



COMPILATION OF IMPORTANT
PROCESSES FOR STUDENTS BY
RESEARCH
AM780 & AM990

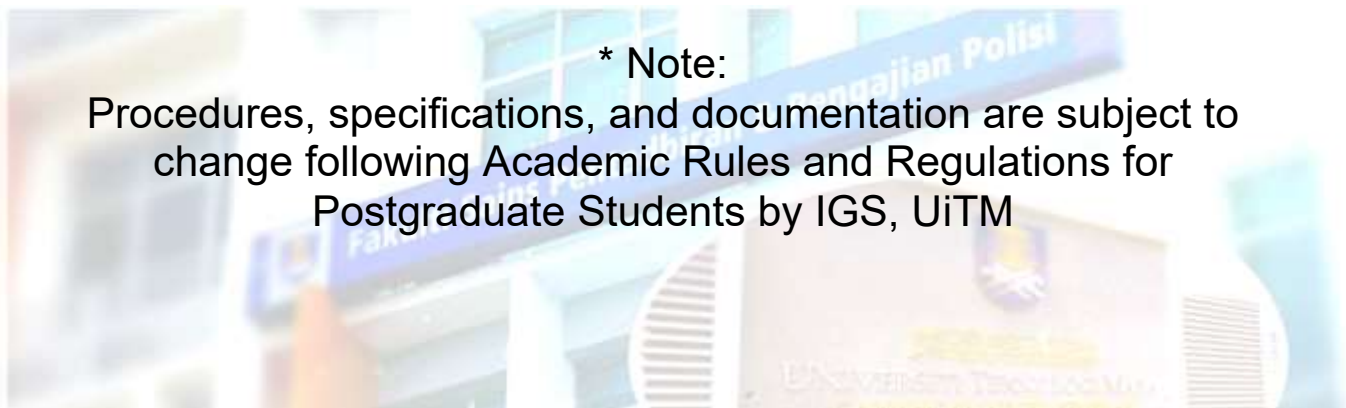
Faculty of Administrative Science
& Policy Studies
Universiti Teknologi MARA

DISCLAIMER

The information from this Internal Guideline/ Process is to be used by the FSPPP Research -based students ONLY for reference purposes

This internal guideline must be read together with IGS, UiTM Academic Rules and Regulations for Postgraduate (Amendment 2020) – Doctoral Degree Program by Research & Master’s Degree Program by Research (<https://ipsis.uitm.edu.my/index.php/rsforms>)

Any additional requirements are added based on the internal procedure accepted by the Faculty meeting



* Note:

Procedures, specifications, and documentation are subject to change following Academic Rules and Regulations for Postgraduate Students by IGS, UiTM

IMPORTANT MILESTONE CHECKLIST

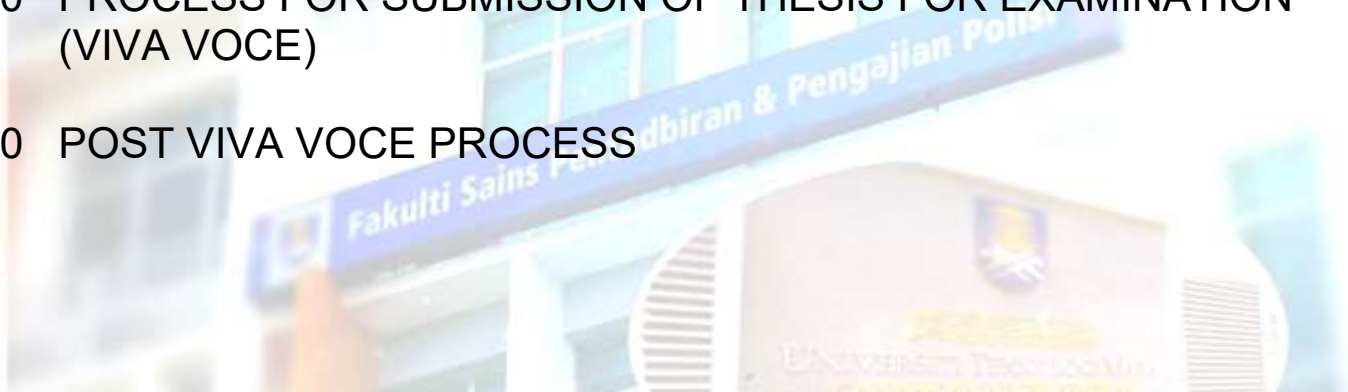
NO.	MILESTONE	REMARK		DATE/SEMESTER
		Yes	No	
1.	REGISTRATION	√		
2.	APPOINTMENT OF SUPERVISOR(S)			
3.	SNAPSHOT PRESENTATION			
4.	DEFENCE OF RESEARCH PROPOSAL (DRP)			SEM 1/2 = AM780 SEM 2/3 = AM990
5.	RESEARCH ETHICS APPROVAL			
6.	PRE-VIVA			
7.	NOTICE OF INTENTION TO SUBMIT THESIS			
8.	APPOINTMENT OF EXAMINER (BY SV)			
9.	THESIS SUBMISSION FOR EXAMINATION			
10.	VIVA VOVE			
11.	THESIS CORRECTION			
12.	FORMAT CHECKING			
13.	SENATE			
14.	CONVOCATION			

