IAS Academic Programme Briefing

Dr Adibi M. Nor
MPhil/PhD Programme Coordinator
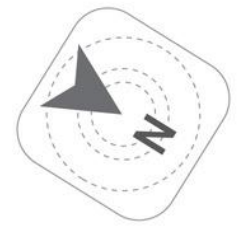
Universiti Malaya Campus Map

UNIVERSITY OF MALAYA

CAMPUS MAP

Total area: 373.12 ha

JALAN ELMU GATE
SEC 16 GATE
PJ GATE
KL GATE
DAMANSARA GATE

UNIVERSITY ROAD
PANTAI BARU ROAD
SPRINT HIGHWAY
SUSUR DAMANSARA

PERSIARAN ELMU
PERSIARAN BERNAS
LENGKOK CENDEKIA
PERSIARAN AKAL
LINGKUNGAN BUDI
LINGKARAN WAWASAN
PERSIARAN GAGASAN

- Tadika UM
- Economics & Administration
- Education
- Arts & Social Sciences
- Business & Accountancy
- Centre for Civilisational Dialogue
- UM Specialist Centre
- Museum of Asian Art
- Main Library
- Geology
- 3rd College
- 4th College
- 7th College
- Languages & Linguistics
- Science
- ICT Services (PTM)
- Engineering
- Kompleks Perdanasiswa/ ISC
- UM LAKE
- Museum of Zoology
- Malay Studies
- 8th College
- 10th College
- Bulit Environment
- 2nd College
- Computer Science & Information Technology
- Dewan Tunku Canselor (DTC)
- High Impact Research (HIR)
- Dentistry
- Medical
- 6th College
- Examination Building
- Security Office/ Cultural Centre
- RIMBA ILMU (Botanical Garden) **Total area: 40 ha**
- ROTU Training Site
- Chancellery
- Islamic Studies
- 1st College
- UM Press
- Rimba Ilmu
- UM Sports Ground
- Centre for Foundation Science (PASUM)
- Law
- UM Arena
- Ambang Asuhan Jepun
- Kong-Zi
- 5th College
- Sports Centre
- Graduate Studies
- Swimming Pool
- **UM Medical Centre**
- Research Management & Innovation Complex
- Asia-Europe
- 12th College
- 11th College
- Reserve Office Training Unit (ROTU)
- Department of Development and Asset Maintenance (JPPHB)

Legend

CHANCELLERY ZONE	
RIMBA ILMU ZONE	
LIBRARY ZONE	
●	FACULTY/ INSTITUTE/ CENTRE
●	RESIDENTIAL COLLEGES
●	FACILITIES/ ADMINISTRATION

Academic Programmes (Research)

Doctor of Philosophy (PhD)

The goal of Doctor of Philosophy (PhD) programme is to produce scholars who can lead the development and dissemination of knowledge as leader in research and teaching as well as services for the society.

Master of Philosophy (MPhil)

The goal of Master of Philosophy (MPhil) is to produce highly educated and skilled graduates in their own research fields, as well as engaging in scientific activities to generate new knowledge and application that fulfill the needs of an informed society.

PhD Programme

The PhD journey:

