



MONITORING OF RESEARCH PROGRESS FOR POSTGRADUATE PROGRAMME BY RESEARCH

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| Doc. No: | UTS/SPS/P05 |
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| Revision No: | 02 |
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| Date: | 20/06/24 |
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Prepared by:

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Position : Senior Executive, School of Postgraduate Studies

Approved by:


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Name : Assoc. Prof. Dr. Mohd Zainal Munshid Bin Harun

Position : Dean, School of Postgraduate Studies

AMENDMENT RECORDS

| AMENDMENT RECORDS | | | | |
|-------------------|----------|---|--------------|-------------|
| 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; add new SOP – Monitoring Postgraduate Online Logbook and Student Attendance | 02 | Dean, SPS |

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1.0 OBJECTIVE

- 1.1 To outline the process of monitoring research progress of postgraduate student pursuing programme by research.

2.0 SCOPE

- 2.1 This SOP covers all UTS Postgraduate Programmes by Research.

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 |
| PC | : | Programme Coordinator |
| MS | : | Main Supervisor |
| CS | : | Co-Supervisor |
| SA | : | School Admin |
| SBX | : | School Board of Examiners |
| PSC | : | Postgraduate Studies Committee |
| UPC | : | University Postgraduate Committee |


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5.0 RESPONSIBILITY

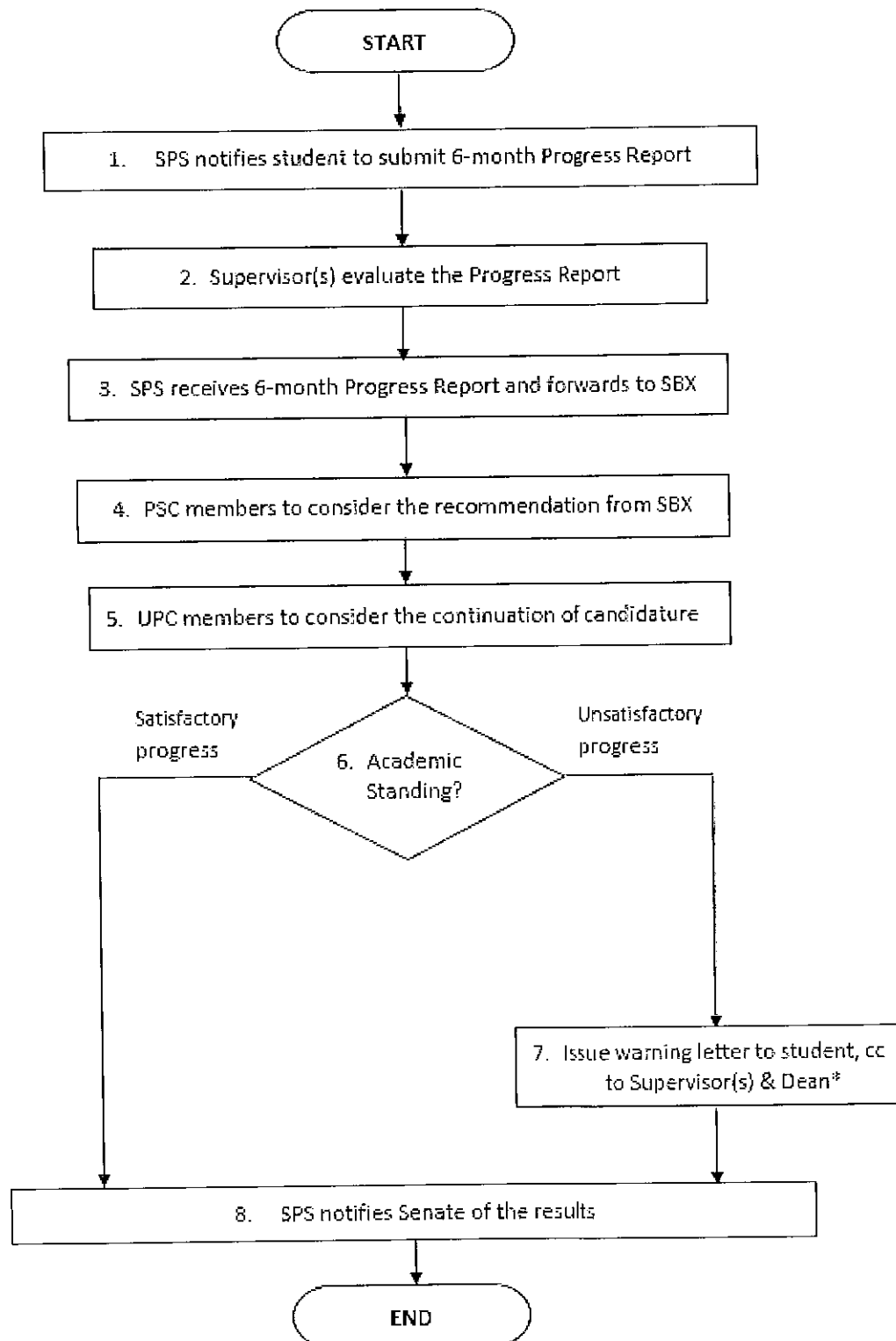
- 5.1 The Dean of SPS has the authority to approve the establishment and amendment SOP.
- 5.2 Deans and PC are responsible to follow and adhere to this SOP.
- 5.3 The Dean of SPS is responsible to ensure that this SOP is adhered to.

