

Universiti Tunku Abdul Rahman			
Manual Title : Application for Conversion of Candidature from Master's to PhD			
Procedure Number : QP-IPSR-PSU-014	Rev No: 6	Effective Date: 1/11/2023	Page No: 1 of 5

PROCEDURE MANUAL (For process flow, see Flowchart14)

OBJECTIVE To outline the process of conversion of candidature from Master's to PhD

SCOPE Postgraduate Programmes by Research

DEFINITION

- HoP – Head of Programme (Postgraduate programme)
- FRDPC – Faculty R&D and Postgraduate Committee
- PoE – Panel of Examiners
- FBO – Faculty Board
- PSC – Postgraduate Studies Committee
- IPSR – Institute of Postgraduate Studies and Research
- DFN – Division of Finance
- DACE – Division of Admission & Credit Evaluation

PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY / TIMELINE
14.1	Student discusses with Supervisor(s) on intent to convert candidature from Master's to PhD If Supervisor(s) support his intent, go to 14.2 <i>Note</i> Refer Rule XXXIII on the Eligibility		Student, Supervisors
14.2	Student submits "FM-IPSR-PSU-031- Notification of Intent to Convert From Master's Degree Programme to Doctor of Philosophy Programme" that has been supported by Supervisor(s) with research proposal to FRDPC The research proposal of 5,000 – 10,000 words in length, and must include the following: (a) Introduction and scope of the subject matter of the research; (b) The research aims and objectives; (c) The research methodology and literature review; (d) The research results obtained from the Master's degree candidature; and (e) The novelty of the research including significance of the research to be embarked upon leading to the degree of Doctor of Philosophy.	Prescribed form	Student
14.3	FRDPC proposes members of PoE to evaluate student's application – to nominate suitable 4 experts in the fields being examined <i>Note</i> • Refer Rule XXXIII on PoE composition • Nominated members must not be directly involved in the student's project • Requirement and Role of PoE refer Appendix A		FRDPC
14.4	FBO considers proposed PoE (i) If "Agrees", proceed to 14.5; (ii) If "Not agree", go to 14.3	Proposal from FRDPC	FBO
14.5	PSC deliberate on recommendation from FBO (i) If "Approves", proceed to 14.6; (ii) If "Not approve", go to 14.3	Faculty's agenda paper	PSC
14.6	(a) Arranges venue / date / time for Public Oral Presentation, and informs the student & PoE. (b) Provides the application and the research proposal to PoE * Encourages to announce to Faculty / other Faculties / postgraduate students about this Public Oral Presentation <i>Note: The oral presentation can be conducted fully online using</i>	E-mail	FRDPC Application and research proposal to be given two (2) weeks before the Oral Presentation

Universiti Tunku Abdul Rahman			
Manual Title : Application for Conversion of Candidature from Master's to PhD			
Procedure Number : QP-IPSR-PSU-014	Rev No: 6	Effective Date: 1/11/2023	Page No: 2 of 5

PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY / TIMELINE
	<i>teleconferencing tools during extra-ordinary situations where the panel members and the candidate are unable to be present on the campus, example, due to movement control order, curfew, and etc. Refer Appendix B for additional procedures and notes to conduct an online presentation.</i>		
14.7	Student makes an oral presentation on matters stated in his research proposal to the PoE and members of the Faculty. – The presentation shall be of one hour in duration and addressing relevant queries made by the PoE for its rigorous evaluation.		Student and PoE
14.8	The candidacy evaluation shall conclude with one of the following: (a) Recommended; (b) Not-Recommended • <i>Should the candidature be deemed worthy of conversion, a comprehensive report by the Chairman of PoE shall be submitted within 2 weeks to FRDPC</i>	Prescribed evaluation forms	PoE
14.9	FRDPC reviews PoE's report and makes its recommendation to FBO.	PoE report	FRDPC
14.10	FBO considers FRDPC's recommendation. If its decision to recommend conversion of candidature is (i) "Yes", go to 14.12; (ii) "No", go to 14.13	FRDPC's recommendation	FBO
14.11	FBO's recommendation is presented to PSC. If PSC decides (i) to recommend conversion, go to 14.13 (ii) not to recommend conversion, go to 14.14	Agenda paper from Faculty	PSC
14.12	Senate deliberates on PSC's recommendation. – <i>Upon approving the conversion, Senate may, on the recommendation of the Board concerned, count in part or in full the number of months the candidate has completed for his Master's degree towards the minimum period prescribed for the degree of Doctor of Philosophy programme</i> – <i>DFN and DACE will be informed of Senate's decision (if Senate approved the conversion)</i>	Agenda paper from PSC	Senate IPSR
14.13	Student notified of the decision, cc to Supervisor(s) and Dean of Faculty. – <i>Sends to student letter of notification of conversion issued by DACE and student bill issued by DFN (if Senate approved the conversion)</i> <u>Remark</u> – <i>Student whose conversion has been approved may apply for course waiver (process refer to QP-IPSR-PSU-013)</i>	E-mail and letter	IPSR

