



**UNIVERSITI MALAYSIA TERENGGANU**

**POSTGRADUATE STUDENT PERSONAL  
PROGRESS FOLDER (**RESEARCH PROGRAMME**)**

**NAME OF STUDENT**

**MATRIC. NO**

**RESEARCH TITLE**

**DATE OF COMMENCEMENT OF POSTGRADUATE PROGRAMME**

**EXPECTED DATE OF COMPLETION OF POSTGRADUATE PROGRAMME**

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## **GUIDELINES FOR USING AND MAINTAINING THIS POSTGRADUATE PERSONAL PROGRESS FOLDER (RESEARCH STRUCTURE)**

Your Postgraduate Personal Progress Folder is an important document and should be kept in a safe place. The entries that you make and the associated signed confirmations by your main supervisor/co-supervisor **are important proof of the progress of research carried out until thesis submission and viva voce.**

**The supervisor and student are required to retain record for each meeting regarding the progress of research.**

**The folder is an official record of contacts between the student and the supervisor(s). It must be produced for evaluation purposes at the end of semester and must be available for review at any time as appropriate/required.**

Key staff in your research training are:

Main Supervisor: .....

Co-supervisor (1): .....

Co-supervisor (2): .....

Co-supervisor (3): .....

Co-supervisor (4): .....

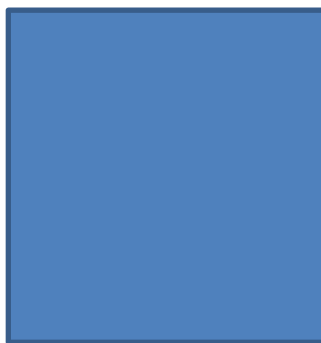
Deputy Dean (Research & Talent) or Postgraduate Coordinator:

.....

### **KEEPING YOUR FOLDER UP-TO-DATE**

The following is a checklist of what is expected of you and what to record in your folder:

- Personal information. Please complete this immediately
- Checklist for Graduation
- Record of formal meeting with supervisor
- Record of oral/poster presentation in conference/seminar/colloquium
- Record of participation in course/conference/seminar
- List of published/accepted journal articles in WOS/Scopus/MyCite
- List of published/accepted proceeding articles
- Other relevant achievement (e.g.: travel scholarship, prizes etc.)



ADD YOUR PHOTO HERE

**1**

**PERSONAL DETAILS**

First Name	
Last Name	
Matric No.	
Gender	
Nationality	
Handphone No.	
Email address	
Address in Malaysia during postgraduate study	
Address in country of origin (international student)	
Field of Study	
Mode of Study	Full time or Part time
Faculty/Institute/Centre	
Funding (if any)	
First Degree qualification (State name of degree and University)	
Master Degree (State name of degree and University)	
Media social link	

## 2

## CHECKLIST FOR GRADUATION

		Date	Semester (1 or 2)	Academic Session									
1	Passed Research Methodology Course during Year 1 of study												
2	Completed writing up Introduction												
3	Completed writing up Literature Review												
4	Completed writing up Methodology												
5	Completed research proposal power point slide for Candidature Assessment												
6	<p>Full time student must pass the Candidature Assessment within four (4) semesters for PhD or two (2) semesters for Master. Whereas, part time student must pass the Candidature Assessment within eight (8) semesters for PhD or four (4) semesters for Master.</p> <p>Students are given a maximum of three (3) attempts to pass the Candidature Assessment within the above-mentioned stipulated period.</p> <p>If a student fails to pass the Candidature Assessment as stipulated in clause (b) or (c), he/she will be given a GB (Termination of Candidature) standing.</p>												
7	Passed English Requirement before graduation (for intake before October 2020)												
	Passed English Requirement within Year 1 for Master or Year 2 for PhD (for intake October 2020 – March 2022)												
8	Completed data collection												
9	Completed data analysis												
10	Completed writing up (Results & Discussion and Conclusion)												
11	<p>Must fulfill the following publication requirement:</p> <table border="1"> <thead> <tr> <th>Programme</th> <th>Requirements of Publication</th> <th>Type of Publication</th> </tr> </thead> <tbody> <tr> <td>PhD</td> <td>At least:- 2 <b>journal</b> articles (accepted)</td> <td>Clarivate Analytics Web of Science (CA- WoS)/Scopus</td> </tr> <tr> <td>Master</td> <td>At least:- 1 <b>journal</b> article (accepted)</td> <td>Clarivate Analytics Web of Science (CA- WoS)/Scopus/ MyCite Journal</td> </tr> </tbody> </table>	Programme	Requirements of Publication	Type of Publication	PhD	At least:- 2 <b>journal</b> articles (accepted)	Clarivate Analytics Web of Science (CA- WoS)/Scopus	Master	At least:- 1 <b>journal</b> article (accepted)	Clarivate Analytics Web of Science (CA- WoS)/Scopus/ MyCite Journal			
Programme	Requirements of Publication	Type of Publication											
PhD	At least:- 2 <b>journal</b> articles (accepted)	Clarivate Analytics Web of Science (CA- WoS)/Scopus											
Master	At least:- 1 <b>journal</b> article (accepted)	Clarivate Analytics Web of Science (CA- WoS)/Scopus/ MyCite Journal											