6.0 PROCEDURE

Refer to process flow chart.

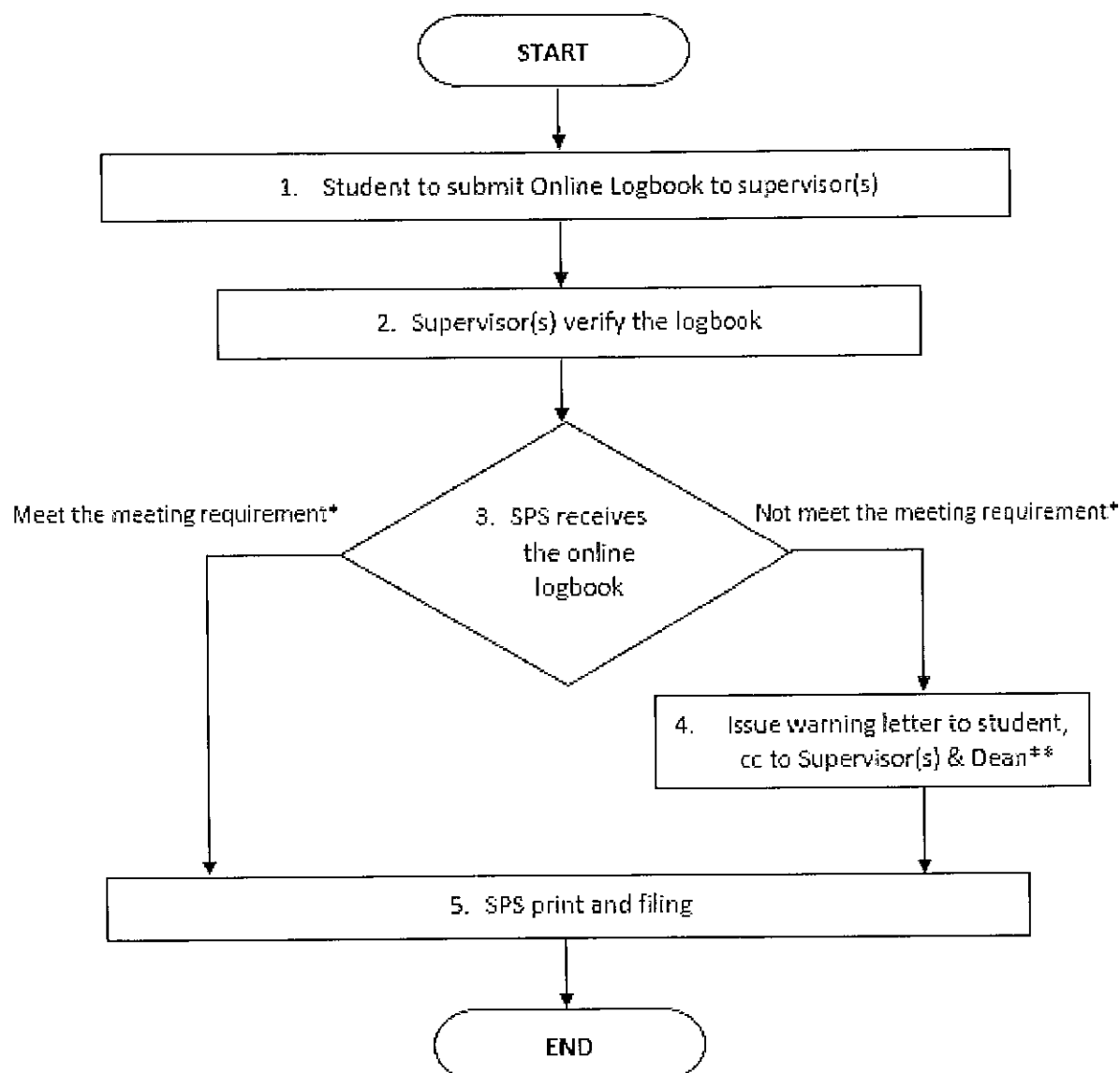
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6.1 MONITORING OF RESEARCH PROGRESS