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Manual Title : Application for Conversion of Candidature from Master's to PhD			
Procedure Number : QP-IPSR-PSU-014	Rev No: 6	Effective Date: 1/11/2023	Page No: 3 of 5

Ref. No :IPSR/PSU/Flowchart14

Department : Institute of Postgraduate Studies And Research

Process Title : **Application for Conversion of Candidature from Master's to PhD**

CODES:

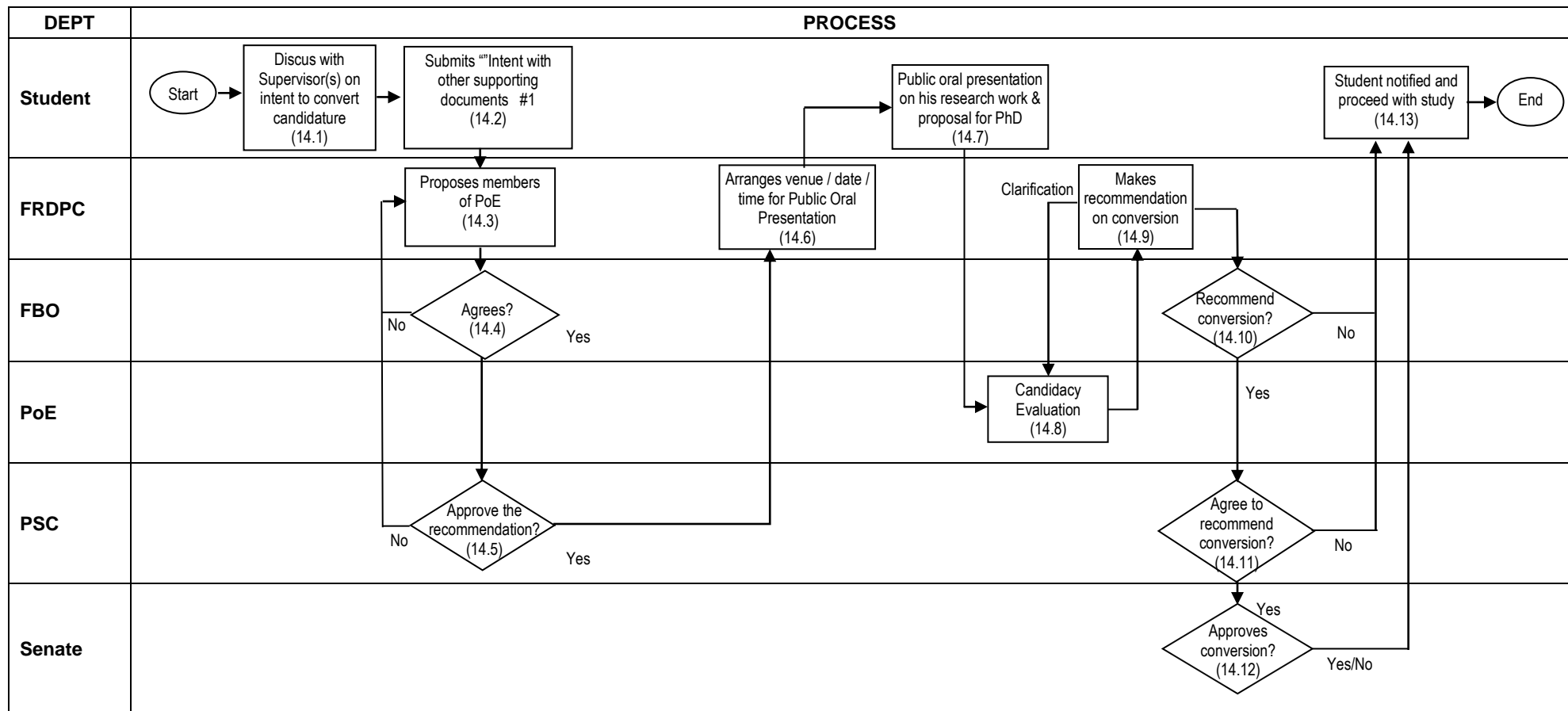
FRDPC – Faculty Research & Development and Postgraduate Committee

FBO – Faculty Board

IPSR – Institute of Postgraduate Studies & Research

PSC – Postgraduate Studies Committee

PoE – Panel of Examiners



#1 - (i) Refer Rule Rule XXXIII on the Eligibility

(ii) Supporting documents include a Research Proposal of 5,000 – 10,000 words in length, and a letter supporting the candidate's application and the requisite report from the Main Supervisor & Co Supervisor

