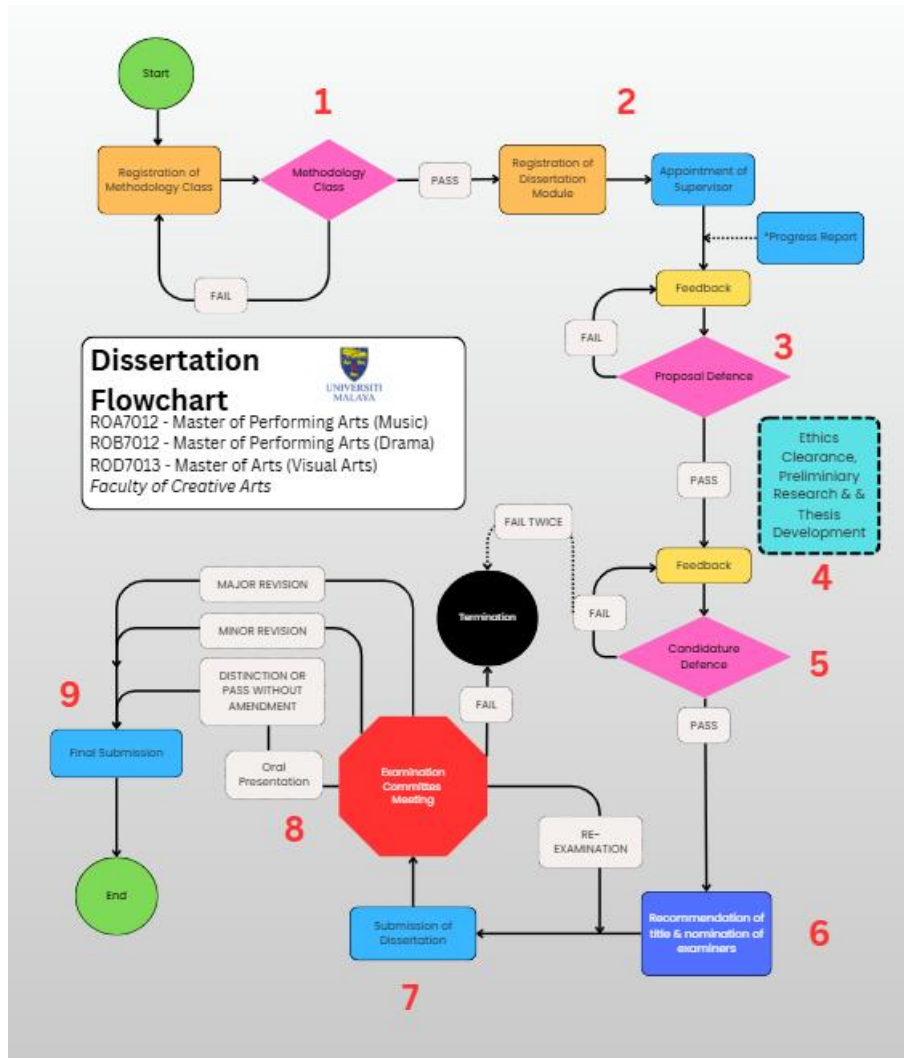


Master Mixed-mode Process Flow



1. Methodology Class (First Semester of Candidature)

All students are required to register for the Methodology Class during the first semester of their candidature. Students are only allowed to register for the Dissertation Module after successfully completing and passing the Methodology Class. It is advisable to discuss with potential supervisor in regards with the research topic and areas of interest during the semester.

2. Appointment of Supervisor and Registration of the Dissertation Module (Second Semester of Candidature onwards)

Students who have registered for the Dissertation Module must complete the supervisor appointment by submitting the Supervisor Appointment Form to the

Program Coordinator for endorsement before submitting to Postgraduate (PG) Office no later than Week 3 of the semester. This will help to avoid any delays in their progress report submission of that semester which typically begins as early as Week 7.

Students are also encouraged to secure the agreement of their prospective supervisor(s) before registering for the Dissertation Module whenever possible. Students who fail to comply with this deadline will be responsible for any consequences arising from the delay.

