POST GRADUATE RESEARCH PROCEDURES

(ProPS 06)

2022

UTM Vision

A Premier University Providing World-Class Education and Research

SPS Vision

Building Graduates With Scientific Knowledge, Holistic Talents and a Lifelong Learning Culture

UTM Mission

To Develop Holistic Talents and Prosper Lives Through Knowledge and Innovative Technologies

SPS Mission

To Foster Quality Education, Inclusivity, Holistic Talent and a Culture of Lifelong Learning in Graduate Education

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SECTION 1: INTRODUCTION

1.1   Objectives

1.1.1   UTM is committed to providing postgraduate study programmes including master's and doctoral degree programmes through quality, creative and relevant research in line with the University's vision and mission of supporting national development policies.

1.1.2   Postgraduate Research Procedures are needed to ensure the implementation and administration of postgraduate academic research programmes offered by UTM are well-managed for the benefit of all stakeholders. This administration covers postgraduate research-based management in supervisor appointment, evaluation, examinations and graduation certificates for graduates who enrol in research-based studies.

1.1.3   These procedures describe the processes, parties involved, methods, practices and rules involved in the management and administration of research graduates for the master's and doctoral degree at University of Technology Malaysia. These procedures are necessary to guide graduates in achieving learning sets.

1.2   Scope

1.2.1   These procedures apply to all postgraduate students.

1.2.2   These procedures apply to all academic staff, management staff, professionals and implementers in the Faculty/SPS, appointed supervisors and examiners.

1.2.3   These procedures apply to all Faculties/Schools and divisions that offer research-based postgraduate study programmes.

1.2.4   These procedures apply to research programme undertaken at UTM.

1.3 Relevant Policies

1.3.1 Academic Excellence Policies

1.4 Definition

Abbreviation	Description
CIF	Cumulative Impact Factor
GSMS	Graduate Studies Management System
HEI	Higher Education Institution
JAPSU	University Academic Committee for Graduate Studies
JKA	Faculty Academic Committee
JKTS P&P	Senate Standing Committee on Examinations and Graduation
NTS	Notice of Thesis Submission
SGS	School of Graduate Studies

Terminology	Definition / Description
GOT	Graduate on Time (GOT) means a student who graduated within seven (7) semesters or 42 months from the date of registration to the date of graduation approved by the Senate or other terms specified in the latest MyRA Glossary.
Doctoral degree	Degree awarded to successful students in the Doctor of Philosophy programme.

Supervisory Panel	Supervisory Panel means a committee of three (3) members or more chaired by a graduate academic staff appointed by the Faculty or University to supervise.
Main Supervisor	Graduate academic staff appointed by the Faculty or University to lead the supervision of research students.
Co-Supervisor	Co-Supervisor means an individual appointed by the Faculty or University together with the Main Supervisor to supervise research students. Co-supervisors can be appointed among academic staff at UTM or academic staff from other HEIs from within or abroad and individuals with expertise recognized by the industry (industry supervisor).
Viva Chairman	The assigned academic staff are Professors responsible for presiding, certifying results and issuing reports of oral examination sessions.
Viva Chairman Assistant	Viva Chairman Assistant is an academic staff with a Doctoral Degree in charge of assisting the chairman during the viva session and preparing the oral examination report to be reviewed and certified by the chairman.
Internal Examiner	Graduate academic staff appointed by the Faculty or University to examine the dissertation/thesis of a master's or doctoral degree programme and also a member of the oral examination panel.
External Examiner	An expert from outside the University appointed by the University to examine the dissertation/thesis of a master's or doctoral degree programme student and also a member of the oral examination panel.

GPA	Grade Point Average obtained for a semester.
CGPA	Cumulative Grade Point Average obtained for all attended semesters.
Oral Examination (Viva Voce)	An evaluation session where students are required to present and defend their dissertation/thesis to an oral examination panel.
Research-based Studies	A research-based type of study that involves a dissertation/thesis and an oral examination.
PhD by Publication	PhD by publication is a thesis that combines student publications since registration and coherence. The article is related to the title of the dissertation/thesis and must meet the criteria and results set for the doctoral award and evaluated by an oral examination panel.
PhD in Industrial	A research degree ~~involving~~ involves industry partners, in which case the topic of study is determined together with the industry and usually takes the form of an application for the industry.
Programme	An academic programme offered by each Faculty consists of study periods and lecture planning agreed upon by the University and the Ministry of Higher Education to award master's degrees and doctoral degrees by research.
Fast-Track Programme	Fast-Track Programme refers to the Doctor of Philosophy Programme offered to candidates who graduated with a Bachelor's Degree with a CGPA of 3.67 and above.

Adjunct Professor	Adjunct Professors appointed under the Academic Visiting Staff Scheme to academic and non-academic staff with extensive experience in the profession or industry and largely contributed to the field of knowledge. The appointment status is temporary.
Full Time Staff	Staff who serve full-time either on a contract or permanent basis.
Graduate Academic Staff	Graduate Academic Staff means academic staff with a doctoral degree or at least the position of Associate Professor.
Contract Staff	Contract staff means academic staff or teaching staff with contract status, appointed according to the service scheme applicable by the Universities.
Charitable and Volunteer Staff (Amal Bakti Staff)	Charitable & Volunteer staff are UTM retirees who continue to contribute their expertise to UTM after the retirement of their permanent or contract service, voluntarily and sincerely without any monetary remuneration. The appointment status is temporary.

1.5 Legal Context

Document Title	Clause References
Code of Professional and Academic Ethics, University of Technology Malaysia	Clause 5.3 dan 5.6
Postgraduate Academic Regulations	Full document

SECTION 2: PROCEDURES

2.1   Procedure Framework

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                    │  Postgraduate Research      │
                    │  Procedures (ProPS-06)      │
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 │ Post           │ │ Graduate     │ │ Thesis       │ │ Thesis           │
 │ Registration   │ │ Research     │ │ Writing      │ │ Evaluation,      │
 │ Management      │ │ Management   │ │              │ │ Examinations and │
 │                │ │ and          │ │              │ │ Award            │
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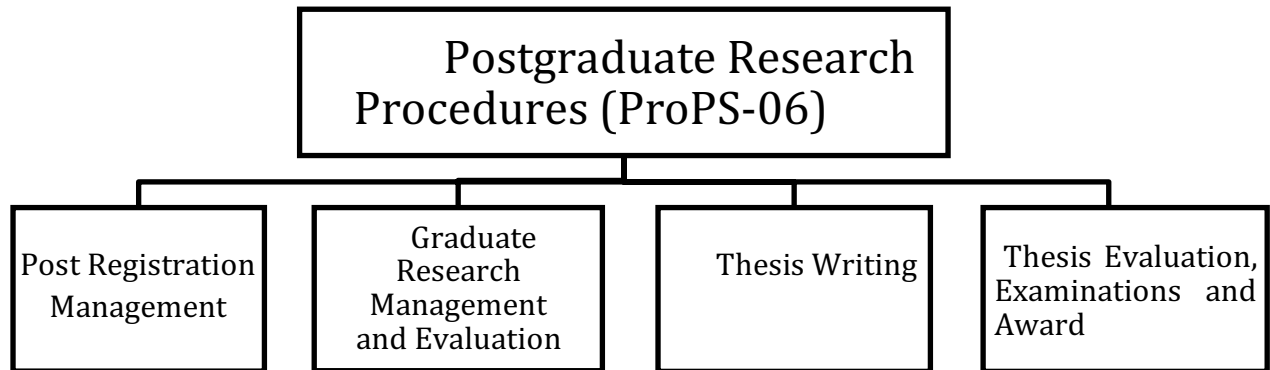
2.2   Responsibility

2.2.1   University Senate

University Senate is responsible for certifying eligible students for graduation and attending convocation.

2.2.2   Senate Standing Committee on Examinations and Graduation (JKTS P&P)

Responsible for:

i.   Review and endorse students who have met the requirements for master's and doctoral degree by research at University of Technology Malaysia.

ii. Discuss matters requiring the involvement and decision of the highest level of the University.

2.2.3   University Academic Committee for Graduate Studies (JAPSU)

Responsible for:

i.   Discuss, decide and certify matters related to the nomination of the examination panel for thesis evaluation and oral examination for research students.

ii.   Consider and approve the application for an extension of Notice of Thesis Submission and corrections durations.

iii.   Informing the latest decisions or notifications approved at the University / Senate / JKTS to JAPSU members for further action at the respective faculty/school.

2.2.4   Faculty Academic Committee (JKA)

Responsible for:

i.   Discuss the progress of research students' studies.

ii.   Identify and solve problems faced by students.

iii.   Determine the panel of examiners, chairman and assistant chairman to be certified and escalate to the JAPSU Meeting.

iv.   Ensure graduate documents are complete and meet the conditions set by the University before being escalated to the JKTS P&P Meeting to award a research-based master's and doctoral degree at University of Technology Malaysia.

2.2.5   Main Supervisor

To ensure students plan the research work to be carried out and advise students accordingly on academic or personal matters. The responsibilities of the main supervisor and co-supervisor are as below:

i.   During research

   a.   Guide students on the expected format and quality of research. These include research planning, literature and resources, attending required tuition and technical classes, and scheduling classes if necessary.

   b.   Assist in implementing required fieldwork/surveys outside the University.

   c.   Ensure students observe the development of the research field.

d. Advise on the timelines of each successive stage of work to ensure on-time deliverables.

e. Review research papers produced and return with constructive comments within a reasonable timeframe.

f. Motivate students to present their work in seminars and publish in journals.

g. Evaluate and submit progress reports through the system (GSMS)* at the specified time every semester according to the academic calendar.

(*Subject to the current system in use)

h. Ensure safety procedures are observed by the student while in the laboratory and while doing fieldwork in the organization.

i. Schedule, hold and record periodic meetings with the student under supervision.

j. Encourage the supervised student to submit the thesis within the period of study (GOT).

k. The minimum and maximum study periods for research master's and doctoral degree are as in Table 2.1.

Table 2.1: Research Programme Study Period

	Research Master's Degree	Doctoral Degree
Minimum	2 Semester	6 Semester
Maximum	8 Semester	16 Semester

l. The main supervisor must cooperate with the co-supervisor when the supervision involves more than one supervisor.

m. The supervisor must have a good relationship with the student under the supervision and avoid any conflict that may affect the student's progress.

n. Nominate the names of internal and external examiner.

o. Ensure the student is aware of all University rules and matters related to registration.

p. Review and confirm the thesis has reached the award stage before submitting the thesis to the Faculty for the oral examination.

2.2.6 Co-Supervisor

The co-supervisor should collaborate with the main supervisor in supervising the research, preparing the thesis and guiding the student's studies. Co-supervisors can be from industry and other academic staff from local and foreign universities.

2.2.7 Research Student

i. Actively register for studies every semester.

ii. Ensure tuition fee payment before the end of every semester.

iii. Students can apply for additional supervisor with the approval of the main supervisor.

iv. Submit a study progress report stipulated by the Academic Regulations of Graduate Studies, UTM.

v. Comply with the current regulations applicable at University of Technology Malaysia.

vi. Students shall attend the courses specified in the research programme to meet the award requirements.

vii. Obtain supervisor's approval for thesis submission for oral examination purposes.

viii. Research students shall:

a. Discuss with their supervisor an agreeable meeting schedule.

b. Maintain work progress according to the agreed-upon stages with the supervisor, especially the required work progress presentation, which should be made at the appropriate time to allow any comments and discussions before proceeding to the next stage.

c. Decide on the date of submitting the thesis taking into account the

supervisor's opinion and confirmation.

d. Complete and submit the thesis within the period of study.

2.3 Work Process Description

2.3.1 Post Registration Management

2.3.1.1 Supervision

2.3.1.1.1 Supervisor Appointment Requirement

i. The main supervisor must be a graduate academic and a full-time UTM staff.

ii. For a doctoral degree candidate, the main supervisor must have at least a doctoral degree.

iii. The main supervisor is the academic advisor to the student under supervision.

iv. The main supervisor must attend and pass the AS 101, AS 102 and AS 103 supervision courses per the table of qualifications for postgraduate supervisors as shown in **Appendix 1**.

v. Lecturers or non-graduate academic staff (those without a doctoral degree and not having the position of Associate Professor) are **NOT ALLOWED** to be the main supervisor. They are allowed to be co-supervisors for the Doctoral Degree Programme student subject to the qualification requirements of postgraduate supervisors as in **Appendix 1 (subject to changes)**.

vi. However, lecturers or non-graduate academic staff (those without a doctoral degree and not having the position of Associate Professor) **MAY** be the main supervisor for a research Master's Programme student subject to the qualification requirements of postgraduate supervisors as in **Appendix 1 (subject to changes)**.

vii. Graduate academic staff with contract positions who meet the supervising qualification requirements set by UTM as

in **Appendix 1 (subject to changes)** can be the main supervisors, while permanent academic graduate staff as co-supervisors is a must.

viii. Lecturers registered as doctoral students at any IPT as full-time or part-time students are not allowed to be supervisors of doctoral programme students. However, the lecturer can supervise Masters programme students to fulfil the eLPPT assessment.

ix. UTM staff seconded in any HEI and organization cannot be main supervisors. The staff can be a co-supervisor and must assign a new main supervisor for the student under supervision. In irregular cases, permission to continue as a main supervisor is permissible with the approval of the SPS.

x. UTM staff who participate in Industrial Training, Post-Doctoral Training OR are on sabbatical leave at any HEI/organization are not allowed to be the main supervisor of new students. If the period of Industrial Training, Post-Doctoral Training OR sabbatical leave exceeds nine months, a co-supervisor must be appointed.

xi. A newly appointed main supervisor must be assigned in the event of a retired main supervisor from the service or opting out from UTM. The transferred supervisor is allowed to be an external co-supervisor.

