

GUIDELINES

FOR THE CHANGE OF CANDIDATURE STATUS FROM MASTER BY RESEARCH TO A DOCTORAL PROGRAMME BY RESEARCH



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2025

Version 1

Academic Strategic Planning Department
Jabatan Perancangan Strategik Akademik

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DOCUMENT HISTORY

BIL.	VERSION	AMENDMENTS RECORD	SENATE	TARIKH KUAT KUASA
1.	1	The amendment includes decisions made in accordance with the <i>Kompilasi Dasar Jaminan Kualiti Pendidikan Tinggi</i> , MQA (2009 - 2020), Third Edition (2021), particularly regarding the reduction of the application period for candidates from 15 months to 12 months and the extension of the application period for full-time candidates to 24 months.	27.02.2025	One day after Senate approval date

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1. INTRODUCTION

The guidelines for change of candidature status from the Master by research to a Doctoral program by research are for the purpose of standardizing implementation at the Responsibility Centre (RC). These guidelines also contain the format of the report and evaluation of the conversion of candidature status from the Master programme to the Doctoral programme by research.

2. TERMS AND REQUIREMENTS FOR CHANGE OF CANDIDATURE STATUS FROM A MASTER PROGRAMME BY RESEARCH TO A DOCTORAL PROGRAMME BY RESEARCH

- (1) A Master by research candidate may be considered for a change in candidature status to a Doctoral by research programme, subject to the following conditions:
 - (a) application for the change of candidature status must be made within the period of:
 - (i) one (1) year for full-time candidates; and
 - (ii) two (2) years for part-time candidates;from the start date of his Master programme of study registration.
 - (b) Candidates have passed the Research Methodology course;
 - (c) submit a written request to the Dean of the Faculty containing report from the Supervisor and the Head of Department together with the supporting documents using the form as in **Appendix 1**;
 - (d) submit one (1) research report not exceeding 6,000 words regarding:
 - (i) introduction and scope of research;
 - (ii) research objectives;
 - (iii) research methodology;
 - (iv) research plans leading to the Doctoral programme.
 - (e) submit the outcome throughout the Master programme of study:
 - (i) a seminar presentation at the university, national or international level; and
 - (ii) a research outcome accepted for publication based on the University's decision,

OR

 - (iii) a patent application pending approval (patent pending) or approved and a seminar presentation at the university, national or international level.
- (2) A candidate has to present his research outcome in a seminar in front of a panel of assessors comprising of two (2) experts from within and outside the University in the field concerned as determined by the RC.

- (3) The candidature term of the Master degree is taken into account in the duration of the Doctorate programme by research.
- (4) A candidate who has been approved for a change in candidature status is required to register for the Doctoral programme by research not later than the second week of the following semester.
- (5) A candidate approved for change in candidature status do not need to retake the Research Methodology course at the Doctoral by research programme level.
- (6) A candidate approved for a change in candidature status must meet the graduation requirements including the publication requirements of the Doctoral by research programme.

3. APPLICATION PROCESS

- (1) Full-time candidates must submit the application form as in **Appendix 1** to the Supervisor.
- (2) One (1) Panel of Assessors appointed by the RC shall evaluate the application of a candidate for the conversion of the candidature status.
- (3) The appointed panel shall make an assessment on the two (2) aspects:
 - (a) research report for conversion of status, and
 - (b) seminar presentation for the conversion of candidature.

The evaluation format for the research report and the seminar presentation for the conversion of the candidature status are as shown in **Appendix 2**.

- (4) A full-time candidate must present the research outcome before the Panel of Assessors within one month from the date of application for the change in candidature status which fulfils the conditions in subsection 2(1)(a) - (e) received from the candidate.
- (5) The RC shall submit the evaluation report of the Panel of Assessors (**Appendix 2**) for consideration and approval of the RC and Senate meeting.
- (6) A candidate who has got an approval of change in candidature status by the Senate will need to register as a candidate for the Doctoral by research programme in the subsequent semester.