	<p>a) The publication must be related to the student's research in his/her submitted thesis.</p> <p>b) Only publications made during the candidature can be accepted.</p> <p>c) Publications must be published with the supervisor(s).</p> <p>d) One of the supervisors shall act as the corresponding author.</p> <p>e) The student must be the main author (first author).</p> <p>f) In the event of two or more students co-author in a journal article, only one student is allowed to use this article to fulfil his/her graduation requirement.</p> <p>- The publication data will be extracted from e-profile database for <b>published journal articles</b> (either key in by the lecturer and verified by UMT Library (PSNZ) or automatically extracted from the database by UMT library). For <b>accepted journal articles</b>, please fill in Verification of Accepted Journal Article form (from UMT Postgraduate Management Centre (PPS) website) to be verified by UMT library.</p>			
12	Submit notice of thesis submission			
13	Submit Thesis (Turnitin report from PSNZ is required)			
14	Passed Viva voce			
15	Submit corrected thesis within the deadline			
16	UMT Postgraduate Study Committee Approval			
17	Senate approval			
18	Submission of hardbound thesis (Turnitin report from PSNZ is required)			

All graduation requirements must be met within the stipulated time as required by UMT Postgraduate Rules and Regulations

The quality of the research programme is determined by the ability of the graduates to carry out the expected roles and responsibilities in society. This requires the programme to have clear statements of the learning outcomes to be achieved. These statements should collectively reflect the appropriate MQF Level descriptor encompassing the five (5) clusters of learning outcomes and other needs of the HEP.

No	Clusters	
1	Knowledge and Understanding	
2	Cognitive Skills	
3	Functional Work Skills	3.1 Practical Skills
		3.2 Interpersonal Skills
		3.3 Communication Skills
		3.4 Digital Skills
		3.5 Numerical Skills
		3.6 Leadership, Autonomy & Responsibility
4	Personal and Entrepreneurial Skills	
5	Ethics and Professionalism.	

The scope of learning outcomes must reflect the knowledge, skills, abilities and attitudes outlined in the appropriate MQF Level descriptors that candidates should achieve upon completion of the programme and other needs of the HEP. Malaysian Qualification Agency has specified the programme learning outcome (PLO) for master and doctoral degree (by research) as follows:

#### **PLO for Master's Degree by Research (Level 7, MQF)**

At the end of the programme, graduates must be able to:

- i. Demonstrate in-depth and frontier knowledge and understanding in the relevant field/s or practice;
- ii. Critically and creatively apply knowledge in one or more fields to resolve complex disciplinary and practical problems;
- iii. Conduct rigorous and independent research or investigation with minimal supervision;
- iv. Perform research adhering to legal, ethical, professional and sustainable practices;
- v. Demonstrate intellectual leadership qualities and management skills;
- vi. Communicate effectively in the field/s and interact with specialist and general audience;
- vii. Select and use suitable digital and analytical tool techniques to research problems; and
- viii. Demonstrate commitment to lifelong learning and personal development.

#### **PLO for Doctoral Degree by Research (Level 8, MQF)**

At the end of the programme, graduates should be able to:

- i. Demonstrate a critical and in-depth understanding of frontier knowledge by generating

- substantial and original contributions to a field and/or practice;
- ii. Synthesise existing and new knowledge in one or more discipline areas to develop new concepts or interpretations or applications;
  - iii. Conduct rigorous and independent research or investigation with minimal supervision;
  - iv. Demonstrate intellectual leadership qualities and management skills;
  - v. Perform research adhering to legal, ethical, professional and sustainable practices;
  - vi. Communicate cogently in the field/s and interact with specialist and general audience;
  - vii. Select and use suitable digital and analytical techniques to research problems; and
  - viii. Demonstrate commitment to lifelong learning and personal development.



Table 1 to Table 4 in Appendix A shows the recommended Gantt Chart and research progress for Master and PhD students.

