APPLICATION PROCEDURE

1. Fill up the form online* and attach the softcopy of related supporting documents. The documents required are listed below (under Notes: 1). Application for a full research Masters or PhD programme must be accompanied by a research Proposal (Refer to Notes: 2 for proposal format).

   Please ensure that you provide the valid email and home address

2. You will be notified by email once your application is being processed.

3. The result of your application will be sent to you by email and by post.

4. Incomplete application form or/and if the application is not accompanied by certified true copies of the candidate's Degree/Diplomas/Certificates and transcripts shall be considered null and void.

5. If you are an employee, it is your responsibility to obtain a release from your current employment or a permission to register as a postgraduate student at UTM (For Malaysia or expatriates only).

6. Late applications (after due date) will be processed for intake in the following semester while incomplete applications will be processed only after completed documents are received by the University before the due date of the said semester.

7. The decision by the Selection Committee is final.

<u>Notes: 1</u>

List of supporting documents :

   -Certified copy of Bachelor Degree and/ or Master Degree Award
   -Certified copy of Academic Transcript(s)
   -Passport Sized Photograph
   -Copy of Passport
   -Two Referee Forms (not compulsory)
   -Financial Guarantee/ Bank Account Statement (for self sponsored candidate)
   -Two copies of Scholarship Letter (If Any)
   -Proof of processing fee being paid
   -*Research proposal (for Masters **by research** or PhD degree application only)

<u>**Notes: 2**</u>

The research proposal format (for Master's by research or PhD degree application only):

Title:

Chapter 1   Introduction
- o Background of the problem
- o Statement of the problem
- o Objectives of the study
- o Scope of the study
- o Significance of the study

Chapter 2   Literature Review
- o Review relevant research to provide rationale for your work
- o Present unanswered questions, untried method etc. your work addresses
- o Findings of others you are challenging or extending

Chapter 3   Research Methodology
- o Research Design & Procedure
- o Operational Framework
- o Subjects or data sources
- o Instrumentation & Data Analysis
- o Assumptions & Limitations
- o Research Planning & Schedule

Chapter 4   Expected Findings and Summary

List of References

School of Graduate Studies
Universiti Teknologi Malaysia