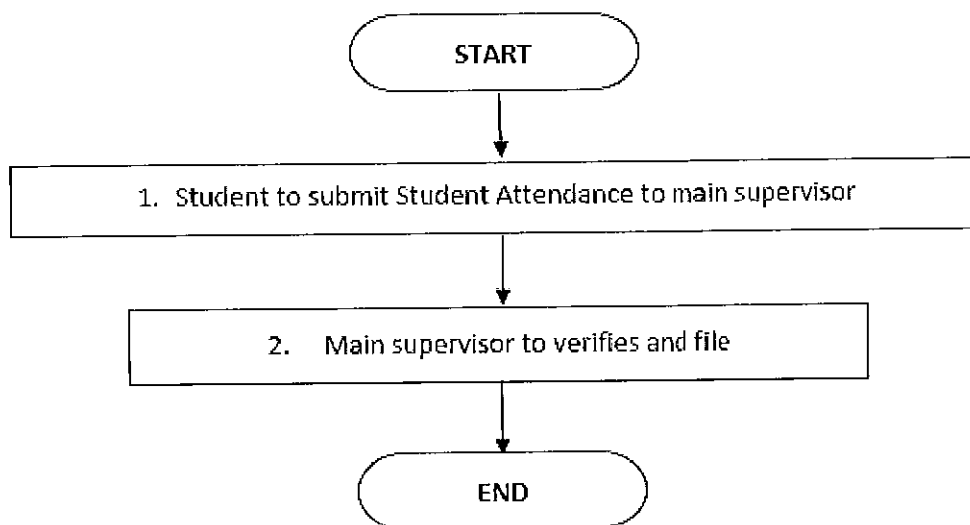
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6.2 SUBMISSION OF POSTGRADUATE ONLINE LOGBOOK



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6.3 MONITORING POSTGRADUATE STUDENT ATTENDANCE




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7.0 DESCRIPTION

7.1 MONITORING OF RESEARCH PROGRESS

| No | Description | Person in Charge | Document |
|----|---|---------------------------|--|
| 1 | SPS notifies student to submit 6-month Progress Report. 1.1. SPS send email notification to student to submit 6-monthly progress report and cc to supervisor(s). | SPS SA | Email |
| 2 | Supervisor(s) evaluate the Progress Report. 2.1. Student submit 6-monthly progress report to supervisor and co-supervisor (if any) through Oculus system. 2.2. Supervisor and Co-supervisor (if any) evaluate research progress of the student based on the report submitted by the student (<i>before the deadline of progress report submission</i>) 2.3. Student who failed to submit progress report within the stipulated duration will be graded as "Unsatisfactory" in his//her progress. | Student; Supervisor(s) | 1. Postgraduate Progress Report (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-progress-report-QAview) |
| 3 | SPS receives 6-monthly progress report and forwards to SBX. 1.1. SPS compiles the progress report and forward to PC for SBX recommendation. | SPS SA; PC | 1. Postgraduate Progress Report (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-progress-report-QAview) 2. Postgraduate Result Summary |
| 4 | PSC members to consider the recommendation from SBX. 4.1. SPS organizes PSC meeting for consideration and recommendation from SBX. 4.2. PSC to recommends the results for UPC approval. | PSC; SPS | 1. Agenda paper 2. Postgraduate Result Summary |
| 5 | UPC members to consider the continuation of candidature. | UPC | 1. Agenda paper |

