SPECIFIC GUIDELINES FOR Ph.D APPLICANTS

Online Application

Applicants seeking admission for Ph.D programme have to complete an online application. For further information on how to apply, please visit: <http://pgapp.uum.edu.my/onlineapp/app_login.aspx>

Admission Requirements

For admission requirements, please visit the following website:

a.   General requirement:

<http://www.oyagsb.uum.edu.my/index.php/student-page/prospective-students/admission-requirements>

b.   English requirement:

<http://www.oyagsb.uum.edu.my/index.php/student-page/prospective-students/admission-requirements#2-english-requirements>

c.   Other requirements

Applicant should include (upload) the following documents when applying:

- Motivational letter
    - a two-page motivational letter stating the following:
        - ✓ information on applicant academic and research background
        - ✓ reason for applying
        - ✓ address the impact of the proposed research
- Applicants must propose the name of the potential supervisors who has agreed to work with the applicants on the research topic. Submission without the potential supervisor's name will be considered incomplete.
- Brief Research Proposal

In preparing the research proposal for the purpose of application, applicants are advised to observe the following format:

- o Cover Page: Title, your name, supervisor(s) name(s), matric no.
- o Components of the proposal:
- ✓ Background of study
- ✓ Problem statement of the study
- ✓ Research questions/objectives
- ✓ Scope of Study
- ✓ Brief Methodology

Note: Write your brief research proposal using Times New Roman font (12) and single spaced. Your proposal should not exceed **1000 words** excluding references and appendices. The APA Style must be observed.

d.　Interview

Applicants who have fulfilled all the requirements (as mentioned above) will be interviewed by a panel of interviewers, made of a chairperson and a school representative. The interview is organised by the Othman Yeop Abdullah Graduate School of Business (OYAGSB). Interviews can be conducted either face-to-face, via Skype interview, or face time.

e.　Notification

Applicants will be notified via email or phone a week before the interview. Applicants who fail to turn up for the interview or fail the interview will not be considered for admission. Applicants will be evaluated on their English proficiency, the authenticity of the proposal submitted, and ability to provide relevant answers

Registration

Please refer to UUM Postgraduate Academic Handbook 2017-2018 Session for information on registration.

a. Activation of student status:
* Candidates **must** activate their status by registering as a candidate every semester.
* Candidates who do not activate their status will be considered in-active.

Completion Requirements

To complete the Ph.D programme, candidates are required to meet the following:

a. Complete all the pre-requisite courses:

Note: Please refer to UUM Postgraduate Academic Handbook 2017-2018 Session for more information.

b. Colloquium/ Symposium
* Candidates are required to present their research ideas at the colloquium/ symposium prior to proposal defend. Candidates are strongly advised to present their research idea in the first semester.

c. Proposal Defence (PD)
* Research Proposal requirement
  o Candidates who registered for the Ph.D programme **prior** to September 2017/A171 intake are given **2 options** in preparing the research proposal for PD;
    ✓ **Option one: 5, 000 words**
    ✓ **Option two: Three (3) Chapters:**
      - Chapter 1 (introduction);

- Chapter 2 (Literature Review) and
- Chapter 3 (Methodology)

Note: please visit <http://www.oyagsb.uum.edu.my/index.php/student-page/current-student/download-area>

- o Candidates who registered in the semester starting **September 2017/2018 (171)** and onwards are required to prepare the proposal based on **5, 000 words** ONLY.
- o Candidates must defend their proposal within the stipulated time.

Note: please refer to UUM Postgraduate Academic Handbook 2017-2018 Session for more information

- Guideline: Proposal **5000 words**

  In preparing the proposal for a PD, candidates are advised to observe the following format:
  - o **Cover Page**: Title, your name, supervisor(s) name(s), matric no.

  - o **Components of the proposal:**
  - ✓ Introduction
  - ✓ Background of study
  - ✓ Problem statement of the study and literature analysis
  - ✓ Research questions/objectives
  - ✓ Significance of the study, supported by a review of the theoretical argument, and practical contribution of the study
  - ✓ Scope of Study (What, Why, How, Where and When)
  - ✓ Methodology including research design, theoretical/conceptual framework, hypotheses/propositions, data collection and data analysis strategy, etc.
  - o References

o   Appendices (include gantt chart and milestone of the research)

Note: Write your proposal using Times New Roman font (12) and single spaced. Your proposal should not exceed **5000 words** excluding references and appendices. The APA Style must be observed.

