



**MAIN SERVICE  
POSTGRADUATE**

**OFFICE OF THE DEPUTY VICE CHANCELLOR  
(ACADEMIC & INTERNATIONAL)**

**POSTGRADUATE CANDIDATURE CHECKLIST - BY RESEARCH**

NO.	ACTION	REMARK				
1.	Meet/Contact your advisor as stated in the offer letter or Postgraduate Department at the Faculty/Institute to discuss your study plan and programme requirement.					
2.	<p>For <b>INTERNATIONAL STUDENT</b>, you must:</p> <p>a) Register for <b>Malay Language Communication (LPM2100)</b> during the first semester - except those who have been granted an exception and <b>must get M grade</b>;</p> <p><b>AND</b></p> <p>b) Register and pass <b>Postgraduate Intensive English (PIE) 2</b> within the first two (2) consecutive semesters if your English Proficiency Score is as follows:</p> <ul style="list-style-type: none"> <li>• <b>500-549</b> for the TOEFL Paper-based Test (Academic Version); or</li> <li>• <b>61</b> for TOEFL Internet – based; or</li> <li>• <b>Band 5.5 for IELTS (Academic Training)</b>; or</li> <li>• <b>Level 107 and 108</b> of CIEP at ELS Language Centre; or</li> <li>• <b>Level 108 and 109</b> of Placement Test result at ELS Language Centre; or</li> <li>• <b>Band 3 (160 - 179) for MUET</b>; or</li> <li>• <b>B2 CEFR equivalent test</b></li> </ul> <p><b>Note:</b> Students who fail PIE2 after two attempts shall be suspended [Rule 54 (v) b]. His candidacy shall be reinstated only if he passes PIE2 at the third attempt, otherwise his candidacy shall be terminated.</p>					
3.	<p>Register for <b>Doctoral/Master’s Research EVERY</b> semester until your thesis is submitted for examination. Get advice from your supervisor on the number of research credits (3, 6, 9, or 12) that is appropriate for your workload of the semester. You will not be allowed to submit your research progress report (<i>PU/S/BR04/GS-11</i>) at the end of semester if you fail to register for this course every semester.</p> <table border="1" data-bbox="172 1962 970 2033"> <thead> <tr> <th data-bbox="172 1962 571 1993">Master by research</th> <th data-bbox="571 1962 970 1993">PhD</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 1993 571 2033">SPS5999</td> <td data-bbox="571 1993 970 2033">SPS6999</td> </tr> </tbody> </table>	Master by research	PhD	SPS5999	SPS6999	
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4.	Register for and pass a <b>research methodology</b> course during the first semester.																																															
5.	<p><b>Credit Requirements</b></p> <p>a) Register for courses as advised by your advisor/supervisor before the 2<sup>nd</sup> week of semester.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Master by research</th> <th colspan="2" style="text-align: center;">PhD</th> </tr> </thead> <tbody> <tr> <td colspan="2">Master students are required to complete <b><u>6 credit hours of coursework.</u></b></td> <td colspan="2">PhD students are required to complete <b><u>9 credit hours of coursework.</u></b></td> </tr> <tr> <td style="text-align: center;">Coursework</td> <td style="text-align: center;">No. of Credit</td> <td style="text-align: center;">Coursework</td> <td style="text-align: center;">No. of Credit</td> </tr> <tr> <td style="text-align: center;">Research Methodology</td> <td style="text-align: center;">3</td> <td style="text-align: center;">Research Methodology</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">Elective course</td> <td style="text-align: center;">3</td> <td style="text-align: center;">Elective course</td> <td style="text-align: center;">3</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Elective course</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> <p>b) Register for Doctoral/Master's Research Proposal Seminar no later than the second semester of your study.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Master by research</th> <th style="text-align: center;">PhD</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>SPS5903</b></td> <td style="text-align: center;"><b>SPS6903</b></td> </tr> </tbody> </table> <p>c) Consult the advisor/supervisor to ensure that the "status" [Compulsory (YW), Audit (AU) or Elective (ELF)] and series of your registered courses are correct as this may affect your Cumulative Grade Point Average (CGPA).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: center;">Program</th> <th rowspan="2" style="text-align: center;">No. of Credit</th> <th colspan="3" style="text-align: center;">Course Code</th> </tr> <tr> <th style="text-align: center;">4000 Series</th> <th style="text-align: center;">5000 Series</th> <th style="text-align: center;">6000 Series</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">PhD</td> <td style="text-align: center;">9</td> <td style="text-align: center;">Audit only</td> <td style="text-align: center;">Allowed</td> <td style="text-align: center;">Allowed</td> </tr> <tr> <td style="text-align: center;">Master</td> <td style="text-align: center;">6</td> <td style="text-align: center;">Allowed</td> <td style="text-align: center;">Allowed</td> <td style="text-align: center;">Not Allowed</td> </tr> </tbody> </table>	Master by research		PhD		Master students are required to complete <b><u>6 credit hours of coursework.