

**Proposed Graduate on Time Schedule**  
**Major Administrative and Regulatory Milestones for PhD Candidates (PhD – Conversion from Master)**  
**(Sciences)**

Semester	Activities	Output	Implementation	Comments
1	<ul style="list-style-type: none"> <li>Attend Research Methodology Course</li> <li>Attend Bahasa Melayu course*</li> <li>Attend English language course**</li> <li>Familiarization with and use of EndNote, Turnitin, Editing softwares, Data Analysis and research Tools</li> <li>Conducting Literature Review</li> <li><b>Seminar 1 (proposal)</b></li> </ul>	<ul style="list-style-type: none"> <li>Completed research methodology course</li> <li>Detailed research proposal</li> <li>Proposal presentation</li> <li>Introduction chapter</li> <li>Problem Identified</li> <li>Tools for research</li> <li>Research Plan</li> </ul>	<ul style="list-style-type: none"> <li>No exemptions</li> <li>Can request for delay</li> <li>Proposal <b>defence</b></li> </ul>	<ul style="list-style-type: none"> <li>Research methodology is compulsory under the University/IPS rules</li> <li>Seminar 1 is a requirement for graduation (2 seminars required)</li> </ul>
2	<ul style="list-style-type: none"> <li>Complete Literature review</li> <li>Conduct pilot study/Planning &amp; setting up of experiment/ Start data collection (Optional)</li> <li>Preparation for Candidature Defense (CD).</li> <li>Attend at least 3 courses in Milestone 1, Upskill Program</li> <li><b>Conversion defense</b> (with condition that the candidate have published 1 ISI paper accepted and clear demonstration of PhD potential)</li> </ul>	<ul style="list-style-type: none"> <li>Completed Bahasa Melayu course</li> <li>Completed English language course</li> <li>Literature review</li> <li>Thesis Plan/Outline of Thesis</li> <li>Submission of Publication 1 (<b>review paper / experimental design</b>)</li> </ul>		<ul style="list-style-type: none"> <li>Candidates are strongly advised to use reference management software Eg: Mandeley, Bibtex, EndNote</li> </ul>
3	<ul style="list-style-type: none"> <li>Investigation and development of the proposed solutions.</li> <li>Data analysis</li> <li>CD report writing</li> <li>Attend at least 2 courses in Milestone 2, Upskill Program</li> <li><b>Candidature defense</b></li> </ul>	<ul style="list-style-type: none"> <li>CD report should include data collection, findings, thesis outline</li> <li>Candidature Defence</li> </ul>	<ul style="list-style-type: none"> <li>No exceptions (even for those planning to submit through Publication mode)</li> <li>Can delay up to 5<sup>th</sup> semester</li> </ul>	<ul style="list-style-type: none"> <li>CD presentation may not be accounted as part of the seminar requirements</li> <li>To develop new guideline</li> </ul>

4	<ul style="list-style-type: none"> <li>• Experimentation and/or Data Analysis</li> <li>• Writing of thesis: Problem Description, Literature Review, etc chapters</li> <li>• Preparation of manuscripts for submission of publication</li> <li>• Attend at least 2 courses in Milestone 2, Upskill Program</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of Paper 2 and paper 3 (Publication 2 &amp; 3)</li> </ul>		<ul style="list-style-type: none"> <li>• Focus will be on students with poor progress report results and poor publication output (there should be at least one at this stage)</li> <li>• Rubric for progress report evaluation will be developed</li> </ul>
5	<ul style="list-style-type: none"> <li>• Writing of thesis: Implementation, evaluation, etc chapters.</li> <li>• Presentation/<b>Seminar 2</b></li> <li>• Attend at least 2 courses in Milestone 3, Upskill Program</li> <li>• <b>Publication 2</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Submission Seminar (readiness to submit thesis)</b></li> <li>• Publication acceptance</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation at Department Level</li> <li>• No exemption even for those whom have presented elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>department</b> PGRoS (Postgraduate Research Excellence Symposium) can be considered for <b>submission</b> seminar</li> </ul>
6	<ul style="list-style-type: none"> <li>• Submit 3 months notice for submission</li> <li>• Finalize Thesis (all chapters)</li> <li>• Submit thesis</li> <li>• Attend at least 1 course in Milestone 2, Upskill Program</li> </ul>		<ul style="list-style-type: none"> <li>• Can be submitted starting from 5<sup>th</sup> semester</li> </ul>	
7	<ul style="list-style-type: none"> <li>• Viva &amp; convocation</li> </ul>			

**Notes:**

**Monitoring Panel**

1. Chairman & 1 member who is an expert in the field and a supervisor. A fourth member is allowed to be appointed if necessary.
2. The same panel should follow through the proposal presentation (seminar 1, Candidature Defence and thesis seminar (seminar 2)).
3. It is strongly recommended that one member is appointed as internal examiner.
4. The main responsibilities of the panel should include the following:-
  - a) Advise the student to improve the research proposal.
  - b) Monitor the progress of the student
  - c) Improve the thesis plan.

\*Applicable to all international candidates.

\*\* Applicable to international candidates who are writing their theses in languages other than English.