Content	DESCRIPTOR INDICATORS ACCORDING TO LEVEL OF STUDY			
	Doctor of Philosophy	**Masters by Research**	**Masters by Research & Coursework**	**Masters by Coursework**
Number of words	Between 80,000 to 100,000 words (subject to the approval of the faculty postgraduate committees (JPS), supervisors and experts of field). [Senate-171 No. 10/2018]	Between 50,000 to 60,000 words (subject to the approval of the faculty postgraduate committees (JPS), Supervisors and experts of field). [Senate-171 No. 10/2018]	Between 20,000 to 40,000 words (subject to the approval of the faculty postgraduate committees (JPS), supervisors and experts of field). [Senate-171 No. 10/2018]	Between 10,000 to 20,000 words (subject to the approval of the faculty postgraduate committees (JPS), supervisors and experts of field). [Senate-171 No. 10/2018]
Examiners	• International (if necessary)/ external – one examiner • External – one examiner • Internal – one examiner Note: Any field that requires expertise without academic qualification can be appointed. (Refer to the Examiners Appointment Guidelines for Dissertation/Thesis of Graduate Studies Programme)	• external – one examiner • Internal – one examiner Note: Any field that requires expertise without academic qualification can be appointed. (Refer to the Examiners Appointment Guidelines for Dissertation/Thesis of Graduate Studies Programme)	• Internal – two examiners Note: Any field that requires expertise without academic qualification can be appointed. (Refer to the Examiners Appointment Guidelines for Dissertation/Thesis of Graduate Studies Programme)	• Internal – two examiners (one supervisor and one internal examiner)
Course	Students are required to register at least one research methods course throughout the study and meet the requirements of the audit course. Students can also be asked to register for specific courses based on the faculty's suggestion and fulfil the requirements of the audit course.	Students are required to register at least one research methods course throughout the study and meet the requirements of the audit course. Students can also be asked to register for specific courses based on the faculty's suggestion and fulfil the requirements of the audit course.	Students are required to register the courses according to the requirements of the component offered.	Students are required to register the courses according to the requirements of the component offered.

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Credit value of thesis/dissertation/Project paper	80 credits	40 credits	20 credits	8 credits
Proposal Defend	- Two internal evaluators according to the field and methodology. - One of the evaluators is proposed to be appointed as the internal examiner for the thesis.	- Two internal evaluators according to the field and methodology. - One of the evaluators is proposed to be appointed as the internal examiner for the thesis.	- Two internal evaluators according to the field and methodology. - One of the evaluators is proposed to be appointed as the internal examiner for the thesis.	None
Proposal requirements	- Three chapters including the related research instruments. - The pilot study needs to be conducted on the instruments used.	- Three chapters including the related research instruments. - The pilot study is encouraged to be conducted on the research instruments used.	Three chapters including the related research instruments.	According to respective supervisors.
Chapter 1: INTRODUCTION 1.1 Introduction 1.2 Background of study 1.3 Problem statement 1.4 Research objectives 1.5 Research questions* 1.6 Research hypothesis* 1.7 Theoretical framework* 1.8 Conceptual framework 1.9 Definition of terms 1.10 Limitation of study 1.11 Significance of study	The entire problem statement, research questions, rationales for the research and research gap are stated clearly, logically and relevant. Note 1.5 Research question if necessary. 1.6 The hypothesis of the study should be included if the study conducted involves the hypothesis testing. 1.7 Theoretical framework should be included if the study is based on certain theories as discussed in Chapter 2 Literature Review. 1.9 The definition of terms should include the conceptual and operational definitions.		The entire problem statement, research questions, rational for the research and research gap are stated clearly, logically and relevant. Note: 1.6 The hypothesis of the study should be included if the study conducted involves the hypothesis testing. 1.7 Theoretical framework should be included if the study is based on certain theories as discussed in Chapter 2 Literature Review.	

