

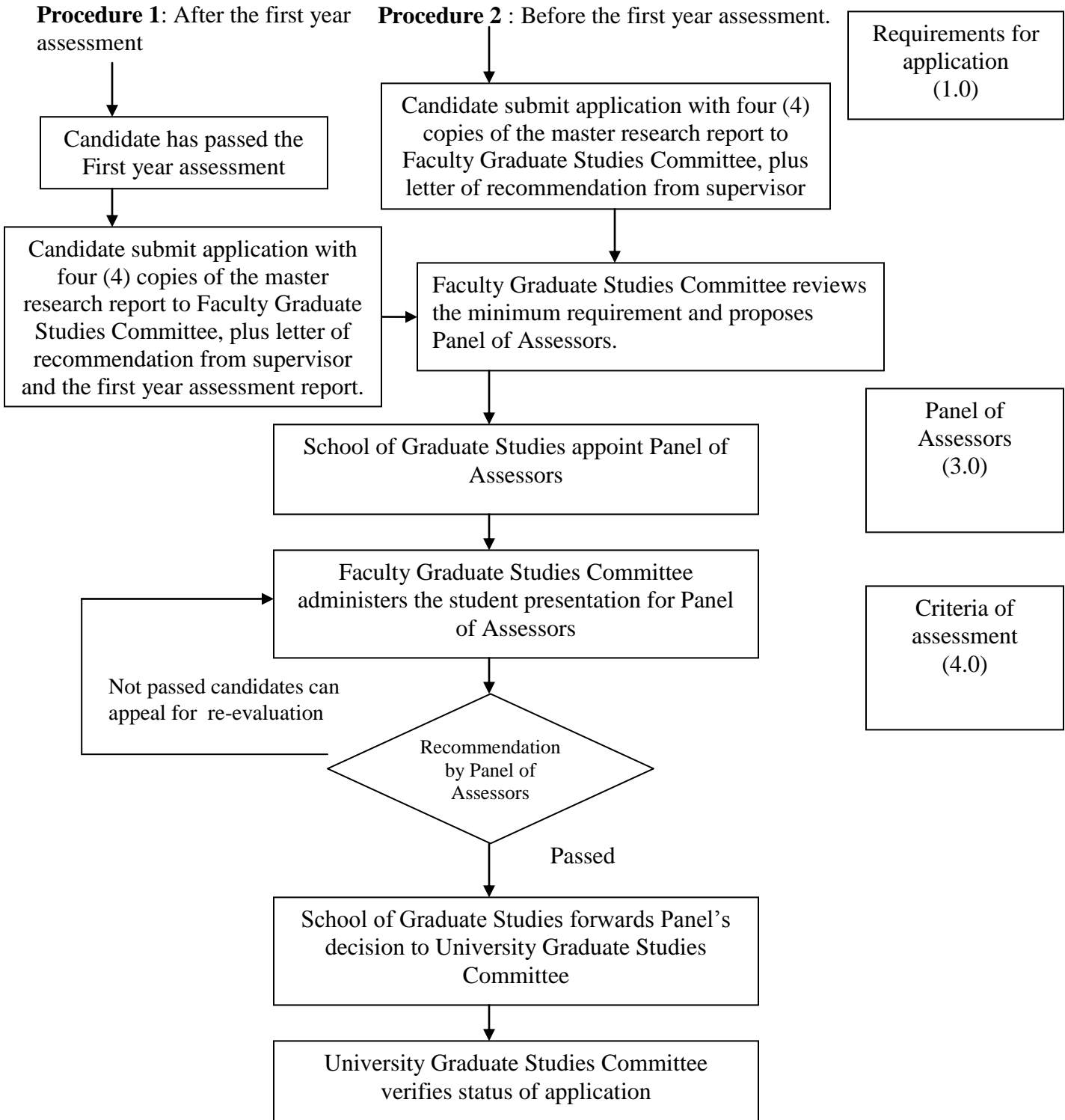
**SCHOOL OF GRADUATE STUDIES
UNIVERSITI TEKNOLOGI MALAYSIA**

**CONVERSION OF REGISTRATION FROM MASTER PROGRAMMES
TO DOCTORAL PROGRAMMES**

(Approved by Senate Meeting 8/2014/2015 on 7th January 2015)

