

GUIDELINES

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



2025

Version 1

Academic Strategic Planning Department
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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.