

PAPER FOR ENDORSEMENT OF SENATE

PROPOSAL ON STANDARDIZATION OF PROCESS FOR UPGRADING FROM MASTER (BY RESEARCH ONLY) TO PHD

1.0 PROPOSAL

The current policies and procedures for upgrading from Master (By research only) to PhD are stated in the Postgraduate Regulations (Revised 2015), clause 36.1 and 36.2. After referring to the latest MQA standards and benchmarking the policies against those of the Research Universities' (i.e. UM, USM, UKM, UPM and UTM), it was found that the current policies are in a great need of further refinement and improvement.

Hence, this paper is to obtain approval of the Senate on the proposed standardization of process for upgrading from Master (By Research only) to PhD which include the flow process and the guidelines. This paper was deliberated in the University Committee Postgraduate Studies (UCPS) No. 3/2017 held on 29 March 2017.

2.0 STANDARDIZATION OF PROCESS FOR THE UPGRADING FROM MASTER (BY RESEARCH ONLY) TO PHD

2.1 Submission of application

- 2.1.1 Application to upgrade the candidacy to the doctoral programme is done within ONE (1) year after the registration of the master' degree (full-time and part-time).
- 2.1.2 Obtained strong recommendation from the supervisor and review of the Deputy Dean of Postgraduate Office, Centre of Studies based on his / her research
- 2.1.3 Submit a written transfer report of 20 – 40 pages on the work to date (for the purpose to assess whether the students have the potential to go on and successfully completed the PhD)
- 2.1.4 Submit the title of the thesis and abstract of 300 words
- 2.1.5 Have a journal paper accepted for publication and / or

presentation at a seminar / conference at national or international level

- 2.1.6 Submit plans for completion and an indication as to why the student believes the work will be of Doctoral standards
- 2.1.7 To present his / her research work in a student defence session organised by the Centre of Studies
- 2.1.8 If the student's application for upgrading to PhD is approved but he / she unable to perform satisfactorily and subsequently failed to obtain his / her PhD within the prescribed period, he / she will be awarded neither PhD nor Master
- 2.1.9 Application can be submitted once only

Note: In reference to MQA letter no 1/2015 dated 11 March 2015, the candidate's CGPA at bachelor's degree level is not a requirement for upgrading cases; hence, clause 36.1(a) in the Postgraduate Regulations (Revised 2015) is null and void.

2.2 Evaluation Panel

- 2.2.1 Table the application and appointment of the evaluation panel in the KPGC
- 2.2.2 The evaluation panel will have to evaluate the student's research work and provide a report during the student's defence session
- 2.2.3 The proposed research project is an expansion of the original master project and has all the merits for a PhD project
- 2.2.4 The proposed PhD programme would be supervised by a suitable supervisor(s) or supervisory committee. The KPGC may recommend a change of supervisor(s) or supervisory committee if it is deemed appropriate
- 2.2.5 The outcome of the student defence session shall be vetted

in the KPGC, together with the report from the evaluation panel

2.3 Student Defence Session

- 2.3.1 Panel to give the overall report
- 2.3.2 Student to give a summary of his / her research work
- 2.3.3 Student must demonstrate capability to conduct research and work which is of a PhD quality
- 2.3.4 Student has a realistic plan and schedule

2.4 Decision of the Panel

- 2.4.1 Discuss the report of students' defence session on the suitability of research for a PhD programme in the KPGC
- 2.4.2 Once the application is recommended by the KPGC, the Centre of Studies tables it at the Senate to get the endorsement. The Centre of Studies shall be notified on this matter

2.5 Candidature

- 2.5.1 If the upgrading is granted, the duration of studies will be re-counted from the beginning of the year of studies for master's programme until the normal duration of studies for the PhD programme

e.g. A full-time student who has done 2 semesters of the Master's programme will be given additional 4 semesters
- 2.5.2 The student's candidature will be changed to PhD effective from the date of the Senate approval and the PhD degrees are made payable. Student must be alert of his / her funding requirements
- 2.5.3 The Centre for Postgraduate Studies will issue the official letter to the student and provide a copy to the Postgraduate Office, Centres of Studies