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| | 5.1. UPC recommends the results based on PSC recommendation. | | 2. Postgraduate Result Summary |
| 6 | Academic Standing? 6.1. If "Satisfactory" progress, go to 8. 6.2. If "Unsatisfactory" progress, go to 7. | UPC | 1. Agenda paper 2. Postgraduate Result Summary |
| 7 | Issue warning letter to student, cc to Supervisor(s) & Dean 7.1. SPS issues warning letter to student graded as "unsatisfactory" or did not submit progress report, c.c. to supervisor(s) and PC. 7.2. If a student accumulates three (3) consecutive warnings, SPS will initiate action to recommend to UPC and Senate to terminate the candidature of the student. | SPS SA | Warning Letter |
| 8 | SPS notifies Senate of the results. 8.1. SPS to send the Progress Report result which recommended by UPC for Senate endorsement. | SPS | 1. Agenda paper 2. Postgraduate Result Summary |

7.2 SUBMISSION OF POSTGRADUATE ONLINE LOGBOOK

| No | Description | Person in Charge | Document |
|----|---|---------------------------|--|
| 1 | Student to submit online logbook to supervisor(s). 1.1. Student to submit online logbook to supervisor(s) when the student has discussion / meeting with supervisor(s) every time. | Student; Supervisor(s) | 1. Online Logbook (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-logbook-supervisor-meeting-view) |
| 2 | Supervisor(s) verify the logbook. 2.1. If student meet with CS, MS needs to verify the logbook; 2.2. If student meet with MS, CS not necessary to verify the logbook. | MS; CS | Online Logbook (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-logbook-supervisor-meeting-view) |

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| 3 | <p>SPS receives the online logbook.</p> <p>3.1. If meet the meeting requirement*, go to 5; 3.2. If does not meet the meeting requirement*, go to 4.</p> <p>*Meeting requirement: (a) Full Time: at least six (6) meetings should be conducted within a semester; (b) Part Time: at least three (3) meetings to be conducted within a semester.</p> | SPS SA | <p>Online Logbook (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-logbook-supervisor-meeting-view)</p> |
| 4 | <p>Issue warning letter to student, cc to supervisor(s) and Dean.</p> <p>4.1. SPS issues warning letter to student who did not meet the meeting requirement, c.c. to supervisor(s) and PC.</p> <p>4.2. If a student accumulates three (3) consecutive warnings, SPS will initiate action to recommend to UPC and Senate to terminate the candidature of the student.</p> | SPS SA | Warning Letter |
| 5 | <p>SPS print and file.</p> <p>5.1. SPS to print and file the logbook.</p> | SPS SA | <p>Online Logbook (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-logbook-supervisor-meeting-view)</p> |

7.3 MONITORING POSTGRADUATE STUDENT ATTENDANCE

| No | Description | Person in Charge | Document |
|----|--|------------------|--|
| 1 | <p>Student to submit student attendance to main supervisor.</p> <p>1.1. Student to submit monthly student attendance to MS.</p> <p>1.2. Student enrolled in PG programme by research are advised to commit 30 to 40 hours per week (full time programme) and 20-25 hours per week (part time programme) in their research works.</p> | Student; MS | Postgraduate Student Attendance Sheet (UTS-SPS-P05-SA) |

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| | 1.3. For postgraduate students by research programme, total amount of time spent on On-Campus Candidature for full time student must be at least 50% of the entire period of candidature while for part time student is at least 15 days in a year. | | |
| 2 | Main supervisor verifies and file. 2.1. MS to ensure the student attendance is fulfilled. 2.2. MS to verifies and file the student attendance form. | MS | Postgraduate Student Attendance Sheet (UTS-SPS-P05-SA) |

8.0 RECORDS

| No | Title / Records | Location | Retention Period |
|----|--|--|--|
| 1. | Postgraduate Online Progress Report | Oculus System (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-progress-report-QAview) | Min 8 years (Masters Degree) Min 10 years (PhD) |
| 2. | Postgraduate Online Logbook | Oculus System (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-logbook-supervisor-meeting-view) | Min 8 years (Masters Degree) Min 10 years (PhD) |
| 3. | Postgraduate Student Attendance Sheet (UTS-SPS-P05-SA) | Main Supervisor | Min 6 years (Masters Degree) Min 8 years (PhD) |