A journey of a thousand miles must begin with a single step
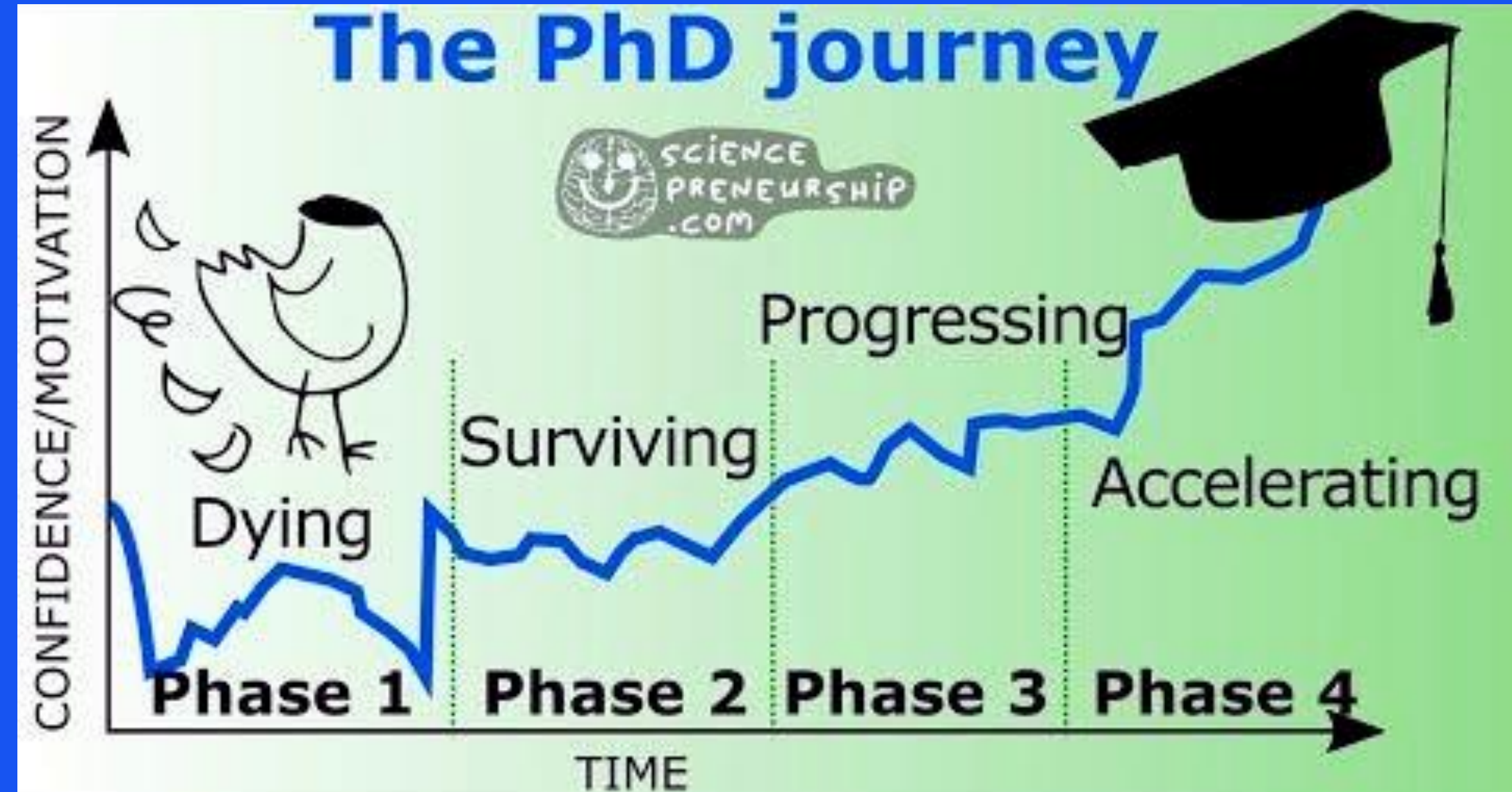
It's a battle and a journey, hell you're at war!

The Iceberg Illusion

Success is an iceberg

SUCCESS!

WHAT PEOPLE SEE

WHAT PEOPLE DON'T SEE

Persistence

Failure

FAIL

Sacrifice

THINGS I HAVE TO GIVE UP
1.
2.
3.

Disappointment

Dedication

GOAL

Hard work

Discipline

How to win the battle?

GRADUATE ON TIME (GOT)
Doctoral Candidates

MILESTONE 1
- ✓ Research Methodology

MILESTONE 2
- ✓ Proposal Defense

MILESTONE 3
- ✓ Publication #1 (Submission)

MILESTONE 4
- ✓ Research Objective 1

MILESTONE 5
- ✓ Confirmation Defence (FT)
- ✓ Publication #2 (Submission)

MILESTONE 6
- ✓ Research Objective 2
- ✓ Candidature Defense

MILESTONE 7
- ✓ Research Objective 3
- ✓ Publication #3 (Submission)

MILESTONE 8
- Thesis Seminar

MILESTONE 9
- ✓ Thesis Submission
- ✓ Viva voce

MILESTONE 10
- Thesis corrections Final submission

REGISTER

| SEPT | DEC | FEB | MAY | SEPT | DEC | FEB | MAY | SEPT | DEC | FEB | MAY | SEPT | DEC |

Sem 1   Sem 2   Sem 3   Sem 4   Sem 5   Sem 6   Sem 7

2023/2024   **2025/2026**   **2027/2028**   **2029/2030**

Doctor of Philosophy (PhD)

General Information

The Doctor of Philosophy (PhD) is the highest degree awarded by the University.
It requires the conduct of an original research project, writing and defense of a thesis.