NOTE:

- 1. The Progress Report must be submitted every semester to the Faculty.**
- 2. Make sure that you make some progress to prevent earning AM status (AM = Reminder) or D10 status (Dismissed from the Program) if you do not submit a Progress Report for that semester.**

TABLE OF CONTENTS

- 1.0 PROCESS FOR SNAPSHOT PRESENTATION
- 2.0 PROCESS FOR PROGRESS REPORT
- 3.0 PROCESS FOR DEFENCE OF RESEARCH PROPOSAL (DRP)
- 4.0 PROCESS FOR ETHICS APPROVAL APPLICATION (POST DRP APPLICATION)
- 5.0 PROCESS FOR PRE-VIVA APPLICATION & INTENTION TO SUBMIT THESIS
- 6.0 PROCESS FOR SUBMISSION OF THESIS FOR EXAMINATION (VIVA VOCE)
- 7.0 POST VIVA VOCE PROCESS



1.0 PROCESS FOR SNAPSHOT PRESENTATION

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES POSTGRADUATE RESEARCH PROGRAMMES

INSTRUCTION TO THE STUDENT:

1. A Snapshot presentation must be made by all FSPPP AM780 and AM990 students in the **First semester**.
2. The normal practice of the Faculty is that snapshot presentation is to be done during the Postgraduate and Staff Colloquium that is held at the end of every semester.
3. The purpose of a snapshot presentation is to obtain feedback from the supervisor(s) on the proposed research area / title. At the same time, this presentation may be used as a progress indicator for students in the first semester of the study.

A. Before Snapshot Presentation

1. Students prepare the slide for the Snapshot presentation.
2. The slide consists of the following important elements:
 - 8-10 slides
 - Contents
 - ✓ Working Title
 - ✓ Presentation Outline
 - ✓ Introduction
 - ✓ Problem Statement
 - ✓ Research Questions & Objectives
 - ✓ Key Literature Review
 - ✓ Proposed Conceptual/Theoretical/Research Framework
 - ✓ Proposed Methodology

3. The template for the slide can be obtained from: https://drive.google.com/file/d/1rxViDQMUC6oJJP-UrsGY_u84DQpsAL4g/view?usp=sharing

B. Snapshot Presentation

1. Students are given 20 minutes to present and 15 minutes for Q&A.
2. The presentation will take place online in the middle of Covid-19. The Coordinator shall inform all the parties concerned of the online platform, the schedule and matters relevant to it.
3. After the presentation, Supervisor/s must give the Feedback form to the student for reference.

C. After Snapshot Presentation

1. Students must submit a Research Progress Report to the Faculty at the end of the semester (refer to the Academic Calendar on IPSis website every semester to obtain the Last Date to submit Research Progress Report by Students to Faculty).

