

PROCESS FLOW OF PROPOSAL DEFENCE (PD) MASTER & Ph.D BY RESEARCH

NO.	ACTIVITIES	REMARKS	ACTION BY
1.		Students who have successfully completed the pre-requisite courses (Research Methodology & Academic Writing), must present their research ideas at a colloquium organized by the respective School (optional for Master by Research) before defending their proposals.	<ul style="list-style-type: none"> ▪ PG Student ▪ School
2.	Ready for Proposal Defense	Fill-up GSGSG/PD002 Form - Intent to Submit Proposal for Proposal Defense	<ul style="list-style-type: none"> ▪ PG Student ▪ Supervisor
3.	Appointment of PD committee	School contacts appointed PD committee for consent	<ul style="list-style-type: none"> ▪ School Committee (JIL) / Programme Coordinator
4.	Submission of Final Draft Proposal four (4) hard copies & softcopy) together with the signed GSGSG/PD002 Form and a copy Turnitin report to GSGSG.	<p>TIMELINE/ DURATION</p> <p>Ph.D Students <u>Full-Time:</u> within 18 months from the date of admission. <u>Part-Time:</u> within 24 months from the date of admission.</p> <p>Master Students <u>Full-Time:</u> within 9 months from the date of admission. <u>Part-time:</u> within 12 months from the date of admission.</p> <p><u>Note:</u> Students who failed to defend within the time frame from the date of admission will be terminated.</p>	<ul style="list-style-type: none"> ▪ PG Student ▪ GSGSG
5.	Arrangement of Proposal Defense Session <ul style="list-style-type: none"> ✓ Determine the date of the Proposal Defense ✓ Send the proposal to Examiners 	<p><u>Checklist:</u></p> <ul style="list-style-type: none"> ✓ Appointment letter for chairman and examiners ✓ Chairperson's guidelines ✓ Chairperson's note/report ✓ Examiner's report (assessment rubrics) <p>Notes: Examiners must read the proposal and submit their reports within two (2) weeks from the date of the appointment letter PD should preferably be scheduled three (3) weeks from the date of the appointment letter.</p>	<ul style="list-style-type: none"> ▪ GSGSG
6.	Proposal Defense Session	<p>RESULTS</p> <ol style="list-style-type: none"> 1. Pass without any changes. 2. Pass with minor changes – The candidate is required to make minor corrections within one month and must be verified by the panels. 3. Pass with major changes – The candidate is required to make the correction within 2 months for Master Program or 3 months for Ph.D Program and must be verified by the panels. 4. Submit for re-examination within 3 months for the Master's Program or 6 months for Ph.D Program. 5. Fail 	<ul style="list-style-type: none"> ▪ PG Student ▪ Supervisor ▪ GSGSG
7.	Student Revision Proposal Submission	<p><u>Checklist:</u></p> <ol style="list-style-type: none"> 1. Revised proposal 2. Table of Correction <ul style="list-style-type: none"> ✓ Amend the proposal according to the comments given ✓ Submit the revised proposal & table of corrections to the main supervisor, co-supervisor, and examiners. 	<ul style="list-style-type: none"> ▪ PG Student ▪ Supervisor ▪ GSGSG
8.	Examiners endorse revision	<p>Endorsement period: In the case of a pass with minor revision, the examiners must endorse it within 2 weeks upon submission.</p> <p>In the case of a pass with major revision, the examiners must endorse within 4 weeks upon submission.</p>	<ul style="list-style-type: none"> ▪ Examiner ▪ Supervisor
9.	Update status in GAIS	Instruct the student to get a data collection letter from the Admission Unit.	<ul style="list-style-type: none"> ▪ GSGSG ▪ PG Student