

GRADUATE SCHOOL	Graduate Degree by ^{TITLE:} Research			
	Guideline Document for Graduate Students by Research			
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GUIDELINE DOCUMENT

FOR

GRADUATE STUDENTS

BY RESEARCH

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LIST OF ABBREVIATIONS

CGS : Coordinator, Graduate School

GRS : Graduate Research Seminar

GS : Graduate School

RO : Registrar's Office

All forms, letters and other documents related to your candidature are available for download at the Graduate School Student Portal (GSSP),

<https://sys.newera.edu.my/gs/studentportal/>

I DUTIES OF THE CANDIDATE

1. Master's Degree by Research

At the end of the programme, graduates must be able to:

- 1.1. Demonstrate mastery of knowledge in the relevant field;
- 1.2. Apply practical skills in the relevant field;
- 1.3. Relate ideas to societal issues in the relevant field;
- 1.4. Conduct research with minimal supervision and adhere to legal, ethical and professional codes of practice;
- 1.5. Demonstrate leadership qualities through communicating and working effectively with peers and stakeholders;
- 1.6. Generate solutions to problems using scientific and critical thinking skills;
and
- 1.7. Manage information for lifelong learning.

2. Doctoral Degree by Research

At the end of the programme, graduates must be able to:

- 2.1. Synthesise knowledge and contribute to original research that broadens the frontier of knowledge in the relevant field;
- 2.2. Adapt practical skills leading to innovative ideas in the relevant field;
- 2.3. Provide expert advice to society in the relevant field;
- 2.4. Conduct research independently and adhere to legal, ethical and professional codes of practice;
- 2.5. Display leadership qualities through communicating and working effectively with peers and stakeholders;
- 2.6. Appraise problems in the relevant field critically using scientific skills; and
- 2.7. Integrate information for lifelong learning.

II GUIDELINES TO PROCEDURES

1. ENROLLMENT

1.1. Application

- 1.1.1. The applicant prepares a preliminary research proposal for submission together with the Application Form (FM-GS-R-APP).
- 1.1.2. The Application Form (FM-GS-R-APP) is to be submitted together with supporting documents and RM200 processing fee (see Application for Admission Checklist, CL-GS-R-APP).
- 1.1.3. Applicants wishing to apply for financial assistance should fill in the relevant section of the Application Form.
- 1.1.4. The Candidate receives the Offer Letter (L-GS-R-OA) and necessary documents by e-mail from CGS (For Malaysian applicants: Registration Checklist, CL-GS-R-REG; Registration Statement, FM-

GS-R-RS; For international applicants: Student Pass and Travel to Malaysia Checklist, CL-GS-R-SPTM; Health Examination Form, FM-GS-R-HE; Registration Checklist, CL-GS-R-REG; Registration Statement, FM-GS-R-RS) or Rejection Letter (L-GS-R-REJ).

- 1.1.5. The successful applicant is to return the Acceptance Slip (and Deferment Slip if candidate wishes to defer admission) to CGS within one week of receipt of the Letter of Offer (L-GS-R- OA).
- 1.1.6. Successful international applicants will have to apply for a Student Pass (see Student Pass and Travel to Malaysia Checklist, CL-GS-R-STPM).

1.2. Registration

A. For Malaysian candidates

- 1.2.1. The candidate receives notification of registration and payment deadline from CGS (L-GS-R-RN).
- 1.2.2. Candidate contacts CGS to provide the date and time of registration.
- 1.2.3. Candidates will be directed to the Registrar's Office for registration and fee payment (see Registration Checklist, CL-GS-R-REG).
- 1.2.4. Candidates will be issued with a Student ID upon fee payment, and with a student card within two weeks of registration.
- 1.2.5. All candidates are to renew registration every semester throughout the duration of study.

B. For International candidates

- 1.2.1. Candidate will be brought to RO for registration and payment by Institute of International Education (IIE) (see Registration Checklist, CL-GS-R-REG).
- 1.2.2. Candidates will be issued with a Student ID upon fee payment and with a student card within two weeks of registration
- 1.2.3. Candidate will be brought for a medical check-up by IIE.
- 1.2.4. Candidates submits passport to IIE for Student Pass applications collects passport upon issues of Student Pass.
- 1.2.5. All candidates are to renew registration every semester throughout the duration of study.