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Manual Title : Application for Conversion of Candidature from Master's to PhD			
Procedure Number : QP-IPSR-PSU-014	Rev No: 6	Effective Date: 1/11/2023	Page No: 4 of 5

Appendix A

Panel of Examiner (PoE) Requirements

The nominated Panel of Examiner (PoE) shall fulfilled the following requirements:

- (a) PoE must have the minimum qualification of no less than the supervisor. Where examiners are without the required qualification, they must have sufficient experience in relevant fields.
- (b) PoE must be from the field/s related to the research of the candidate under evaluation.
- (c) PoE must have supervised or currently supervising a candidate at Doctorate level mode

Role of the Panel of Examiners

The Panel of Examiners for the conversion from Master's degree candidature to Doctor of Philosophy candidature shall evaluate the competency and capability of the candidate in conducting research at doctoral degree level.

(1) Duties and Responsibilities of the Chairman

- (a) The chairman presides over the oral presentation and the deliberation on the student's performance.
- (b) After the oral presentation, the chairman summarizes the panel's recommendations, comments and corrections needed.

(2) Duties of Panel Member

- (a) Panel members must read the research proposal, before the oral presentation. Scrutinize each and every aspect of the research work.
- (b) Suggest all possible improvements for the research work.

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Manual Title : Application for Conversion of Candidature from Master's to PhD			
Procedure Number : QP-IPSR-PSU-014	Rev No: 6	Effective Date: 1/11/2023	Page No: 5 of 5

Appendix B

Additional Standard Operating Procedure to conduct Oral Presentation fully Online

A fully online conduct of Oral Presentation is defined as one in which all the panel members including the candidate are located in different locations and are connected by a teleconferencing facility.

The following standard operating procedure (SoP) illustrates the steps that need to be followed during the conduct the Oral Presentation fully online. This SoP shall be used in addition to the existing SoP **QP-IPSR-PSU-014**(page 1 - 3)

1. FRPDC/HoP will arrange for the Oral Presentation after confirming the following with the panel and the candidate.
 - a. Availability of the panel members and the candidate on the planned online meeting date
 - b. Availability of a computer with at least an audio input and output capability and an internet facility at the location of the individual panel members.
 - c. Availability of a computer with video conferencing capability and an internet facility that can be accessed by the candidate.
 - d. The candidate shall be briefed on setting up the video conferencing call and sharing of the presentation slides by the HoP at least a day prior to the Oral Presentation.
2. The online meeting shall be convened, and the PoE Chairperson shall check the proper functioning of the online teleconferencing system. During this time the PoE Chairperson will ensure that there is enough quorum to go ahead with the Oral Presentation.
3. The Oral Presentation shall be conducted as outlined in **QP-IPSR-PSU-014**(page 1&2)
 - a. Research proposal, evaluation forms in the form of softcopy shall be disbursed by the respective HoP at least one week before the date of the Oral Presentation.
 - b. Before the start of the presentation, the candidate shall show his/her university identity card in front of the camera and the chairperson of the examination panel shall verify the identity.
 - c. If the candidate has lost his/her university identity card, the FGO / FRDPC representative will assist the chair in verifying the Malaysian Identification Card (MYKad) number. The candidate should show the MYKad in front of the camera.
 - d. For those candidates, who have not renewed the identity card, the FGO / FRDPC representative shall confirm that they are active students.
4. The entire Oral Presentation shall be recorded by the secretary using Microsoft Teams and archived for record purposes.
5. If there are any network disruptions, that may lead to a loss of quorum, the Oral Presentation shall be stopped immediately. Once the network connection is re-established the Oral Presentation will continue.
6. If the network at any panel member/candidate's location is having speed issues, they shall disconnect the video link and connect only through the audio link. The candidate shall ensure that there is video connectivity during the identity verification process.
7. If there are any network disconnection issues at the candidate's location, the Oral Presentation will be stopped, and the candidate will be given sufficient time to try to reconnect (audio only is sufficient). In case the candidate cannot reconnect, the Oral Presentation shall be called off and rescheduled on another day.

Note:

1. Microsoft Teams will be used as a standard video conferencing facility to conduct the Oral Presentation fully online.
2. The candidate shall download and install Microsoft Teams on his/her computer at least a day before the briefing by the HoP.
3. Panel members who are members of UTAR and the candidate shall use their UTAR email to login to Microsoft Teams.
4. Panel members who are members of UTAR shall make sufficient efforts to download and install Microsoft Teams on their computers. If it is not possible for them to download and install, they shall join board of examiners meeting through any web browser.
5. External examiners/ External Co Supervisor, if any, can join using their preferred email id and FRPDC/HoP shall ensure that email id is included in the Team. They can access Microsoft Teams either by downloading and installing the software on their computer or through any web browser.