xii. The main supervisor completes the supervision until the student submits the thesis and later retires may retain his name on the thesis as the main supervisor. However, the faculty must appoint a new main supervisor to complete the thesis review for award purposes.

xiii. Supervisors are appointed based on high command, expertise and professionalism and can cross faculties.

xiv. The supervisor must not have a family link with the student. Family links is are defined in Article 5.3, Code of Professional and Academic Ethics, University Technology of Malaysia.

xv. The supervisory qualifications for Adjunct Professors, Charitable and Volunteer (Amal Bakti) Appointed Staff and the Flexible Academic Service Scheme are as in **Table 2.2.**

Table 2.2: Supervisory Qualifications for Adjunct Professors, Charitable and Volunteer (Amal Bakti) Appointed Staff and the Flexible Academic Service Scheme

Qualification	Adjunct		Charitable and Volunteer		Flexible	
	Main Supervisor	**Co-Supervisor**	**Main Supervisor**	**Co-Supervisor**	**Main Supervisor**	**Co-Supervisor**
Senior Student	Not Qualified	Qualified	Not Qualified	Qualified	Qualified	Qualified
Fresh Student	Not Qualified	Qualified	Not Qualified	Qualified	Not Qualified	Qualified

Note: Approval from SPS must be obtain for Changes in Implementation

xvi. A co-supervisor may be appointed to collaborate with the main supervisor to supervise the research.

xvii. Appointment of co-supervisors can be among UTM's non-academic staff with a doctoral degree.

xviii. University academic staff seconded outside UTM or resigned or retired from the University can be appointed as co-supervisors.

xix. Appointment of a co-supervisor from industry experts certified by the University is allowed.

xx. Industrial supervisors must have a doctoral degree or an extensive expertise and experience in the field and industry concerned.

xxi. Co-supervisors from industry are encouraged to be

appointed for PhD in Industrial students, Doctor of Engineering and Professional Doctor programmes. The appointment must be from the organization where the student is conducting research.

xxii. When a co-supervisor is appointed, the main supervisor will take on more duties and responsibilities as the co-supervisor will act as an assistant to the main supervisor.

xxiii. The co-supervisors are to take charge as the main supervisor when the main supervisor is absent.

xxiv. The co-supervisor should maintain a good relationship with the main supervisor and the student.

xxv. All academic staff are subject to the latest supervisory regulations enforced occasionally.

2.3.1.1.2 Appointment of Supervisor

i. Supervisors are appointed by SPS based on Faculty recommendations.

ii. SPS reserves the right to appoint any academic staff as a supervisor based on circumstances and needs.

iii. The appointment of co-supervisors from outside UTM by SPS on behalf of the University is without financial responsibility.

iv. The appointment of industry supervisors by SPS is based on nominations from organizations and Faculty support.

2.3.1.1.3 Supervisory Panel

i. The University may appoint a committee called the Student Supervisory Panel with a minimum membership of two (2) people and no more than four (4) people based on the need to supervise student research.

ii. The responsibilities of the Supervisory Panel are as outlined in the roles of the main supervisor and co-supervisor.

2.3.1.1.4 Change of Supervisor

i. Students can apply for a change of supervisor to SPS by using the Application Change of Main or Co-Supervisor Form [UTM.SPS.B(BPKA)/13/2018-Pind.0/2020]* which can be acquired from SPS and the Faculty.

(*Subject to form amendments)

ii. Students can apply for the appointment of an external co-supervisor using the form [UTM.SPS.B(BPKA)/12/2018 - PIND 1/2020]*

(*Subject to form amendments)

iii. Submission of application for change of the main supervisor with the support of the JKA and SPS approval has to be no later than two (2) weeks before the progress report update in the current semester except for the applications considered by the School of Graduate Studies.

iv. Application for change of main supervisor after progress report evaluation by previous main supervisor, will be updated in the system in the following semester.

v. SPS will appoint a new supervisor with Faculty recommendation if the main supervisor is no longer an academic staff of the University or has passed.

vi. A change of supervisor after the oral examination is unrecommended except in cases such as retirement or termination of service.

vii. Change of co-supervisor is allowed at any time before the thesis submission.

2.3.1.1.5 Supervisory Ethics

In establishing supervisory relationships, main supervisors, co-supervisors and panel of supervisors must adhere to ethical guidelines to safeguard the personal and organizational image and integrity. The main supervisor, co-supervisor and the panel of supervisors must always maintain a good relationship with the student at all times:

i. Treat students fair and respectfully in research activities.

ii. Encourage the exchange of ideas between students and academic staff.

iii. Make a fair and balanced evaluation of the work produced by students.

iv. Give due appreciation and recognition to the contribution and intellectual input of students.

v. The main supervisor, co-supervisor and the panel of supervisors do not have the right to instruct research students to carry out tasks unrelated to the studies conducted.

vi. The supervisory relationship should be limited to research-related matters and should not involve personal and emotional affairs.

vii. Supervision shall not involve family links. Family links are according to the definition of Articles 5.3 and 5.6, UTM Professional and Academic Code of Ethics.

2.3.1.1.6 Supervisory Conflict

i. Conflicts that emerged between students and supervisors throughout the study should be resolved as best as possible at the supervisor and student levels. However, some cases require attention and action from the Faculty of Graduate Studies and the School of Graduate Studies.

ii. Supervisors and student conflicts, in social or academic

matters, either ~~partaker~~ party should refer to the Faculty of Graduate Studies for solutions.

iii. Any conflicting partaker can make a complaint to the Dean of Faculty for solutions.

iv. The Faculty has to refer to SPS in the event of unresolved conflict.

v. Supervisors are not allowed to fail students for non-academic reasons.

vi. The Dean of Faculty shall resolve the main supervisor and co-supervisor conflict. If the problem is unresolved, the student should be under a panel of supervisors or a new supervisor.

2.3.1.2   Conducting Research Outside University

Students of graduate study programmes must conduct research at the University. The School of Graduate Studies, supported by faculty and supervisors, may allow students to conduct the research partially outside the University, or completely in unconventional circumstances. This permission is allowed under the following conditions:

i. The student can demonstrate the proposed location is related to the research and be permitted to use the facilities.

ii. The student states the time and schedule required to complete the research at the institution or location.

iii. Students, supervisors and faculty confirm the facility of tools, materials and technical assistance available at the institution or the location is satisfactory.

iv. The authorities at the institution or location give consent to the supervisor from the University and ensure the suitability of the tools, materials and technical assistance needed. The proposed institution or location do not include Public Libraries, Record Offices or resembles where archival materials are available to the public. If the research uses documents that are usually restricted, the supervisor from the University must ensure the student obtains permission to use the material.

v. The University has the right to control the research and attain all findings unless a special agreement is specified.

vi. Applications to conduct research outside the University that exceed two (2) weeks must be submitted in writing to the dean of the faculty considering the above conditions.

vii. Students must have careful financial planning for research trips when conducting research elsewhere and guided by supervisors.

viii. The faculty advises students regarding the application procedure if it involves approval from other University committees, for example, the University MOU Committee.

2.3.2 Graduate Research Management and Evaluation

2.3.2.1 First Level Evaluation

The first level evaluation for research students is needed to guarantee academic quality and research approach to conform to the registered programme.

i. The First Level Evaluation will evaluate the student's initial research progress.

ii. The evaluation is comprehensive about the scope of the research proposal, hypothesis (if any), goals and objectives, methodology and expected research findings after conducting the initial literature review.

iii. The first stage of research evaluation is the proposal report and presentation in front of a panel of examiners.

iv. The first level research evaluation must be made officially by the school/faculty no later than the designated semester, depending on the type of course and registration.

v. Students must complete the Research Methodology Course and University General Course before the First Level Evaluation.

vi. The first level of research evaluation must be conducted as the following schedule:

Table 2.3: First Level Evaluation

Programme	Semester
Master's degree	2
Doctoral Degree	3

vii. First Level Evaluation research report uses the following form:

    a. Chairman of First Level Evaluation Report Form [UTM.SPS.B (BPB)/61/2017 – PIND.0/2017]*

    b. Examiners of First Level Evaluation Report Form [UTM.SPS.B (BPB)/62/2017 – PIND.0/2017]*

    (*Subject to form modifications)

viii. For Industrial PhD and Professional Doctoral programme students, an evaluation panel consisting of graduate academic staff or/and industry members must be confirmed in appointment by the JKA and recorded in the system for reference. It is encouraged to retain examiners from the industry appointed for the first level presentation session as examiners for the oral examination.

ix. At the minimum, first level panel members must consist of a supervisor, co-supervisor (if any), two evaluators (academic staff active in research), three evaluators (if the student is a UTM staff) and a chairman (Associate Professor and a graduate academic staff for PhD and Master's students).

x. A report for the first level of research evaluation needs to be submitted by students of either the master's or doctoral degree to the faculty two (2) weeks before the presentation session.

xi. The first level of research evaluation report should follow the format set by the faculty. Generally, a research proposal contains an introduction, problem statement, goals and objectives, methodology and expected research findings.

xii. The base for the first level of research evaluation should be on the quality of the research proposal and the student's understanding of the research.

xiii. The results of the first level of research evaluation are as in **Table 2.4**:

Table 2.4: Results for First-Tier Evaluation

Grade	Description
P1	Proposal accepted.
P2	Supervisor is to verify corrections within a month.
P3	Examiner to verify corrections without presentations within one (1) to three (3) months.
P4	Examiner is to verify corrections without a presentation within three (3) to six (6) months and re-presentation in the following semester.
P5	Research proposal rejected. The student has to submit a new research proposal.

xiv. The first level of research evaluation determines whether the student is eligible to continue as a research student.

xv. If the student fails the first level of research evaluation, the student may be considered for a second evaluation or demoted to the master's level (for doctoral degree candidates).

2.3.2.2 Fast-Track Programme

2.3.2.2.1 Application Method

i. **Direct Offer**

The faculty proposes to SRAD the names of undergraduate students in the final semester who are eligible and meet the entry requirements for direct access to the Doctor of Philosophy Programme.

ii. **Online Application by The Candidate**

a. Candidates are to apply online following the University admission application procedure as prescribed.

b. Candidates are to submit research proposals during application. The proposal will go through an extensive evaluation by the faculty. The results of the application will be issued by SRAD.

2.3.2.2.2 Entry Requirements

i. Open to national and international candidates.

ii. Obtained a First-Class Bachelor's Degree (Honours) qualification or a minimum Cumulative Grade Point Average (CGPA) of not less than 3.67 or equivalent; from University Technology of Malaysia or public and international Universities recognized by the Senate / MQA.

iii. The decision to allow candidates with Honours Bachelor's degree qualifications with CGPA ≥ 3.67 to enrol directly for the Doctor of Philosophy programme subject to:

a. Candidates get a result of at least an A- in the Final Year Project. The field of research advice for the Doctor of Philosophy programme is as in the Final Year Project.

b. The decision to accept a candidate is subject to the approval of the faculty/school concerned.

iv. Pass the interview and presentation of the proposal paper and be supported by the faculty.

    v.   The International candidates must meet the English language qualification requirements currently offered at the University (subject to amendments) before an offer can be issued.

2.3.2.2.3 Evaluation for Fast-Track Qualification

    i.   Fast-track students for Doctor of Philosophy have to undergo an evaluation test for fast-track qualification within six (6) to eighteen (18) months from the date of registration.

    ii.   The evaluation test for fast-track qualification can be implemented twice at a maximum within six (6) to eighteen (18) months in different semesters.

    iii.   The evaluation test must be conducted before the first level evaluation.

    iv.   The evaluation test must be conducted by evaluating research proposals and seminars.

    v.   The evaluation test will determine whether the students can continue their studies at the Doctor of Philosophy or otherwise.

    vi.   If the student fails the evaluation test for fast-track twice, the student is to withdraw from the PhD study and register for the Master's study. The study period shall be revised as a new period if it is a downgrade to a Research Master's programme due to the evaluation session.

2.3.2.2.4 Evaluation Panel for Fast-Track Qualification

    i.   The evaluation panel for the fast-track qualification shall consist of one (1) Chairman (a minimum with an Associate Professor position) and three (3) experts in research.

ii. The appointment of the evaluation panel must be certified and approved at the JKA level.

iii. The appointed evaluation panel should be suitable and relevant to the student's field of research and study.

iv. The supervisors are required to attend the evaluation session.

2.3.2.2.5 Evaluation Process for Fast-Track Qualification

i. The faculty identifies and informs the students and the main supervisor the need to notify the faculty of the student readiness for fast-track evaluation, subject to six (6) to eighteen (18) months of study.

ii. The main supervisor must inform the faculty of the relevant name for the evaluation panel for the approval of the JKA.

iii. Appoint the evaluation panel for fast-track PhD qualification through the JKA.

iv. Receive research proposals from students.

v. Set the evaluation date with the panel, supervisor, and students and prepare relevant documents as below:
   a. Chairman Report Form [UTM.SPS.B(BPKA)/34/2015-Pind.3/2020]*
   b. The Evaluation Panel Form [UTM.SPS.B(BPKA)/33/2015-Rev. 1/2019]*
   c. The Evaluation Test for Fast-Track Qualification Result Form UTM.SPS.B (BPKA)/25/2018 – Amended 1/2018]* (*Subject to form modification)

vi. The faculty must ensure the attendance of students and panels, prepare relevant documents and ensure the equipment is functioning on the presentation day.

vii. The Evaluation Panel for the fast-track PhD qualification will evaluate and decide whether:
   a. The research proposal is acceptable while the student is qualified to continue studying for the

Doctoral Degree; or

b. The research proposal must be presented again for the second (2) time in the following semester, subject to a maximum period of eighteen (18) months or;

c. The student research proposal is unsatisfactory. The student is to re-register for the research Master's programme with a new study period.

viii. The official results of fast-track qualification, approved at the JKTS P&P, will be notified by the faculty to the students.

ix. Students who pass the evaluation session will continue their studies in the Doctoral Degree programme.