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1.12 Summary	1.10 The limitations of the study include the scope and limitations of the study.		1.9 The definition of terms should include the conceptual and operational definitions.	
Chapter 2: LITERATURE REVIEW	• 20% from the total number of pages in the thesis. • The minimum number of reference is 100 (according to respective fields). • Review of recent past studies, the evidence of research gap, evaluation of theory, model and suggestion of new knowledge. • Literature review must at least include the following elements: i. Research sample ii. Methodology iii. Research Findings (Subject to the research area)	• 20% from the total number of pages in the thesis. • The minimum number of reference is 60 (according to respective fields). • Review of recent past studies, the evidence of research gap, evaluation of theory and model. • Literature review must at least include the following elements: i. Research sample ii. Methodology iii. Research Findings (Subject to the research area)	• 15% from the total number of pages in the thesis. • The minimum number of reference is 40. • Analysis and synthesis of the recent past studies, the evidence of research gap and comparison of theories.	• 15% from the total number of pages in the thesis. • The minimum number of reference is 20. • Analysis of the recent past studies, justification of theories.
Types of references	• References consist of journal articles (60%), books, electronic articles (example: E-book, websites and others), thesis, magazines, newspapers, government/institutional reports, encyclopaedia, proceedings and other academic materials (40%). • Materials that cannot be proven to be authentic or materials from own opinion such as blogs, Wikipedia, online forums and others are not certified. • Reference should be at least the last 5 years (unless references are main references in the field of study)			
Writing methods	• This chapter should be written critically and not just reporting previous studies. • Topics studied should be focused and structured in chronological order or by themes. • Writing must be cohesive (discourse marker) and coherent (continuity). • Identify research patterns and relationships among previous studies. • Adhere to the APA format of referencing.			

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Chapter 3 : METHODOLOGY (QUANTITATIVE) 3.1 Introduction 3.2 Research design * 3.3 Population and Samples * 3.4 Instrument 3.5 Pilot study * 3.5.1 Validity 3.5.2 Reliability 3.6 Data collection procedures 3.7 Data Analysis Method * 3.8 Summary	Discuss the following matters explicitly and in line with the research objectives. * Note : 3.2 Research Design i. Survey (ex post Facto/correlation) – Limitations and achievements involve 3 or more variables including independent variables, dependent variables and mediator. ii. Experimental (according to field) – The limitations and achievement involve 3 or more of the variable (example: achievements, perceptions, attitudes, motivation, leadership and others) and 2 or more factors (e.g. gender, methods, income and others) iii. Research Design that is appropriate to the field. 3.3 Method of research sampling (population/sample/sampling)	Discuss the following matters explicitly and in line with the research objectives. * Note : 3.2 Research Design i. Survey (ex post Facto/correlation) – Limitations and achievements involve 2 or more variables including independent variables and dependent variables. ii. Experimental (according to field) – The limitations and achievement involve 3 or more of the variable (example: achievements, perceptions, attitudes, motivation, leadership and others) and experimental groups and control groups. iii. Research Design that is appropriate to the field. 3.3 Method of research sampling (population/sample/sampling) i. Survey – Proposed population should at least	1. Introduction to the methodology chapter – Explanation of the sections to be discussed in this chapter. 2. Adequate explanation on the quantitative design used and the rationales of selecting the method. 3. Adequate explanation information on sampling methods/techniques used (convenience sampling, random sampling, purposive sampling, snowball sampling and others) and the justifications. 4. Adequate explanation on the data collection methods and types of data collected. 5. Adequate discussion on the data analysis procedures and types of analysis used. 6. Adequate discussion on the validity and reliability of	1. Introduction to the methodology chapter – Explanation of the sections to be discussed in this chapter. 2. General explanation on the quantitative design used and the rationales of selecting the method. 3. General description on the sampling method/ technique used and the justifications. 4. General explanation on the data collection method and the types of data collected. 5. General explanation on the data analysis procedures and types of quantitative analysis used. 6. General discussion on

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	i. Survey – Proposed population should at least involve one state (depending on requirement of the research). Sample size is recommended based on the guidelines by Krejcie & Morgan, Cohen or G Power. The appropriate sampling technique based on types of data analysis can be used. ii. Experimental – Sample selection should be compatible with the experimental design used. 3.5 Develop or adapt instruments and conduct a pilot study to test the validity and reliability of instruments. 3.7 Data Analysis Method i. Inference ➢ Multivariate Analysis ➢ Univariate analysis	involve one state (depending on requirement of the research). Sample size is recommended based on the guidelines by Krejcie & Morgan, Cohen or G Power. The appropriate sampling technique based on types of data analysis can be used. ii. Experimental – Sample selection should be compatible with the experimental design used. 3.5 Adapt instruments and conduct a pilot study to test the validity and reliability of instruments. 3.7 Data Analysis Method i. Inference ➢ Analysis Multivariate ➢ Univariate analysis	the instrument. 7. Summary – Summarize the discussion of the chapter clearly.	the validity and reliability of the instrument. 7. Summary – Summarize the discussion of the chapter clearly.