#### A. EXAMPLE OF RESEARCH ACTIVITIES FOR MASTER STUDENTS UNTIL THESIS SUBMISSION WITHIN 3 SEMESTERS (1.5 YEARS)

This following timetable assumes **October** as starting date. If the student commences their postgraduate programme on a different date, the timetable can be modified accordingly.

##### YEAR 1 (SEMESTER I & II)

- October – December (Month 1 - 3)
  - Postgraduate student (student) attends Research Methodology Course (within year 1).
  - Student formulates 12 months' work plan in consultation with Supervisor(s).
  - Student and Supervisor agree on research objectives and research methodology of respective study and start to draft a research proposal.
  - Supervisor(s) appoint Supervisory Committee for postgraduate student.
- January (Month 4)
  - Student carries out research as planned
  - 4 months review between Student and Supervisory Committee
  - Candidature Assessment (CA) (Kindly refer *UMT Postgraduate Rules and Regulations (Research, clause 7.2)*)
- February (Month 5)
  - Student submits progress report (for Semester I) to Supervisory Committee. Supervisor(s) may request the student to submit thesis/manuscript draft during the progress meeting.
  - Student gives progress presentation for the current semester to the main Supervisor/Supervisory committee.
  - Main supervisor will carry out evaluation of research progress for his/her respective students.
  - Postgraduate Committee at faculty level will review the main supervisor's evaluation.
- March – July (Month 6 – 10)
  - Student carries out research as planned
  - Student attends relevant training/workshops organised by the faculty/UMT Postgraduate Management Centre/other institution (please be alert to training announcement).
- August/September (Month 11/12)
  - Master student should have completed field work / laboratory work by Month 12 and resume thesis writing.
  - Student submits progress report (for Semester II) to Supervisory Committee.

- Supervisor(s) may request the student to submit thesis/manuscript draft during the progress meeting.
  - o Student gives progress presentation for the current semester to the main Supervisor/Supervisory committee.
  - o Main supervisor will carry out evaluation of research progress for his/her respective students.
  - o Postgraduate Committee at faculty level will review the main supervisor's evaluation.
- Monthly
  - o Student has formal meeting with main supervisor with/ without the attendance of supervisory committee. Meeting should be recorded and any achievement/completed task should be highlighted.
  - o All meetings must be recorded in Postgraduate Student Meetings Record form (Refer Item 5, 6, 7 of this folder) and shall be verified by the Main Supervisor/Representative of supervisory committee.
  - o **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

## YEAR 2 (SEMESTER III)

- October (Month 13)
  - o Student formulates 6 months' work plan (months 13 - 18) in consultation with Supervisor(s).
  - o The student must fill in 'Notice of submission of thesis' form available online via MyNemo within 3-6 months before thesis submission.
  - o Student presents the research finding in seminar/conference or journal article/proceedings
- October – January (Month 13 – 16)
  - o Student resumes thesis writing
  - o Student attends relevant training/workshops organised by the faculty/UMT Postgraduate Management Centre/other institution (please be alert to training announcement).
  - o Student presents the research finding in seminar/conference or journal article/proceedings
- February/March (Month 17/18)
  - o Student gives progress presentation for the current semester to the main Supervisor/Supervisory committee.
  - o Main supervisor will carry out evaluation of research progress for his/her respective students.
  - o Postgraduate Committee at faculty level will review the main supervisor's evaluation.
  - o Student fills in 'Thesis Submission' form available online via MyNemo and submit soft copy of thesis and at least 2 hard copies of thesis to Faculty to be evaluated by thesis examination committee.
- Monthly
  - o Student has formal meeting with main supervisor with/ without the attendance of supervisory committee. Meeting should be recorded and any

achievement/completed task should be highlighted.

- o All meetings must be recorded in Postgraduate Student Meetings Record form (Refer Item 5, 6, 7 of this folder) and shall be verified by the Main Supervisor/Representative of supervisory committee.
- o **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

## **B. EXAMPLE OF RESEARCH ACTIVITIES FOR PhD STUDENTS UNTIL THESIS SUBMISSION WITHIN 6 SEMESTERS (3 YEARS)**

This following timetable assumes **October** as starting date. If the student commences their postgraduate programme on a different date, the timetable can be modified accordingly.