2.3.2.3 Research Progress Report

The research progress report is an instrument for evaluating student performance every semester.

i. Students are required to fill in an online research progress report form in the provided system (GSMS)*.

(*Subject to system modification)

ii. The main supervisor evaluates the students under his supervision.

iii. Co-supervisors are to evaluate the student's progress if the main supervisor does not do so for justified reasons.

iv. The evaluation of research progress made by the supervisor is in the form of;

   a. Satisfactory (MM)

   b. Unsatisfactory (TM) or

   c. Failed (GG)

v. The MM grade is equivalent to a Good Rating (KB) with a CPA not less than 3.00. TM grade means Conditional Rating (KS). A research student who obtains a TM grade twice in a row will be failed and dismissed.

vi. The research progress report must be completed and submitted by students with an 'active' status and those who register with a research/dissertation code only, according to the period set in the academic calendar of graduate studies.

vii. ~~For~~ Students with an 'active' status who register a research/dissertation code at the beginning of the semester while submitting a thesis in the same semester are also required to fill in and submit a progress report for that semester.

2.3.2.4 Conversion from Master to Doctoral Degree

2.3.2.4.1 Conversion Requirements

i. Research-based Master's students are allowed to apply for a conversion to the Doctor of Philosophy level if they have successfully demonstrated research excellence and been certified by the evaluation panel.

ii. Students can apply for conversion from a Master's Degree to a Doctoral Degree beginning from six (6) to 15 months from the date of registration. The criteria are as follows:

   a. Students must obtain a CPA of 3.33 or higher at the Bachelor's Degree level provided that:

      ● Students need to present TWO (2) conference articles in proceedings with ISBN or;

- ONE (1) article has been accepted or published in a journal indexed in SCOPUS/WOS/ERA.
  b. Students must obtain a CPA of 3.00 – 3.32 at the Bachelor's Degree level provided that:
      - ONE (1) article published or accepted in a journal indexed in WOS.

iii. The article must include the supervisor as co-author (not subject to First UTM Author) and UTM as the institution. Students must be First Student Author.

iv. A written conversion application submitted to SPS through the faculty.

v. Students must include publication proof in the conversion application.

vi. Conversion applications supported by supervisors and faculty.

vii. Students can submit a conversion application to the Doctor of Philosophy only **ONCE** during the study period.

viii. Application for study conversion from Master's Degree to Doctoral Degree requires filling in the form [UTM.SPS.B (BPKA)/23/2018 – Pind.1/2018]* by the student.
(*Subject to form modifications)

ix. The conversion application form supported by the supervisor and JKA should be forwarded to SPS and decided in the JKTS P&P meeting.

x. Students approved for the conversion will continue the research in the same semester but at the doctoral degree level.

xi. Conversion applications are only for research master's students.

2.3.2.4.2 Evaluation Test for Conversion

i. Research Master's students who fulfil one of the criteria in Article 2.3.2.4.1 (ii) must assume evaluation test for conversion to the Doctor of Philosophy programme.

ii. The results of this evaluation test will determine whether students are eligible to continue their studies at the Doctor of Philosophy programme or remain in the Master's programme by research.

iii. Upon passing the evaluation test, the study period of the Master's programme by research is included in the study period of the Doctoral Degree programme. The student will have a new matric number.

iv. Master's students by research who have not undergone the first level of research evaluation must undergo the conversion evaluation test for the Doctor of Philosophy programme. The conversion evaluation test will be considered as the first level of research evaluation for the Doctor of Philosophy programme.

v. Master's students by research who pass the first level evaluation must also undergo the conversion evaluation test for the Doctor of Philosophy programme. The conversion evaluation test will be considered as the first evaluation for the Doctor of Philosophy programme.

vi. Appeals for re-evaluation can be made only ONCE within 18 months after registration.

2.3.2.4.3 Criteria for Evaluation Test for Conversion

i. The evaluation panel members include a Chairman (at least with the position of Associate Professor) and three (3) experts in the field of research. The supervisor is only allowed to give an opinion on the candidate but is not involved in decision-

making.

ii. The evaluation made by the panel shall consider the following criteria:

   a. Research title

   b. Problem statement

   c. Research scope and progress

   d. Research methodology

   e. Research achievement

   f. The candidate's ability to conduct research.

   g. Appropriateness of the proposed scope of study for the PhD programme.

   h. Research schedule.

iii. The candidate's report must clearly state the scope of research at the Master's level, achievements, and the new research scope for the PhD.

iv. The supervisor must justify the recommendation. All research work done must be supported with evidence.

v. The evaluation panel will evaluate the research results and suitability to be presented at two (2) conferences with the candidate's ability to complete the PhD research.

2.3.2.4.4 Procedure for Evaluation Test for Conversion

i. Students apply for conversion from a Master's to a Doctoral Degree to the Faculty of Graduate Studies Committee. Students must obtain a written recommendation from the supervisor.

ii. Students must submit four (4) copies of the master's research report that includes the research proposal and research progress to the management of the Faculty of Graduate Studies. The supervisor must verify the research report.

iii. Faculty of Graduate Studies management will review the minimum requirements of the students and propose the name of the evaluation panel to the JKA.

iv. Management of graduate studies at the Faculty of ~~Graduate Studies management~~ will appoint the evaluation panel.

v. The faculty prepares for the student evaluation test.

vi. The evaluation panel will evaluate the presentations and provide an evaluation report.

vii. The evaluation panel report for conversion to the Doctor of Philosophy programme using the following form:

   a. Chairman of Evaluation Panel for Change of Registration Report Form [UTM.SPS.B (BPB)/35/2015 –Rev.0/2015]*

   b. The Evaluation Panel for Change of Registration Report Form [UTM.SPS.B (BPB)/40/2015 – PIND.0/2015] *

   (*Subject to form modifications)

viii. The official result of qualification for change of registration status from Master to Doctoral programme approved at the JKTS P&P will be notified by the Academic Management Division (BPA/AMD) to students.

ix. Students who pass will undergo the study process at the Doctoral Degree programme.

2.3.2.5 Change of Study Programme

Students can apply according to the prescribed procedure to change their study programme subject to the following:

i. The change of study programme is certified by the current faculty and approved by the faculty of the programme applied.

ii. The change is made after attending at least ONE (1) semester of study.

iii. Change is only allowed once throughout the course.

iv. Changes more than once are only allowed for valid reasons with faculty approval.

v. The student's academic achievement is not in the Failed Ranking (KG).

vi. The original study period will be considered to determine the remaining period of the following study.

2.3.2.6   Change of Study Mode

Students may apply to change the mode of study from Coursework to Coursework and Research or Research entirely and vice versa according to the procedures set by the faculty, subject to the following conditions:

i. The change of study mode is certified by the Faculty Dean/Coordinator where the student attends.

ii. The change is allowable, provided the student has enough semesters remaining to complete the studies in the new mode.

iii. Changes are only allowed once throughout the course.

iv. Changes more than once are only allowed for valid reasons with faculty approval.

vii. The original study period will be considered to determine the remaining period of the following study.

2.3.2.7 Thesis Submission

i. Research students are encouraged to submit the thesis during the study period. Durations for research programmes are as follows:

Table 2.5: Duration of Study

PROGRAMME	STUDY SEMESTER
Master's Degree	2
Doctoral Degree	6

ii. Students must submit the thesis for examination before or within the final semester of the maximum period allowed.

iii. Only registered students are allowed to submit a thesis.

iv. Students must submit the NHT certified by the supervisor to the faculty at least three (3) months using the Notice of Thesis Submission form as in the system provided (GSMS)* before submitting the thesis for examination or three (3) months before the end of the maximum period of study.
(Subject to system modifications)

v. NHT is within one (1) year after the approval of the JAPSU Meeting.

vi. The thesis submission requirements for Doctor of Philosophy students in semester six (6) and above are as follows:

    a. **One (1) article in a refereed journal** (for students enrolled before Semester 1 2016/2017).

    b. For students' intake in Semester 1, 2016/2017 to Semester II, 2020/2021, they need to meet the publication requirements as follows:

- Doctoral students can submit a thesis for an oral examination (viva voce) on the condition that they have submitted at least one (1) article published in a journal or two (2) articles in indexed conference proceedings that have been accepted or published in WOS/SCOPUS/ERA.

c. For students' intake in Semester 1, 2021/2022 onwards, they must fulfil the publication requirements as follows:

- Students submit at least **one (1) article publication that has been accepted or published in a journal indexed on Web of Science** or;

- **Students submit at least two (2) published articles that have been accepted or published in journals indexed in SCOPUS/ERA/Journals listed in MyCite (Malaysian Citation Centre).**

vii. The requirements for thesis submission for Master's students by research are:

a. Master's degree students can submit a thesis for an oral examination (viva voce) on the condition that they have at least **one (1) publication that is accepted or published, whether it is a journal article, conference paper or chapter in a book**.

b. **This condition only applies to students' intake in** Semester 1, 2016/2017 onwards.

viii. **The article produced must include the name of the supervisor (not subject to First UTM Author) and UTM as the institution. Students must be the First Student Author.**

ix. Research students must obtain a Good Standing (KB) result before applying to submit a thesis to fulfil the awarding conditions as per Article 20 (1)(a)(i) in the UTM Graduate Studies Academic Regulations.

x. The following documents are required to submit the thesis:
   a. Thesis Submission Form 1 [UTM.SPS.B(PSP)/05/2018-Rev. 1/2018] *

   b. Thesis Submission Form 2 [UTM.SPS.B(PSP)/01/2018-Rev. 1/2018]*

   c. Plagiarism Agreement Form [UTM.SPS.B(PSP)/04/2018-Rev. 1/2018]*
      (*Subject to form modifications)

   d. Verification and Turnitin report with a result of less than 20% plagiarism for each chapter in the thesis.

   e. Letter of debt relief from the UTM Treasurer's Department.

   f. Transcript of passing the Research Methodology Course and General University Course.

   g. Three (3) copies of the thesis (ring binding) or certified four (4) copies of the thesis (ring binding) for engineering doctoral students and UTM staff. The supervisor must validate the copy.

   h. Soft-copy delivery is accepted depending on the oral exam execution and the examiner's needs.

2.3.2.8 Early Thesis Submission

i. Students can apply to submit the thesis earlier than scheduled.

ii. Research students for a Doctoral degree in the fifth (5) semester and who have completed four (4) semesters of study can apply in writing to submit the thesis earlier through the faculty.

iii. The student needs to prove that he has produced at least two (2) papers published in refereed international journals for students' intake in Semester II 2020/2021 and the earlier semester.

iv. For students' intake in Semester I, 2021/2022, they need to submit **at least two (2) published articles that have been accepted or published in journals indexed on the Web of Science/SCOPUS/ERA.**

v. Applications can be made using the form [UTM.SPS.B (BPKA)/24/2018 – Pind.1/2018]* and submit to the faculty. (*Subject to form modifications)

vi. Applications must be discussed and supported at the JKA Faculty level.

vii. Supported applications must be submitted to SPS to be discussed and decided in the JKTS P&P meeting.

2.3.2.9 Submission of Thesis by Publication for Doctoral Degree

i. Doctoral Degree students can submit a thesis through publication for an oral examination (viva voce).

ii. Students can submit the thesis earlier by including a minimum of 3 articles in SCOPUS-indexed journals or Web of Science as stated in **Table 2.6.**

Table 2.6: Thesis Submission by Publication

Submission Period	Article Requirements
24 months	A minimum of two (2) journal articles must be accepted or published in Q1/Q2 journals in WOS
30 months	A minimum of one (1) journal article must be accepted or published in a Q1/Q2 journal in WOS

iii.   The terms of the article are as follows:

   a.   Published articles must be research-based and relevant to the field of study and the thesis.

   b.   The candidate must be the main contributor to each article other than the supervisor. If there are two or more authors who are students, the candidate's name must be First Student Author to reflect as main contributor among students.

   c.   Articles published or accepted for publication in the journal must be within the student's study period.

   d.   Article by the candidate must show the affiliation of "University Technology of Malaysia".

   e.   Each article must present evidence in the candidate's application, namely:

   ● Full copies of published articles or accepted for publication in the journal.

   ● A document stating acceptance of the manuscript for publication in the journal.

   ● Documents on the recognition of Q1/Q2 journals.

iv.   For the application for early thesis submission by publication, students must comply with the prescribed procedures as follows:

a. Submit the NHT confirmed by the supervisor to the faculty at least three (3) months by using the Notice of Thesis Submission form in the system (GSMS)* before submitting the thesis for examination.

(*Subject to system modifications)

b. Apply to the faculty for an early thesis submission using the form (UTM.SPS.B (BPKA)/24/2018 – Revised 1/2018)*

(*Subject to form modifications)

c. Fill in the Application for Thesis Submission by Publication form (UTM.SPS.B (BPKA)/09/2018 – Revised 1/2021)*

(*Subject to form modifications)

d. For items (b) and (c), the application must be supported by the supervisor, certified by the JKA and approved by the JKTS P&P meeting.

v. For thesis submission by publication in the regular semester, students are subject to items 2.3.2.9 (iv)(a) and 2.3.2.9 (iv)(c).

2.3.2.10 Non-Conforming Thesis Submission

2.3.2.10.1 No Publication

Students who are in the maximum semester and do not fulfil the publication requirements to submit a thesis will have a maximum period of one semester based on the approval of JKTS P&P to submit proof of publication as subject to the student publication requirements in items 2.3.2.7 (vi) and 2.3.2.7 (vii)). The procedure for submitting a thesis without publication is as follows:

i. Submit thesis documents to the faculty without proof of publication with an additional application letter for one more semester to complete the publication.

ii. The application must be supported by the supervisor, certified by the JKA and submitted to SPS for approval at the JKTS P&P meeting.

iii. The student's 'active' status will be changed to 'examination' by SPS for approved applications. Proof of publication is necessary to process the thesis for oral examination in the maximum period of one (1) semester without tuition fees.

