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Quin

Position : Senior Executive, School of Postgraduate
Studies

Juniper

Position : Dean, School of Postgraduate Studies

No.	Date	Remarks	Revision No.	Approved by
1	04/01/16	Establishment	00	Dean, SPS
2	07/12/22	Change from UCTS to UTS	01	Dean, SPS
3	20/06/24	Review overall	02	Dean, SPS

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1.0 OBJECTIVE

- 1.1 To outline the process of conversion of candidature from Master's to PhD.

2.0 SCOPE

- 2.1 This SOP covers for all Master by Research programme.

3.0 REFERENCES

- 3.1 Postgraduate Academic Rules & Regulations

4.0 DEFINITIONS / ABBREVIATIONS

SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak
SPS	:	School of Postgraduate Studies
SAC	:	School Academic Committee
PSC	:	Postgraduate Studies Committee
UPC	:	University Postgraduate Committee
PC	:	Programme Coordinator
SA	:	School Admin
EP	:	Examining Panel
SC	:	Supervisory Committee

5.0 RESPONSIBILITY

- 5.1 The Dean of SPS has the authority to approve the establishment and amendment SOP.
- 5.2 Deans and PC are responsible to follow and adhere to this SOP.
- 5.3 The Dean of SPS is responsible to ensure that this SOP is adhered to.

6.0 PROCEDURE

Refer to process flow chart.



UTS

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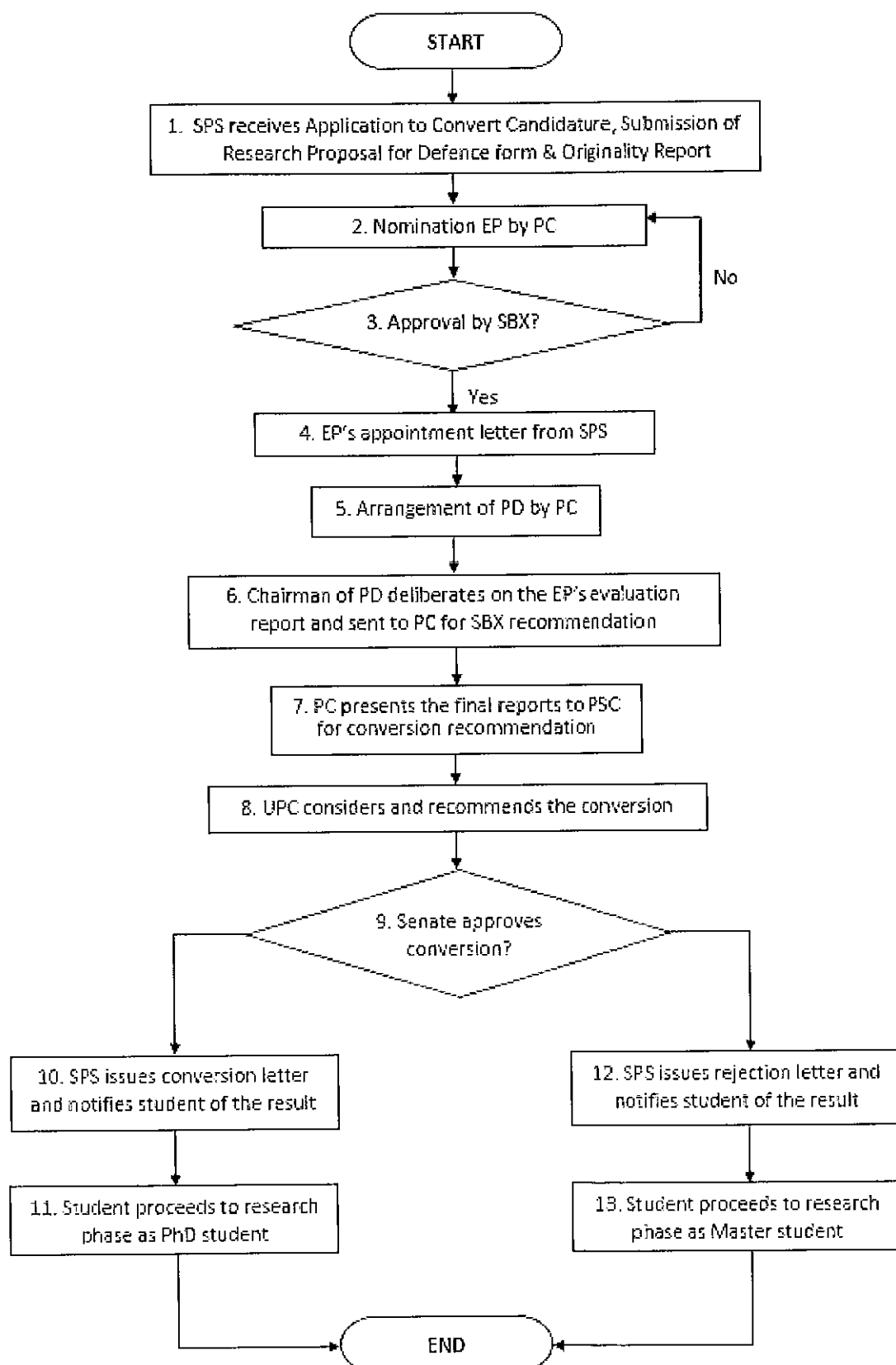
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7.0 DESCRIPTION