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	Doctor of Philosophy	**Masters by Research**	**Masters by Research & Coursework**	**Masters by Coursework**
Chapter 3: METHODOLOGY (QUALITATIVE) 3.1 Introduction 3.2 Qualitative research design 3.3 Population and sample 3.4 Data collection Methods 3.5 Data analysis method 3.6 Validity and reliability 3.7 Ethical issues 3.8 Summary	1. Introduction to the methodology chapter – Explanation of the sections to be discussed in this chapter. 2. Comprehensive discussion about philosophy, ontology, epistemology, which is the basis for the selected research methodology. 3. Comprehensive explanation on the qualitative research design (ethnography, phenomenology, grounded theory, action research, case studies and others) selected and the rationales of selecting the method. 4. Comprehensive explanation on the sampling methods/ techniques (purposive sampling, snow ball/chain sampling, extreme/deviant case sampling, homogeneous sampling, maximum variation sampling, convenience sampling, opportunistic sampling and others); sampling selection criteria and its	1. Introduction to the methodology chapter – Explanation of the sections to be discussed in this chapter. 2. Comprehensive explanation on the qualitative research design (ethnography, phenomenology, grounded theory, action research, case studies and others) selected and the rationales of selecting the method. 3. Comprehensive explanation on the sampling methods/ techniques (purposive sampling, snow ball/chain sampling, extreme/deviant case sampling, homogeneous sampling, maximum variation sampling, convenience sampling, opportunistic sampling and others) 4. Comprehensive explanation on the data collection methods and the types of data collected (methods – observations, interviews, focus group discussion, document analysis	1. Introduction to the methodology chapter – Explanation of the sections to be discussed in this chapter. 2. Adequate explanation on the design of qualitative research used and the rational of selecting the method. 3. Adequate explanation of the sampling method/technique used (purposive sampling, snow ball/chain sampling, extreme/deviant case sampling, homogeneous sampling, maximum variation sampling, convenience sampling, opportunistic sampling etc.) and its justifications. 4. Adequate discussion about the data collection methods and the types of data collected. 5. Adequate discussion about the data analysis procedures and the types of analysis used.	1. Introduction to the methodology chapter – Explanation of the sections to be discussed in this chapter. 2. General explanation about the qualitative research design selected and the rationales of selecting the method. 3. General explanation about the sampling method/ technique used and its justification. 4. General explanation about the data collection method and the types of data collected. 5. General explanation about the data analysis procedures and the types of qualitative analysis used. 6. General discussion about the procedures of obtaining validity and

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	justifications. 5. Comprehensive explanation on the data collection methods and the types of data collected (methods – observations, interviews, focus group discussion, document analysis and others; types – structured text, unstructured text, audio recording, video recordings and others). 6. Steps and procedures of data analysis (deductive approach, inductive approach); types of qualitative analysis used (content analysis, narrative analysis, discourse analysis, framework analysis, grounded theory) are explained comprehensively. The use of qualitative data software is encouraged (Atlas ti, Max QDA, QSR N6, QSR Nvivo and others) used in managing data. 7. Procedures to obtain the validity and reliability are discussed comprehensively; a clear and detailed explanation on how the issues of quality in	and others; types – structured text, unstructured text, audio recording, video recordings and others). 5. Procedures of data analysis (deductive approach, inductive approach); types of qualitative analysis used (content analysis, narrative analysis, discourse analysis, framework analysis, grounded theory) are explained in detailed. The use of qualitative data software is encouraged (Atlas ti, Max QDA, QSR N6, QSR Nvivo and others) to be used in managing data. 6. A detailed discussion of how quality issues in the qualitative study are addressed (credibility/internal validity, transferability/external validity, dependability/reliability, conformability/objectivity). 7. Detailed discussion on ethical issues in the qualitative research and the role of the researcher in dealing with it (power relations/relationship, researcher Access/exit,	6. Adequate discussion on the procedure in obtaining the validity and reliability. 7. Adequate discussion about some main ethical issues in the research. 8. Summary – Summarize the discussion of the chapter clearly	reliability. 7. General discussions about certain ethical issues in the research. 8. Summary – Summarize the discussion of the chapter clearly.

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	qualitative research are addressed (credibility/internal validity, transferability/external validity, dependability/reliability, conformability/objectivity). 8. Comprehensive discussion on ethical issues in the qualitative research and the role of the researcher in dealing with it (power relations/relationship, researcher Access/exit, information given to participants, participants right of withdrawal, safety, privacy and anonymity, informed obtaining, insider/outsider issues, complaint procedure, data collection, analysis data, storage data, protection data, feedback, reporting and others). 9. Summary – Summarize the discussion of this chapter clearly	information given to participants, participants right of withdrawal, safety, privacy and anonymity, informed obtaining, insider/outsider issues, complaint procedure, data collection, analysis data, storage data, protection data, feedback, reporting and others). 8. Summary – Summarize the discussion of the chapter clearly.		