### **YEAR 1 (SEMESTER I & II)**

- October – December (Month 1 – 3)
  - o PhD student attends Research Methodology Course (within year 1).
  - o Student formulates 12 months' work plan in consultation with Supervisor(s).
  - o Student and Supervisor agree on research objectives and research methodology of respective study and start to draft a research proposal.
  - o Supervisor(s) appoint Supervisory Committee for postgraduate student.
- January (Month 4)
  - o Student carries out research as planned
  - o 4 months review between Student and Supervisory Committee
  - o Candidature Assessment (CA) (Kindly refer *UMT Postgraduate Rules and Regulations (Research)* 2021, page 15 , clause 7.2)
- February (Month 5)
  - o Student submits progress report (for Semester I) to Supervisory Committee. Supervisor(s) may request the student to submit thesis/manuscript draft during the progress meeting.
  - o Student gives progress presentation for the current semester to the main Supervisor/Supervisory committee.
  - o Main supervisor will carry out evaluation of research progress for his/her respective students.
  - o Postgraduate Committee at faculty level will review the main supervisor's evaluation.
- March – July (Month 6 – 10)
  - o Student carries out research as planned
  - o Student attends relevant training/workshops organised by the faculty/UMT Postgraduate Management Centre/other institution (please be alert to training announcement).
- August/September (Month 11/12)
  - o Student submits progress report (for Semester II) to Supervisory Committee. Supervisor(s) may request the student to submit thesis/manuscript draft during the progress meeting.
  - o Student gives progress presentation for the current semester to the main Supervisor/Supervisory committee.

- o Main supervisor will carry out evaluation of research progress for his/her respective students.
- o Postgraduate Committee at faculty level will review the main supervisor's evaluation.
- Monthly
  - o Student has formal meeting with main supervisor with/ without the attendance of supervisory committee. Meeting should be recorded and any achievement/completed task should be highlighted.
  - o All meetings must be recorded in Postgraduate Student Meetings Record form (Refer Item 5, 6, 7 of this folder) and shall be verified by the Main Supervisor/Representative of supervisory committee.
  - o **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

## YEAR 2 (SEMESTER III & IV)

- October (Month 13)
  - o Student formulates 12 months' work plan (months 13 - 24) in consultation with Supervisor(s).
  - o Student presents the research finding in seminar/conference or journal article/proceedings
- October – January (Month 13 – 16)
  - o Student carries out research as planned
  - o Student attends relevant training/workshops organised by the faculty/UMT Postgraduate Management Centre/other institution (please be alert to training announcement).
  - o Student presents the research finding in seminar/conference or journal article/proceedings
- February (Month 17)
  - o Student submits progress report (for Semester III) to Supervisory Committee. Supervisor(s) may request the student to submit thesis/manuscript draft during the progress meeting.
  - o Student gives progress presentation for the current semester to the main Supervisor/Supervisory committee.
  - o Main supervisor will carry out evaluation of research progress for his/her respective students.
  - o Postgraduate Committee at faculty level will review the main supervisor's evaluation.
- August- September (Month 23-24)
  - o Student submits progress report (for Semester IV) to Supervisory Committee. Supervisor(s) may request the student to submit thesis/manuscript draft during the progress meeting.
  - o Student gives progress presentation for the current semester to the main Supervisor/Supervisory committee.
  - o Main supervisor will carry out evaluation of research progress for his/her respective students.

- o Postgraduate Committee at faculty level will review the main supervisor's evaluation.
- Monthly
  - o Student has formal meeting with main supervisor with/ without the attendance of supervisory committee. Meeting should be recorded and any achievement/completed task should be highlighted.
  - o All meetings must be recorded in Postgraduate Student Meetings Record form (Refer Item 5, 6, 7 of this folder) and shall be verified by the Main Supervisor/Representative of supervisory committee.
  - o **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

### **YEAR 3 (SEMESTER V & VI)**

- October (Month 25)
  - o Student formulates 6 months work plan (months 25 - 30) in consultation with Supervisor(s)
- October – January (Month 25 – 28)
  - o Student carries out research as planned
  - o Student attends relevant training/workshops organised by the faculty/UMT Postgraduate Management Centre/other institution (please be alert to training announcement).
  - o Student presents the research finding in seminar/conference or journal article/proceedings
- February (Month 29)
  - o Student submits progress report (for Semester V) to Supervisory Committee. Supervisor(s) may request the student to submit thesis/manuscript draft during the progress meeting.
  - o Student gives progress presentation for the current semester to the main Supervisor/Supervisory committee.
  - o Main supervisor will carry out evaluation of research progress for his/her respective students.
  - o Postgraduate Committee at faculty level will review the main supervisor's evaluation.
- March (Month 30)
  - o Doctor of Philosophy (PhD) degree student should have completed field work or laboratory works by now and resume thesis writing.
  - o The student must fill in 'Notice of submission of thesis' form available online via MyNemo within 3- 6 months before thesis submission.
- August (Month 35)
  - o Student submits progress report (for Semester VI) to Supervisory Committee. Supervisor(s) may request the student to submit thesis/manuscript draft during the progress meeting.
  - o Student gives progress presentation for the current semester to the main Supervisor/Supervisory committee.
  - o Main supervisor will carry out evaluation of research progress for his/her respective

students.

