

**THE THESIS / DISSERTATION PROCESS
(MASTER BY MIXED MODE, MASTER BY RESEARCH MODE AND PH.D)**

No.	Subject	Responsibility	Mode	Action	Duration
1.	Appointment of supervisor	Students	B C, PhD	<ul style="list-style-type: none"> ➤ Students prepare a research proposal for the appointment of supervisor 	<ul style="list-style-type: none"> ➤ Fulfill 9 credit hours with at least a PASS grade (B) ➤ During application for admission
		Faculty	B, C, PhD	Submit the proposed name of the supervisor and the research title to IGS (Mod C, PhD during JPS meeting of admission) together with the comments from the appointed reviewers by the faculty. <i>(refer to Appendix 1)</i>	<ul style="list-style-type: none"> ➤ 2 weeks before JPS meeting
		IPS	B, C, PhD	<ul style="list-style-type: none"> ➤ Completed suggestions of supervisor appointment will be presented at JPS for verification and later at the Senate meeting for approval. 	<ul style="list-style-type: none"> ➤ 2 weeks before JPS meeting <p>* Proposals received later than the stipulated time period will NOT be brought to the JPS</p>
2.	Revise research topic	Students	B, C, PhD	<ul style="list-style-type: none"> ➤ Any research topic that has requested by the JPS to be improved revised by the student and supervisor. ➤ New research topics must be notified to the faculty 	<ul style="list-style-type: none"> ➤ After JPS meeting
		Faculty	B, C, PhD	<ul style="list-style-type: none"> ➤ IGS must be informed by the faculty if there is an improvised research title 	<ul style="list-style-type: none"> ➤ After being notified by the student
		IGS	B, C, PhD	<ul style="list-style-type: none"> ➤ If there is a refined research topic and be notified by the Faculty, the IGS will change the research topic in the record and the IMS system 	<ul style="list-style-type: none"> ➤ After being notified by the faculty

3.	Dissertation Registration Code	Students	B C, PhD	<ul style="list-style-type: none"> ➤ Registration for dissertation ➤ Registration for thesis (Refer to Appendix II for dissertation/thesis code as suggested by the Faculty) 	<ul style="list-style-type: none"> ➤ Fulfill 18 credit hours with a minimum PASS (B) grade ➤ First semester
		Faculty	B C, PhD	<ul style="list-style-type: none"> ➤ Check for dissertation/thesis code error during registration 	<ul style="list-style-type: none"> ➤ Fulfill 18 credit hours with a minimum PASS (B) grade ➤ First semester
		IGS	B, C, PhD	<ul style="list-style-type: none"> ➤ Check the registration code with the students when issuing registration slip 	<ul style="list-style-type: none"> ➤ Registration slip issued period ➤ First semester
4.	Writing Research Proposal	Students	B, C, PhD	<ul style="list-style-type: none"> ➤ Students write a research proposal with the guidance of the Supervisor 	
		Faculty	B, C, PhD	<ul style="list-style-type: none"> ➤ Faculty monitors students and supervisor to ensure there will be no drop out in preparing research proposals. ➤ Faculty is required to take action if students face any problems in their proposal preparation. This has to be reported in the progress report at the end of the semester. 	<ul style="list-style-type: none"> ➤ Throughout the semester
		IPS	B, C, PhD	<ul style="list-style-type: none"> ➤ The IGS will issue a warning letter to the students if progress report is not satisfactory. 	<ul style="list-style-type: none"> ➤ After receiving the progress report from the Faculty.