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Chapter 4: RESEARCH FINDINGS (QUANTITATIVE) 4.1 Introduction 4.2 Background of the respondents 4.3 Descriptive statistics 4.4 Inference statistics (if hypothesis testing is involved) 4.5 Summary	• Data analysis should be accurate and in line with the research methodology. • Research findings explain all the research questions. • Research findings report must be complete and accurate. • Research findings are presented in forms of tables or diagrams based on the latest APA format.			
Chapter 4: RESEARCH FINDINGS (QUALITATIVE) 4.1 Introduction 4.2 Background of the respondents 4.3 Hypothesis Testing 4.4 Results of data analysis 4.5 Summary	1. Data analysis should be aligned with the method used. 2. Explain how the data is organized. 3. Comprehensive explanation on the specific methods of data analysis (examples: narrative analysis, conversation analysis). 4. Analyse the data manually or using QDA software (examples: Nvivo, Atlas-ti). 5. Provide background/ demographic information about the respondents.	1. Data analysis should be aligned with the method used. 2. Explain how the data is organized. 3. Detailed and systematic explanation on specific methods of data analysis (examples: narrative analysis, conversation analysis). 4. Analyse the data manually or using QDA software (examples: Nvivo, Atlas-ti). 5. Provide background/ demographic information about the respondents.	1. Data analysis should be aligned with the method used. 2. Explain how the data is organized. 3. Adequate explanation on specific methods of data analysis (examples: narrative analysis, conversation analysis) 4. Analyse the data manually or using QDA software (examples: Nvivo, Atlas-ti). 5. Provide background/ demographic	1. Data analysis should be aligned with the method used. 2. Explain how the data is organized. 3. General explanation on specific methods of data analysis (examples: narrative analysis, conversation analysis) 4. Analyse the data manually or using QDA software (examples: Nvivo, Atlas-ti).

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	6. Identify the themes/categories/ processes that appear from the data in a logical manner. 7. Clear discussion about the categories (textural). 8. Translate the data clearly (structural) 9. Link the generated categories/ variables (example: Variables in the model developed) 10. Describe the data in a form of matrix, flowchart or diagram, model, schedule and others.	6. Identify the themes/ categories/ processes that appear from the data in a logical manner. 7. Clear discussion about the categories (textural). 8. Translate the data clearly (structural) 9. Link the generated categories/ variables (example: Variables in the model developed) 10. Describe the data in a form of matrix, flowchart or diagram, model, schedule and others.	information about the respondents. 6. Identify logically the themes/categories that appear from the data or are generated from the research questions. 7. Adequate discussion about the categories (textural). 8. Link the generated categories/variables (example: Variables in the model developed) 9. Provide evidence (example: quotations) to support the themes.	5. Provide background /demographic information about the respondents. 6. Identify the selected statements from the data that fulfil the research questions (note: themes are generated prior to the research questions) 7. Explain generally the categories (textural) 8. Provide evidence (example: quotations) to support the themes.
Chapter 5: DISCUSSIONS AND CONCLUSIONS 5.1 Introduction 5.2 Discussion 5.3 Research Implications* 5.4 Future research* 5.5 Conclusion*	5.1 Comprehensive discussion and fulfil all the research objectives and relate to the knowledge/ theory/model/previous studies 5.2 Provide new contribution (novelty) in field studied (Examples: theory/field of knowledge/practice.	5.1 Comprehensive discussion and fulfil all the research objectives and relate to the knowledge/ theory/model 5.2 Provide new contribution (in terms of theory, methodology, practical and others) in the field of research.	5.1 Discussion fulfils all the research objectives and is linked mainly to the previous studies. 5.3 Implications of the research are related to parties and knowledge/theory/Method. These aspects should be discussed comprehensively. 5.4 Suggest relevant future research. 5.5 The conclusion describes clearly the summary of the whole	

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	5.3 Suggest relevant future research. 5.4 Describe clearly the summary of the thesis.	5.3 Suggest relevant future research. . 5.4 Describe clearly the summary of the thesis.	thesis.	
Accuracy and suitability of the language used	Use good level of academic language.			
Clear writing and consistent writing format	The writing style is consistent as specified in the format and is free from spelling and grammatical errors.			
A consistent format of reference list	A consistent format of reference list according to the current APA format.			
Abstract	• Written in two languages. • A complete abstract consisting of the 5 elements: purpose/objectives, research methodology, research findings, conclusions and implications of the research. • Free from spelling and grammatical errors. • Written in not more than 300 words. • For a quantitative study, the findings with certain values (such as the validity value, reliability value, frequency values, or any other values obtained) can be stated if required according to the suitability of the research.			