- o Postgraduate Committee at faculty level will review the main supervisor's evaluation.
- o Student fill in 'Thesis Submission' form available online via MyNemo and submit soft copy of thesis and at least 2 hard copies of thesis to Faculty to be evaluated by thesis examination committee.

- Monthly

- o Student has formal meeting with main supervisor with/ without the attendance of supervisory committee. Meeting should be recorded and any achievement/completed task should be highlighted.
- o All meetings must be recorded in Postgraduate Student Meetings Record form (Refer Item 5, 6, 7 of this folder) and shall be verified by the Main Supervisor/Representative of supervisory committee.
- o **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

# 5

## RECORD OF FORMAL MEETING WITH SUPERVISOR (YEAR 1)

Insert completed report for each formal meeting attended (softcopy report) or print the report for each formal meeting and attach it in the folder (hardcopy folder). Please fill in Postgraduate Research Student Meetings Record form every time you have a formal meeting with your supervisor. **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

NO.	DATE	ATTACHMENT OF POSTGRADUATE RESEARCH STUDENT MEETING RECORD
1		
2		
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12		

## POSTGRADUATE RESEARCH STUDENT MEETING RECORD

In accordance with good practice of postgraduate research student supervision, regular meetings should take place between Supervisory Committee and their research students. A brief record should be kept of each formal supervision meeting, initiated by the research student and e-mailed to the supervisor for comment and return to the research student. Copies of the report should be retained by the Supervisor. **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

<b>Student Name:</b>	<b>Matric No.:</b>
<b>Programme:</b>	<b>Main Supervisor:</b>
<b>No. of Semester:</b>	<b>Mode: Full Time / Part Time (please circle either one)</b>
<b>Progress Status (eg: proposal, data collection, data analysis, writing up):</b>	<b>Date of Meeting:</b>
	<b>Medium of Meeting:</b>
<b>Working Thesis Title:</b>	
<b>Progress since the last meeting (Date of last Meeting: DD-MM-YYYY)</b>	
<b>Points Discussed:</b>	
<b>Agreed Action Points and Deadline:</b>	
<b>Signature of Student</b>	<b>Signature of Supervisor</b>
_____	_____



## 6

## RECORD OF FORMAL MEETING WITH SUPERVISOR (YEAR 2)

Insert completed report for each formal meeting attended (softcopy report) or print the report for each formal meeting and attach it in the folder (hardcopy folder). Please fill in Postgraduate Research Student Meetings Record form every time you have a formal meeting with your supervisor. **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

NO.	DATE	ATTACHMENT OF POSTGRADUATE RESEARCH STUDENT MEETING RECORD
1		
2		
3		
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11		
12		

## POSTGRADUATE RESEARCH STUDENT MEETING RECORD

In accordance with good practice of postgraduate research student supervision, regular meetings should take place between Supervisory Committee and their research students. A brief record should be kept of each formal supervision meeting, initiated by the research student and e-mailed to the supervisor for comment and return to the research student. Copies of the report should be retained by the Supervisor. **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

<b>Student Name:</b>	<b>Matric No.:</b>
<b>Programme:</b>	<b>Main Supervisor:</b>
<b>No. of Semester:</b>	<b>Mode: Full Time / Part Time (please circle either one)</b>
<b>Progress Status (eg: proposal, data collection, data analysis, writing up):</b>	<b>Date of Meeting:</b>
<b>Working Thesis Title:</b>	
<b>Progress since the last meeting (Date of last Meeting: DD-MM-YYYY)</b>	
<b>Points Discussed:</b>	
<b>Agreed Action Points and Deadline:</b>	
<b>Signature of Student</b>	<b>Signature of Supervisor</b>
_____	_____

Insert completed report for each formal meeting attended (softcopy report) or print the report for each formal meeting and attach it in the folder (hardcopy folder). Please fill in Postgraduate Research Student Meetings Record form every time you have a formal meeting with your supervisor. **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

NO.	DATE	ATTACHMENT OF POSTGRADUATE RESEARCH STUDENT MEETING RECORD
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## POSTGRADUATE RESEARCH STUDENT MEETING RECORD

In accordance with good practice of postgraduate research student supervision, regular meetings should take place between Supervisory Committee and their research students. A brief record should be kept of each formal supervision meeting, initiated by the research student and e-mailed to the supervisor for comment and return to the research student. Copies of the report should be retained by the Supervisor. **At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.**