2.3.2.10.2 Tuition Fee Arrears

Students in the maximum semester with fee arrears have two (2) semesters to settle the debt. If the student fails to pay the debt within that period, the student will get a failed status. The procedure for thesis submission in the case of students in debt is as follows:

i. Submit thesis documents to the faculty without a letter of debt relief from the treasurer.

ii. The student's 'active' status will be changed to 'examination' by SPS and the thesis will be processed after tuition fee payment within the given maximum duration of two (2) semesters.

2.3.2.11   Research Students Transfer from Other Institutions to UTM

2.3.2.11.1 Transfer Requirements

i.   Students must submit proof of withdrawal from their previous institution. The evidence required is as follows:

    a.   Official release letter or any official document from the previous institution stating the student's release.

    b.   Letter of permission from the former supervisor if the student continues the same research study at UTM.

    c.   A document that states the release or division of intellectual property from the original University if the student's research involves this item.

    d.   Fulfil the minimum requirements for admission to the UTM postgraduate Programme.

    e.   Thesis has never been submitted for examination and oral examination in any institution.

2.3.2.11.2 Implementation Guide

i.   Students must be registered and have 'active' status for two semesters minimum at UTM. The student shall submit for the first level evaluation, attending general and research methodology courses and oral exams.

ii. The faculty convey the student transfer application for approval at the JKTS P&P meeting.

iii. If the student's transfer application is not approved, the study at the previous institution is unconsidered.

iv. Students must submit a Research Proposal and undergo the first level evaluation at the faculty.

v. The period of study at the previous institution will be counted to determine the time limit at UTM (Refer to Tables 2.7 and 2.8).

vi. Students can appoint former supervisors as External Co-Supervisors at UTM.

2.3.2.11.3 Transfer Student Thesis Submission

Transfer students can apply to submit their thesis earlier and submit for an oral examination (viva voce) in the semester specified in Tables 2.7 and 2.8 after meeting the publication requirements stipulated in the Academic Regulations of Graduate Studies.

Table 2.7: Study Schedule for Transfer Students (Doctoral Degree Studies)

No. of Semester at Previous Institution	Admission Semester at UTM	No. of Semester Qualify at UTM	Requirements for Submitting Thesis
1	2/16	15 semesters	• Students can apply for early thesis submission **after three (3) semesters of study at UTM.** • Students can submit a thesis for an oral examination (viva voce) **after four (4) semesters of study at UTM**.
2	3/16	14 semesters	• Students can apply for early thesis submission **after two (2) semesters of study at UTM**. • Students can submit a thesis for an oral examination (viva voce) **after three (3) semesters of study at UTM**.
>2	One semester added to the previous institution's number of semesters. (Example: the student is in the 3rd semester of studies at the previous institution, he will start with the 4th/16th semester at UTM)	Depends on the student's commencing semester. (Example: if a student enters UTM as semester 4, then the remaining studies are 13 semesters)	• Students can apply for early thesis submission **after two (2) semesters of study at UTM**. • Students can submit a thesis for an oral examination (viva voce) **after three (3) semesters of study at UTM**.

Note: The publication requirements for early thesis submission and thesis submission in the normal semester should be referred to items 2.3.2.7 and 2.3.2.8

Table 2.8: Study Period Schedule for Transfer Student (Master's by Research Study)

No. of Semesters in Previous Institutions	Semester Commence in UTM	No. of Semester in UTM	Requirements for Thesis Submission
1	2/8	7 Semesters	
2	3/8	6 Semesters	
>2	One semester added to the previous institution's number of semesters. (Example: Students in the third semester at the previous institution will start with semester 4th/8th at UTM.)	Depends on the student's commencing semester. (Example: If students enter UTM as fourth semester, then the remaining study is five semester)	Master's degree students may submit a thesis for oral examination (viva voce) provided at least **one (1) publication received or published in a journal article, conference paper or chapter in the book.**

2.3.3   Thesis Writing Guidance

2.3.3.1   Definition

The thesis is a student's academic work written by graduates for the awarding of a Master of Research Programme or a Doctoral Degree. The level of academic work produced varies depending on the purpose of the award for a Master's Degree or a Doctoral Degree.

i.   The thesis must be written in Bahasa Malaysia or English unless approved for submitting it in another language by the University Senate for selected faculty.

2.3.3.2 Content

The content of the thesis should be in the following order:
(Refer to latest thesis manual)

i.   Front Cover
ii.   Empty page
iii.   Thesis verification form
iv.   Title page
v.   Declaration page
vi.   Appreciation page
vii.   Abstract page (and translations) does not exceed one page
viii.   Table of content page
ix.   List of diagrams, tables, symbols, and appendices (if any)
x.   Thesis text
xi.   References
xii.   Appendices (if any)
xiii.   Back Cover

2.3.3.3 Format

Thesis writing reference as in the UTM Thesis Writing Guide (2018) * issued by SPS.
 (*Subject to any modifications)

2.3.3.4 Thesis Page Limit

The maximum number of thesis pages is as follows:
i.   Master's Degree Research: 200 pages.
ii.   Doctoral Degree: 300 pages.

(The number of pages mentioned included tables, diagrams and illustrations and excludes appendix. Maximum appendix are 50 pages)

2.3.3.5 E-Thesis

E-Thesis format may follow the Thesis Writing Guide (2018)*, School of Graduate Studies, University of Technology Malaysia. (Using the thesis templates provided is encouraged)*
(*Subject to any modifications)

2.3.4 Thesis Evaluation, Examination and Award

2.3.4.1 Introduction

Applying for Notice for Thesis Submission is the first process of thesis evaluation and ends with the award as described by the Flow Chart 5.1.7.

2.3.4.2 Application for Notice of Thesis Submission

Refer to 5.1.5 Flow Chart to apply for the Notice of Thesis Submission. The requirements for submitting a Notice of Thesis Submission are as follows:

i.   Candidates are registered as a student during the semester.

ii.   The supervisor certified the notice.

iii. A complete notice must be sent to SPS through the faculty and must reach the Faculty of Graduates Studies office three (3) months before the date of submitting the thesis.

iv.   The validity period of the notice is one (1) year after the approval of the JAPSU Meeting.

v. The minimum period to send the notice is in semester five (5) for doctoral students and semester two (2) for Master's students.

vi. The procedure to apply for Notice of Thesis Submission is as follows:

a. Students are to fill out the Notice of Thesis Submission and submit it to the supervisor using the online system (GSMS)*.
(*Subject to system modifications)

b. The supervisors propose three (3) external examiners and three (3) internal examiners. Students who are staff for the university should have four recommended external examiners.

c. For the Doctoral Engineering Programme, three (3) internal examiners, two (2) academic external examiners and two (2) industry external examiners need to be nominated.

d. For the Doctoral Degree of Industry, three (3) internal examiners, two (2) academic external examiners and two (2) industry external examiners need to be nominated.

e. The CV for the first-time nominee as external UTM examiner should be included and uploaded in the system (GSMS)* by the supervisor or the faculty.
(*Subject to system modifications)

f. The supervisor must submit the examiners' nomination for JKA verification.

g. JKA verified the examiners' nomination, nominated The Chairman and the Chairman substitute for the Oral Examination and submitted the form to the SPS.

h. The faculty may identify other examiners not recommended by the supervisor.

i. The faculty shall name the Chairman's assistant for the oral examination for the Doctor of Philosophy students.

j. The faculty is required to submit the notice to SPS a week of working days before the JAPSU meeting for further action.

k. The faculty need to check the Examiner, Chairman and Assistant Chairman's latest designations before sending it to SPS.

l. SPS will review and prepare JAPSU meeting documents for approval.

m. JAPSU approved the appointment of the Examiner Panel and may approve examiners other than those verified by JKA.

n. Post-JAPSU meeting, SPS is to prepare letters of appointment for the panel of examination of the doctoral Programme while the faculty prepare for the master's programme.

o. External examiners will need to confirm the acceptance/rejection of the appointment within two (2) weeks.

p. SPS will contact the Faculty of Graduate Studies for new nominations if the external examiner rejects the appointment.

q. JKA will verify the name proposed in the Notice of Thesis Submission or another name, if necessary, with the supervisor's recommendation/ support.

r. The appointed internal examiner cannot reject the appointment except for health reasons and expertise incompatibility.

2.3.4.3 Examination Panel Nomination Requirements

The validated examiners and the Chairman must meet the following criteria:

i. Examiners for the student of a Doctoral Degree must be a doctorate.

ii. Examiners for a master's degree (Research) may be of the academic staff of an Associate Professor (without a doctorate).

iii. External Examiners for Industrial Doctorate/Doctoral Engineering must be those with a doctorate and experience in the field of research.

iv. Examiners have never been involved in student research or supervision.

v. The examiner is not involved as a co-author with students in any article related to the student research topic.

vi. The examiner has no relationship with the student or supervisor.

vii. State the willingness and readiness of the examiner to examine the thesis.

viii. The Faculty and the University will consider the frequency of one's nomination as the examiner. It is unrecommended to appoint an examiner frequently.

ix. The examiner nominated must be of those with academic degree equivalent to the supervisor.

x. If there are no academic examiners with the equivalent academic degree, the supervisor may nominate experts as examiners by presenting strong justifications and evidence validated by the faculty and the university.

xi. Appointed examiners should be pertinent to the field of research and across the faculty.

xii. The Chairman must be a Professor for Doctoral Students or an Associate Professor for a Master of Research degree.

xiii. The Chairman is a Professor from the University-appointed Oral Examination Chairman's Consortium List.

xiv. The Chairman of the Oral Examination for the Doctor of Philosophy thesis written in Arabic is allowed to consider at least an Associate Professor who speaks Arabic.

xv. An adjunct professor and staff appointment of *Amal Bakti* (Charitable and Volunteer Staff) are not eligible as viva Chairman. However, if needed, it is necessary to obtain SPS approval.

xvi. Flexible Academic Service Scheme Staff is allowed to be Viva Chairman to assist the faculty requirements (based on BSM Circular, Registrar's Office on June 2020).

xvii. The Assistant Chairman shall be a doctorate for sessions concerning a Doctoral Degree student.

xviii. Other conditions are per the Guidelines for the Appointment and Responsibility of the Examiner and The Guidelines for the Appointment and Responsibility of the Oral Examination Chairman.

xix. The qualifications of the Thesis Examination Panel and the Oral Examination Chairman is as shown in the following table:

Table 2.9: Qualification for Nomination as Examiners and Chairman

Supervisor Designation	Master's Programme	Doctoral Degree Programme
Senior Lecturer	One of the examiners may be of academic staff (without a doctorate).	A doctorate with experienced as the main supervisor for at least one graduated student in a Doctoral Degree programme
Associate Professor	One of the examiners must be Associate Professor	At least Associate Professor
Professor	One of the examiners must be a professor	Examiners must be Professors and Associate Professors
	Chairman: Associate Professor and Professor	**Chairman:** Professor*

*Notes: Appointment of Associate Professor as Chairman of the Doctoral Programme Oral Examination is allowed for sessions concerning students from Islamic Civilization Academic who write the thesis in Arabic.

2.3.4.4   JAPSU Certification and Appointment of Thesis Examiner

 i. Appointment of a Master's Degree Thesis Examiner.

  a. Certification appointment of a Master's Degree Examiner should be verified by JKA and approved at the JAPSU Meeting.

  b. JAPSU will approve the examiner replacement.

  c. The Faculty will appoint the examiners.

 ii. Appointment of thesis examiner for Doctoral Degree

  a. Certification appointment of The Doctoral Examiner by the JKA and approved at the JAPSU meeting.

  b. JAPSU will approve the examiner replacement.

  c. SPS will appoint the examiner.

 iii. External Examiners have two (2) weeks to confirm/reject the appointment.

iv. The internal examiner cannot refuse the appointment except for reasons like having a family link and interest in the research conducted or having reasons for not being able to evaluate the thesis fairly.

v. If the examiner rejects the appointment, a replacement examiner will be appointed.

vi. If all the certified examiners refuse the appointment, the process of appointing examiners will be repeated and certified by the JKA and then approved by JAPSU.

vii. A replacement external examiner will be appointed when the appointed external examiner is uncontacted two weeks after the student has submitted the thesis to the faculty/school.