1.3. Other Procedures

1.3.1. Deferment of Admission

- 1.3.2.1. Candidate returns the Deferment Slip to CGS within one week of receipt of the Letter of Offer (L-GS-R-OA).
- 1.3.2.2. Candidate receives the Letter of Approval of Deferment (L-GS-R-ADA) from CGS.

1.3.2. Withdrawal from Semester

- 1.3.3.1. Candidate submits the Application for Withdrawal from Semester (FM-GS-R-WS) to PC for further action after Supervisor approval.

- 1.3.3.2. Candidate receives the Letter of Approval (L-GS-R-AWS) from CGS.
- 1.3.3. Withdrawal from Programme of Study**
 - 1.3.3.1. Candidate submits the Application for Withdrawal from Programme of Study (FM-GS-R-WP) to PC for further action after Supervisor approval.
 - 1.3.3.2. Candidate receives the Letter of Approval (L-GS-R-AWP) from CGS.
- 1.3.4. Re-enrolment / Reactivation of Candidature**
 - 1.3.4.1. Candidate receives a letter from CGS as reminder of his/her approaching candidature expiry date, approximately three months in advance (L-GS-R-RCE).
 - 1.3.4.2. Candidate submits the Re-enrolment/Reactivation Form (FM-GS-R-RRA) to RO.
 - 1.3.4.3. Candidate receives notice of re-activation of candidature from RO (FM-GS-R-RRA).
- 1.3.5. Termination and Appeal**
 - 1.3.5.1. Candidate receives Letter of Termination (L-GS-R-TL), with accompanying Letter of Appeal (L-GS-R-ATL) from CGS.
 - 1.3.5.2. Candidate may submit Letter of Appeal from Termination of Candidature (L-GS-R-ATL) within one (1) week upon termination of candidature to CGS for GSC approval.
 - 1.3.5.3. Candidate receives the outcome of appeal (L-GS-R-ATA; L-GS-R-RTA) from CGS.
- 1.3.6. Extension of Candidature**
 - 1.3.6.1. Candidate submits the Application for Extension of Candidature (FM-GS-R-EC) to PC for further action after Supervisor approval.
 - 1.3.6.2. Candidate receives the letter of outcome (L-GS-R-AEC; L-GS-R-REJ) from CGS.

2. SUPERVISION

2.1. Report to Graduate School

The candidate submits the Candidate Data Form (FM-GS-R-CD) which should be updated when necessary throughout the duration of study.

2.2. Progress Supervision

- 2.2.1. The candidate meets with the Supervisor at least twice a semester, keeps a log of the meetings (FM-GS-R-ML) to be signed by Supervisor, and submits to PC at the end of every semester.
- 2.2.2. Progress report on the candidate should be submitted by the supervisor to the PC at the end of every semester (FM-GS-R-PR).

2.3. Course Requirements

2.3.1. Research Methodology (RM)

- 2.3.2.1. The candidate attends the Research Methodology course conducted by the Graduate School / Department.
- 2.3.2.2. The candidate attends additional courses on the recommendation of the supervisor.

- 2.3.2.3. The candidate receives notification of Confirmation of Attendance for Research Methodology (FM-GS-R-CARM) by CGS.
- 2.3.2. Other Courses**
 - 2.3.2.1. The candidate attends other courses specific to his/her programme of study on the recommendation of the Supervisor.
 - 2.3.2.2. Candidate receives notification of Confirmation of Attendance (FM-GS-R-CAOC) by PC.
- 2.4. Graduate Research Seminar (GRS)**
 - 2.4.1. The candidate attends the GRS organised by the GS.
 - 2.4.2. The PhD candidate makes a presentation to the GRS.
 - 2.4.3. The Candidate receives notification of Confirmation of Attendance (FM-GS-R-CARS) and Confirmation of Presentation Form (FM-GS-R-SP) by CGS.
- 2.5. Thesis Proposal Defence**
 - 2.5.1. One month before notification of the Defence Seminar, the candidate submits the thesis proposal (FM-GS-R-TPD) to Supervisor. The thesis proposal follows the format of the initial proposal (FM-GS-R-RP), but is expanded to 4-5 pages.
 - 2.5.2. Candidate receives the notification of confirmation of POA from PC (L-GS-R-APOA).
 - 2.5.3. Candidate will be notified by PC of Evaluation and Decision of POA within 30 days (FM-GS-R-TPDD).
- 2.6. Work Notification Completion**
 - 2.6.1. The candidate submits the Notification of Work Completion Form (FM-GS-R-WC) as proof that all requirements have been met to PC.
- 2.7. Supervisory Arrangements**
 - 2.7.1. The candidate submits the Change or Addition of Supervisor Form (FM-GS-R-CS) to PC for further action.
 - 2.7.2. The candidate receives the notification of the status of application from CGS (FM-GS-R-CS).