2.0 PROCESS FOR PROGRESS REPORT

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES POSTGRADUATE RESEARCH PROGRAMMES

INSTRUCTION TO THE STUDENT:

1. All research students are required to fill in the Research Progress Report each semester.
2. The report/form can be obtained from: <https://ipsis.uitm.edu.my/index.php/rsforms>
3. Please refer to the Academic Calendar on IPSis website every semester to obtain the Last Date to Submit the Research Progress Report by Students to the Faculty. The Coordinator and/or the Admin Officer will also provide a reminder to students and supervisors on the submission of the Progress Report.
4. Section I of the form must be completed by the student and submit the form to the Main Supervisor.
5. Section II must be completed by the Main Supervisor and he/she will submit the complete form to the KPPS of the Faculty.

Note: At FSPPP, students may begin to submit a Progress Report after the conclusion of the Colloquium, which is usually held at the end of each semester.



3.0 PROCESS FOR DEFENCE OF RESEARCH PROPOSAL (DRP)

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES POSTGRADUATE RESEARCH PROGRAMMES

INSTRUCTION TO THE STUDENT:

PhD – DRP must be done by semester 2 (Full-time) and semester 3 (Part time), and Masters - DRP must be done by semester 1 (Full-time) and semester 2 (Part-time).

A. Before DRP

1. Students needs to make sure all the required trainings have been attended successfully.
 - IPSis Research Skills Seminar (for both PhD & Master by Research students) **or/and**
 - TIE2* (for PhD students ONLY)
2. The application for DRP now is based on cohorts/categories of students.

Category A: Students registered before Semester October 2020:

Student makes application to the Faculty by sending the required documentation. Students needs to download the DRP related forms from IPSis website and fill them up. Submit all the documentation to the following email address: masli247@uitm.edu.my, cc the email to sarina583@uitm.edu.my

- i. Certificate of participation/attendance for the required trainings
- ii. Research proposal (RP) (Amid Covid-19: softcopy of the RP in pdf format)
- iii. Turnitin Similarity Report
- iv. 1 copy Confirmation for Defence of Research Proposal
- v. 2 copies of Defence of Research Proposal Assessment Form
- vi. 1 copy Defence of Research Proposal Result

Note: All the forms for manual application can be obtained from: <https://ipsis.uitm.edu.my/index.php/rsforms>

Category B: Students registered semester October 2020 onwards:

Students need to use UPTracks to apply for Defence of Research Proposal (DRP). Although the request for the DRP must now be made through the UPTracks, it is still necessary to fulfil the requirement as per A1.

The link for UPTracks: <https://uptracks.uitm.edu.my/ap-admin/>

B. DRP Day

1. Students are given 20 minutes to present and 30-40 minutes for Q&A.
2. The presentation will take place online in the middle of Covid-19. The Coordinator shall inform all the parties concerned of the online platform, the schedule and matters relevant to it.
3. After the presentation, Chairman will orally announce the result of the DRP.
4. Within a week after the DRP, the Faculty will issue the Letter of DRP result and submit the relevant reports to the student for reference and further actions.

C. After DRP

Category A: Students registered before Semester October 2020:

1. If the student is awarded with Result 2, he/she is given 1 month from the Result Letter date to do all the corrections to the research proposal.
2. After the corrections are made based on the suggestions of the panels, student needs to submit to Faculty (by email amid Covid-19) the following documents:

- i. Corrected Research Proposal (RP)
 - ii. Turnitin Similarity Report for the corrected RP
 - iii. 2 copies of Defence of Research Proposal Correction Verification. This form would require verification of correction by the main SV and endorsed by the *Ketua Pusat Pengajian Siswazah (KPPS) Fakulti*.
 - iv. Table of Correction made to the RP. For a sample of the correction table, refer to this link: https://drive.google.com/file/d/11W1MSPnr82vHts_pm_3WEGaf2Nqp6hU5/view?usp=sharing
 - v. Filled Defence of Research Proposal Assessment Form (by both panels) for verification purposes to be made by one of the panels of assessors.
 - vi. Students must submit a Research Progress Report to the Faculty at the end of the semester (refer to the UiTM Academic Calendar for Postgraduate Students for the date).
4. If a student is given Result (3) or (4), a Re-DRP session is required. For this, the above said application process needs to be repeated.
 3. Students must submit a Research Progress Report to the Faculty at the end of the semester (refer to the Academic Calendar on IPSis website every semester to obtain the Last Date to submit Research Progress Report by Students to Faculty).

