

**CENTRE FOR POSTGRADUATE STUDIES  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**PROCESS FOR UPGRADING FROM  
MASTER (BY RESEARCH ONLY) TO PhD.**

<b>Submission of Application</b>	a.	Application to upgrade the candidacy to the doctoral programme is <b>done within ONE (1) year</b> after the registration of the master' degree (full-time and part- time);
	b.	Obtained <b>strong recommendation</b> from the supervisor and review of Deputy Dean of Postgraduate Office, Centre of Studies based on his / her research;
	c.	Submit a <b>written transfer report of 20 – 40 pages</b> of the work to date (for the purpose to assess whether the students have the potential to go on and successfully complete the PhD);
	d.	Submit the title of the thesis and <b>abstract of 300 words</b> ;
	e.	Have a <b>journal paper accepted</b> for publication and/or presentation at a seminar/conference at national or international level;
	f.	Submit <b>plans for completion</b> and an indication as to why the student believes the work will be of Doctoral standards;
	g.	To present his / her research work in a <b>student defence session</b> organised by the Centre for Studies;
	h.	If the student's application for upgrading to PhD is approved but he/she is <b>unable to perform</b> satisfactorily and subsequently failed to obtain his / her PhD within the prescribed period, he/she will be awarded <b>neither PhD nor Master</b> ; and
	i.	The application can be <b>submitted once only</b> .
<b>Evaluation Panel</b>	a.	Table the application and appointment of the <b>evaluation panel</b> in the Kulliyyah Postgraduate Committee (KPGC);
	b.	The evaluation panel will have to evaluate the student's research work and <b>provide a report</b> during the student's defence session;
	c.	The proposed research project is an <b>expansion of the original master project</b> and has all the <b>merits of a PhD project</b> ;
	d.	The proposed PhD programme would be <b>supervised</b> 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; and
	e.	The outcome of the student defence session shall be vetted in the <b>KPGC</b> , together with the report from the evaluation panel.

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<b>Student Defence Session</b>	a.	Panel to give the <b>overall report</b> ;
	b.	Student to give a <b>summary</b> of his / her research work;
	c.	Student must <b>demonstrate</b> capability to conduct research and work which is of a PhD quality; and The student has a realistic <b>plan and schedule</b> .
<b>Decision of the Panel</b>	a.	Discuss the report of students' defence session on the <b>suitability of research for a PhD</b> programme in the KPGC; and
	b.	Once the application is recommended by the KPGC, the Centre of Studies <b>tables it at the Senate</b> to get the endorsement. The Centre of Studies shall be notified on this matter.
<b>Candidature</b>	a.	If the upgrading is granted, the <b>duration of studies will be recounted</b> from the <b>beginning of the year of studies for master's programme</b> until the normal duration of studies for the <b>PhD programme</b> .  e.g. A full-time student who has done 2 semesters of the Master's programme will be given additional 4 semesters;
	b.	The student's candidature will be changed to PhD <b>effective from the date of the Senate approval</b> and the PhD degrees are made payable. The student must be alerted of his / her <b>funding requirements</b> ; and
	c.	<b>The Centre for Postgraduate Studies</b> will issue the official letter to the student and provide a copy to the Postgraduate Office, Centres of Studies.

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