- Results:
  - o   Pass – The candidate continues with the research
  - o   Re-defense - The candidate is required to re-defend the proposal within six (6) months from the date of the PD.
  - o   Fail
- Presentation Guideline
  - o   Candidates are allowed a **15-minute** presentation, max.
  - o   Candidates are not allowed to use slides during their presentation; however, they can distribute hand-outs to examiners/audience if they wish.
  - o   Candidates who believe they are ready to defend their proposal need to observe the following procedure:
    - ✓   Submit the "Intent to Submit Proposal" form together with a Turn-it-in report. These two documents can be submitted one month before the submission of the proposal (**Refer to Appendix I**).
    - ✓   Submit three (3) copies of the proposal to the School.
    - ✓   Wait for a Proposal Defend date, which will be determined by the School.
    - ✓   Defend the proposal before a committee, which is made up of two internal reviewers appointed by the School.
    - ✓   Make necessary amendments based on the feedback of reviewers.

- Submission of Amended Proposal
  - In the case of the re-defend, it is strongly advised that candidates amend the proposals based on the feedback of the reviewers. Candidates are required to submit two (2) copies of the amended proposal to the OYAGSB office.
  - Candidates who fail at the second attempt of the PD will be terminated from the programme.

- Publication Requirement

  - Candidates who registered in the semester starting September 2017/2018 (171) and onwards are required to publish **at least one (1)** article in a Scopus-indexed Journal before submission of their thesis for viva.
  - Candidates who registered **prior** to September 2017/2018 (171) are required to publish:
    Option A: please refer to UUM Academic Postgraduate Handbook 2016/2017
    Option B: please refer to UUM Academic Postgraduate Handbook 2016/2017

- Viva Voce
  - Candidates are expected to be ready for examination of their thesis (*viva voce*) within five (5 years) for full-time and seven (7) years for part-time, from the date of admission.
  - Candidates who believe they are ready to defend their thesis/dissertation need to observe the following procedure:

- ✓ Submit the "Intent to Submit Proposal" form together with a Turn-it-in report. These two documents can be submitted one month before the submission of the thesis/dissertation.
- ✓ Submit three (3) copies of the draft thesis to the School along with the "Submission of Draft Thesis for Viva Voce Session" form endorsed by the supervisor(s).
- ✓ Wait for the date of viva voce. Candidates are likely to know the date within approximately two (2) months after submission.
- ✓ Pay any outstanding fee before the viva voce.

- Words Requirement
  - o PhD theses are limited to **100,000 words** of text, excluding appendices, footnotes and bibliographies.
- Results
  - o Pass – The candidate will be awarded a degree.
  - o Pass with minor revision – The candidate will be awarded a degree, subject to completing the corrections within three (3) months after the defence
  - o Pass with major revision – The candidate is required to make major alterations to his/her thesis and resubmit the work for another assessment by the examiners Within twelve (12) months after the defence, but a second viva is not required.
  - o Reschedule examination – The candidate is required to make major alterations to his/her thesis and resubmit the work for another assessment by the examiners within eighteen (18) months after the defence.
  - o Fail – The candidate has failed.

- Amendments to Thesis/Dissertation
  - o Candidates are advised to make corrections with guidance from the supervisor(s) based on the feedback given by the examiners.
  - o Corrections that meet the requirement will be endorsed by Oral Examination Board members of the viva session.

- Final Submission of Thesis/Dissertation
  - o Before binding the final thesis, **signed approval** for the Certification of Theses/ Dissertation from the College should be obtained.
  - o Candidates should submit **three (3)** hardcopies of the thesis: two (2) in a hard-cover form and one (1) in a loose-copy form, and one (1) softcopy in CD form.
  - o Candidates may then request a **letter of certification** from the College that he/she has completed the study and will be awarded a degree.

- Other Important Points
  - o The thesis submitted by a candidate must be **original** and it is the candidate's own work.
  - o Candidates are not permitted to submit a thesis that has been submitted for examination for a degree in any other university or institution. Submission of in a thesis must have been undertaken after the registration of the candidate for the PhD degree.