Category B: Students registered semester October 2020 onwards:

Students will continue with the post DRP processes through UPTracks such as DRP assessment or the result and actions to be taken accordingly. The information regarding the actions to be taken after DRP will also be notified to them by the Coordinator and/or Admin Officer. The link for UPTracks: <https://uptracks.uitm.edu.my/ap-admin/>

Note: After submitting the DRP correction, students can start submitting documentation for Research Ethics Approval to the Faculty. Application for approval for Research Ethics can be made immediately after the student has submitted all the documentation for the correction.

**IMPORTANT DATES & LIST OF DRP SESSION (TENTATIVE)
DRP / PRE-VIVA APPLICATION
2021**

NO.	DRP / PRE-VIVA APPLICATION	
	FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES	
	APPLICATION CLOSING DATE [^]	TENTATIVE DRP SESSION ^{^^}
1	-	COLLOQUIUM SESSION (JAN 2021)
2	-	-
3	-	-
4	-	-
5	6 th April 2021	23rd April 2021
6	6 th May 2021	21st May 2021
7	1st June 2021	18th June 2021
8	22 nd June 2021	COLLOQUIUM SESSION (JULY)
9	2 nd August 2021	20th August 2021
10	6 th September 2021	24 th September 2021
11	5 th October 2021	22 nd October 2021
12	1 st November 2021	19 th November 2021
13	1 st December 2021	COLLOQUIUM SESSION (DEC 2021/JAN 2022)

4.0 PROCESS FOR ETHICS APPROVAL APPLICATION (POST DRP APPLICATION)

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES POSTGRADUATE RESEARCH PROGRAMMES

1.0 BACKGROUND

“The REC Guidelines (Revision 2019) is amended and updated from the original REC Guidelines (2015/2016). All persons conducting research involving human as respondents/subjects/participants must take steps to protect the rights, dignity and data confidentiality of their respondents/subjects/participants. There should be no violation of ethics in any research activities. The risks and benefits to respondents/subjects/participants/researchers are of utmost importance and must be given due consideration. Therefore, it is compulsory for all researchers conducting research involving human to obtain ethics approval prior to research commencement.

This document aims to provide assistance and guidance to Research Ethics Committee (REC) members, researchers and research participants in UiTM. It governs all research involving human, either as respondents, subjects or participants. REC works in tandem with the Research Committee at Faculties and State Campuses to ensure that all research in UiTM is carried out ethically”.

(Source: Guidelines_REC_UiTM_Revision_2019
https://uitmethics.uitm.edu.my/v1/images/Guidelines/Guidelines_REC_UiTM_Revisi on_2019.pdf).

2.0 RESEARCH ETHICS APPLICATION

This requirement is also applicable to all students of UiTM under the Research-Based Programmes. Therefore, students are required to follow the research ethics guidelines as set by UiTM REC. Before the students start distributing their questionnaire or conduct interviews for the thesis works, the questionnaire and the interview questions need to be approved by the REC. On this note, please refer to the information provided in the following table to facilitate your application for ethics approval (at the Faculty & REC levels).

Research Ethics Committee
Universiti Teknologi MARA
 40450 SHAH ALAM
 Tel: 03 – 5544-8069, Faks: 03 – 5544-2096/2767