4. CONCLUSION

These guidelines are provided as a reference for academic staff and the RC's Administrators for the process of converting the candidature status from the Master by research programme to the Doctoral by research programme. It aims to ensure quality and alignment of processes in each RC. These guidelines should be read in conjunction with the University of Malaya (Doctoral Degree) Rules and Regulations (latest version) and the University of Malaya (Master Degree) Rules and Regulations (latest version).

The Graduate on Time schedule for a candidate whose change of candidature status from the Master by research programme to a Doctoral by research programme has been approved is as shown in **Appendix 3**.

These Guidelines are subject to amendments from time to time.

APPENDIX 1

APPLICATION FORM FOR CHANGE OF NOMINATION STATUS FROM MASTER PROGRAM BY RESEARCH TO PHD PROGRAM BY RESEARCH

PART A: TO BE FILLED BY CANDIDATE

Name:		
Registration No.:		
Program:		
Department/Faculty:		
Date of Registration:		
Signature:		Date:

CANDIDATE IS REQUIRED TO ATTACH THE FOLLOWING SUPPORTING DOCUMENTS:

No.	Item
1	A copy of result of Research Methodology course
2	A research report of not more than 6,000 words, which contains: (1) Introduction and scope of research, (2) Research objectives (3) Research methods (4) Research plan which leads to Doctoral level ('Gantt Chart' research).
3	A copy of relevant research results as below: (1) one seminar presentation at the University, national or international level; and (2) one research outcome accepted for publication by the University <div>OR</div> (3) a patent application that is pending or has been approved and a seminar presentation at the university, national or international level.

***Note:**

Candidate is required to submit a complete form to the supervisor.

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PART B: SUPERVISOR'S (PLEASE TICK (✓) WHERE APPLICABLE)

1. SUPERVISOR'S CONFIRMATION

I hereby confirm the following:

(1) The information provided by the candidate is complete and true.	() Yes	() No
(2) The candidate's progress report is satisfactory.	() Yes	() No
If unsatisfactory, please state the reason:		

2. SUPERVISOR'S RECOMMENDATION

Recommendation of candidate application for change of candidature from a Master program by research to a Doctoral program by research.

Supervisor 1 (Name)	() Supported	() Not supported	Signature:
If the application is not supported, please state the justification:			Date:
Supervisor 2 (Name)	() Supported	() Not supported	Signature:
If the application is not supported, please state the justification:			Date:
Supervisor 3 (Name)	() Supported	() Not supported	Signature:
If the application is not supported, please state the justification:			Date:

*Notes:

1. Additional reports can be attached (if necessary)
2. Supervisors must submit the completed form to the Head of Department or Deputy Dean (Postgraduate) [whichever applicable].

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PART C: HEAD OF DEPARTMENT (IF APPLICABLE)

Notes:	<input type="checkbox"/> Candidate meets all the requirements and application is supported. <input type="checkbox"/> Application is not supported.	
Name:	Signature:	Date:

(Please tick (✓) where applicable)

PART D: FOR DEPUTY DEAN (POSTGRADUATE) OFFICE USE

Remarks:	<input type="checkbox"/> Application accepted <input type="checkbox"/> Application rejected
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(Please tick (✓) where applicable)

Name:	Signature:	Date:
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APPENDIX 2

ASSESSMENT FORM FOR RESEARCH REPORT AND SEMINAR FOR THE CHANGE OF CANDIDATURE STATUS FROM A MASTER PROGRAMME BY RESEARCH TO A DOCTORAL PROGRAMME BY RESEARCH

Note to Panel of Assessors: Please fill in your assessment and submit the form to the seminar secretariat at the end of the meeting.

CANDIDATE'S INFORMATION (provided by the secretariat)

Name : _____
Programme : _____
Research Field : _____
Change of Candidature Status : _____
Seminar Date : _____

PART A: ASSESSMENT OF DOCUMENTATION

1. Assessment of Documentation (Please use attachment if necessary)

(1) Statement on the introduction and scope of research

(2) Level of Progress of Current Work (at Master Level)

(a) Achievement of Research Objective

(b) Outcome (have achieved at least 80% of the Research Objective of the Master programme work).

