Viva	UMP (IPS) PV-04
<b>Viva</b>	
Thesis Submission Form	UMP (IPS) RE-01
Thesis Examiners Report	UMP (IPS) RE-02
Chairman Report for Viva	UMP (IPS) RE-03
List of Correction by Supervisor	UMP (IPS) RE-04
List of Correction After Viva Voce	UMP (IPS) RE-05A
List of Correction Form for Verification by Examiner	UMP (IPS) RE-05B
Endorsement of Correction for Oral Assessment	UMP (IPS) RE-06
Draft Thesis Checklist Form (Before Hardbound)	UMP (IPS) RE-07
Final Thesis Submission Form	UMP (IPS) RE-08
Examination Committee Report for Oral Assesment	UMP (IPS) RE-09
Profile of Student (Viva Voce)	UMP (IPS) RE-10
Panel Report for Seminar Colloquium	UMP (IPS) SC-01

**B1: CHECKLIST FOR THESIS SUBMISSION AND VIVA VOCE**

Stage	Action	Responsibility
<b>STAGE 1: BEFORE SUBMITTING NOTICE OF THESIS SUBMISSION AT IPS ONLINE</b>	<p>Complete the write up of the thesis according to the UMP Thesis Formatting.            Prepare the correct and precise Abstract or Summary of the thesis.            Ensure that all the requirements listed in Thesis Submission Form UMP (IPS) RE-01 have been fulfilled (or at least able to fulfil them within three months).            Submit the thesis and abstract/summary of the thesis to Supervisor(s) for final checkup.</p>	Student
	<p>Check the thesis and abstract/summary of the thesis, ensure that the write up is according to the UMP Thesis Formatting and there is no major correction related to the thesis content. Ensure that the student has fulfilled all the requirements listed in Thesis Submission Form UMP (IPS) RE-01 (or at least able to fulfil them within three months).            Allow student to submit the Notice of Thesis Submission IPS Online</p>	Supervisor
	<p>Submit the Notice of Thesis Submission at IPS Online together with the Abstract/Summary of thesis upon approval of the supervisor. Note: Notice of Thesis Submission must be sent at least three (3) month before submitting the final thesis to IPS.</p>	Student
<b>STAGE 2: WITHIN ONE (1) MONTH OF THE NOTIFICATION</b>	<p>Submit four (4) copies of thesis with correct format for pre-viva to Faculty together with the Pre Viva Evaluation Form UMP (IPS) PV-01.</p>	Student
	<p>Verify the Notice of Thesis Submission by Student in IPS Online &amp; suggest the list of examiners for the student.</p>	Supervisor
	<p>Determine the Examiners from the list suggested by the Supervisor during the Faculty meeting. Note: If the examiner is not in the Pool of Examiner, appointment of examiner can only be approved during MPSU. Verify the Examiners in IPS Online.</p>	Faculty
	<p>Endorse the Appointment of Examiners.</p>	MPSU/Senate
	<p>Notify and Appoint Examiners.</p>	IPS

Stage	Action	Responsibility
<b>STAGE 3: WITHIN TWO (2) MONTHS OF THE NOTIFICATION</b>	<b>PRE-VIVA</b>	
	Schedule the pre-viva session according to the list of examiners suggested in IPS Online.	Faculty
	Do correction and submit the list of correction UMP (IPS) PV-03 together with the Endorsement Correction Form UMP (IPS) PV-04 for verification by the supervisor.	Student
	Check and ensure that student has made all the corrections or suggestions given by the examination panel of pre-viva sessions.	Supervisor
	Submit the list of correction UMP (IPS) PV-03 together with the Endorsement Correction Form UMP (IPS) PV-04 to the faculty before thesis submission.	Student
	<b>AFTER VIVA</b>	
Submit the thesis for proof-reading and obtain verification by Supervisor.	Student Supervisor	
Obtain UMP Institutional Repository Registration Number for submission of thesis. Note: May upload all other related publications once UMPIR No. is obtained.	Student	
<b>STAGE 4: WITHIN THIRD MONTHS OF THE NOTIFICATION</b>	<b>SUBMISSION OF THESIS</b>	
	The soft copy of the thesis should be submitted to the turnitin for similarity index checking. Supervisor's approval must be obtained for the similarity index report and the index must not exceed 25%.	Student
	Approve the similarity index of the thesis and ensure that student must submit the thesis to IPS not more than two weeks of the date of The Plagiarism Checker Report. Note: Report made longer than this period will not be accepted.	Supervisor