Flowchart I: Research Ethics Approval Application for Minimal Risk (MR) Research

Flow	Process/ Activity	Record/reference	Personnel	Timeline
	<p>Complete and submit the relevant ethics approval application forms to the JPF/JPN secretariat:</p> <ol style="list-style-type: none"> 1. Application Form for Ethics Approval (REC 2). 2. Research Risk Classification Form (REC 3). 3. Subject Information Sheet (REC 4) and Assent form (REC12) (if applicable). 4. Checklist for Applicants (REC 5). <p style="text-align: center;">OR</p> <p>Application of Exemption from Ethical Review (REC 11) (if applicable).</p>	<p>Forms: REC 2,3,5 and 4/and 12 Form: REC 11 (if applicable)</p>	<p>Applicants (Action by Students)</p>	
	<p>Screening of REC 2,3,5 and 4/and 12 or REC 11 forms</p> <p>JPF/JPN secretariat to submit completed forms (softcopy) and related documents to REC secretariat by uploading at the following link:</p> <p>https://forms.gle/KdyiNMNsLT2UR6fL7 or email recruitsubmit@gmail.com</p>	<p>Cover letter from JPF/JPN</p> <p>Forms REC 2,3,5 and 4/and 12 or REC 11 (softcopy). Other relevant documents.</p>	<p>JPF/JPN secretariat (At Faculty Level)</p>	<p>Within 14 working days upon submission*</p>

	Screening of REC 2,3,5 and 4 /and 12 or REC 11 forms	Forms REC 2,3,5 and 4 /and 12 or REC 11. Other relevant documents.	REC Secretariat	7 working days*
	Reviewing process and decision by the reviewer: <ol style="list-style-type: none"> i. Approved ii. Conditional Approvals: <ul style="list-style-type: none"> • Minor corrections: Amendments within one (1) month. • Major corrections: Amendments within three (3) months. 	Forms REC 2,3,5 and 4 /and 12 or REC 11. Other relevant documents.	REC Members/ Associate Members	7 working days*
	If decision by reviewer is MMR refer to Flowchart II.			
	Notification to the applicants	Notification of decision via email	REC Secretariat	7 working days

*Considering no amendments required.

Terms of Submission of Ethics Approval Application

1. All incomplete forms will be returned.
2. Only approved applications by JPF/JPN will be submitted to REC.
3. Any data collection instruments requiring respondent/subject/participant input must be prepared in both Malay and English languages, and other language(s) understood by the respondent/subject/participant (if necessary)
4. Submission of Research Completion Report Form (REC 8 form) within 2 months upon completion of research.

Reference: <https://www.recuitm.org/applicationforms>

Terms of Submission of Ethics Approval Application

5. Please ensure that the application has been approved and endorsed by the Faculty/State's Research Committee.
6. Please ensure that all forms have been signed by members of the research team.
7. All required documents must be submitted within two (2) working weeks before the scheduled REC meeting.
8. Submission of all forms prescribed by REC must be in English, with exception of research conducted in other languages (with Senate approval).
9. Any data collection instruments requiring respondent/subject/participant input must be prepared in both Malay and English languages, and other language(s) understood by the respondent/subject/participant (if necessary).

FSPPP INTERNAL GUIDELINE FOR RESEARCH ETHICS APPLICATION FOR AM780 & AM990 STUDENTS

FSPPP RESEARCH ETHICS COMMITTEE

TIMELINE (LEVEL)	POST DRP ACTIVITIES	FORM/DOCUMENT
POST DRP CORRECTION		
CORRECTION AFTER DRP	<ol style="list-style-type: none"> 1. If the student is awarded Result 2 for his or her DRP, he or she is given 1 month from the date of the Result Letter to make all the corrections to the research proposal. 2. After the corrections are made based on the recommendations of the DRP panels, the student needs to send the post DRP documents to the Faculty (by email in the middle of Covid-19). 3. If the result (3) or (4) is given to a student, a Re-DRP session is required. For this, it is appropriate to revisit the DRP application process. Before continuing with the Research Ethics application, as per the following procedure, students need to pass the DRP first. <p>Note: Please refer to 3.0 PROCESS FOR DEFENCE OF RESEARCH PROPOSAL (DRP) for detail information on the actions to be taken by the students after DRP.</p>	
RESEARCH ETHICS APPROVAL		
RESEARCH ETHICS APPLICATION (FACULTY LEVEL)	<p>Q: When can the application be made?</p> <p>Application for ethics approval to the Faculty can ONLY be made when students AM780 & AM990 have successfully PASSED their DRP and have SUBMITTED THE CORRECTION to their Research Proposal.</p> <p>Note:</p> <p>DO NOT wait for the Faculty to approve the DRP correction or produce the letter confirming the correction! Students can start apply for research ethics approval right after correction to the DRP has been submitted to the Faculty.</p>	
	<p>Q: What documents to be submitted to Faculty's Research Committee?</p> <ol style="list-style-type: none"> 1. In order to review and validate the ethics application prior to submission to REC Secretariat, students need to submit research ethics documentation to the Faculty's Research Committee. 2. The application is sent to the Faculty by submitting the necessary documents. For 	<p>Documentation to be submitted to Research Committee at the Faculty level:</p> <ol style="list-style-type: none"> i. Amended Research Proposal (RP) ii. Turnitin Similarity Report for the Amended RP