5.	Submission of research proposal presentation form	Students	B, C, PhD	<ul style="list-style-type: none"> ➤ Fill out the research proposal submission form ➤ Submit four (4) copies of the proposal in the form of 'soft cover' to the faculty after obtaining the consent of the supervisor ➤ Discuss with the supervisor to set the date of the presentation. This is subject to the decision of the Faculty 	<ul style="list-style-type: none"> ➤ At least one month before the actual date of the research proposal presentation
		Faculty	B, C, PhD	<ul style="list-style-type: none"> ➤ Receive completed forms from students ➤ Submit a copy to the IGS 	<ul style="list-style-type: none"> ➤ No later than two days after received the forms from student
		IPS	B, C, PhD	<ul style="list-style-type: none"> ➤ Copies are for the purpose of monitoring progress and safe keeping at the IGS 	<ul style="list-style-type: none"> ➤ Throughout the year
6.	Presentation of Research Proposal	Students	B, C, PhD	<ul style="list-style-type: none"> ➤ The Faculty determines the date & time of the research proposal presentation ➤ Receive an official letter from the faculty related to the date, time and place of the proposal presentation. ➤ Inform the Faculty if requires any form of technical facilities and assistance during the presentation of the research proposal 	<ul style="list-style-type: none"> ➤ At least three (3) days before the presentation of research proposal
		Faculty	B, C, PhD	<ul style="list-style-type: none"> ➤ Issue a formal appointment memos and invitations relating to the presentation of research proposal (date, time and place of the presentation will be held) to: <i>(format as an attachment)</i> <ul style="list-style-type: none"> - Chairman - Panel of Reviewers - Student's Supervisor - Student (official letter) ➤ Provide technical facilities for students during the proposal presentation. ➤ Provide refreshments 	<ul style="list-style-type: none"> ➤ At least a week before the proposal presentation to be conducted

7.	Results of the Research Proposal Presentation	Students	B, C, PhD	<ul style="list-style-type: none"> ➤ Student will be informed of their research proposal results ➤ Receive a confirmation letter of presentation and approval of research proposal from the faculty to begin research <i>(format as an attachment)</i> ➤ Begin research 	<ul style="list-style-type: none"> ➤ During the final segment of the presentation session
		Faculty	B, C, PhD	<ul style="list-style-type: none"> ➤ Result of the research proposal presentation is verified in JPS faculty meeting and the faculty meeting ➤ Submit a copy of presentation and approval letter of research proposal and approval to begin research to IGS. 	<ul style="list-style-type: none"> ➤ A week after faculty meeting
		IPS	B, C, PhD	<ul style="list-style-type: none"> ➤ Copy of research proposal presentation confirmation letter is kept for safekeeping purposes. 	
8.	Graduate Study Progress Report (GSPR) / Research Progress Report	Students	B, C, PhD	<ul style="list-style-type: none"> ➤ Sent GSPR to faculty 	<ul style="list-style-type: none"> ➤ At week 13th of semester <p>* Note: Failure to submit GSPR in two consecutive semesters can cause the student status to be "Failed"</p>
		Faculty	B, C, PhD	<ul style="list-style-type: none"> ➤ Ensure GSPR was filled completely ➤ sent a copy of GSPR to IGS 	
		IGS	B, C, PhD	<ul style="list-style-type: none"> ➤ receive and record student's GSPR 	