Stage	Action	Responsibility
<b>STAGE 4: WITHIN THIRD MONTHS OF THE NOTIFICATION</b>	<b>SUBMISSION OF THESIS</b>	
	<p>Prepare and present the following documents to Supervisor for final checkup before submission of 6 copies (Master's) and 7 copies (PhD) thesis to IPS i.e.:</p> <ul style="list-style-type: none"> <li>- Completed Thesis Submission Form UMP (IPS) RE-01</li> <li>- Approved Plagiarism Checker Report by supervisor (Similarity index &lt;25%)</li> <li>- Verified Pre-viva Evaluation Form UMP (IPS) PV-01</li> <li>- Verified UMP (IPS) R-03 Form if there are any changes to the title of thesis from the original title in the Notice of Thesis Submission.</li> <li>- Verified proof reading letter</li> <li>- Verified Proof of Publication Form UMP (IPS) A-06</li> <li>- Copy of publications (minimum required publications are two (2) peer review articles and one (1) journal for PhD student or one (1) Peer Review Article, one (1) Scopus indexed journal and one (1) ISI indexed journal with Impact Factor for GRS PhD recipient; one (1) peer review article for Master students or one (1) Scopus indexed journal for GRS Master recipient)</li> </ul>	Student
	<p>Check and ensure that student has completed all documents required.</p>	Supervisor
	<p>Submit 6 copies (Master's) and 7 copies (PhD) of the thesis to the Faculty together with all required documents. Note: If fail to submit the required number of copies after the three (3) months period, a written application endorsed by the main supervisor requesting for an extension of the Notice of Thesis Submission must be submitted to Faculty and IPS.</p>	Student
<p>Check and submit the 6 copies (Master's) and 7 copies (PhD) of the thesis to the Faculty together with all required documents to IPS.</p>	Faculty	

Stage	Action	Responsibility
<b>STAGE 5: VIVA VOCE SESSION</b>	<b>BEFORE VIVA VOCE SESSION</b>	
	Receive 6 copies (Master's) and 7 copies (PhD) of the thesis to the Faculty together with all required documents that has been verified by Supervisor and Faculty.	IPS
	Submit thesis to the appointed Examiners to be examined (1 month for Master's & PhD).	
	Examine thesis and submit Examiner's Report to IPS.	Examiner
	Prepare and schedule for viva voce session upon receiving all examiner's report. Appoint Chairman for viva voce. Notify Thesis Examination Panel, faculty and student.	IPS
Appoint and notify Secretariat and Dean Representative	Faculty	
<b>DURING VIVA VOCE SESSION</b>	List all the corrections needed to be done by the students in the List of Corrections Form UMP (IPS) RE-05A. These include the corrections during the viva voce session and the reports from the internal and external examiners. Hand over the corrections list to the Chairman during the discussion on the student's result before the end of the viva voce session.	
Ensure that the List of Corrections UMP (IPS) RE-05A is approved by the Supervisor, Examiners, Dean/Dean Representative and Chairman at the end of the viva voce session upon announcement of the result. Note: If there were any problem that occurs during the session, the approval for the list of corrections must be obtained from the respective person within seven (7) days after the date of the viva voce session. If there is no further comment, the list of corrections is considered final. Submit the Minute of Meeting and/or final list of corrections form UMP (IPS) RE-05A to IPS.	Secretariat VIVA VOCE	