3. THESIS

3.1. Thesis Submission

- 3.1.1. The candidate submits the draft final thesis (FM-GS-R-DFT) and a Notice of Intent to submit Thesis/Dissertation (FM-GS-R-IST) to Supervisor for approval.
- 3.1.2. The candidate receives notification of status of the thesis examination (L-GS-R-TEA; L-GS-R-TER) from CGS after GSC approval.
- 3.1.3. For Master's Examination
 - 3.1.3.1. The candidate submits 5 copies of the self-bound dissertation (FM-GS-R-AS) to PC within three (3) months. If thesis is not submitted within three (3) months, the candidate is sent a reminder and given a further month, after which the Notice of Intent (FM-GS-R-IST) has to be re-submitted.
- 3.1.4. For Doctoral Examination

- 3.1.4.1. The candidate submits 5 copies of the self-bound dissertation (FM-GS-R-AS) to CGS. If thesis is not submitted within three (3) months, the candidate is sent a reminder and given a further month, after which the Notice of Intent (FM-GS-R-IST) has to be re-submitted.

3.2. Thesis Examination

- 3.2.1. For Master's Examination
 - 3.2.1.1. The candidate receives notification of date of Viva Voce from PC (L-GS-R-DVV).
- 3.2.2. For Doctoral Examination
 - 3.2.2.1. The candidate receives the status of Viva Qualification (L-GS-R-VQ) from CGS.

3.3. Viva Voce

- 3.3.1. For Master's Examination
 - 3.3.1.1. The candidate makes a 20-minute presentation and is examined by the POE.
 - 3.3.1.2. The candidate is informed of the assessment outcome by POE.
 - 3.3.1.3. The candidate receives the Conclusion and Recommendation of Viva Voce (L-GS-R-RVV) from PC after endorsement by Faculty and GSC.
- 3.3.2. For Doctoral Examination
 - 3.3.2.1. The candidate makes a 30-minute presentation and is examined by the POE.
 - 3.3.2.2. The candidate is informed of the assessment outcome by POE.
 - 3.3.2.3. The candidate receives the Conclusion and Recommendation of Viva Voce (L-GS-R-RVV) from PC after endorsement by GSC and Senate.
- 3.3.3. If the thesis is not passed, the candidate may be asked to resubmit and the entire examination process shall be repeated, including both a re-examination of the thesis as well as a new viva voce. The candidate may also be given an outright fail and required to withdraw from the programme. This result may be appealed against by the candidate to the Board of Appeals.

3.4. Academic Publication (only for PhD degree)

- 3.4.1. PhD candidates submit Confirmation of Publication Acceptance (FM-GS-R-WC) to PC, for HOD and GSC approval.

4. AWARD AND GRADUATION

- 4.1. A candidate whose thesis is passed and who also passes his or her oral examination or viva voce will have his or her eligibility for the degree award recommended by the Graduate Studies Committee, and approved by the Senate.
- 4.2. The candidate will be issued with an academic transcript.
- 4.3. The candidate completes the School Leaving Process (FM-GS-R-SL) before the convocation ceremony.
- 4.4. Convocation

- 4.4.1. The graduate shall clear any outstanding fees to the University, in the absence of which he/she may be barred from attending the convocation ceremony.
- 4.4.2. Graduates will be informed about convocation details and procedure.