Table 2.10: The Prescribe Number of Examiners

Degree	Examiner Nomination	Internal Examiner (PL)	External Examiner (PD)
Master's Degree (non-UTM staff)	3 PD, 3 PL	1	1
Master's Degree (UTM staff)	3 PD, 4 PL	1	2
Doctoral Degree (non-UTM staff)	3 PD, 3 PL	1	1
Doctoral Degree (UTM staff)	3 PD, 4 PL	1	2
Doctoral Degree in Industrial/Engineering	3 PD, 4 PL (2 Academic, 2 Industrial)	1 (Academic)	1 (Academic) 1 (Industrial)
Doctoral Degree in Educational Engineering	3 PD, 4 PL (2 Engineering Academic Staff, 2 Education Academic Staff)	1	1 (Engineering field) 1 (Education field)

2.3.4.5 Thesis/Dissertation Submission

i. Students must submit their thesis to the faculty for examination purposes.

ii. Students who submit a thesis/dissertation for examination purposes must prepare the following:

a. Three (3) copies of the thesis (ring binding) or four (4) copies of the thesis (ring binding) for engineering doctoral students and UTM staff. The copy thesis must be certified by the supervisor.

b. Soft-copy delivery is accepted depending on the oral exam setting and the examiner's needs.

c. Get the supervisor's certification to submit the thesis. A thesis/dissertation not certified by the supervisor will not be accepted.

d. Complete thesis submission form 1 [UTM.SPS.B (BPKA)/05/2018 – Pind.1/2018]*
   (*Subject to form modifications)

e. Complete thesis submission form 2 [UTM.SPS.B (BPKA)/01/2018 – Pind.1/2018]*
   (*Subject to form modifications)

f. Obtain additional confirmation from an external supervisor or responsible officer if the research work is outside the university.

g. Obtain verification and Turnitin report from the faculty with results of less than 20% plagiarism for each chapter.

h. Submit a statement acknowledging the submitted thesis is the result of one's work and the plagiarism agreement form and checklist.

i. Prepare a thesis/dissertation according to the prescribed format set by the university.

j. Have an active NHT. For students who do not have an active NHT when submitting their thesis/dissertation, the faculty must refer to SPS for approval.

k.   Pay the study fee and thesis/dissertation examination fee.

l.   Fulfil the publication requirements set by the university.

iii.   The faculty will check the supervisor's confirmation, thesis presentation style and format of the thesis, and the adequacy of the documents.

iv.   For students in the maximum semester who have completed a thesis/dissertation but have not met the publication requirements and have debts, refer to article 2.3.2.10.

v.   Submission of a thesis by students who are in debt and have a remaining semester will <u>NOT</u> be accepted by the faculty.

vi.   Students with study fee debt will not take the oral examination.

vii.   The faculty will issue a confirmation letter of acceptance of the thesis to the student within seven (7) working days.

viii.   The faculty will send the thesis and examiner's report form to the examiner for evaluation purposes.

ix.   The thesis reading and evaluation period are six (6) weeks from the thesis submission date.

x.   For students' intake in Semester 1, 2016/2017 and onwards, they need to pay the oral examination fee shown in Table 2.11.

xi.   Starting from Semester 1 2016/2017, all students must settle the thesis re-examination fee as shown in Table 2.11 if they receive a C1 or C2 viva result.

Table 2.11: Thesis Examination Fee

Programme	Examination Fee	Repeat Oral Examination Fee/ Rechecking
Doctoral Degree	RM 2,500.00	RM 2,000.00
Master's Degree	RM 1,500.00	RM 1,000.00

2.3.4.6 Responsibility and Role

2.3.4.6.1 Student Responsibility and Role

i. Students are to bring a copy of their thesis to the oral exam session that does not differ from the one submitted to the faculty.

ii. Students do not have the right to obtain examiner information from SPS/Faculty.

iii. Students are not allowed to contact the examiner for any purpose related to the oral examination.

iv. Students are not permitted to change the viva date without a strong reason, for example, a passing of a family or illness.

v. Students facing problems regarding viva dates should inform the faculty to manage changes.

vi. It is mandatory to attend the oral exam session in proper attire.

vii. Students who fail to attend the oral exam session without a valid reason may be dismissed.

viii. Students must be prepared for a presentation by having a laptop and ensuring the necessary equipment is available the day before the viva.

ix. Students can be asked to do a presentation about the thesis in 10 to 20 minutes.

x. Students are to answer all questions the best they can.

xi. Students are to comply with the results of the examination panel.

2.3.4.6.2 Supervisor Responsibility and Role

i. Ensure students are ready and prepared for oral exams.

ii. Notify students of the oral exam.

iii. Do not interfere during the oral examination conducted by the faculty.

iv. Not informing the students of the results and content of the examiner's report before the oral examination commence.

v. Compulsory to attend and witness the course of the examination.

vi. Taking note of the exam results and corrections or additional work.

vii. During the question-and-answer session, do not interfere with the process and progress of the oral examination except to explain.

2.3.4.6.3 Examiner Responsibility and Role

i. Complete a thesis evaluation and prepare an examiner's report for the oral examination.

ii. Submit the examiner's report [UTM.SPS.B (BPKA)/20/2018 – Pind.1/2018]* no later than three (3) working days before the date of the oral examination.
(*Subject to form modifications)

iii. Conduct a professional evaluation.

iv. Assess whether the candidate has reached the level required for the award.

v. Evaluate the whole thesis's grammar, structure, research methodology and findings.

vi. Discuss, ask questions and confirm the authenticity of the thesis.

vii. Produce a collective conclusion after considering the candidate's thesis and explanation.

viii. Suggest corrections or additional work in writing if necessary.

2.3.4.6.4 Chairman Responsibility and Role

i. Do not decline the appointment as chairman at the last moment of the oral examination day.

ii. Conduct oral examination sessions in compliance with the conditions and regulations set by the University.

iii. Ensure candidates have fair evaluations.

iv. Ensure all exam documents are complete.

v. Begin the examination session, welcome the panel members and preside over the initial discussion regarding the thesis.

vi. Request students to leave the viva room when the panel of examiners discuss the results.

vii. The supervisor may need to leave the viva room if requested.

viii. Invite candidates to enter the examination hall and begin the oral examination session.

ix. Allow the candidate to present if required by the examining panel.

x. Ensure the exam session abides by the rules of the oral exam.

xi. Ensure the exam is in harmony.

xii. Produce a report concerning the examination results and corrections, and submit it to the University Senate.

xiii. Informing candidates of the results of the panel of examiners and the corrections needed, if any.

xiv. The Chairman cannot act as an examiner and can only seek clarification from the examiner and the candidate.

xv. The Chairman is not involved in decision-making but helps the examiners to propose a joint decision.

xvi. Ensure the supervisor does not interfere during the oral examination, except to explain, if requested by the examiner during the question-and-answer session, with the candidate under controlled conditions.

xvii. Allow supervisors and examiners to discuss with the candidate after the question-and-answer session before making a decision.

xviii. Discuss with the panel of examiners to determine the results and corrections required. Report the decision using the Evaluation Report by the Examiner form [UTM.SPS.B (BPKA)/12/2018 – Pind.2/2020]* for the examination results and the Chairman's Report form [UTM.SPS.B (BPKA)/ 17/2018 – Rev. 2/2020]* for the required corrections.

(*Subject to form modifications)

xix. Summarize and inform the candidate of the corrections required.

xx. Notify candidates of the exam results.

xxi. Complete all documents related to the oral exam and send them to the Faculty of Graduate Studies instantly after the oral exam end.

xxii. Become a member of the Appeals Panel if the candidate appeals against the results of the oral examination or corrective review.

2.3.4.6.5 Oral Examination Panel Responsibility and Role

Oral examination panel consists of an internal examiner, an external examiner and a chairperson who is responsible for:

  i. Study the examiner's reports and decide not to conduct the oral examination if plagiarism is suspected.

  ii. Discuss among panel members to determine the oral examination results.

  iii. Discuss agreed and non-agreeable matters raised during the oral examination.

  iv. Certify and determine the period for correction.

  v. Certify the whole of the results of the oral examination. It may differ from the original report.

  vi. During the oral exam session, please turn off or put the mobile phone in silent mode. Information regarding the oral exam is CONFIDENTIAL. It is NOT allowed to disseminate or communicate through any telecommunications application.

  vii. Please note that no recording is allowed by video or photos during the session.

  viii. The use of any audio recording device is prohibited.

2.3.4.6.6 Assistant Chairman Responsibility and Role

  i. Write a detailed report on the discussion and results of the oral examination.

ii. Ensure the report writing is in a neutral and professional perspective.

iii. Ensure the oral examination report preparation use simple, clear and understandable language for the students to complete the instructed corrections.

iv. Bring the necessary equipment to take notes as a laptop.

2.3.4.7 Attendance of the Examination Panel

2.3.4.7.1 Master's Degree Programme

i. The internal examiner is to be present for the oral examination.

ii. The external examiner is not required to attend but must provide a detailed report on the evaluation of the thesis along with any necessary corrections.

iii. The external examiner must be present during the oral examination if the results are unsatisfactory.

iv. The external examiner is to be present for the oral examination session for the master's degree if both examiners query the methodology used or discuss notable questions with the candidate or if one of the examiners recommends (C) or a lower result.

v. The presence of an external examiner in a video teleconference is allowable if the facility is available.

2.3.4.7.2 Doctoral Degree Programme

i. The presence of internal and external examiners is mandatory.

ii. The presence of an external examiner in a video teleconference is allowable if the facility is available.

iii. For viva with more than one external examiner, only the first external examiner must attend the viva session. The second external examiner must be present if the result is unsatisfactory (C and below).

2.3.4.8 Oral Examination Results

i. The Chairman needs to write clearly in the Evaluation Report by The Examiner regarding the examination results and The Chairman's Report regarding the corrections if any. The forms concerned are as follows:

    a. Master

- Evaluation Report By Examiner (UTM.SPS.B (BPKA)/43/2020 – Pind.1/2020)*

- Chairman's Report (UTM.SPS.B (BPKA)/17/2018 – Rev. 2/2020)*

(*Subject to form modifications)

    b. Doctoral Degree

- Evaluation Report By Examiner (UTM.SPS.B (BPKA)/12/2018 - Pind.2/2020)*

- Chairman's Report (UTM.SPS.B (BPKA)/17/2018 –Rev. 2/2020)*

(*Subject to form modifications)

ii. The oral examination will be held after the examiner has finished reading the thesis and is ready to attend the oral examination.

iii. Refer to Table 2.12 to determine the candidate's qualification to attend the oral examination.

Table 2.12: Qualification for Oral Examination

No.	Examiner 1 Result	Examiner 2 Result	Examiner 2 Result	Viva
1.	E	A		QUALIFY
2.	E	B1		QUALIFY
3.	E	B2		QUALIFY
4.	E	C		UNQUALIFY
5.	E	D		UNQUALIFY
6.	E	E		UNQUALIFY
7.	D	D		QUALIFY
8.	E	A	A	QUALIFY
9.	E	A	B1	QUALIFY
10.	E	A	B2	QUALIFY
11.	E	A	C	QUALIFY
12.	E	A	D	UNQUALIFY
13.	E	A	E	UNQUALIFY
14.	E	B1	A	QUALIFY
15.	E	B1	B2	QUALIFY
16.	E	B1	C	QUALIFY
17.	E	B1	D	UNQUALIFY
18.	E	B1	E	UNQUALIFY
19.	E	B2	A	QUALIFY
20.	E	B2	C	QUALIFY
21.	E	B2	D	UNQUALIFY
22.	E	B2	E	UNQUALIFY
23.	E	C	C	UNQUALIFY
24.	E	C	D	UNQUALIFY
25.	E	C	E	UNQUALIFY
26.	E	D	D	UNQUALIFY
27.	D	D	D	UNQUALIFY
28.	E	E	E	UNQUALIFY

iv. For students who get a combination of UNQUALIFY on this table, the results will be submitted to JKTS P&P for the KG certificate – 'Fail - Unqualified to be awarded a degree'. However, JKTS P&P reserves the right to review and submit other appropriate proposals.

v. The panel of examiners must certify one of the following decisions to submit to the Senate:

Table 2.13: Classification of Master's and Doctoral Degree Oral Examination Results

Result	Description	Certification
a	Award the candidate the relevant degree.	The examiner is satisfied with the standard and quality of the thesis.
b1	Award the candidate the relevant degree after completing minor corrections.	The examiner is satisfied with the standard and quality of the thesis. The minor corrections need to be confirmed by the supervisor.
b2	Award the candidate the relevant degree after completing the amendments and corrections listed in the examiner's report and confirmed by the Internal/External Examiner.	The examiner is satisfied with the standard and quality of the thesis. The corrections need to be confirmed by the examiner.
c	The candidate was not awarded a degree but allow to resubmit their thesis for examination after further study and research.	The examiner was not satisfied with the standard and quality of the thesis. The candidate was allowed to resubmit the thesis for examination.
d	**For Doctoral Degree Studies** The candidate's achievement is not satisfactory for a doctorate but suggested a lower degree suggested. **Intake for Semester II 2019/2020 and beyond** The candidate's performance is unsatisfactory for the Doctor of Philosophy degree. Candidates need to re-register as Research Master's students.	The examiner was not satisfied with the standard and quality of the thesis and felt that the candidate was incapable of producing required standard and therefore suggested a lower award. The examiner was not satisfied with the standard and quality of the thesis and regarded the candidate as incapable of producing the required standard. Candidates need to re-register as a Research Masters student and complete corrections certified by the examiner.
e	Not Qualify to be Awarded a Degree.	Failed

vi. Maximum correction period for item 2.3.4.8 (v) is as in the following table:

Table 2.14: Maximum Correction Period

Result	a	b1	b2	C1 or C2
Master	Three (3) weeks	One (1) month	Three (3) months	Maximum three (3) months and maximum six (6) months
Doctoral Degree	Three (3) weeks	Three (3) months	Six (6) months	Minimum six (6) months and maximum twelve (12) months

vii. For 'C' result candidates:

a. It is required to make corrections and further studies and undergo an oral examination again (re-viva).

b. It is required to make corrections, further studies and submit the thesis without undergoing an oral examination.

c. Only one (1) re-viva is allowed.