**B2: STEPS REQUIRED AFTER VIVA VOCE**

Period	Action	Responsibility
<b>SCALE 1 (3 MONTH)</b>		
1st week of the 1st month – 4th week of the 1st month	Collect form UMP (IPS) RE-05A/Minutes of Viva Voce and copies of thesis from IPS.	Student
	Work on corrections with supervisor. Submit soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B to Supervisor.	
2nd week of the 1st month – 4th week of the 3rd month	Check and endorse the soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B	Supervisor
	Obtain the verification for Endorsement of Correction Form UMP (IPS) RE-06 from Supervisor and the Faculty as required during the viva voce session.	Student
4th week of the 3rd month	Submit soft bound copy of thesis to IPS to check for thesis formatting together with List of Correction UMP (IPS) RE-05B, Endorsement of Correction Form UMP (IPS) RE-06 and Thesis Checklist Form UMP (IPS) RE-07.	Student
	Check and ensure final thesis formatting and document required.	IPS
	Submit three (3) hardbound copies of the thesis to IPS together with the completed Final Thesis Submission Form UMP (IPS) RE-08. Upload the softcopy of final thesis in PDF format to IPS online for Postgraduate. Submit one (1) copy Final Thesis Submission Form UMP (IPS) RE-08 to Bursary (after stamped by IPS).	Student
After receiving final thesis	Obtain endorsement from University Graduate Studies Council (MPSU)	IPS
	Endorses results	MPSU
	Confirm results	SENATE

Period	Action	Responsibility
<b>SCALE 2 (6 MONTH)</b>		
1st week of the 1st month – 4th week of the 4th month	Collect form UMP RE-05A/Minutes of Viva Voce and copies of thesis from IPS. Work on corrections with supervisor. Submit soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B to Supervisor.	Student
	Check and endorse the soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B.	Supervisor
1st week of the 5th month	Submit Form UMP (IPS) RE-05B and soft bound copy of the thesis of corrections to internal examiner.	Student
3rd week of the 5th month	Receive Form UMP (IPS) RE-05B and thesis of corrections from Internal Examiner.	Student
3rd week of the 5th month – 3rd week of the 6th month	Work on corrections with Supervisor (if applicable). Obtain the verification for Endorsement of Correction Form UMP (IPS) RE-06 from Supervisor, Internal Examiner and the Faculty as required during the viva voce session.	Student
3rd week of the 6th month	Submit soft bound copy of thesis to IPS to check for thesis formatting together with List of Correction UMP (IPS) RE-05B, Endorsement of Correction Form UMP (IPS) RE-06 and Thesis Checklist Form UMP (IPS) RE-07.	Student
	Check and ensure final thesis formatting and document required.	IPS
4th week of the 6th month	Submit three (3) hardbound copies of the thesis to IPS together with the completed Final Thesis Submission Form UMP (IPS) RE-08. Upload the softcopy of final thesis in PDF format to IPS online for Postgraduate. Submit one (1) copy Final Thesis Submission Form UMP (IPS) RE-08 to Bursary (after stamped by IPS).	Student
After receiving final thesis	Obtain endorsement from University Graduate Studies Council (MPSU)	IPS
	Endorses results	MPSU
	Confirm results	SENATE