Duration of Study:
Minimum: 4 Semesters
Maximum: 12 Semesters

Graduate on Time (GOT):
7 Semesters or 42 Months

Proof of Acceptance of Publication (TWO):
ISI, Scorpus, ESCI

Pass HVX8001:
Not later than 2nd Semester

PhD Candidature Requirements

1 Research Methodology Course <u>Not Later Than</u> 2nd Semester of Candidature

2 Bahasa Malaysia Course* <u>Not Later Than</u> 2nd Semester of Candidature
Applicable for International Candidates

3 Proposal Defence (PD) <u>Not Later Than</u> 2nd Semester of Candidature

4 PhD Confirmation Defence (CD) <u>Not Later Than</u> 3rd Semester of Candidature
Applicable for Fast Track Candidates

5 Candidature Defence (CD) <u>Not Later Than</u> 5th Semester of Candidature

6 Thesis Seminar <u>Before</u> the Submission of the Thesis for Examination

Proof of Acceptance for Publication (Science / Soc. Science)

Application for Proposal / Confirmation / Candidature Defence

All applications must be submitted to Deputy Dean's office before 15th of the month*

*Applications received after the stipulated date will be carried forward to the following month

STEP 1

CANDIDATE / SUPERVISOR

1. The Candidate submits a softcopy of the report* (PDF/Word format) via email.
2. The Supervisor nominates two assessors (postdoc or RO is not allowed) with complete details (name, faculty and email).

*refer to IAS website for the format of PD/CD report

STEP 2

DEPUTY DEAN OFFICE

1. The DD's Office will send an invitation email to panel members two weeks before the online presentation.
2. Once the panel members have agreed on the suggested date, Google Meet link will be sent to the panel members, supervisors and candidate.

STEP 3

SEMINAR & RESULT ANNOUNCEMENT

1. Seminar will be conducted online using Google Meet platform (unless a physical presentation is requested by the panel members or supervisors).
2. The DD's Office will send the result of presentation to the candidate and supervisors after the seminar presentation.

Prepared By Deputy Dean's Office, INSTITUTE FOR ADVANCED STUDIES
Email: tdekan_ias@um.edu.my

Application for Thesis Seminar Presentation (PhD Candidate)

{OR}

OPTION 1

CONFERENCE PRESENTATION

1. The candidate has presented (orally) research findings at local/international conference **(within 6 months before thesis submission).**
2. The candidate provides the proof of conference presentation (certificate of presentation / appreciation, etc.) to DD's office.

OPTION 2

THESIS SEMINAR PRESENTATION

1. Supervisor nominates a Chairperson (senior lecturer and above) and ONE assessor (postdoc or RO is NOT allowed).
2. Supervisor(s) will arrange candidate's thesis seminar with the panel members at their convenient time.
3. Supervisor(s) send the thesis seminar evaluation form together with the attendance list conducted by the candidate to Deputy Dean's office.

Thesis Seminar Confirmation

DEPUTY DEAN OFFICE

1. The DD's Office will send a confirmation letter of thesis seminar to the candidate and supervisors.

PhD Programme Structure

Year	Semester 1	Semester 2
Year 1	HVX8001 Advanced Research Methodology *Bahasa Melayu / Bahasa Malaysia Course HVX8002 Thesis	HVX8002 Thesis Proposal Defence
Year 2	HVX8002 Thesis	HVX8002 Thesis Candidature Defence
Year 3	HVX8002 Thesis	HVX8002 Thesis Thesis Seminar

*Applicable for International Candidate only.