2.3.4.8.1   Oral Examination Report

The chairperson of the oral examination is responsible for preparing a report to be used as a candidate's reference. The chairman's report is the official document for the corrections process. The chairman must ensure that all forms must be signed and verified by the examiner. The chairman must recommend results for the candidates as follows:

i. Master

"a"   Candidate awarded a Master of Philosophy, or

"**b1**"   The candidate is awarded a Master of Philosophy after making minor corrections; 'or'

"**b2**" The candidate is awarded a Master of Philosophy after completing amendments and corrections as listed in this report and confirmed by the relevant Internal/External Examiner; or

"**c1**" The candidate is not awarded the degree of Master of Philosophy but is allowed to resubmit the thesis for examination after undergoing further study and research without having to undergo an oral examination again (re-viva); or

"**c2**" The candidate is not awarded the Master of Philosophy degree but is allowed to resubmit the thesis for examination after undergoing further study and research and is required to undergo an oral examination again (re-viva); or

"**e**" The candidate is not awarded a degree.

ii. Doctoral Degree

"**a**" Candidate awarded Degree, or

"**b1**" The candidate is awarded the degree after completing minor corrections; 'or'

"**b2**" The candidate is awarded the degree after completing amendments and corrections as listed in this report and confirmed by the relevant Internal/External Examiner; or

"**c1**" The candidate is not awarded the Doctor of Philosophy degree but is allowed to resubmit the

thesis for examination after undergoing further study and research without having to undergo an oral examination again (re-viva); or

"c2" Candidates are not awarded the Doctor of Philosophy degree but are allowed to resubmit their thesis for examination after further study and research and have to undergo an oral examination again (re-viva); or

"d" **Semester I, 2019/2020 intake and before**
The candidate's achievement is not satisfactory for a degree and recommended a lower degree; or

Semester II, 2019/2020 intake onwards
Candidates' achievements are unsatisfactory for the Doctor of Philosophy degree. Candidates are allowed to re-register as Research Master's students and complete corrections as listed in the report and confirmed by the relevant Internal and External Examiners; or

"e" The candidate is not awarded a degree.

2.3.4.8.2 Implementation and Awarding Method for 'D' Decree in Doctoral Degree Oral Examination
Semester II, 2019/2020 students' intake onwards who received a 'd' result for an unsatisfactory achievement are not awarded a doctoral degree and propose a lower degree by re-registering as a Research Master's student. The method of implementation is as follows:

i. Students are allowed to register as research master's students and are eligible to submit a thesis after 12 months in the course.

ii. Students can maintain the research topic, improve the thesis based on the comments received from the examiner and use the same publication submitted for the Doctor of Philosophy thesis as when submitting the Master's thesis.

iii. Credit transfer is allowed for research-based and general university courses.

iv. Students must register as Master's students within one month from the date of The Oral Examination. Failing to do so will result in a 'Failed and terminated' by the University.

v. Does not involve oral re-examination. The internal and external examiners will review the thesis correction.

2.3.4.9   Post-Oral Examination

2.3.4.9.1   Correction

i. The candidate must complete all corrections as decided by the examination panel.

ii. The supervisor must check and confirm the correction before sending it to the faculty for review by the examiner.

iii. Corrected thesis with a verified table of corrections form and marked by the examination panel are to be submitted to the faculty within the stipulated period. Failing to do so without an acceptable justification will result in a 'Failed' and '**No award**'.

iv. The Faculty will send the examiner the corrected thesis along with the 'table of correction' form verified by the supervisor and marked by the examining panel. All these will be sent to the examiner if only one examiner is needed.

v. The examiner must confirm the correction within two (2) weeks and return it to the faculty. Certification made using the Thesis Correction Certification Form [UTM.SPS.B (BPKA)/10/2018 – Pind.1/2018]*

  (*Subject to form modifications)

vi. For unsatisfactory corrections, the examiner must attach a clear statement of what is needed to be corrected. The correction must follow the results of The Oral Examination as documented in the report of The Chairman of the Oral Examination.

vii. Repeat steps (iii) to (vi) if there are more corrections and the process is only allowed twice.

viii. The faculty return the thesis to the candidate to prepare the final manuscript for binding after all corrections are confirmed.

2.3.4.9.2 Corrections Confirmation

i. Review of thesis correction for 'b1' result.

  a. Candidates must complete all corrections as recorded in the Oral Examination Chairman's report.

b. The supervisor has to review all the corrections according to the oral examination decision. Verification is by using The Thesis Correction Verification By Supervisor Form [UTM.SPS.B (BPKA)/11/2018 – Pind.1/2018]*.

The candidate has to attach the table of correction form verified by the supervisor.
(*Subject to form modifications)

ii. Review of corrections for thesis with 'b2' result.
   a. The supervisor must approve the corrected thesis and the table of correction form before submitting it to the faculty.
   b. The faculty will send the corrected thesis for verification by the examiner. The examiner must confirm the correction within two (2) weeks by using the Thesis Correction Verification Review form [UTM.SPS.B (BPKA)/10/2018 – Pind.1/2018]*
   (*Subject to form modifications)
   c. The examiner does not need to re-read the thesis but to confirm the corrections are as recorded in the Oral Examination Chairman's report.
   d. Correction of the thesis is only allowed a maximum of three (3) times.
   e. The correction period for three (3) correction verification is as follows:

Table 2.15: Review Confirmation Period for 'b2'

Level of Degree	Duration for Review Confirmation		
	First	**Second**	**Third**
Masters	3 months	2 months	1 month
Doctor of Philosophy	6 months	3 months	1 month

    f.   If the thesis needs to be verified by more than one examiner, the review result is passed if at least one examiner confirms that he is satisfied with the required corrections. This rule only applies if one examiner has passed, is ill or unreachable.

    g.   If the verification is only by one examiner, the result is passed if the examiner is satisfied with the correction.

iii. Re-Examination Review for Thesis with 'c' Result.

    a.   The supervisor must approve the revised thesis before being submitted to the faculty.

    b.   The faculty will send the thesis to the examiner for re-examination.

    c.   The examiner must re-read the thesis and prepare an evaluation report using the form [UTM.SPS.B (BPKA)/27/2018 – Pind.2/2021]* for a Doctoral degree or form [UTM.SPS.B (BPKA)/28/2018 – Pind.2/2021]* for Masters of Philosophy degree (*Subject to form modifications)

d. The examiner needs to evaluate based on the recommendations during the oral exam and as recorded in the Oral Examination Chairman's Report form.

e. If the panel of examiners decide to hold the oral examination again, the members of the Panel of Examiners must be the same person.

The determination of the thesis examination results for c1 (thesis re-examination without re-viva voce) is determined based on the following table:

Table 2.16: Thesis Re-examination Without Re-viva voce

Internal Examiner	External Examiner 1	External Examiner 2	Thesis Examination Result
a	b1	b2	b2
b1	e	none	Re-viva voce (based on Table 2.12)

*The decision is based on the lowest result.

f. The Chairman of the Oral Examination is the same person who conducted the first oral exam.

g. The appointment of a new panel of examiners or chairpersons, for re-exam, due to retirement, death or illness must be approved by the JAPSU meeting.

h. Candidate who fails to submit the thesis within the stipulated period without a reason is deemed to have failed and not awarded the relevant degree.

i. The Examination Panel must certify one of the following decisions:

Table 2.17: Classification of Results for Re-Exams

Result	Description	Verification
a	Award the candidate the relevant degree.	The examiner is satisfied with the standard and quality of the thesis
b1	Award the candidate the relevant degree after completing minor corrections.	The examiner is satisfied with the standard and quality of the thesis. The minor corrections need to be confirmed by the supervisor.
b2	Award the candidate the relevant degree after completing the amendments and corrections listed in the examiner's report and confirmed by the Internal/External Examiner.	The examiner is satisfied with the standard and quality of the thesis. The corrections need to be confirmed by the examiner.
d	**For Doctoral Degree Studies** The candidate's achievement is not satisfactory for a Doctoral Degree but suggested a lower degree. **Intake for Semester II, 2019/2020 and beyond** The candidate's performance is unsatisfactory for the Doctor of Philosophy degree. Candidates need to re-register as Research Master's students.	The examiner was not satisfied with the standard and quality of the thesis and felt that the candidate was incapable of producing required standard and therefore suggested a lower award. The examiner was not satisfied with the standard and quality of the thesis and regarded the candidate as incapable of producing the required standard. Candidates need to re-register as a Research Master's student and complete corrections certified by the examiner.
e	Not eligible to be awarded a degree	Failed

    j.   Candidates are allowed to sit for oral exams twice throughout their studies.

2.3.4.9.3 Corrections Period Extension

i. Candidates must make and complete the corrections recommended by the examining panel within the specified period in the report of the chairman of the oral examination. Failure to complete within the specified period may cause the candidate to fail in studies.

ii. The extension of the period for correction with valid reasons, such as illness, disaster, or ongoing grief due to the death of a close relative, can be considered with the faculty and supervisor's support and the approval of JAPSU. Travelling or working abroad reasons are not accepted. The correction period extension allowed is as in Table 2.18 subject to the approval of the JAPSU Meeting.

Table 2.18: Extension of Period for Corrections

Level of Study	Viva voce Result	Extension	Duration
Doctoral Degree	B1	First	1 month/ 2 months without second extension
		Second	1 month
	B2	First	3 months
		Second	2 months
	C	First	3 months
		Second	3 months
Masters	B1	First	1 month/only one time extension
		Second	None
	B2	First	1 month/2 months without second extension
		Second	1 month
	C	First	2 months
		Second	1 month

2.3.4.10 Thesis Binding

After the oral examination and fulfilling all the prescribed requirements, doctoral or master's degree students by research must submit a set of copies of the thesis to the faculty in the form of a bound and digital manuscript on the date as set by the University.

i. The candidate will be issued a letter by the faculty to prepare a bound thesis after no further corrections as confirmed by the examiner/supervisor.

ii.   The submission period for the bound thesis is no later than (4) weeks from the date of the letter issued by the faculty.

iii. Candidates are also requested to obtain an abstract review confirmation from the faculty and submit it with the bound thesis. The form required for submission is the Abstract and Title Verification Form [UTM.SPS.B (PSP)/14/2018 – Pind.4/2020]* (*Subject to form modification)

iv.   Candidates are requested to submit a bound copy of the thesis to the faculty and upload it according to the requirements of the established system for award purposes.

v.   The faculty must send a bound copy of the thesis to the library.

2.3.4.11 Posthumous Degree Award

A Posthumous degree is an award to a student who passed away while studying. It is not a new programme but a degree awarding of the programme of study the student was pursuing at the time of his death. The degree awarded is feasible with the support and approval of the university. Posthumous Degree is awarded based on the field of study pursued by the student.

2.3.4.11.1 Posthumous Degree Award Requirements

i.   Have a record of good academic standing throughout the studies, i.e., Good Standing (KB) for all semesters before death; and

ii. Have completed at least 85% of the graduation requirements for a master's degree through coursework or;

iii. Have submitted a dissertation/thesis for examination and obtained a minimum result of B2 by one of the examiners.

2.3.4.11.2 Posthumous Degree Award Process

i.   The faculty must check the student's academic record and apply for the award of a Posthumous Degree upon confirmation of the student's death.

ii. The faculty must ensure the students have good academic standing (KB) throughout their studies.

iii. The faculty must send all evidence of the student's academic record to be discussed and considered in the JKTS P&P meeting.

iv. The application must be submitted together with a form and confirmed by the JKAF and SPS meetings before being brought to the JKTS P&P meeting. The form used is the Posthumous Degree Application Form [UTM.SPS.B (BPKA)/50/2016 – Pind.1/2018]* (*Subject to form modification)

v.   JKTS P&P will consider the awarding application whether to reject or approve the application for the awarding of a Posthumous Degree.

vi. If the Posthumous Degree is approved, the awarded degree will have the words 'Awarded Posthumously'.

vii. Corrections on the student's dissertation/thesis after the examination process (if any), binding and submitting it to the UTM library is not required.

viii. The Posthumous Degree awarded is an honour to students who have completed part of their studies at UTM with good results.

ix. Posthumous Degree graduates are not in the postgraduate student statistics.

2.3.4.12 Appeal Against Oral Examination Results

2.3.4.12.1 Eligibility for Appeal Against Oral Examination Results

Candidates have the right to appeal against the Examination Panel decision. Consideration for an appeal is as the following:

i. Some circumstances have interfered with the candidate's performance which the examiner was not aware of during the examination;

ii. There is evidence that shows procedural contradictions in handling the examination (including administration). This situation has caused doubt that the result could have been different had it not happened;

iii. There is evidence of unfairness or incorrect evaluation by one or more examiners.

iv. Apart from all the above reasons, the candidate cannot dispute the certification by the examiner based on academic merit.

2.3.4.12.2 Procedure for Appeal Against Oral Examination Results

The candidate submits an appeal with a reason as stated in item 2.3.4.12.1 within fourteen (14) days after receiving the results of the oral examination from the faculty. Submission for an appeal received after the mentioned period is not-considered.

i. Candidates submit a written appeal to the faculty/school. The faculty/school must convey the appeal to the JKA meeting chaired by the Dean of Faculty to determine a valid case (prima-facie).

ii. JKA need to discuss and decide for:
   a. reject the appeal; or
   b. accepted the appeal and proposed a new Special Oral Examination Committee for thesis/dissertation re-evaluation at the JKTS P&P meeting.

iii. The decision of this appeal must be confirmed at the faculty level and brought as an independent minute to the JKTS P&P meeting for approval or any other decision agreed upon by the meeting.

iv. JKTS P&P will look at the appeal submitted and is responsible for interpreting and applying the university rules to determine the prima-facie case of the appeal.

v. If there is a prima-facie case, an Appeal Panel will be formed consisting of:
   a. Chairman of the School of Graduate Studies or his representative;
   b. At least two examiners experienced in handling research students who are not members of the Examination Board;
   c. Chairman of the oral examination panel;
   d. Dean of the faculty or his representative; and
   e. Deputy Registrar/Assistant Registrar School of Graduate Studies as Secretary.

2.3.4.12.3 Consideration of Appeal Panel

i.   The appeals panel convenes and makes judgments concerning:

    a.   student's written statement;

    b.   the report of the Chairman of the Oral Examination;

    c.   thesis evaluation reports by external and internal examiners;

    d.   student thesis; and

    e.   any other supporting documents.

ii. The appeal panel will report the appeal decision to JKTS P&P for confirmation.

iii. JKTS P&P will hear the recommendations from the appeal panel and decide on this appeal.

iv. The appeal panel can summon the examiner (if necessary) to attend and report orally or in writing to the panel.

v.   Proceedings from the appeal panel are confidential and limited to panel members and JKTS P&P only.

vi. Students are not allowed to see the panel report.