7.1 CONVERSION CANDIDATURE FROM MASTER'S TO PHD

No	Description	Person in Charge	Document
1	<p>SPS receives Application to Convert Candidature, Submission of Research Proposal for Defence form & Originality Report.</p> <p>1.1. SPS receives PG student application on Application to Convert Candidature from Master to PhD form, Submission of Research Proposal for Defence & Originality Report from student.</p> <p>1.2. SPS pass the Application to Convert Candidature from Master to PhD form, Submission of Research Proposal for Defence form, Originality Report form, Research Proposal and <i>Turnitin</i> Report Summary to PC.</p>	SPS SA	<p>1. Submission of Research Proposal for Defence & Originality Report (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-proposal-view)</p> <p>2. Research Proposal</p> <p>3. <i>Turnitin</i> Report Summary</p> <p>4. Application to Convert Candidature from Master to PhD (UTS-SPS-P12-CC)</p>
2	<p>Nomination EP by PC.</p> <p>2.1. PC to nominate three EPs and submit for SBX for approval.</p> <p>2.2. Nominated EPs must not be directly involved in the student's project.</p>	PC; SBX	<p>Postgraduate Nomination of Panel by SBX (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-nomination-view)</p>
3	<p>Approval by SBX?</p> <p>2.3. SBX consider the nomination of EP by PC.</p> <p>(i) If "Agreed", proceed to 4;</p> <p>(ii) If "Not Agreed", PC re-nominate the EP.</p>	SBX; PC	<p>1. Postgraduate Nomination of Panel by SBX (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-nomination-view)</p>
4	<p>EP's appointment letter from SPS.</p> <p>4.1. SPS receives the nomination form of EP from PC and issue EP's appointment letter for EP.</p>	SPS SA	<p>1. Postgraduate Nomination of Panel by SBX (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-nomination-view)</p> <p>2. Panel Appointment Letter</p>

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5	<p>Arrangement of PD by PC.</p> <p>5.1. PC arranges for PD.</p> <p>5.2. SA of respective school prepare PD proceedings and informs EP on the date, time and venue of PD.</p> <p>5.3. SPS informs student on the date, time and venue of PD.</p> <p>NOTE: (i) Proposal is to be distributed to EP one week before PD.</p>	<p>PC; SA of Respective School; SPS SA</p>	<p>1. PD Proceedings</p> <p>2. Email</p>
6	<p>Chairman of PD deliberates on the EP's evaluation report and sent to PC for SBX recommendation.</p> <p>6.1. EP evaluates the research proposal from the presentation and Q&A.</p> <p>6.2. Chairman of PD need to compile the PD report and make recommendation on the student conversion.</p> <p>6.3. PC deliberates on the EP's conversion recommendation to SBX.</p>	<p>EP PC SBX</p>	<p>1. Postgraduate Evaluation of Proposal Defence (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-evaluation-view)</p> <p>2. PD Course file</p> <p>3. Application to Convert Candidature from Master to PhD (UTS-SPS-P12-CC)</p>
7	<p>PC presents the SBX recommendation to PSC for conversion recommendation.</p> <p>7.1. PC will send the SBX recommendation for PSC recommendation on the student conversion.</p>	<p>PC PSC</p>	<p>1. Postgraduate Evaluation of Proposal Defence (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-evaluation-view)</p> <p>2. Agenda paper</p> <p>3. Application to Convert Candidature from Master to PhD (UTS-SPS-P12-CC)</p>
8	<p>UPC consider and recommends the conversion.</p> <p>8.1. UPC considers and recommend the conversion for Senate final approval.</p>	<p>SPS UPC</p>	<p>1. Postgraduate Evaluation of Proposal Defence (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-evaluation-view)</p> <p>2. Agenda paper</p> <p>3. Application to Convert Candidature from Master to PhD (UTS-SPS-P12-CC)</p>

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9	Senate approves conversion? i) If yes, go to 10; ii) If no, go to 12.	SPS	1. Postgraduate Evaluation of Proposal Defence (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-evaluation-view) 2. Agenda paper 3. Application to Convert Candidature from Master to PhD (UTS-SPS-P12-CC)
10	SPS issues conversion letter and notifies student of the result.	SPS SA	1. Conversion Letter
11	Student proceeds to research phase as PhD student	Student	-
12	SPS issues rejection letter and notifies student of the result.	SPS SA	1. Rejection Letter
13	Student proceeds to research phase as Master student	Student	-

8.0 RECORDS

	Title / Records	Location / Responsibility	Retention Period
1.	Submission of Research Proposal for Defence & Originality Report	Oculus System (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-proposal-view)	Min 8 years (Master's Degree)
2.	Postgraduate Nomination of Panel by SBX	Oculus System (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-nomination-view)	Min 8 years (Master's Degree)
3.	Postgraduate Evaluation of Proposal Defence	Oculus System (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-evaluation-view)	Min 8 years (Master's Degree)
4.	Outcome of Amended Defence Research Proposal	Oculus System (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-proposal-view)	Min 8 years (Master's Degree)
5.	PD Course File	Postgraduate Filing Room	Min 8 years (Master's Degree)
6.	Application to Convert Candidature from Master to PhD	Postgraduate Filing Room	Min 8 years (Master's Degree)