Period	Action	Responsibility
<b>SCALE 3 (9 MONTH)</b>		
1st week of the 1st month - 4th week of 7th month	Collect form UMP (IPS) RE-05A/Minutes of Viva Voce and copies of thesis from IPS. Work on corrections with supervisor. Submit soft bound copy of thesis, softcopy of corrections and form RE-05B to Supervisor.	Student
	Check and endorse the soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B	Supervisor
1st week of the 8th month	Submit soft bound copy of thesis, softcopy of corrections and Form UMP (IPS) RE-05B to IPS.	Student
2nd week of the 8th month	Submit Form UMP (IPS) RE-05B and soft copy of thesis corrections to external examiner (only present) and Internal Examiner.	IPS
3rd week of the 8th month	Receive Form UMP (IPS) RE-05B and thesis of corrections from External Examiner (only present) and Internal Examiner.	IPS
3rd week of the 8th month – 3rd week of the 9th month	Submit Form UMP (IPS) RE-05B and soft bound copy of thesis from External Examiner (only present) and Internal Examiner to student, Supervisor, Deputy Dean Research and Dean.	IPS
	Work on corrections with Supervisor (if applicable). Obtain the verification for Endorsement of Correction Form UMP (IPS) RE-06 from Supervisor, Internal Examiner and the Faculty as required during the viva voce session.	Student
3rd week of the 9th month	Submit soft bound copy of thesis to IPS to check for thesis formatting together with List of Correction UMP (IPS) RE-05B, Endorsement of Correction Form UMP (IPS) RE-06 and Thesis Checklist Form UMP (IPS) RE-07.	Student
	Check and ensure final thesis formatting and document required.	IPS

Period	Action	Responsibility
<b>SCALE 3 (9 MONTH)</b>		
4th week of the 9th month	Submit three (3) hardbound copies of the thesis to IPS together with the completed Final Thesis Submission Form UMP (IPS) RE-08. Upload the softcopy of final thesis in PDF format to IPS online for Postgraduate. Submit one (1) copy Final Thesis Submission Form UMP (IPS) RE-08 to Bursary (after stamped by IPS).	Student
After receiving final thesis	Obtain endorsement from University Graduate Studies Council (MPSU).	IPS
	Endorses results	MPSU
	Confirm results	SENATE
<b>SCALE 4 (12 MONTH)</b>		
1st week of the 1st month – 3rd week of 10th month	Collect form UMP (IPS) RE-05A/Minutes of Viva Voce and copies of thesis from IPS. Work on corrections with supervisor. Submit soft bound copy of thesis, softcopy of corrections and form RE-05B to Supervisor.	Student
	Check and endorse the soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B.	Supervisor
4th week of the 12th month	Submit soft bound copy of thesis(6 copies for Master's and 7 copies for PhD), softcopy of corrections and Form UMP (IPS) RE-05B to IPS.	Student
1st week of the 13th month – 1st week of the 14th month	Submit soft bound copy of thesis, Form UMP (IPS) RE-05B, soft copy of thesis corrections and Examiner's Report Form to same Panel of Examiners from the previous viva voce session.	IPS
	Examine thesis and submit Examiner's Report to IPS.	Examiners
2nd week of the 14th month - 4th week of the 14th month	Receive Examiner's Report and thesis of corrections from examiners. Schedule re-viva voce session. Notify the same Panel of Examination from previous viva session, supervisor, faculty (secretariat, Dean/Dean Representative) and student.	IPS
Within 15th month	Conduct re-viva voce session.	IPS

*Note: Form UMP (IPS) RE-05A is only needed if the Minutes of Viva Voce by Secretariat and Supervisors is not able to be completed during Viva Voce.*

**APPENDIX B: POTENTIAL PERCEIVED OR REAL CONFLICTS OF INTEREST<sup>8</sup>****A CONFLICT WITH THE STUDENT****Working Relationship**

A1 During candidature, the co-author of the paper cannot be external examiner of the candidate for that particular program.

**Personal Relationship**

A2 Examiner and the candidate have an existing or a previous emotional relationship of de facto, are co-residents.

**Legal Relationship**

A3 Examiner is or was married to the student.

A4 Examiner is legally a family to the student (for example, step-father, and sister-in law).

A5 Examiner is either a legal guardian or dependent of the student or has power of attorney for the student

**B CONFLICT WITH THE SUPERVISOR/ADVISOR****Working Relationship**

B1 Examiner was a student of the supervisor within the past three years.

**Personal Relationship**

B2 Examiner is a known relative of the supervisor.

B3 Examiner and the supervisor have an existing or a previous emotional relationship of de facto.