</u></b>		PhD students are required to complete <b><u>9 credit hours of coursework.</u></b>		Coursework	No. of Credit	Coursework	No. of Credit	Research Methodology	3	Research Methodology	3	Elective course	3	Elective course	3			Elective course	3	Master by research	PhD	<b>SPS5903</b>	<b>SPS6903</b>	Program	No. of Credit	Course Code			4000 Series	5000 Series	6000 Series	PhD	9	Audit only	Allowed	Allowed	Master	6	Allowed	Allowed	Not Allowed	
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6.	<p>Nominate your Supervisory Committee through GS-10a in the student portal within the first semester of study.</p> <p><b>Note:</b> The Supervisory Committee should comprise a chairman and at least two other members for PhD student and one other member for Master student.</p>									
7.	<p>Submit your <b>Research Progress Report (GS-11) EVERY</b> semester through your student portal within the stipulated period. Refer to the <b>current Academic Calendar</b> and <b>Important Dates</b> for the timeline and updates.</p> <p><b>Note:</b> Your study status may be affected if you miss the date for course registration, deferment of semester or any other candidature matters.</p>									
8.	<p>Register for <b>Doctoral/Master's Research Proposal Seminar</b> no later than the second semester of your study.</p> <table border="1" data-bbox="172 1167 967 1240"> <thead> <tr> <th data-bbox="172 1167 571 1198">Master by research</th> <th data-bbox="571 1167 967 1198">PhD</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 1198 571 1240">SPS5903</td> <td data-bbox="571 1198 967 1240">SPS6903</td> </tr> </tbody> </table>	Master by research	PhD	SPS5903	SPS6903					
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9.	<p>Sit for the <b>Comprehensive Examination (CE)</b> after completion of required coursework by the 4<sup>th</sup> semester (for PhD only).</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The CE shall consist of both written and oral examination and you are required to pass both examinations.</li> <li>You are not permitted to take the oral examination until you have passed the written examination.</li> </ul>									
10.	<p>All students in degree programmes by research must have <b>published or accepted journal articles</b> (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:</p> <table border="1" data-bbox="172 1845 967 2045"> <thead> <tr> <th data-bbox="172 1845 316 1944" rowspan="2">Prog.</th> <th colspan="2" data-bbox="316 1845 967 1881">Min. Publication Requirement</th> </tr> <tr> <th data-bbox="316 1881 545 1944">Non-GRF Recipients</th> <th data-bbox="545 1881 967 1944">GRF/iGRF Recipients</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 1944 316 2045">PhD</td> <td data-bbox="316 1944 545 2045">2 journal articles published @</td> <td data-bbox="545 1944 967 2045">GRF 2 journal articles published @ accepted (in CIJ with at least 1</td> </tr> </tbody> </table>	Prog.	Min. Publication Requirement		Non-GRF Recipients	GRF/iGRF Recipients	PhD	2 journal articles published @	GRF 2 journal articles published @ accepted (in CIJ with at least 1	
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	accepted (in CIJ)		in JCR - Q1 or Q2 journal)	
		iGRF	2 journal articles published @ accepted (in JCR - Q1 or Q2 journal)	
Master's	1 journal articles published @ accepted (in CIJ)	GRF	1 journal articles published @ accepted (in JCR)	
<p>Students in the social sciences (registering from Second Semester 2016/2017 onwards) must submit proof of having published journal articles/chapter in book (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:</p>				
<b>Prog.</b>	<b>Non-GRF Recipients</b>	<b>GRF/iGRF Recipients</b>		
<b>PhD</b>	(i) Two journal articles published or accepted in CIJ; or at least (ii) One journal article published or accepted in CIJ and one journal article from any of the categories below: <ul style="list-style-type: none"> <li>• Journal published by the University or scientific publisher or listed in MyJurnal (Malaysian Journal Management System).</li> <li>• Chapter in books published under the publisher list of Thomson Reuters Web of</li> </ul>	(i) One journal article published or accepted in CIJ and one journal article published or accepted in JCR; or (ii) Two journal articles published or accepted in CIJ with a proof of submission for a publication of journal article in JCR with decision (i.e. one of the journal articles that is accepted/ published in CIJ).		