	<p>the required documents, please refer to the next column.</p> <p>3. Send all documents physically to the FSPPP Academic Office, Shah Alam, or email FSPPP Secretariat:</p> <p>fsppp.ethicspg@gmail.com</p> <p>Please notify the Coordinator or Admin Officer if the forms are sent by email.</p>	<p>iii. Questionnaire & the Cover Page OR/AND</p> <p>iv. Interview Question & the Cover Page & The Participants Consent Form (consent statement can be as per REC 4) Example of the covering letter: https://drive.google.com/file/d/16dbwx-Aanr0Fgz3VBb7qpsfihhNX5GK/view?usp=sharing</p> <p>v. All the REC forms:</p> <ul style="list-style-type: none"> - Application Form for Ethics Approval (REC 2). - Research Risk Classification Form (REC 3). - Subject Information Sheet (REC 4) and Assent form (REC12) (if applicable). - Checklist for Applicants (REC 5). <p>OR</p> <ul style="list-style-type: none"> - Application of Exemption from Ethical Review (REC 11) (if applicable). <p>All these Ethics Approval Application Documentation or forms can be obtained from REC website: https://www.recuitm.org/applicationforms</p>
	<p>Q: What happens after the documents had been submitted to the Faculty?</p> <p>Before meeting:</p> <ol style="list-style-type: none"> 1. The secretariat at the Faculty level will review all the documents submitted. 2. The Secretariat may return the form/s to the student if it is found that the documentation is not complete. <p>During meeting:</p> <ol style="list-style-type: none"> 1. A meeting of Faculty Research Committee will be held to review the application and the complete documents. <p>After meeting:</p> <ol style="list-style-type: none"> 1. The results of the meeting will be informed to the students with further steps to be taken. 	<p>i. Letter of Result from the Faculty Research Ethics Committee.</p>

	<ol style="list-style-type: none"> 2. The Secretariat may require amendments to be made after the meeting (the letter will be issued to the students with all the required actions to be taken). 3. All actions need to be taken accordingly and the full set/the required documents shall be sent back to the Faculty's Secretariat. 4. The Secretariat, when pleased with the documents, shall forward the application to the REC Committee for further action. 	
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IMPORTANT DATES & LIST OF MEETINGS RESEARCH ETHICS APPLICATION

2021

FSPPP POSTGRADUATE STUDENTS

NO.	IMPORTANT DEADLINE FOR RESEARCH ETHICS APPLICATION	
	FACULTY LEVEL	
	APPLICATION CLOSING DATE [^]	FACULTY ETHICS COMMITTEE MEETING ^{^^}
1	-	-
2	15 th January 2021	22 nd January 2021
3	12 th February 2021	19 th February 2021
4	19 th March 2021	26 th March 2021
5	16 th April 2021	23 rd April 2021
6	14 th May 2021	21 st May 2021
7	11 th June 2021	18 th June 2021
8	16 th July 2021	23 rd July 2021
9	16 th August 2021	23 rd August 2021
10	17 th September 2021	24 th September 2021
11	14 th October 2021	21 st October 2021
12	15 th November 2021	22 nd November 2021
13	15 th December 2021	28 th December 2021 (TBA)
14	15 th January 2022	TBA

Note:

1. Ethics Approval Application Documentation or forms can be obtained from RMC website.
2. Dates of REC's meetings can be obtained from REC's website.
3. [^]Applicants are required to view the **Guide for Applicants**, the **Flowchart** and the **Application forms**, the **Checklist etc.** Applicants are advised to follow the checklist carefully, provide all the required forms or documents. Please make sure the forms and the documents are complete. Any incomplete documentation will be returned, and the application will be processed for the upcoming meeting only if the deadline for submission is met.
4. ^{^^} When an application is received, the meeting shall be held according to the agreed date.
5. All FSPPP Postgraduate students must refer to the checklist before submitting the documents over the academic counter of FSPPP, UiTM Shah Alam (to be checked by Puan Fairuz) or/and email to fsppp.ethicspg@gmail.com.