2.6 The exercise would take effect from Semester 1, Session 2017 / 2018.

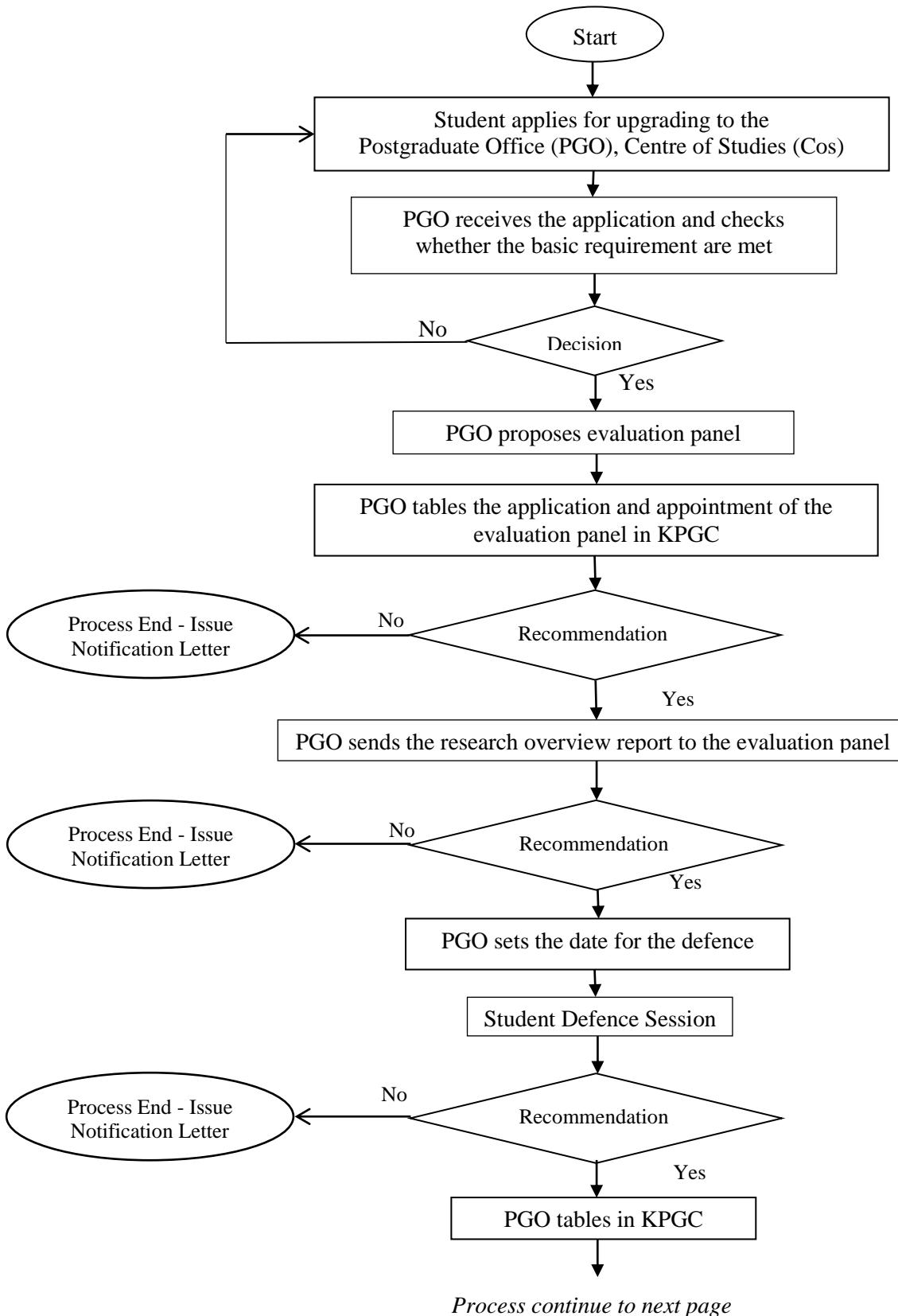
3.0 APPROVAL

The Senate is kindly requested to approve the proposal.

Prepared by:

Centre for Postgraduate Studies
434th Senate Meeting, 28 April 2017

PROCESS FLOW FOR UPGRADING FROM MASTER (BY RESEARCH ONLY) TO PHD



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