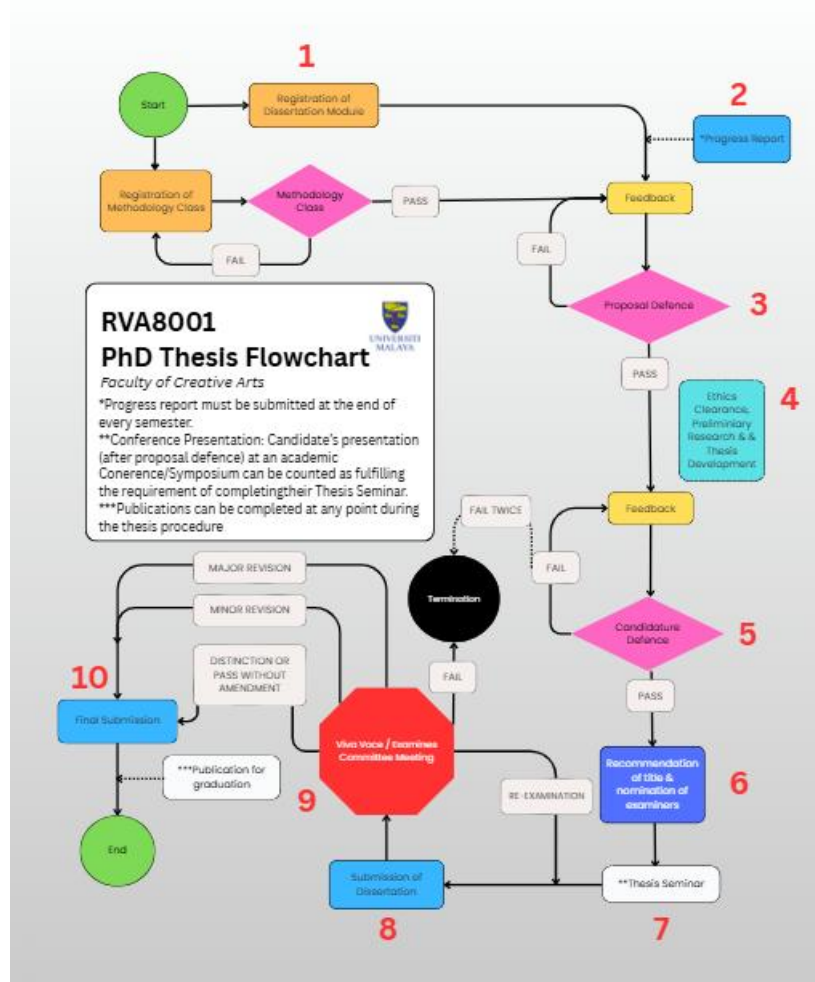


PhD Process Flow



1. Registration of Methodology Class & Dissertation Module (First Semester of Candidature)

All students need to register the Research Methodology Course (RVA8001) and Dissertation Module (RVA8002) during the first semester of their candidature.

2. Progress Report

Students are required to submit a Progress Report every semester according to the timeline announced by the University. Failure to submit the Progress Report within the stipulated period will result in an “Unsatisfactory” progress status for that semester. Failure to submit the Progress Report for two (2) consecutive times will result in a Failed and Terminated (*Gagal Keluar*) from the programme of study, regardless of the candidate's candidature status.

*Important Note for International Students: An “Unsatisfactory” progress status will affect your Student Pass/visa status and renewal.

3. Proposal Defence:

Students are advised to consult their supervisor before proceeding with the Proposal Defence, which will be conducted as early as Week 4 of the first semester of the programme.

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 will take up at least 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. Thesis Seminar

Students are required to complete a Thesis Seminar before submitting their thesis for examination. A research presentation delivered at an academic conference or symposium after the Thesis Title Approval may be recognised as fulfilling the Thesis Seminar requirement. Candidates should consult their supervisor and submit the relevant evidence to the Postgraduate Office for verification.

8. Submission and Examination of Thesis

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

The examination process may take up a minimum of four (4) months from the date of thesis submission before the results are released. The evaluation process may take longer than the estimated timeframe in the event of unforeseen circumstances. Students are advised to remain patient while awaiting the release of their results.

9. Oral Presentation (Viva Voce) for Evaluation

Following the submission of the thesis for examination, the student will be scheduled for a physical / onsite Viva Voce session by the Postgraduate Office. During the session, the student is required to defend the research, respond to the examiners' questions, and demonstrate a clear understanding of the research findings, methodology, contribution, and significance of the study. The outcome of the Viva Voce will determine the subsequent corrections or actions required before the final submission of the thesis.

10. Final Thesis Submission

Following 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 of the thesis within **6 months to 12 months** and resubmit it for re-examination in accordance with the requirements stipulated by the University.
- **Failed:** Students will be downgraded to MPhil.

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.