5.0 PROCESS FOR PRE-VIVA APPLICATION & INTENTION TO SUBMIT THESIS

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES POSTGRADUATE RESEARCH PROGRAMMES

INSTRUCTION TO THE STUDENT:

A. Pre-viva

1. The student or supervisor may request pre-viva when the progress of the student's dissertation is more than 95 percent or is completed.
2. The request can be made directly to the Faculty by way of an **EMAIL** to the Coordinator/KPPS or the Administrator **OR REQUEST via THE COUNTER** of the FSPPP Academic Office. There is no specific form available for students to fill out for a pre-viva application.
3. Students must submit for pre-viva application:
 - Thesis in full for the pre-viva to be reviewed by the panel of assessors
 - Turnitin Similarity Report
4. The pre-viva session can be held monthly as requested or during the FSPPP Colloquium.
5. After the pre-viva, students must address all the assessor panel's suggestions before they can submit a Notice of Intention to Submit Thesis.

IMPORTANT DATES & LIST OF DRP SESSION (TENTATIVE) DRP / PRE-VIVA APPLICATION 2021

NO.	DRP / PRE-VIVA APPLICATION	
	FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES	
	APPLICATION CLOSING DATE [^]	TENTATIVE DRP SESSION ^{^^}
1	-	COLLOQUIUM SESSION (JAN 2021)
2	-	-
3	-	-
4	-	-
5	6 th April 2021	23rd April 2021
6	6 th May 2021	21st May 2021
7	1st June 2021	18th June 2021
8	22 nd June 2021	COLLOQUIUM SESSION (JULY)
9	2 nd August 2021	20th August 2021
10	6 th September 2021	24 th September 2021
11	5 th October 2021	22 nd October 2021
12	1 st November 2021	19 th November 2021
13	1 st December 2021	27 th December 2021
14	10 th December 2021	COLLOQUIUM SESSION (JAN 2022) –TBA

B. Notice of Intention to Submit Thesis

1. The application for Intention to Submit Thesis now is based on cohorts/categories of students.

Category A: Students registered before Semester October 2020:

1. Notice of Intention to Submit Thesis must be submitted to the Head of Graduate Studies of the Faculty.

- Completed form must be made in three (3) copies.
- The Notice can be downloaded from: <https://ipsis.uitm.edu.my/index.php/rsforms>
- Please attach the Thesis Abstract (must not exceed 400 words), Table of Contents of Thesis
- The Turnitin Similarity Report
- Letter of Approval from the Research Ethics Committee, UiTM

2. Should the full thesis be not submitted to the Faculty within **three (3) months** from the date of the notice is given; this Notice of Intention to Submit Thesis would be considered null and void.

3. The supervisor must also inform or email the KPPS of the nomination of the thesis examiner for the students in accordance with the Notice of Intention to Submit Thesis. For criteria for examiner appointment, please refer to the Academic Rules and Regulations for postgraduate students 2020 via <https://ipsis.uitm.edu.my/index.php/rsforms>.