**Legal Relationship**

B4 Examiner is or was married to the supervisor.

B5 Examiner is legally a family (for example, step-father, and sister-in-law) to the supervisor.

B6 Examiner is either a legal guardian or dependent of the supervisor or has power of attorney for the supervisor.

**Business, Professional and/or Social Relationships**

B7 Examiner is currently in or has had a business relationship with the supervisor in the last five years (for example, partner in a small business or employment).

## APPENDIX B: POTENTIAL PERCEIVED OR REAL CONFLICTS OF INTEREST

### C CONFLICT WITH THE UNIVERSITY

#### Working Relationship

C1 Examiner has examined for the University more than three times in the past 12 months

#### Other Relationship

C2 Examiner has/had a formal grievance with the University

### D CONFLICT WITH THE SUBJECT MATTER

#### Research

D1 Examiner has a direct commercial interest in the outcomes of the research

- 1 *Mitigating circumstances may exist, for example where the paper in question has a large author list and where the examiner and supervisor have not collaborated directly.*
- 2 *Mitigating circumstances may exist, for example where an examiner has examined students across different Schools of the University*

(Source: Adapted from Massey University Conflicts of Interest Guidelines, 2011)

**APPENDIX C: ACADEMIC CALENDAR**

**INSTITUTE OF POSTGRADUATE STUDIES  
UNIVERSITI MALAYSIA PAHANG  
ACADEMIC CALENDAR FOR RESEARCH STUDIES  
SEMESTER I & II SESSION XX01/XX02**

ACTIVITIES	WEEKS (DURATION)	NOTE
<b>SEMESTER I XX01/XX02 (XX SEPTEMBER –XX FEBRUARY)* SEMESTER II XX01/XX02 (XX FEBRUARY –XX SEPTEMBER)*</b>		
NEW	WEEK 1-13 (13 weeks)	Students to begin registration starting from first day of the semester until week 13 of the semester.
CURRENT	WEEK 1-2 (2 Weeks)	Registration begins. Changing of status of candidature, withdraw or Postponement can be done within two weeks. Within this time frame, the full amount will be reimbursed. After this date, no refund of money will be made except for personal bond.
	WEEK 3-4 (2 Weeks)	For late registration, penalty of RM50 per day will be charged up to a maximum of RM500. The IPS will issue a show cause letter to the students who have not registered by second week and the student will be given two weeks to respond to that show cause letter, failing which UMP will initiate that the candidature be terminated.
<b>RESEARCH PROGRESS REPORT SUBMISSION (PROGRESS REPORT)</b>		
Notice to Students	WEEK 12-13	Announcement via online at: <ul style="list-style-type: none"> <li>i. IPS Portal</li> <li>ii. Announcement in E-comm</li> <li>iii. Banner in E-comm</li> <li>iv. Students Official Email</li> <li>v. IPS Facebook</li> </ul>
Submission of Progress Report (PR) by students	WEEK 14	Compulsory for all students. <b>IPS will issue a letter to the students for failing to do this.</b>

**APPENDIX C: ACADEMIC CALENDAR**

**INSTITUTE OF POSTGRADUATE STUDIES  
UNIVERSITI MALAYSIA PAHANG  
ACADEMIC CALENDAR FOR RESEARCH STUDIES  
SEMESTER I & II SESSION XX01/XX02**

ACTIVITIES	WEEKS (DURATION)	NOTE
Review Progress Report (PR) by the Supervisor	WEEK 15	Reviewing period for supervisor and to be submitted to the faculty for certification. IPS will issue a reminder to supervisor for failing to do this.
Coordination Progress Report (PR) at the faculty	WEEK 16-17	The duration for certification of student's progress at the faculty. Deadline for Report submission of SUPERVISOR to IPS. <b>IPS will issue a reminder to supervisor for failing to do this.</b>
Faculty Council Meeting	WEEK 22	Report preparation in IMS and Worksheet
Senate Meeting		IPS will update the results status in E-Comm. Students can check the results at Student E-Comm.