MPhil Programme

MPHIL CANDIDATURE REQUIREMENT

PROOF OF ACCEPTANCE FOR PUBLICATIONS (ONE)
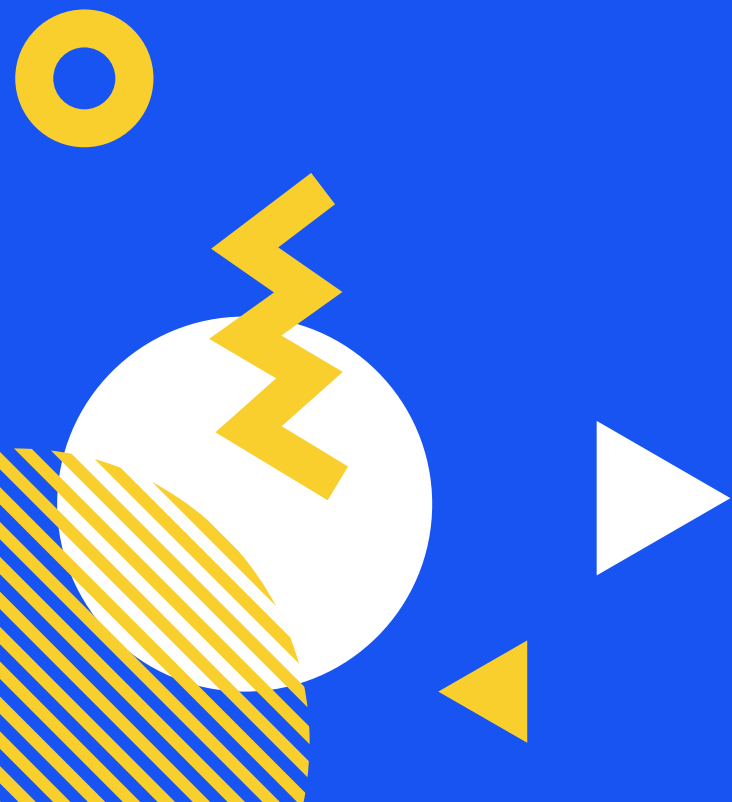
Research Methodology Course

Not Later than 2nd Semester of Candidature

Bahasa Malayu Course

Not Later than 2nd Semester of Candidature

Applicable to International Students

Proposal Defence (PD)

Not Later than 2nd Semester of Candidature

Candidature Defence (CD)

Not Later than 3rd Semester of Candidature

GRADUATE ON TIME (GOT)

Master Candidates

MILESTONE 1
- ✓ Research Methodology

MILESTONE 2
- ✓ Proposal Defense

MILESTONE 3
- ✓ Research Objective 1
- ✓ Publication #1
- ✓ **(Submission)**

MILESTONE 4
- ✓ Research Objective 2
- ✓ Candidature Defense

MILESTONE 5
- ✓ Writing up
- ✓ Dissertation Submission

MILESTONE 6
- ✓ Viva voce

MILESTONE 6
- ✓ Final Submission

REGISTER

| SEPT | DEC | FEB | MAY | SEPT | DEC | FEB | MAY |

Sem 1   **Sem 2**   **Sem 3**   **Sem 4**

2023/2024   **2025/2026**

Application for Proposal / Confirmation / Candidature Defence

All applications must be submitted to Deputy Dean's office before 15ᵗʰ of the month*

*Applications received after the stipulated date will be carried forward to the following month

STEP 1

CANDIDATE / SUPERVISOR

1. The Candidate submits a softcopy of the report* (PDF/Word format) via email.
2. The Supervisor nominates two assessors (postdoc or RO is not allowed) with complete details (name, faculty and email).

*refer to IAS website for the format of PD/CD report

STEP 2

DEPUTY DEAN OFFICE

1. The DD's Office will send an invitation email to panel members two weeks before the online presentation.
2. Once the panel members have agreed on the suggested date, Google Meet link will be sent to the panel members, supervisors and candidate.

STEP 3

SEMINAR & RESULT ANNOUNCEMENT

1. Seminar will be conducted online using Google Meet platform (unless a physical presentation is requested by the panel members or supervisors).
2. The DD's Office will send the result of presentation to the candidate and supervisors after the seminar presentation.