Category B: Students registered semester October 2020 onwards:

Student needs to apply for their Intention to Submit thesis through UPTracks. The application for intention to submit thesis in the UPTracks can only be made after students have passed their pre-viva. The link for UPTracks: <https://uptracks.uitm.edu.my/ap-admin/>



6.0 PROCESS FOR SUBMISSION OF THESIS FOR EXAMINATION (VIVA VOCE)

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES POSTGRADUATE RESEARCH PROGRAMMES

INSTRUCTION TO THE STUDENT:

1. The full thesis must be submitted to Faculty within three (3) months from the date of the Notice of Intention to Submit Thesis has been given. If no submission was made within the three (3) months, the Notice of Intention to Submit Thesis would be considered null and void.
2. Students must submit five (5) soft-bound copies of the thesis **or** digital thesis in PDF format and originality report with receipt of Thesis Examination Fee. This submission must be accompanied with the Thesis Submission Form. The form can be obtained from: <https://ipsis.uitm.edu.my/index.php/rsforms>

Note:

The submission of the five (5) soft-bound copies of thesis **or** digital thesis in PDF format (during Covid-19) **CAN ONLY BE ACCEPTED** by the Administration Officer once the suggested examiners from the supervisor have been endorsed by the Meeting of the Faculty (JAF).

3. Before submitting to the Faculty, the candidate must ensure the information required in the form is complete. Two (2) copies of the completed form must be made.
4. Candidate must attach Publication / Journal information** as required for the study.
 - i. Master by Research: 1 indexed Publication* was accepted (* indexed Journal by SCOPUS / WoS / ERA / MyCITE or the listed journals as given in the list for student from the respective faculties)
 - ii. PhD by Research: 2 indexed Publication* with at least 1 was accepted (* indexed Journal by SCOPUS / WoS / ERA / MyCITE or the listed journals as given in the list for student from the respective faculties).

** This requirement is by cohort – applicable to those who registered after Sept 2017 (check with the Faculty's Admin Officer for the requirement)

7.0 POST VIVA VOCE PROCESS

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES POSTGRADUATE RESEARCH PROGRAMMES

INSTRUCTION TO THE CANDIDATE:

A. CORRECTION OF THESIS AFTER VIVA VOCE

1. During the oral examination/Viva Voce, candidate will be awarded with grade following the Result of Viva Voce as contained in the Rules 11.4 (b) – Academic Rules and Regulations for Postgraduate Master's Degree Program by Research & Academic Rules and Regulations for Postgraduate Doctoral Degree Program by Research.
2. The reference can be made to both Rules as per this link: <https://ipsis.uitm.edu.my/index.php/rsforms>
3. After viva voce, the Coordinator by Research Program will email candidates on the actions to be taken and forms required to be filled up for thesis correction purposes.
4. The candidate must submit the thesis and the form to the Faculty after making the necessary changes/corrections. The faculty will forward the thesis and the form to the examiner(s) for verification.
5. The final thesis can only be prepared when the examiner (s) are satisfied with all the changes/corrections done.
6. The Coordinator by Research Program or the Admin officer will notify the candidate with the required documents on the status of corrections after it has been verified by the examiner (s).

B. SUBMISSION OF THESIS TO IGS (THE FINAL THESIS)

1. The final thesis must be submitted within the time frame based on the viva voce result as stipulated under Rule 11.4 (b) – Academic Rules and Regulations for Postgraduate Master's Degree Program by Research & Academic Rules and Regulations for Postgraduate Doctoral Degree Program by Research.
2. Before the final thesis is submitted to IGS, candidate must ensure that the final thesis is formatted in accordance with the requirements as stated in the UiTM thesis/Dissertation Guideline. The guideline can be obtained from: <https://ipsis.uitm.edu.my/index.php/rsforms>
3. Candidate is required to get the formatted thesis be checked by the officer of IGS before continuing with final thesis submission. IGS has required the candidate to submit a digital copy of the thesis to IGS for format checking. Application for digital thesis format checking can be made via: <https://ipsis.uitm.edu.my/index.php/digital-thesis>
4. The IGS will send an email or notification to the candidate to notify on the outcome of the digital thesis format checking.

ALL THE BEST!!

IMPORTANT DIRECTORIES

a. IPSis Directory

Main website: <https://ipsis.uitm.edu.my/>

IPSis Support Services: <https://ipsis.uitm.edu.my/index.php/student/support-services>

IPSis Staff Directory: <https://ipsis.uitm.edu.my/index.php/admission-2/staff-directory>

Forms/Document from IPSis Download site: <https://ipsis.uitm.edu.my/index.php/rsforms>

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