Progress of Study & Research for Postgraduate Programmes by Research in UTAR

Registration
- After receiving offer letter & student bill, candidate pays the bill & reports to faculty/supervisor

Study/Research
- Compulsory modules: Research Methods and/or Directed Reading
- Research – Submits 6-month Research Progress Report via on-line

Proposal Defence
- Master’s candidate: Within 6 months (Full-time); Within 12 months (Part-time)
- PhD candidate: Within 9 months (Full-time); Within 15 months (Part-time)

Research Phase

Submit Intent for WCS
- 4 – 6 weeks before candidate intends to submit Notification of Intent to Submit Thesis/Dissertation

Work Completion Seminar (WCS)
- 3 – 4 weeks after candidate submitted Intent for WCS
Progress of Study for PG Programme – By Research

1. Submits Intent to Submit Thesis/Dissertation
   - Candidate must submit at least 3 months before submission of thesis/dissertation for examination

2. Nominates Internal & External Examiners
   - Internal examiner must be at least a PhD holder;
   - External examiner(s), preferably from overseas, must be at least an Assoc Prof with recent publication in International Journals
     (For PhD thesis, 2 external examiners – one must be a Professor)
   - Recommended by FRDPC & FB
     - Tabled in PSC meeting for recommendation;
     - Must be approved by Senate

3. Approves Thesis/Dissertation Title and Internal & External Examiners
   - Within 3 months from date of submission of Intent to Submit Thesis/Dissertation

Progress of Study for PG Programme - By Research

Examination of Thesis/Dissertation

• 7 – 8 weeks for examiners to mark the thesis and write examiner’s report & recommendation

BoE (Thesis/Dissertation)

• Consider examiner’s reports & recommendations
• Conduct viva-voce
• Make a decision and recommend amendment

Amendment & Submits Revised Thesis/Dissertation

• Candidate takes corrective action based on BoE decision
• Submit revised thesis within given duration

BoE (Graduation)

• Considers confirmation by Supervisor/Internal Examiner on corrective action taken by candidate
• Recommends graduation if candidate fulfilled all requirements

Special Senate Meeting

• Consider Board of Examiners’ recommendations
• Make a decision on award of degree

Updated 08.06.2013 (lohyy)