9.	Dissertation Submission Notice	Students	B, C, PhD	<p>Send the notice for dissertation/thesis submission of a dissertation to the IGS consisting of:</p> <ul style="list-style-type: none"> - abstract (Malay and English) - dissertation content - paid dissertation examination fees <p>➤ Submit a copy of the submission of dissertation/thesis notice to the Faculty</p>	➤ Three months before the expected delivery date of Early Dissertation
		Faculty	B	<p>➤ Provides the proposed names of appointment of internal examiners to IGS for JPS confirmation purposes and senate approval.</p>	<p>➤ At least two weeks before JPS meeting</p> <p>* Proposals received later than the prescribed time period will NOT be brought to the JPS and have to wait for the next JPS to be held two (2) months later</p>
			C, PhD	<p>➤ Provides the proposed names of appointment of internal and external examiners to IGS for JPS confirmation purposes and senate approval (one external examiner as a standby replacement should anything happen to either one of the examiners appointed).</p> <p>Submit proposed names of examiners along with their CV's to IGS (<i>format as an attachment</i>)</p>	
IGS	B, C, PhD	<p>➤ To ensure that the proposed name of the examiner with a complete CV is received from the faculty to be brought to the JPS and approval of Senate</p>	➤ At least two weeks before JPS meeting		
10.	Early Dissertation Submission	Students		<p>➤ Student sent Early Dissertation in soft- cover and tape- bind format consisting of:</p> <p>(6) copies - Mixed Mode / Research Mode</p> <p>(7) copies - PhD</p>	➤ Within three (3) months after the date of submission of the notice of submission of dissertation
		Faculty	B, C, PhD	➤ Monitor student progress	➤ All the time
		IGS	B, C, PhD	<p>➤ submit the dissertation/thesis to examiner for examination</p> <p>➤ ensure all examiner reports are received</p>	➤ 1 month – Master and PhD

11.	Fixing the date, time and place of Dissertation Examiners Committee Meeting (Viva Voce)	Students	B, C, PhD	<ul style="list-style-type: none"> ➤ Receive information for viva voce session 	<ul style="list-style-type: none"> ➤ At least before Viva Voce session
		Faculty	B, C, PhD	<ul style="list-style-type: none"> ➤ Confirm date with IGS for the viva voce meeting to be held 	
		IGS	B, C, PhD	<ul style="list-style-type: none"> ➤ Setting the date of the Dissertation Examination Committee Meeting : <ul style="list-style-type: none"> - Deputy Vice- Chancellor for (PhD) - Dean of Faculty - External examiners (Mod C, PhD) - Internal examiners - Supervisor (invitation) ➤ Manage invitation and prepare file and documents for viva voce meeting. 	<ul style="list-style-type: none"> ➤ At least two (2) weeks before the viva voce to be held
12.	Dissertation Examiners Committee Meeting	Students	B, C, PhD	<ul style="list-style-type: none"> ➤ Students are called upon to make presentations ➤ inform the results of viva voce 	<ul style="list-style-type: none"> ➤ 15 -20 minutes will be given for presentation ➤ On the last segment of viva voce
		Faculty	B, C, PhD	<ul style="list-style-type: none"> ➤ Monitor students progress further 	
		IGS	B, C, PhD	<ul style="list-style-type: none"> ➤ Issue a formal letter and notes of meeting to students based on the results issued by the Dissertation Examiners Committee. 	<ul style="list-style-type: none"> ➤ At least two (2) weeks after the student's Viva Voce

13.	Dissertation correction	Students	B, C, PhD	<ul style="list-style-type: none"> ➤ Make corrections within the period given by the Dissertation/Thesis Examination Committee Meeting 	<ul style="list-style-type: none"> ➤ In accordance with the results of the meeting
		Faculty	B, C, PhD	<ul style="list-style-type: none"> ➤ Receive a dissertation that has been fully corrected and check for verification and approval from supervisor and the Dean of the Faculty. ➤ Submit a verification form and dissertations that have been fully amended to the IGS 	
		IGS	B, C, PhD	<ul style="list-style-type: none"> ➤ To bring dissertation correction to the JPS for the purpose of verification and the Senate for approval 	
14.	Senate confirmation	Students	B, C, PhD	<ul style="list-style-type: none"> ➤ Receive information verification and approval of the dissertation binding from IGS 	
		Faculty	B, C, PhD	<ul style="list-style-type: none"> ➤ Monitor students to submit a bound dissertation within the time specified 	
		IGS	B, C, PhD	<ul style="list-style-type: none"> ➤ Issued letter of approval to bind after the Senate approval has been obtained ➤ Ensure students who have submitted their final dissertation along with CD's are listed as students who are eligible to graduate 	<ul style="list-style-type: none"> ➤ At least two (2) weeks after the Senate.