JANUARY 2015

PROCEDURE FOR CONVERSION FROM MASTER TO PhD



CONVERSION FROM MASTER TO PhD

1.0 Requirements :

- i. The candidate must obtain a minimum of **CPA 3.33 bachelor's degree** and fulfill at least one of the requirements as follows:
 - a) Presented at least **two (2) conference papers and the papers must be published in proceeding with ISBN; OR**
 - b) **Published one (1) index journal article.**
- ii. The candidate with a minimum of **CPA 3.00 to 3.32 bachelor's degree** is also eligible to apply and may be considered if the candidate has **published at least one (1) index journal article in Web of Science.**
- iii. The candidate must obtain a strong recommendation from the supervisor.
- iv. The application is to be submitted in the second semester of studies or between 9 to 18 months of the study programme.
- v. The application can be submitted **once** only.
- vi. Appeal for re-evaluation can be done only **once** not exceeding the duration of 18 months upon registration.

2.0 Application procedure

2.1 Procedure 1 (for candidate who has passed the first year assessment)

- a. Candidate has undergone the first year assessment
- ii. Candidate **submits** the application for conversion from master to PhD to Faculty Graduate Studies Committee with written recommendation from supervisor. Candidate must submit to SPS four (4) copies of the master research report which include the research schedule and research progress. The report must be verified by the supervisor.
- iii. Faculty Graduate Studies Committee reviews candidate's minimum requirement and proposes and forwards names of Panel of Assessors to School of Graduate Studies.
- iv. Faculty Graduate Studies Committee appoints Panel of Assessors.

- v. Faculty makes arrangements for the student's presentation. The Panel of Assessors will evaluate the presentation and recommend correction(s). The approval for conversion is subject to the correction addressed by student and verified by the Panel of Assessors.
- vi. Panel of Assessors prepares report which includes verification of correction(s) (if any).
- vii. School of Graduate Studies forwards the Panel's recommendations to the University Sub-Senate Committee for endorsement.
- viii. Conversion from master to PhD programme (if approved) will commence in the third **or fourth semester** of the study programme.
- ix. The duration of study will begin from date of first registration.

2.2 Procedure 2 (for candidates who have not undergone the first year assessment)

- i. Upon recommendation from the supervisor, candidate submits the application for conversion from master to PhD to the Faculty Graduate Studies Committee. Candidate must obtain a written recommendation from the supervisor. Candidate must submit four (4) copies of the master research report which includes the proposed research and research progress to School of Graduate Studies. The report must be verified by the supervisor.
- ii. Faculty Graduate Studies Committee will review the candidate's minimum requirement and proposes and forwards names of Panel of Assessors to School of Graduate Studies.
- iii. Faculty Graduate Studies Committee appoints Panel of Assessors
- iv. Faculty makes arrangements for the student's presentation. The Panel of Assessors will evaluate the presentation and recommend correction(s). The approval for conversion is subject to the correction addressed by student and verified by the Panel of Assessors.
- v. Panel of Assessors prepares report which includes verification of correction(s) (if any).
- vi. School of Graduate Studies forwards the Panel's recommendations to the University Sub-Senate Committee for endorsement

- vii. Conversion from master to PhD programme (if approved) will commence in the third **or fourth semester** of the study programme
- viii. The duration of study will begin from date of first registration.

3.0 Panel of Assessors

Member of the Panel includes :

- a. Chairman of Faculty Graduate Studies Committee or representative.
- b. Two (2) experts in the specific area of research.
- c. Supervisor (the supervisor is only allowed to provide views on candidates but not involved in the decision making).

4.0 Criteria of assessment

- 4.1 In assessing the candidates research work, the panel should take the following into consideration:
 - a. problem formulation
 - b. scope of research
 - c. methodology
 - d. contribution to knowledge
 - e. candidate's achievement
 - f. time utilized
 - g. ability of candidate to conduct research independently
 - h. research schedule

Criteria (a) – (e) must reach the PhD level of research.

- 4.2 Candidate's report must state clearly the scope of research at master's level, achievements, and the new scope of research for PhD
- 4.3 Candidate's report must also show that the research achievements are excellent. These must be in the form of significance of research and are publishable.
- 4.4 The supervisor must provide clear reasons for recommendation. All research work done must be supported with evidence.

4.5 The Panel of Assessors will give attention to :

- (i) the research output and its suitability for presentation at two conferences
- (ii) the candidate's ability to successfully complete the PhD research