MPhil - General Information

Duration of Study

Minimum: 2 Semesters
Maximum: 8 Semesters

Graduate on Time

4 Semesters or 24 Months

**Proof of Acceptance
for Publication (ONE)**

ISI, Scopus, ESCI

HMX7001 Research Methodology

MPhil Student

Within first year of candidature
i.e. 1st or 2nd semester

Evaluation & Weightage

100% Continuous Assessment

Lecturer

Lecturers with different expertise
and relevant knowledge

Requirement

Pass with at least B and above

MPhil to PhD Conversion

Candidacy Status Conversion

Candidates for a Master of Philosophy (MPhil) programme by full-time research may be considered for the conversion of their candidacy status to a Doctor of Philosophy (PhD) programme by full-time research subject to the following conditions:

(a) The application period for change of candidacy status is between twelve (12) to fifteen (15) months from the date of commencement of registration of the MPhil program of study;

(b) Submit a written application to the Supervisor using the form as in Appendix 1;

(c) Submit one (1) research report not exceeding 6,000 words on:
(i) Introduction and scope of research;
(ii) Research objectives;
(iii) Research methods;
(iv) Research plans to lead to the PhD programmes stage.

(d) Submit research results during the study period of the MPhil programme, namely:
(i) one journal paper accepted for publication and one seminar presentation at the university, national or international level; OR

MPhil to PhD Conversion - Cont...

(ii) a patent application that is pending or has been approved and a seminar presentation at the university, national or international level;

(2) A full -time candidate must present his research results in one (1) seminar in front of a panel of evaluators consisting of two (2) experts from within or outside the University in related fields as determined by PTj.

(3) The period of nomination for the MPhil programme is taken into account in the period of study of the PhD programme by research.

(4) A full-time candidate who is approved for a change of candidacy status is required to register for a PhD programme by research not later than the second lecture week of the following semester.

(5) A full-time candidate who is approved for a change of candidacy status do not need to take the Advanced Research Methodology course at the PhD programme level.

(6) A full-time candidate who is approved for a change of candidacy status shall meet the requirements of the graduation requirements including the publication requirements for the PhD programme by research.

Academic Policies

https://umsitsguide.um.edu.my/

Renewal of Candidature (Registration)

Any candidate who fails to register continuously for a duration of two (2) semesters with the University ceases to be a student and the student's name will be dropped from the register of students of the University.

Failing out and Termination of Candidature

- Failing the candidature defence 2 times
- Non-satisfactory progress report 2 semesters in a row
- Failing the dissertation/thesis
- Failure to complete the programme requirements within the maximum time frame

Plagiarism

The University views plagiarism as a serious offence. Hence, in an effort to ensure the quality and originality of research and publication, students are expected to adhere to the rules and guideline in the Handbook on how to avoid plagiarism. The University encourages all written work to be screened for plagiarism using the Turnitin software. Depending on the extent of plagiarism, students found guilty of this academic misconduct will be subjected to disciplinary action which ranges from a warning to expulsion from the University. All UM students have a Turnitin account through the UM Library account.

The plagiarism policy is clearly stated in the UMGSB Research Project Handbook. Plagiarism is a serious academic offence that is defined as being liars, insecure, dishonest and disrespectful in research practice. Plagiarism occurs when the idea of another person is taken without reference to its source.

To avoid plagiarism, Final Report submitted by the student for the purposes of examination shall NOT exceed 25% of the total similarity index as provided by Turnitin. The supervisor should verify and endorse the Turnitin report to be submitted together with the Final Report for examination.

In case plagiarism is detected in a Research Project sent for examination to the assessor, Special Committee will be setup to investigate and hearings will be conducted to decide on the disciplinary action to be taken against the student. Disciplinary action could range from minimum (repeat the Research Project with a new topic) to maximum (termination of the student from the Master's degree). Should second offence is detected, the student will be terminated automatically from the Master's degree programme.

Seminar Presentation Guidelines (MPhil & PhD)

The conduct of a candidature seminar refers to the periodic monitoring process of a candidate's research progress (for example, through progress reports or presentation of research proposals) to evaluate knowledge, critical thinking, practical, technical, professional, scientific, and problem-solving skills. The candidate's evaluation process is through a Panel of Assessors appointed by the Responsibility Centre (RC).

The candidature seminar consists of the following:
(a) Proposal Defence
(b) Confirmation Defence
(c) Candidature Defence
(d) Thesis Seminar

The Head of the RC is responsible for ensuring that this procedure is followed during the conduct of the candidature seminar.

Anyone involved in the conduct of the candidature seminar must adhere to this procedure.

WORD LENGTH

The Institute for Advanced Studies's Board of meeting on 4 June 2021 has been approved the word length for a submission for examination is shown in the Table below:

PhD Thesis	Master by Research	Master by Mixed Mode	Master by Coursework
Min: 40,000 Max: 100,000	Min: 24,000 Max: 60,000	Min: 16,000 Max: 40,000	Min: 12,000 Max: 30,000

The word length of words excludes footnotes, references, appendices, tables, figures and prefaces.