*\*Subject to change*





APPENDIX F: PROPOSED STRUCTURE TO COMPLETE M.Sc IN FOUR SEMESTERS (2 YEARS)			
SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
Research Plan	Data Collection and Analysis	Pre-Viva & Corrections	FINAL SEMESTER
Presentation of Progress Report With Supervisor	<b>AT LEAST 1 PEER REVIEW ARTICLE</b>	Submission Of Progress Report	Fulfill Submission For Requirements
Submission Of Progress Report	Register with UMPIR	• Student – Week 14 <sup>th</sup>	• Publication
• Student – Week 14 <sup>th</sup>	Submission Of Progress Report	Supervisor- 16 <sup>th</sup> Week	• Plagiarism Checker Report (<25%)
Supervisor- 16 <sup>th</sup> Week	Student – Week 14 <sup>th</sup>		• Ump Thesis Guideline
	Supervisor- 16 <sup>th</sup> Week		• English Proofread
<b>PROPOSAL DEFENSE (FA CULTY)</b>	Submission Thesis	Submission Thesis	<b>SUBMIT HARDBOUND COPY THESIS</b>
	Supervisor- 16 <sup>th</sup> Week	<b>VIVA- VOCE &amp; CORRECTIONS</b>	
	<b>NOTICE OF THESIS SUBMISSION – (3 MONTHS BEFORE SUBMISSION OF THESIS FOR VIVA VOCE)</b>		MPSU's Approval
Attend 8 Courses			
8 compulsory Research Methodology Modules			
Register for 8 modules of Research Methodology. All modules to be completed before Proposal Defense.			SENATE's Approval
(1) Philosophy of Science & Ethics in Research			
(2) Research Overview			
(3) Literature Review			
(4) Methodology			
(5) Data Collection and Analysis			
(6) Scientific Writing			
(7) Preparation for Viva-Voce			
(8) Conceptual Paper			

## APPENDIX G: CONTACT AND ENQUIRIES

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Ms Noor Ayu Binti Mohd Daud  
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## APPENDIX H: LIST OF COUNTRY THAT EXEMPTED FROM ENGLISH REQUIREMENT

No.	Country	No.	Country
1	Anguilla	39	Malta
2	Antigua and Barbuda	40	Mauritius
3	Australia	41	Montserrat
4	Bahamas	42	Namibia
5	Bangladesh	43	Nauru
6	Barbados	44	New Zealand
7	Belize	45	Nigeria
8	Bermuda	46	Pakistan
9	Bhutan	47	Palau
10	Botswana	48	Papua New Guinea
11	British Virgin Island	49	Philippines
12	Cameroon	50	Puerto Rico
13	Canada (except Quebec)	51	Republic of Ireland
14	Cayman Islands	52	Rwanda
15	Dominica	53	St Kitts and Nevis
16	England	54	St Lucia
17	Eritrea	55	St Vincent and the Grenadines
18	Ethiopia	56	Samoa
19	Federated States of Micronesia	57	Scotland
20	Fiji	58	Seychelles
21	Gambia	59	Sierra Leone
22	Ghana	60	Singapore
23	Gibraltar	61	Solomon Islands
24	Grenada	62	South Africa
25	Guyana	63	Sri Lanka
26	Hong Kong	64	Sudan
27	India	65	Swaziland
28	Ireland	66	Tanzania
29	Isle of Man	67	Tonga
30	Jamaica	68	Trinidad and Tobago
31	Jersey	69	Turks and Caicos Islands
32	Kenya	70	Uganda
33	Kiribati	71	United Kingdom
34	Lesotho	72	United States of America
35	Liberia	73	US Virgin Islands
36	Madagascar	74	Vanuatu
37	Malawi	75	Zambia
38	Maldives	76	Zimbabwe

Appendix I  
**Forms for  
Research Mode  
Students**