<b>Student Name:</b>	<b>Matric No.:</b>
<b>Programme:</b>	<b>Main Supervisor:</b>
<b>No. of Semester:</b>	<b>Mode: Full Time / Part Time (please circle either one)</b>
<b>Progress Status (eg: proposal, data collection, data analysis, writing up):</b>	<b>Date of Meeting:</b>
<b>Working Thesis Title:</b>	
<b>Progress since the last meeting (Date of last Meeting: DD-MM-YYYY)</b>	
<b>Points Discussed:</b>	
<b>Agreed Action Points and Deadline:</b>	
<b>Signature of Student</b>	<b>Signature of Supervisor</b>
_____	_____

**8****RECORD OF ORAL/POSTER PRESENTATION AT THE  
CONFERENCE/SEMINAR/COLLOQUIUM (PLEASE ATTACH THE RELEVANT PROOF)**

<b>ORAL OR POSTER PRESENTATION</b>	<b>DATE</b>	<b>NAME OF CONFERENCE/SEMINAR/COLLOQUIUM</b>	<b>VENUE</b>

# 9

## RECORD OF PARTICIPATION IN COURSE/CONFERENCE/SEMINAR (PLEASE ATTACH PROOF OF PARTICIPATION/ATTENDANCE)

DATE	TRAINING/CONFERENCE/SEMINAR	VENUE

DATE	AUTHORS	DETAILS OF JOURNAL ARTICLE (TITLE, JOURNAL NAME, VOLUME, NO., PAGE)

# 11

## LIST OF PUBLISHED/ACCEPTED PROCEEDING ARTICLES (PLEASE ATTACH THE FIRST PAGE OF THE ARTICLE)

DATE	AUTHORS	DETAILS OF PROCEEDING ARTICLE (TITLE, PROCEEDING NAME, PAGE)	VENUE



**APPENDIX A**

**Table 1: Sample of Research Plan – Gantt Chart for Full Time Master Student**

STUDENT NAME:..... MATRIC NO. : .....

PROGRAMME: .....

<b>iGOT</b>		<b>YEAR 1</b>		<b>YEAR 2</b>	
<b>SEMESTER</b>		<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>
<b>MONTH</b>		<b>OCT. – FEB.</b>	<b>MAR. – SEPT.</b>	<b>OCT. – FEB.</b>	<b>MAR. – SEPT.</b>
<b>MILESTONES - THESIS WRITING &amp; RESEARCH WORK NEEDED TO COMPLETE WITHIN 2 YEARS</b>					
1	Abstract				
2	Introduction				
3	Literature Review / Critical Literature Review				
4	References				
5	Research Gap & Problems Statement				
6	Research Questions				
7	Research Methodology				
8	Experiment /Data Collection				
9	Finding / Data Analysis				
10	Publications				
11	Discussion				
12	Contribution / Conclusion				

**APPENDIX A**

**Table 2: Sample of Research Plan – Gantt Chart for Full Time Doctoral Student**

STUDENT NAME: ..... MATRIC NO. : .....

PROGRAMME: .....

iGOT SEMESTER MONTH		YEAR 1		YEAR 2		YEAR 3		YEAR 4	
		1	2	1	2	1	2	1	2
		OCT. – FEB.	MAR. – SEPT.	OCT. – FEB.	MAR. – SEPT.	OCT. – FEB.	MAR. – SEPT.	OCT. – FEB.	MAR. – SEPT.
<b>MILESTONES - THESIS WRITING &amp; RESEARCH WORK NEEDED TO BE COMPLETED WITHIN 4 YEARS</b>									
1	Abstract								
2	Introduction								
3	Literature Review / Critical Literature Review								
4	References								
5	Research Gap & Problems Statement								
6	Research Questions								
7	Research Methodology								
8	Experiment / Data Collection								
9	Finding / Data Analysis								
10	Publications								
11	Discussion								
12	Contribution/ Conclusion								

**APPENDIX A****Table 3: Sample of Student's Research Progress Report for Full Time Master Degree**

No.	Activities	Semester			
		1	2	3	4
1	Abstract			√	√
2	Introduction	√	√	√	√
3	Literature Review /Critical Literature Review	√	√	√	√
4	References	√	√	√	√
5	Research Gap & Problems Statement	√	√	√	√
6	Research Questions		√	√	√
7	Research Methodology		√	√	√
8	Experiment / Data Collection		√	√	√
9	Finding /Data Analysis			√	√
10	Publications		√	√	√
11	Results and Discussion			√	√
12	Contribution / Conclusion			√	√