2.3.4.12.4 Recommendation of The Appeal Panel

i.   Based on documents and statements from parties involved, the appeal panel may suggest,

    a.   The appeal is dismissed because there is no valid case (prima-facie); or

    b.   The University invites all original examiners to reconsider their decision under the approved rules and procedures, or:

c. The University appoints a new examiner, or:

d. Any other decision discussed and approved by the meeting.

ii. The Appeals Panel has no privilege to disregard the examiner's certification.

2.3.4.12.5 Notice to the Panel of Examiners

i. The Appeal Panel informed the examiners about the appeal by the candidate and the need to call the examiner to explain further the issues raised by the candidate if necessary.

ii. The Appeals Panel will ensure the examiners the issues accounted for will be within the procedure for review of oral examination results.

iii. The Appeal Panel will notify the examiners of the results.

2.3.4.12.6 Notice to the Student

The School of Graduate Studies will inform the student of the appeal results.

2.3.4.12.7 Appeal Against Verification of Corrections by Examiners

i. If the candidate has made three corrections (3) and the examiner fails the correction, the candidate may appeal against the decision of the examiner who is not satisfied with the amendment.

ii. Consideration will be made based on the following:

a. The candidate completed all the corrections as decided in the oral examination and recorded in the Chairman of the Oral Examinations report;

b. The examiner is not satisfied with the corrections as viewed in the Chairman of the Oral Examination report regarded as the result official document.

2.3.4.12.8 Appeal Procedures Against Verification of Corrections by Examiners

i. Candidates submit a written appeal to the Chairman of JKTS P&P through the Dean of Faculty.

ii. JKTS P&P will look at the appeal submitted. If necessary, will form a panel consisting of the viva chairman, the SPS Dean or his representative, an internal examiner, and two examiners experienced in handling research students who are not members of the Examination Board and chaired by the Dean of Faculty.

iii. The Appeal Panel will report the appeal decision to JKTS P&P for confirmation if appointed.

2.3.4.12.9 Disputes (Alternative to the Board of Appeal)

Any problem arising from an unresolved dispute between the parties involved in the oral examination results at the School of Graduate Studies or Faculty management should be referred to and decided at the JKTS P&P.

SECTION 3: ROLE AND RESPONSIBILITY OF PROCEDURE IMPLEMENTOR

3.1 Relevant Centre of Responsibility (CR)

No.	Centres of Responsibility (CR)
1.	School of Graduate Studies (SPS)
2.	All Faculties and Schools
3.	Academic Management Department (AMD)
4.	Student Recruitment and Admission Department (SRAD)

3.2 Role and Responsibility of CR

CR	RESPONSIBILITY
School of Graduate Studies (SPS)	SPS is responsible for ensuring that each faculty offering a postgraduate programme complies with the research procedures established by SPS. Each research conducted must fulfil the standards set by SPS to ensure good research quality.
All Faculties	Each faculty offering a postgraduate study programme must ensure each research programme carried out is well planned and in parallel with the period of study and lecture plan approved by the University and the Ministry of Higher Education as an academic programme to award master's degrees and doctoral degrees by research. In addition, each faculty is responsible for ensuring graduates meet the standards and

CR	RESPONSIBILITY
	requirement set for each stage of the research Programme to guarantee the quality of graduates.
Academic Management Department (AMD)	Academic record management of postgraduate students.
Student Recruitment and Admission Department (SRAD)	Manage the affairs of admission and recruitment of students.

SECTION 4: GOVERNANCE

4.1 Procedure Owner and Policy Document Manager

Procedure Owner	School of Graduate Studies (SPS)
CR Policy Document Manager	Deputy Registrar/Assistant Registrar SPS
Policy Document Manager	Head of Governance Section

4.2 Responsibility

Procedure Owner	1. The Procedure Owner is responsible for procedure revision, certification from the JKTDEU and followed by approval from the JPU/Senate. 2. The Procedure Owner is responsible for registering the relevant procedures in the UTM Policy Register. 3. The Procedure Owner is responsible for publishing the relevant procedures to the University. 4. The Procedure Owner is responsible for reviewing the procedures occasionally.
CR Policy Document Manager	1. Responsible for storage, record and update procedures at the CR level. 2. Responsible for monitoring and ensuring the implementation of procedures at the CR level.

Policy Document Manager	1. Responsible for storage, record and update procedures. 2. Responsible for ensuring all procedures are approved by the University and gazetted by the Registrar. 3. Responsible as Secretary to JKDEU.

4.3 Monitoring and Communication Methods

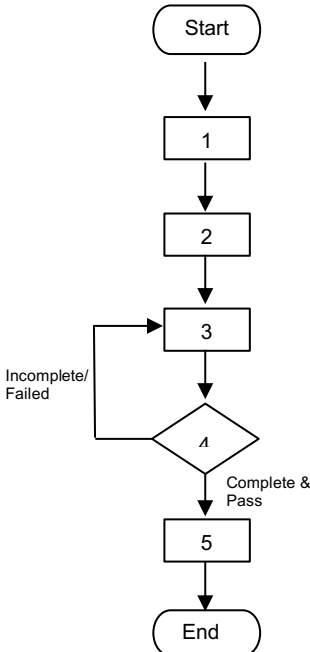|	
Monitoring and Improvement (CQI)	1. All University Procedures should be reviewed occasionally (maximum of 3 years) to ensure the relevance of the guidelines. 2. Any party can propose an amendment to the Procedure by informing the Procedure Owner. Any revision should refer to Policy Document Governance Procedures. 3. The Procedure Owner must inform the Policy Document Manager of any amendment to the guidelines.
Communication Procedures	1. The Guidelines approved by the Senate/JPU will be registered in the UTM Policy Register by the Policy Document Manager and gazetted by the Registrar through the University Circular. 2. The Procedure Owner must publicise the approved procedure and gazette for effective implementation. 3. Procedures must be stored in an orderly manner by cluster in the UTM Policy Register. 4. The procedure is accessible to University citizens.

4.4   Version Control and Chronology of Changes

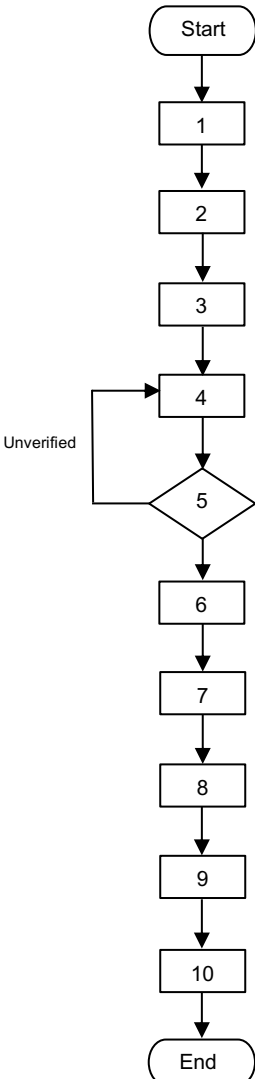| Version No.	Date of Approval	Approved by	Amendment
1.	July 4th, 2012	Approved by the Executive Committee of the School of Graduate Studies	First Edition (KAPS 01-14)
2.	March 21st, 2018	Approved by UTM SENATE No. 07/2017/2018	Second Edition (KAPS 01 -KAPS 19)

SECTION 5: SUPPORTING DOCUMENT

5.1 Integrated Flow Chart / Related Flow Chart

5.1.1 Flow Chart for Change of Supervisor

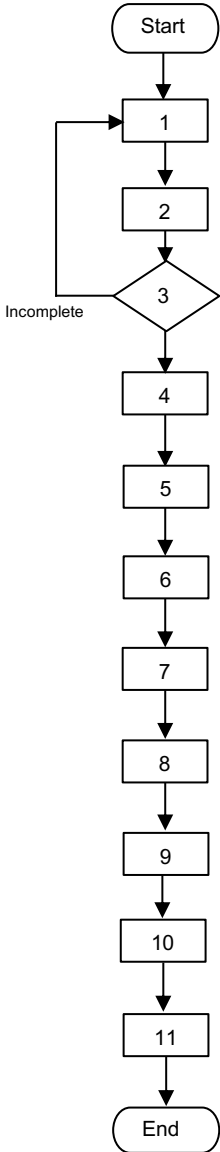| STANDARD	FLOW CHART	RESPONSIBILITY
1. Students apply for a change of supervisor at the Faculty. 2. Attain support from JKA. 3. Submit the completed application form for approval. 4. Review and approve the application form. 5. Update information about new supervisor in the system	Start 1 2 3 Incomplete/ Failed 4 Complete & Pass 5 End	1. Student 2. Faculty Academic Management 3. Faculty Academic Management 4. SPS Academic Management 5. SPS Academic Management

5.1.2 Flow Chart for First Level Evaluation

STANDARD	FLOW CHART	RESPONSIBILITY
1. The student's main supervisor will inform the Faculty the student has completed due courses and is eligible to sit for the First Level Evaluation. 2. Submitting a report for the First Level Evaluation 3. Review requirements for Research Methodology and University General courses. 4. Receive and review the evaluation panel recommendations from the supervisor. 5. Submit the evaluation panel recommendations to the JKA Meeting for approval. 6. Set the presentation date and issue invitation emails to the evaluation panel, supervisors and students. 7. Ensure student and panel attendance, prepare relevant documents and ensure devices are functioning accordingly. 8. The First Level Evaluation Panel will evaluate and determine the results of the research proposals presented. 9. Inform the students about the results of the first level evaluation for the student follow-up actions (based on the results). 10. The Supervisor/Examiner review and confirm the report of the correction of the student's research proposal (if any).	Start 1 2 3 4 (Unverified loop) 5 6 7 8 9 10 End	1. Main Supervisor 2. Student 3. Faculty Academic Management 4. Faculty Academic Management 5. Faculty Academic Management 6. Faculty Academic Management 7. Faculty Academic Management 8. Faculty Academic Management 9. Faculty Academic Management 10. Faculty Academic Management

5.1.3 Flow Chart for Fast-Track Eligibility Evaluation

STANDARD	FLOW CHART	RESPONSIBILITY
1. The student's main supervisor will inform the Faculty that the student has reached the six (6) months period of study and needs to sit for the Fast-Track PhD Qualification Evaluation.	Start → 1 → 2 → 3 (Unverified) → 4 → 5 → 6 → 7 (If given the decision to re-examination) → 8 → 9 → End	1. Main Supervisor
2. Receive recommendations of the evaluation panel from the supervisor and review it.		2. Faculty Academic Management
3. Appointing the Fast-Track PhD Evaluation Panel through the JKA.		3. Faculty Academic Management
4. Receive research proposals from students.		4. Faculty Academic Management
5. Set the evaluation date with the panel, supervisor and students and prepare related documents.		5. Faculty Academic Management
6. Ensure student and panel attendance, prepare relevant documents and ensure equipment is functioning on the day of the presentation.		6. Faculty Academic Management
7. The Evaluation Panel will evaluate and recommend the fast-track qualification. (If the research proposal is not accepted and the student is allowed to re-present the next semester, it is subject to a maximum period of 18 months).		7. Faculty Academic Management
8. Convey the fast-track qualification evaluation result to the JKTS P&P meeting for approval.		8. Faculty Academic Management
9. Inform the student the approved result of the Fast-Track Qualification Evaluation.		9. Faculty Academic Management

5.1.4 Flow Chart for Conversion from Master's to Doctoral Degree Programme

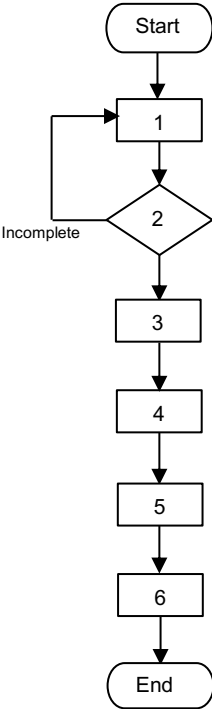| STANDARD	FLOW CHART	RESPONSIBILITY
1. Fill in the application form and submit the documents according to the prescribed requirements. 2. Submit a master's research proposal and research progress. 3. Receive and review the application and submitted documents. 4. Appoint The Evaluation Panel for Conversion Evaluation through JKA. 5. Set the evaluation date with the panel, the supervisor and the student and prepare related documents. 6. Ensure student and panel attendance, prepare relevant documents and ensure equipment is functioning on the day of the presentation. 7. The Evaluation Panel will evaluate the presentation and prepare an evaluation report. 8. Submit the applications and evaluation results to the JKA meeting for support. 9. The application is conveyed to SPS for review. 10. Convey the student evaluation result to the JKTS P&P meeting for approval. 11. Inform the student of the approved result to convert from master's to doctoral programme.	Start ↓ 1 ↓ 2 ↓ 3 ◇ (Incomplete →) ↓ 4 ↓ 5 ↓ 6 ↓ 7 ↓ 8 ↓ 9 ↓ 10 ↓ 11 ↓ End	1. Student 2. Student 3. Faculty Academic Management 4. Faculty Academic Management 5. Faculty Academic Management 6. Faculty Academic Management 7. Faculty Academic Management 8. Faculty Academic Management 9. Faculty Academic Management 10. SPS Academic Management 11. Academic Management Department (AMD)

5.1.5 Flow Chart for Application Procedure for Notice of Thesis Submission

STANDARD	FLOW CHART	RESPONSIBILITY
1. The candidate fills in the online Notice for Thesis Submission Form through the system.	Start → 1 → 2 → 3 → 4 → 5 → 6 → 7 → 8 (decision)	1. Student
2. The supervisor recommends an External and Internal Examiner. Include the External Examiner CV for first time examiner.	Appointment rejected (loop back to 7)	2. Main Supervisor
3. The JKA certifies the Panel Examiner including The Chairman of Oral Examiner.	Appointment accepted → End	3. Faculty Academic Management.
4. The Faculty review the registration status of University General Courses and Research Methodology before submitting them to SPS.		4. Faculty Academic Management.
5. SPS review and prepare documents for JAPSU Meeting for approval.		5. SPS Academic Management.
6. JAPSU to approve The Panel Examiner.		6. JAPSU meeting members
7. Issuing of the appointment letter for The Panel Examiner and The Chairman as follows: i) Faculty – issue letters of appointment for the Chairman and Assistant chairman for Master's and Doctoral Degrees. ii) Faculty – issue the letter of appointment for The Panel Examiner for the Master's Degree student. iii) SPS – issue the letter of appointment for The Panel Examiner for the Doctoral Degree student. Note: If appointment is decline, a replacement will be appointed.		7. Faculty Academic Management/SPS
8. The Panel Examiners accepts the appointments.		