- (3) Research Methodology (consideration should be given to the research techniques carried out and to the extent of the scope of work involved in terms of external work, laboratory work, interviews, library research and to evidence of the amount of data collected).

- (4) Research Plans leading to the Doctoral level of research (consideration should be given to the clarity and readiness of the candidate to expand ongoing research). A clear research Gantt Chart needs to be included.

2. Research production throughout the Master programme (if applicable):

- (1) A research outcome accepted for publication and a seminar presentation at University

- (2) A patent application pending approval (patent pending) or approved and a seminar presentation at university, national or international level.

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PART B: PRESENTATION ASSESSMENT (completed during candidature status conversion seminar)

1. Candidate's Presentation

- (1) The candidate is able to defend how the research conducted can be extended to the level of a Doctoral programme by research.

- (2) Communication skills (the candidate is able to provide feedback on all issues raised)

- (3) The candidate has the potential to conduct the level of research for a doctoral degree by research mode.

2. Overall Comment:

3. Recommendation

(Please tick '✓' the appropriate box)

- ☐ The candidate has met the requirements to be allowed to change his or her candidature to the Doctor of Philosophy programme.
- ☐ The candidate does not meet the requirements for a change in the candidature status and should remain in the Master degree programme.

Assessor's Name : _____

Signature : _____

Date : _____

APPENDIX 3

**Graduate on Time Schedule
Major Administrative and Regulatory Milestones for Conversion from Master
by Research to Doctoral by Research**

Sem.	Activities	Output/Milestone
1#	Register for Research Methodology Course and other courses as in SPI*	<ul style="list-style-type: none"> Complete Research Methodology course Fulfil language requirements
	Attend <i>Bahasa Melayu</i> course**	
	Attend English language course***	
	Conduct Literature Review	
	Preparation for Proposal Defence	
2	Attend Upskill program by Faculty - familiarization with use of reference management software, Turnitin, editing software, data analysis and research tools	<ul style="list-style-type: none"> Literature Review Thesis Plan/Outline of Thesis
	Extend Introduction section in proposal as Chapter 1 draft	
	Complete Literature Review	
	Conduct pilot study/ planning & setting up of experiment/ start data collection	
	Present Proposal Defence	
3@	Attend upskill program by Faculty	<ul style="list-style-type: none"> Submission of first publication+
	Investigation and development of the proposed solutions	
	Data analysis	
	Preparation of manuscripts for submission of Publication	
	Report Writing for Conversion Seminar	
4	Present Conversion Seminar	<ul style="list-style-type: none"> Submission of second publication+ Complete drafts of three chapters
	Attend upskill program by Faculty	
	Experimentation and/or data analysis	
	Thesis write-up (Chapter 1 - 3)	
	Preparation for Candidature Defence	
5	Preparation of manuscripts for submission of Publication	<ul style="list-style-type: none"> Complete thesis draft
	Attend upskill program by Faculty	
	Complete thesis write-up for remaining chapters	
	Present Candidature Defence	
6	Submit notice to Supervisor for thesis submission	<ul style="list-style-type: none"> Submission of thesis Complete <i>viva voce</i>
	Preparation for Thesis Seminar	
	Present Thesis Seminar	
	Finalize and submit thesis	
	Preparation for <i>viva voce</i>	

Notes:

- # Candidate is registered for a Master programme by Research
- * SPI refers to Structure of Programme of Study and is applicable to Mixed Mode, Coursework and Clinical candidates.
- ** Applicable to all international candidates.
- *** Applicable to international candidates who are writing their theses in languages other than English.
- @ Candidate shall register's for Doctoral by Research programme in the subsequent semester after Senate's approval. Candidates unsuccessful in conversion seminar shall continue with the Master programme.
- + Refer to publication requirement by programme of study (Science and non-Science).



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