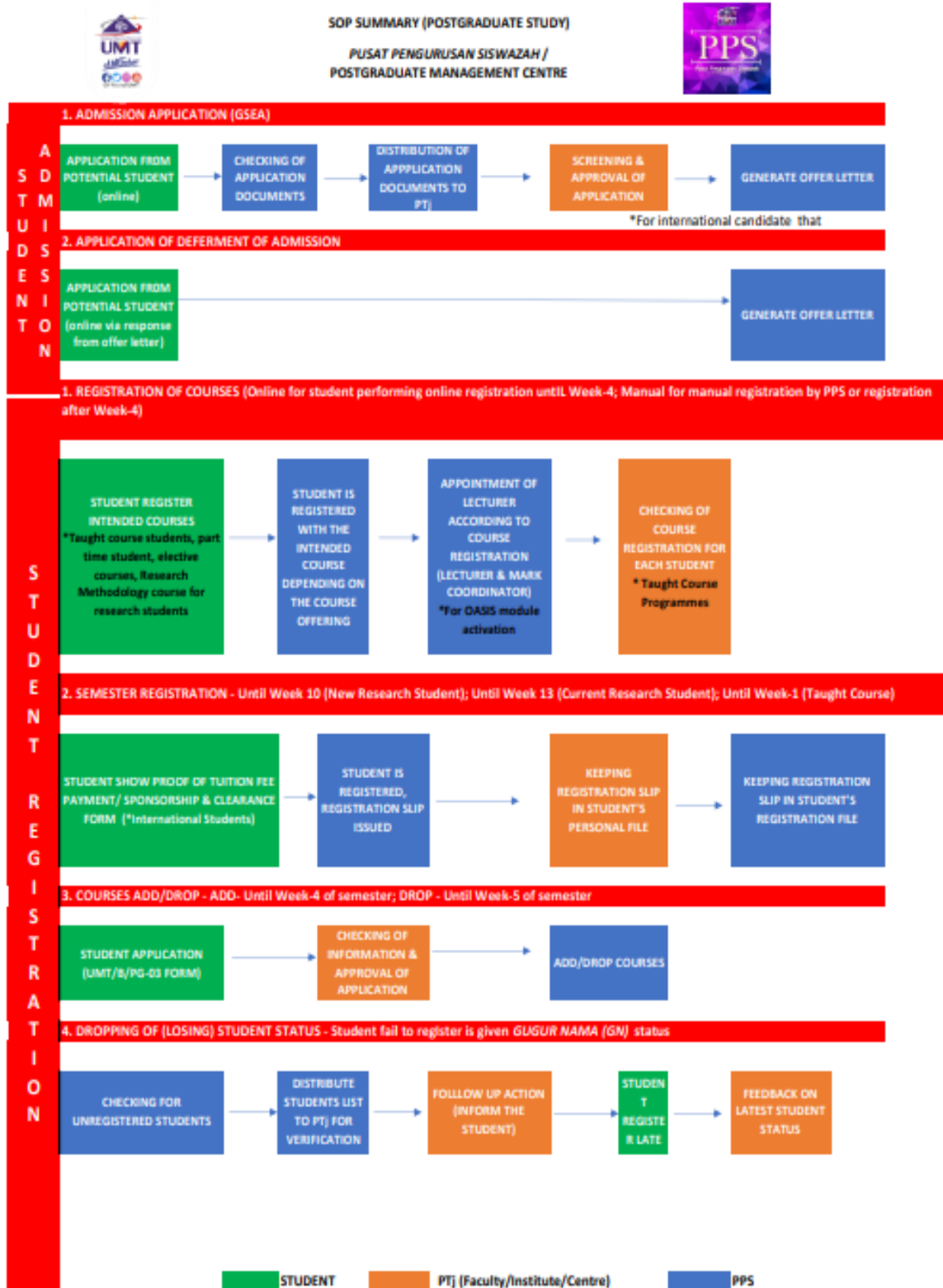
**APPENDIX A**

**Table 4: Sample of Student’s Research Progress Report for Full Time Doctoral Degree**

No.	Activities	Semester							
		1	2	3	4	5	6	7	8
1	Abstract							√	√
2	Introduction	√	√	√	√	√	√	√	√
3	Literature Review/Critical Literature Review	√	√	√	√	√	√	√	√
4	References	√	√	√	√	√	√	√	√
5	Research Gap & Problems Statement		√	√	√	√	√	√	√
6	Research Questions		√	√	√	√	√	√	√
7	Research Methodology		√	√	√	√	√	√	√
8	Experiment /Data Collection			√	√	√	√	√	√
9	Finding /Data Analysis				√	√	√	√	√
10	Publications		√	√	√	√	√		
11	Results and Discussion					√	√	√	√
12	Contribution/Conclusion					√	√	√	√