International students should note that failure to appoint a supervisor within the same semester of registering for the Dissertation Module will affect the renewal of their student visa, as a supervisor is required to complete the mandatory progress report.

3. Proposal Defence:

Students are required to meet with their supervisor(s) regularly to develop and refine their research proposal. The supervisor(s) will assess the student's progress and determine whether the research proposal is of sufficient quality and readiness for the Proposal Defence.

At this stage, students are advised to prepare their UMREC ethical approval application concurrently with the development of their research proposal. However, the application may only be submitted after the student has successfully passed the Proposal Defence (PD). Students are required to submit their UMREC ethical approval application within two weeks of receiving the Proposal Defence result to avoid delays in commencing their data collection.

4. Ethic Clearance, Preliminary Research & Thesis Development

Students are advised to prepare their UMREC ethical approval application concurrently with the development of their research proposal. However, the application will only be submitted after the student has successfully passed the Proposal Defence (PD). Students are required to submit their UMREC ethical approval application within two weeks of receiving the Proposal Defence result to avoid delays in commencing their data collection.

[Please refer to the UMREC Guidelines.](#)

5. Candidature Defence (maximum: 2 attempts):

Students are required to meet with their supervisor(s) regularly to discuss the progress of their research and the analysis of their findings. The supervisor(s) will assess the student's progress and determine whether the thesis has attained the required standard and is ready to be submitted for the Candidature Defence. **A maximum of 2 failed attempts will result in termination from the programme.**

6. Recommendation of Title and Nomination of Examiners

Students are required to meet with their supervisor(s) to discuss the title with the supervisor(s) after successfully passing the Candidature Defence and obtaining the letter of Candidature Defence result. Supervisors are responsible for ensuring that the Title Confirmation and Examiner Appointment Form is duly completed and submitted to the Postgraduate (PG) Office to obtain the approval from the Faculty.

The approval process for the thesis title and the appointment of examiners may take a minimum of two (2) months. Students can only submit their thesis after receiving the Faculty's official approval letter confirming the thesis title.

Students are advised to plan their thesis submission timeline in consultation with their supervisor(s) to avoid unnecessary delays in the thesis submission process.

7. Submission of Dissertation

Students are responsible for being aware of the dissertation submission deadlines for each semester and for ensuring that their dissertation is submitted within the prescribed submission period.

8. Examination Committee or Oral Presentation (Viva Voce) for Evaluation

Following the submission of the thesis for examination, the assessment will either be conducted by the Examination Committee without the student's presence or involve an oral examination (viva voce), which the student will be required to attend.

In accordance with the University's recommendations, an oral examination is not a standard requirement and may only be conducted under the following circumstances:

1. **COMPULSORY:** Where there are concerns or questions regarding the candidate's work from an academic and/or ethical perspective, OR
2. **OPTIONAL:** Where the Examination Committee recommends the dissertation for an Honours Dissertation Award. In such cases, the candidate may choose not to undergo the Viva Voce examination; however, the dissertation will not receive Honours Dissertation Award. This does not affect graduation.

9. Final Thesis Submission

Following the Examination Committee or the oral examination (viva voce) , whichever is applicable, students are required to revise their thesis according to the examination outcome and address all corrections or recommendations made by the examiners. The correction period will depend on the result of the oral examination:

- **Minor Corrections:** Students are given up to **3 months** to complete the required corrections.
- **Major Corrections:** Students are given up to **6 months** to complete the required corrections.

- **Resubmission:** Students are required to undertake substantial revisions to the thesis and resubmit it for re-examination in accordance with the period and requirements stipulated by the University.
- **Failed:** Student will be terminated from the programme and will not receive any certification.

Once all required corrections have been completed and approved by the relevant authority, students must submit the **final corrected thesis** in accordance with the University's final submission requirements. Completion of this process is required before the student can proceed towards graduation.

Important:

1. The University and the Faculty do not guarantee that academic programmes, schedules, or requirements will be adjusted to accommodate individual students' employment or personal commitments.
2. Students are responsible for keeping themselves informed of the latest updates, requirements, and changes issued by the University concerning academic and graduation matters.
3. The University reserves the right to revise or amend academic and graduation requirements, where necessary, to ensure alignment with current academic and educational standards.