5.1.6 Flow Chart for Early Thesis Submission

STANDARD	FLOW CHART	RESPONSIBILITY
1. Apply for early thesis submission in writing with publication proof according to Faculty requirement. 2. Receive and review the application and submitted documents. 3. Convey the application to the JKA for discussion and support. 4. Convey the application to SPS for review and verification. 5. Submit the application to JKTS P&P Meeting for approval. 6. Inform the student and supervisor of the result. *Note: The student must apply for Notice of Thesis Submission three (3) months before submitting or after receiving approval for early submission or concurrent with the application for early thesis submission.	Start ↓ 1 ↓ 2 — Incomplete ↓ 3 ↓ 4 ↓ 5 ↓ 6 ↓ End	1. Student 2. Faculty Academic Management 3. Faculty Academic Management 4. SPS Academic Management 5. SPS Academic Management 6. SPS Academic Management

5.1.7 Flow Chart for The Oral Examination Process

STANDARD	FLOW CHART	RESPONSIBILITY
1. Apply for Notice of Thesis Submission approval.	Start	1. Student
	1	2. Student
2. Submit the thesis and required documents to the Faculty for the Oral Examination.	2	3. Faculty Academic Management
3. Submit the thesis submission documents to SPS to change student status.	3	4. SPS Academic Management.
4. Review the documents and update the examination status in the system.	4	5. Faculty Academic Management
	5	6. Faculty Academic Management
5. Submit the thesis to examiner for evaluation.	6	7. Faculty Academic Management
6. Set the oral examination date and inform the student, the panel examiner and the supervisor.	7	8. Faculty Academic Management
7. Ensure the student and panel attendance, prepare relevant documents and ensure devices are functioning accordingly on the examination day.	8 — 9 — Repeat Oral Examination/ Thesis Re-Examination	9. Faculty Academic Management
8. The Panel Examiner evaluate the student viva presentation and thesis and recommend the results.	10	10. Student/ Panel Examiner/ Supervisor/ Faculty Academic Management
9. Inform the student of the result of the oral examination and any necessary correction.	11	11. Faculty Academic Management
	12	12. Student
	13	13. Faculty Academic Management
Note: Repeat step 5 if a re-examination for the oral /thesis examination is needed.	14	14. Faculty Academic Management/SPS
	15	15. Academic Management Department (AMD)
	End	

10. Do necessary corrections and obtain The Panel Examiner/supervisor verification (if any). 11. Issuing a letter of consent to prepare a bound thesis and confirmation of reviewed abstract for the award (if no more corrections are needed). 12. Submission of bound thesis and e-thesis for award. 13. Review and ensure the student oral examination documents are complete before conveying them to JKA Meeting for candidature graduation support. 14. Review and ensure the student oral examination documents are complete before conveying them to JKTS P&P Meeting for candidature graduation approval. 15. The student information is presented in the Senate Meeting to be certified as qualify to graduate.	91	

5.1.8 Flow Chart for Appeal of Oral Examination Result Proses

STANDARD	FLOW CHART	RESPONSIBILITY

1. The student submits a written appeal to the Faculty/School requesting for result review.
 	
2. Discussion and initial recommendation of the appeal at JKA Meeting.
 	
3. Convey JKA result as independent minutes to the JKTS P&P Meeting for approval.
 	
4. JKTS P&P Meeting certify the appeal result.
 	
5. Establish The Appeal Panel as approved by the JKTS P&P Meeting.
 	
6. Execute the appeal investigation.
 	
7. Presentation of investigation finding at the JKTS P&P Meeting. If appeal is accepted:
 	
   i.   Refer the decision to item 2.3.4.12.4
 	
   ii.   Present the finding reviewed by the evaluator and certify the results.
 	
8. Inform the student and the supervisor of the results obtained.
	Start
	
	1
	
	2
	
	3
	
	4 — No prima facie – appeal rejected / The student is inform by the Faculty
	
	5
	
	6 — Appeal rejected / Appeal accepted
	
	7(i)
	
	7(ii)
	
	8
	
	End
		1. Student
		
		2. Faculty Academic Management
		
		3. Faculty Academic Management
		
		4. Faculty Academic Management/JKTS P&P
		
		5. Faculty Academic Management/JKTS P&P
		
		6. SPS Academic Management/Faculty
		
		7. SPS Academic Management
		
		8. SPS Academic Management

5.2 Relevant Forms

5.2.1 *Borang Permohonan/Pertukaran Penyelia Utama/Bersama [UTM.SPS.B(BPKA)/13/2018 - PIND 0/2019)]*

5.2.2 *Borang Permohonan/Pertukaran Penyelia Luar Bersama [UTM.SPS.B(BPKA)/12/2018 - PIND 1/2020]*

5.2.3 *Borang Laporan Pengerusi Penilaian Peringkat Pertama [UTM (PS)-01/94 (Pind.1/96)]*

5.2.4 *Borang Laporan Penilaian Peringkat Pertama Pemeriksa [UTM.SPS.B (BPB)/62/2017 – PIND.0/2017]*

5.2.5 *Borang Laporan Pengerusi- fast track [UTM.SPS.B(BPKA)/34/2015-Pind.3/2020]*

5.2.6 *Borang Panel Penilai- Fast Track [UTM.SPS.B(BPKA)/33/2015-Pind.1/2019]*

5.2.7 *Borang Keputusan Ujian Kelayakan Fast Track [UTM.SPS.B (BPKA)/25/2018 – Pind.1/2018]*

5.2.8 *Permohonan Pertukaran Program Dari Ijazah Sarjana Ke Ijazah Kedoktoran [UTM.SPS.B (BPKA)/23/2018 – Pind.1/2018]*

5.2.9 *Borang Laporan Pengerusi Penilaian Pertukaran Pendaftaran [UTM.SPS.B (BPB)/35/2015 – Pind.0/2015]*

5.2.10 *Borang Laporan Penilai Penilaian Pertukaran Pendaftaran [UTM.SPS.B (BPB)/40/2015 – PIND.0/2015]*

5.2.11 *Borang Penyerahan Tesis 1 [UTM.SPS.B(PSP)/05/2018-Pind.1/2018]*

5.2.12 *Borang Penyerahan Tesis 2 [UTM.SPS.B(PSP)/01/2018-Pind.1/2018]*

5.2.13 *Borang Perjanjian Plagiat [UTM.SPS.B(PSP)/04/2018-Pind.1/2018]*

5.2.14 *Permohonan Menghantar Tesis Awal [(UTM.SPS.B (BPKA)/24/2018 – Pind.1/2018)]*

5.2.15 *Permohonan Penghantaran Tesis Melalui Penerbitan [(UTM.SPS.B (BPKA)/09/2018 – Pind 1/2021)]*

5.2.16 *Laporan Penilaian Oleh Pemeriksa – Ijazah Kedoktoran [UTM.SPS.B (BPKA)/12/2018 – Pind.2/2020]*

5.2.17 *Laporan Pengerusi [UTM.SPS.B (BPKA)/17/2018 – Pind.2/2020]*

5.2.18 *Laporan Penilaian Oleh Pemeriksa - Sarjana [TM.SPS.B (BPKA)/43/2020 – Pind.1/2020]*

5.2.19 *Pengesahan Semakan Pembetulan Tesis [UTM.SPS.B (BPKA)/10/2018–Pind.1/2018]*

5.2.20 *Pengesahan Pembetulan Tesis Oleh Penyelia [UTM.SPS.B (BPKA)/11/2018 – Pind.1/2018]*

5.2.21 *Laporan Penilaian Semula – Ijazah Kedoktoran [UTM.SPS.B (BPKA)/27/2018 – Pind.2/2021]Laporan Penilaian Semula – Sarjana [UTM.SPS.B (BPKA)/28/2018 – Pind.2/2021]*

5.2.22 *Borang Pengesahan Abstrak dan Tajuk [UTM.SPS.B (PSP)/14/2018 – Pind.4/2020]*

5.2.23 *Permohonan Ijazah Anumerta [UTM.SPS.B (BPKA)/50/2016 – Pind.1/2018*

5.3 Relevant Documents

5.3.1 *Pekeliling Akademik Bil.4/2021 (Pindaan syarat Penerbitan Menghantar Tesis)*

5.3.2 *Garis Panduan Pertukaran Program dan Mod Pengajian Pelajar Pascasiswazah*

5.3.3 *Garis Panduan PhD Penerbitan*

5.3.4 *Manual Prosedur Kerja Program Fast Track PhD*

5.3.5 *Standards: Master's And Doctoral Degree*

5.3.6 *Garis Panduan Pelantikan Tenaga Akademik Pelawat 2017*

5.3.7 *Garis Panduan Pertukaran Status Pendaftaran Dari Sarjana ke Ijazah Kedoktoran 2015*

QUALIFICATION REQUIREMENTS

FOR POSTGRADUATE SUPERVISOR

CRITERIA	STAF WITH DOCTORAL DEGREES/ GRADUATE FACULTY (DS51 and above)				DS53/DS54 (Without Doctorate)	DS52 (Without Doctorate)
	GRADUATE UNTIL **31 DECEMBER 2013** **HAS** Graduate a Doctor of Philosophy research student as Principal Supervisor	GRADUATE UNTIL **31 DECEMBER 2013** **HAS NOT** Graduate a Doctor of Philosophy research student as Principal Supervisor	GRADUATE AFTER 2013			
DURATION SINCE GRADUATE FROM BEGINNING OF SUPERVISION	Not applicable	Not applicable	24 months	< 24 months		
STATUS OF THE SUPERVISION CERTIFICATE FOR POSTGRADUATE COURSE (AS)	Not applicable	Must attend the course AS101 + AS102	Must attend all courses AS101, AS102 AND AS103	Must attend all courses AS101, AS102 AND AS103	Must attend AS101	Must attend AS101
SUPERVISORY QUALIFICATIONS	• Qualify to be the main supervisor for Master by coursework project. • Qualify to be the main supervisor for Master by mixed-mode project. • Qualify to be the main supervisor for Master by research. • Qualify to be the main supervisor for Doctor of Philosophy.	**Completed AS 101** • Qualify to be the co-supervisor for Doctor of Philosophy with a main supervisor who has supervised doctoral student to completion. • Qualify to be the main supervisor for Master by coursework project. • Qualify to be the main supervisor for Master by mixed-mode project. • Qualify to be the main supervisor for Master by research. **Completed AS 102** • Qualify to be the main supervisor for Doctor of Philosophy.	**Completed AS 101** • Qualify to be the main supervisor for Master by coursework project. • Qualify to be the main supervisor for Master by mixed-mode project. • Qualify to be the main supervisor for Master by research. **Completed AS 102** • Qualify to be the main supervisor of a Doctor of Philosophy by appointing a co-supervisor with experience in graduating Doctoral of Philosophy students. **Completed AS 103** • Qualify to be the main supervisor for Doctor of Philosophy.	**Completed AS 101** • Qualify to be the main supervisor for Master by coursework project. • Qualify to be the main supervisor for Master by mixed-mode project. • Qualify to be the main supervisor for Master by research. **Completed AS 102 and AS 103** • Qualify to be the main supervisor of a Doctor of Philosophy by appointing a co-supervisor with experience in graduating Doctoral of Philosophy students.	• Qualify to be the main supervisor for Master by coursework project. • Qualify to be the main supervisor for Master by mixed-mode project. • Qualify to be the main supervisor for Master by research. • Qualify to be the main supervisor for Doctor of Philosophy. *** Non-student status staff.**	• Qualify to be the main supervisor for Master by coursework project. • Qualify to be the main supervisor for Master by mixed-mode project. • Qualify to be the main supervisor for Master by research with a co-supervisor who has doctoral degree. • Qualify to be the co-supervisor for Doctor of Philosophy. *** Non-student status staff.**

CRITERIA	STAFF WITH DOCTORAL DEGREE/ GRADUATE FACULTY (DS51 and above)				DS53/DS54 (Without Doctorate)	DS52 (Without Doctorate)
STATUS IN SUPERVISORY REGISTRY SYSTEM	Eligible	Conditional Eligible upon completion of AS101 and AS102.	Conditional Eligible upon completion of AS103.	Conditional Eligible upon completion of all courses AS101,102 and 103 and the commencement date more than 24 months from graduation date.	Not Eligible	Not Eligible

Contract staff and from outside/foreign universities

1. For staff appointed to local and international contracts & transferring from another university that **has not yet graduated one (1) Doctor of Philosophy student**, the staff must attend c... The staff status in the Supervisory Registry System is 'Conditionally Eligible' until the completion of these two courses.

2. For local and international contract-appointed staff & transferring from another university **who has graduated one (1) Doctor of Philosophy student**, the staff need to follow the AS101... the Supervisory Registry System is 'Conditionally Eligible' until the completion of this course.