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		Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under MAPIM.	
	<b>Master's</b>	One journal article accepted/published from any of the categories below: <ul style="list-style-type: none"> <li>• Journal listed in CIJ.</li> <li>• Journal published by the University or scientific publisher or listed in MyJurnal (Malaysian Journal Management System).</li> <li>• Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under MAPIM.</li> </ul>	One journal article published or accepted in CIJ.
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• A student who has filed for a patent or copyright (software based) or industrial design or printed circuit board or utility innovation based on research conducted during his candidature is equivalent to one journal article and may apply in writing to the Dean for exemption.</li> <li>• CIJ – Journal in Scopus/ERA/In-cite JCR</li> </ul>			



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11.	<p><b>Notice of Thesis Submission (GS-14a)</b></p> <p>A student must give notice of intention to submit his thesis at least 3 months in advance, accompanied by:</p> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Thesis Abstract</li> </ul> <p>The requirements for notice of thesis submission:</p> <ul style="list-style-type: none"> <li>• study status must be 'Continue';</li> <li>• passed all compulsory courses with a minimum CGPA of 3.00;</li> <li>• appointment of Supervisory Committee;</li> <li>• passed Comprehensive Examination (CE) for PhD programme; and</li> <li>• Settled all outstanding fees.</li> </ul> <p><b>Note:</b> Students are required to submit a hard copy of the GS-14a form to the office of Deputy Dean (Graduate Studies) at the Faculty/School or Deputy Director at the Institute.</p>	
12.	<p><b>Nomination of Examination Committee (GS-14b)</b></p> <ul style="list-style-type: none"> <li>a) Recommendation by the Faculty/Institute</li> <li>b) Review by the JKKPPPTP</li> <li>c) Endorsement by the University Graduate Studies Committee (JKPSU)</li> </ul> <p>Members of Examination Committee:</p> <ul style="list-style-type: none"> <li>a) Chairman</li> <li>b) 2 internal (for PhD)/1 internal (for Master)</li> <li>c) 1 external</li> <li>d) Assistant Chairman</li> </ul> <p>The Examination Committee must fulfil the criteria set forth by the University.</p>	
13.	<p><b>Thesis Submission for Examination (GS-15a)</b></p> <ul style="list-style-type: none"> <li>a) Complete GS-15a form online through student portal.</li> <li>b) Print the form and get endorsement from the Supervisory Committee and the Faculty/Institute.</li> <li>c) Submit the form to SGS, together with 4 copies (for PhD)/3 copies (for Master) of thesis (A4 format) and plagiarism report (i.e. Turnitin).</li> </ul> <p>The student shall submit the thesis only after appointment of the Examination Committee.</p>	



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14.	<p><b>Thesis Examination Process</b></p> <p>The thesis shall be examined based on the quality of the study conducted and the thesis presented for evaluation, and defence of the thesis during the viva voce, both of which the student must pass. The examination usually takes place within 3 months after thesis submission.</p>	
15.	<p><b>Final Examination (Viva Voce)</b></p> <p>The acceptance of thesis may be categorised as follows:</p> <ul style="list-style-type: none"> <li>a) Distinction – 15 days</li> <li>b) Minor – 3 months</li> <li>c) Major – 6 months</li> <li>d) Re-Submit – 2 semesters (with <b>GS-15b form</b>)</li> <li>e) Re-Submit as a Masters – 60 days</li> <li>f) Re-Viva – 60 days</li> <li>g) Reject</li> </ul>	
16.	<p><b>Thesis Submission After Viva (GS-16a)</b></p> <p>Students must submit a GS-16a form within the prescribed time accompanied by:</p> <ul style="list-style-type: none"> <li>a) 1 soft bound copy of thesis (B5 format)</li> <li>b) List of corrections</li> <li>c) 1 copy of thesis abstract</li> <li>d) GS-17 form (particulars for graduation)</li> <li>e) GS-25 form (information for publication)</li> </ul> <ul style="list-style-type: none"> <li>• Students must apply for extension in writing to the Dean of SGS through the Chairman of the Supervisory Committee should they require a longer time.</li> <li>• Failure to submit thesis within the prescribed time, will result in termination of student candidature.</li> <li>• Student must comply with the publication requirements before going through University Graduate Studies Committee (JKPSU) and Senate.</li> </ul>	
17.	<p><b>Submission of Hard Bound Final Thesis (GS-16b)</b></p> <p>Upon endorsement by the Senate, the student shall submit the following to the SGS:</p> <ul style="list-style-type: none"> <li>a) 2 hard bound copies of thesis (for Library and Faculty/Institute)</li> <li>b) copies for each member of Supervisory Committee</li> <li>c) 1 CD of a PDF version of final thesis</li> </ul>	