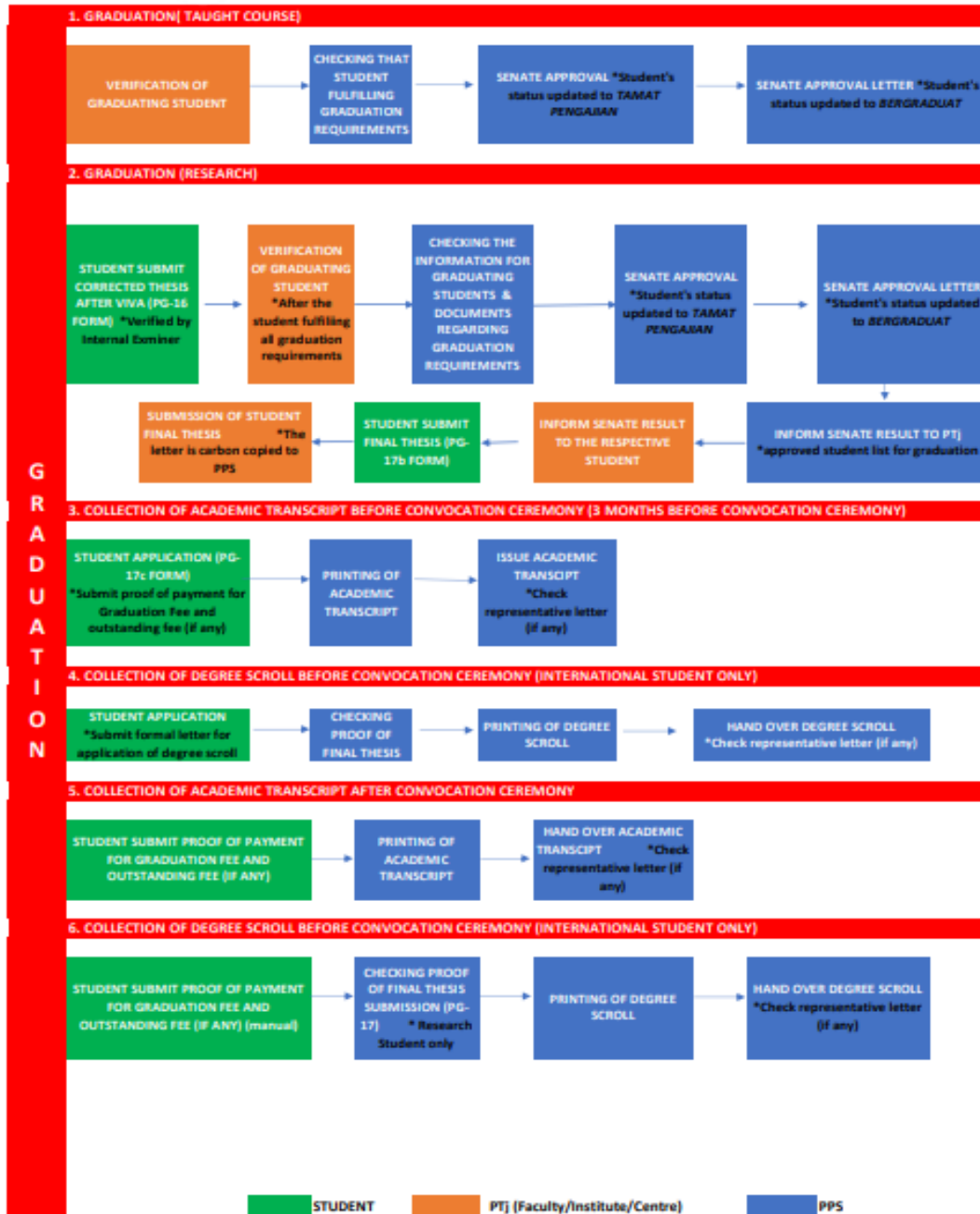
# APPENDIX B







SOP SUMMARY (POSTGRADUATE STUDY)  
PUSAT PENGURUSAN SISWAZAH /  
POSTGRADUATE MANAGEMENT CENTRE







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- 📍 <https://postgrad.umt.edu.my/>
- 📍 [https://t.me/+wjj0NNrnN\\_NmMmQ9](https://t.me/+wjj0NNrnN_NmMmQ9) (PG 2021) - PG students
- <https://t.me/+QJuBCatKILFmNDQ9> (PG To Be) – candidates issued with offer letter already
- <https://t.me/+8xd1T1TYkaRjMWU1> (PG To Be (English)) – candidates not meeting English requirement