Submission

Other related documents:

https://ias.um.edu.my/downloadable-form -> Thesis Submission / Examination
1. Thesis Submission Form
2. Final Thesis Submission Form
3. Thesis or Dissertation Correction Report Form
4. Repository Form
5. APA Guidelines (UM Library)
6. IAS Declaration Form 2020 List of Publication MPhil Accepted
7. IAS Declaration Form 2020 List Publication PhD Accepted
8. Guidelines for Publication in Fulfilment of Graduation Requirement for Postgraduate Candidates

Supervision Policy of Postgraduate Candidates at the Universiti Malaya Online Portal

A more convenient online process

Go to > https://ias.um.edu.my/

Choose > https://ias.um.edu.my/downloadable-form

Click > Application of Appointment / Change for Supervisor / Consultant

Must sign the Supervisor-Supervisee Undertaking of Responsibilites Form

Student's Responsibilities

TIMEFRAME
Work effectively toward completion of the degree in a timely manner

ACADEMICS
Complete the program with all requirements fulfilled

INTEGRITY & ETHICS
Highest integrity and maintain ethical standards in all aspects of the student's work

FAMILIARIZE WITH UM'S RULES & REGULATIONS

CHECK YOUR UMMAIL REGULARLY

UPDATES
ANNOUNCEMENTS
EVENTS

@siswa.um.edu.my
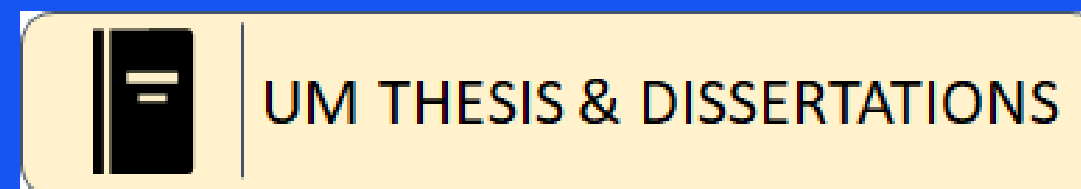
@siswa365.um.edu.my

IAS | UM
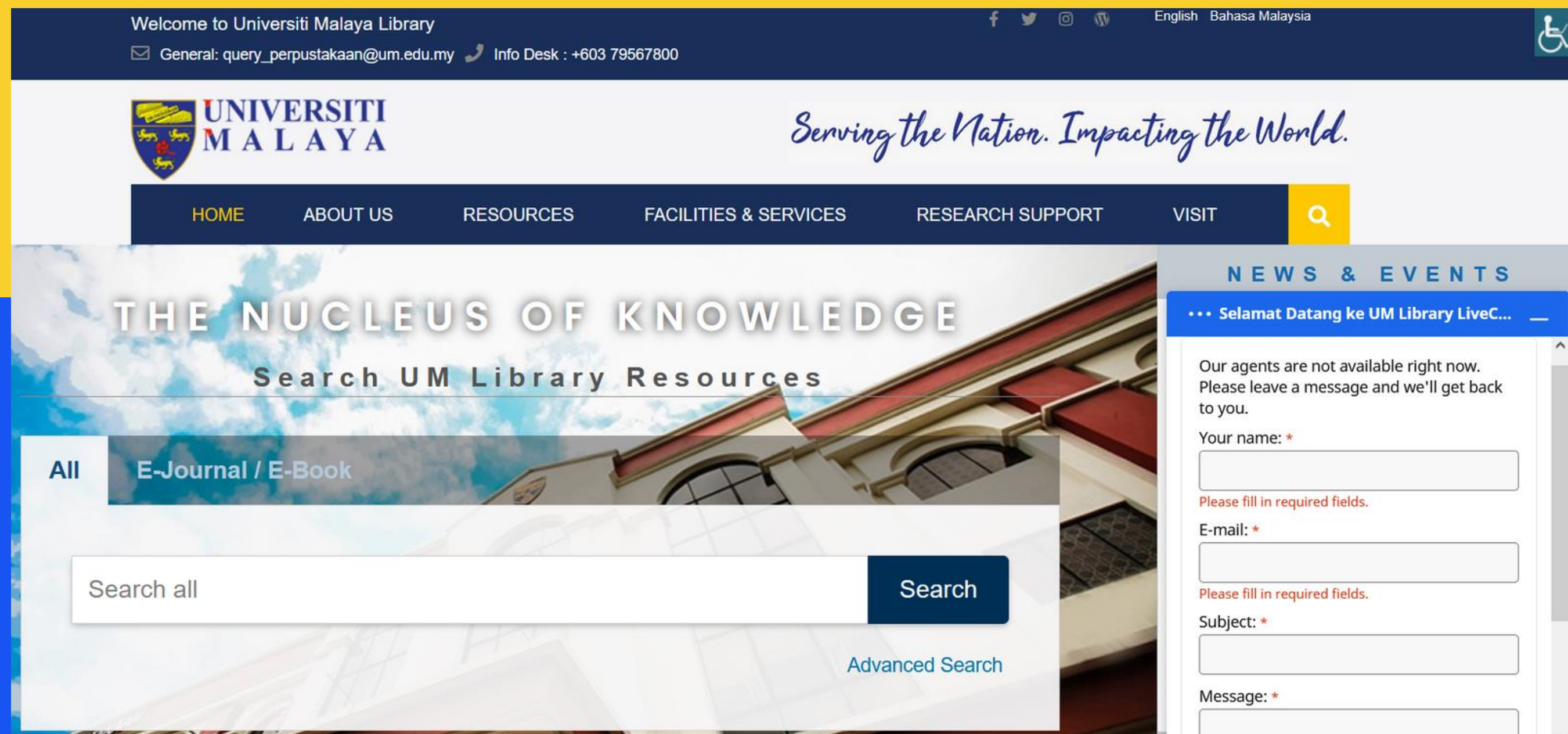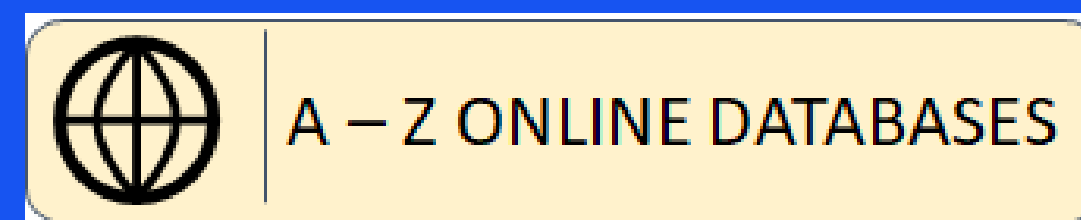
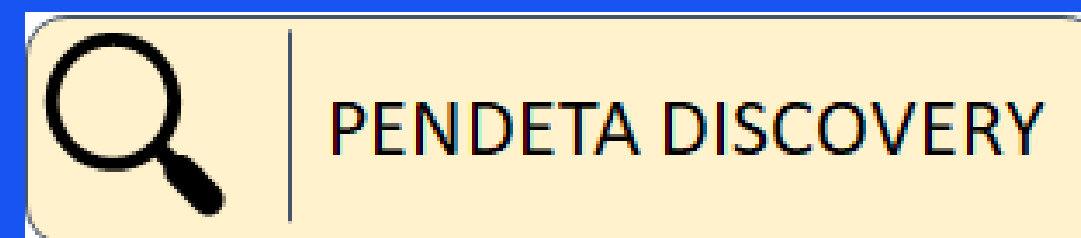# LIBRARY FACILITY

Online databases:

Emerald, ProQuest, ABI Info, Science Direct, Elsevier, Ebsco Host etc.

Statistical software:

SPSS, AMOS and E-View

Physical and digital library:

Books, journals, conference proceedings, audio-video, microform, theses and dissertations

PENDETA DISCOVERY

A – Z ONLINE DATABASES

UM THESIS & DISSERTATIONS

IAS | UM

Thank you!

Contact me!

Dr Adibi

MPhil/PhD Programme
Coordinator

**Phone No.
(Office)**

03-7967 4426

**Phone No.
(Mobile)**

019-9141419

Email

adibi@um.edu.my

Main Office

IAS, Level 2, Block D,
Institute of Graduate
Studies Building, UM