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Position : Senior Executive, School of Postgraduate
Studies

[Signature]

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 Research Proposal Defence.

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
PG	:	Postgraduate
PC	:	Programme Coordinator
EP	:	Examining Panel
SA	:	School Admin
SBX	:	School Board of Examiners
PSC	:	Postgraduate Studies Committee
UPC	:	University Postgraduate Committee
PD	:	Proposal Defence

5.0 RESPONSIBILITY

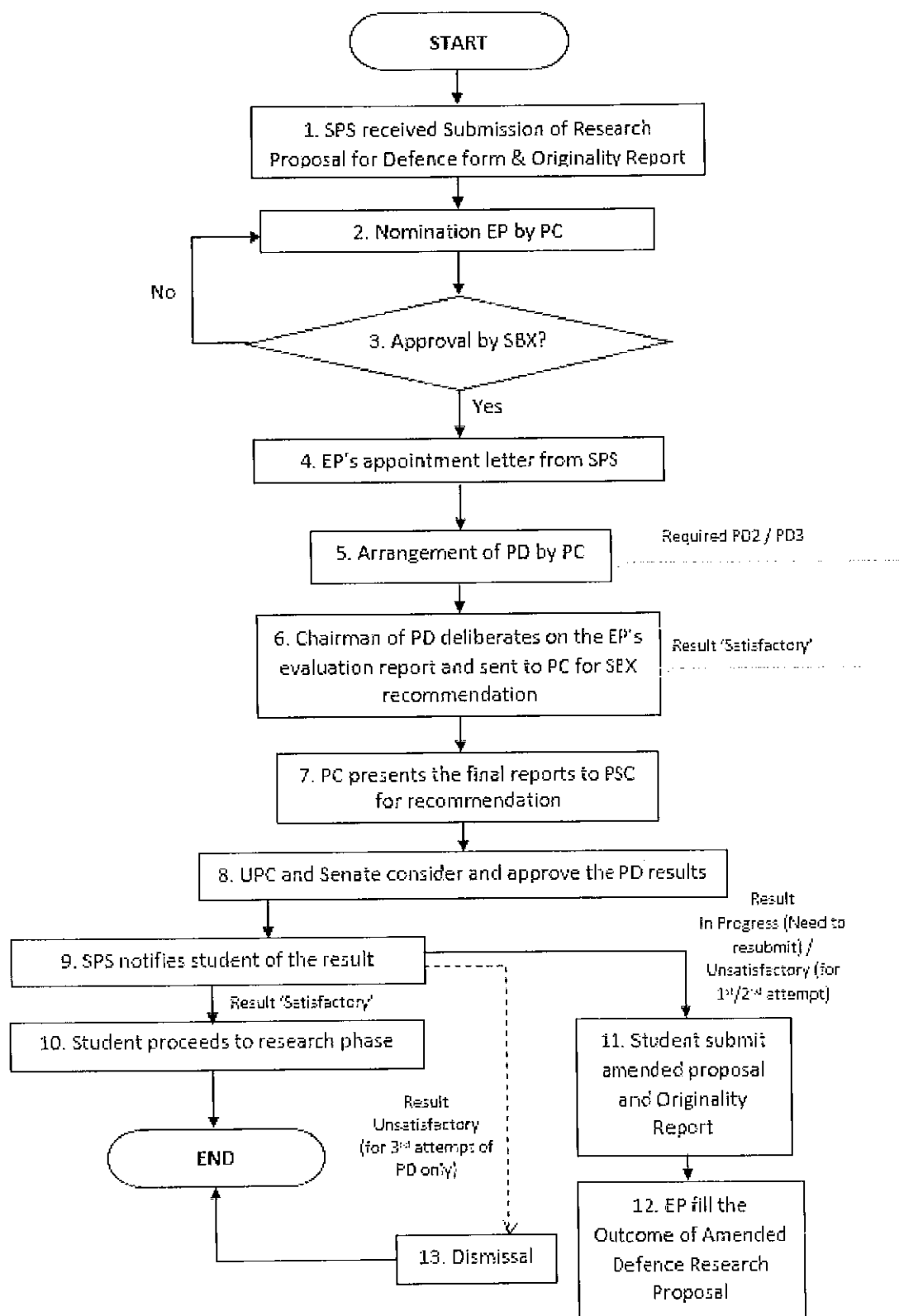
- 5.1 The Dean of SPS has the authority to approve the establishment and amendment SOP.
- 5.2 Deans and PC are responsible to follow and adhere to this SOP.
- 5.3 The Dean of SPS is responsible to ensure that this SOP is adhered to.


6.0 PROCEDURE

Refer to process flow chart.

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6.1 MONITORING OF RESEARCH PROGRESS




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7.0 DESCRIPTION

7.1 PROPOSAL DEFENCE


No	Description	Person in Charge	Document
1	<p>SPS receives Submission of Research Proposal for Defence form & Originality Report.</p> <p>1.1. SPS received PG student application on Submission of Research Proposal for Defence & Originality Report from student.</p> <p>1.2. SPS pass the 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>
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>
5	<p>Arrangement of PD by PC.</p> <p>5.1. PC arranges for PD.</p>	PC; SA of Respective School; SPS SA	<p>1. PD Proceedings</p> <p>2. Email</p>

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	<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>		
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 send to student via email (cc to PC and SPS).</p> <p>6.3. PC deliberates on the EP's evaluation report and recommendation to SBX.</p> <p>NOTE:</p> <ul style="list-style-type: none"> If the student result of PD category in "proposal with amendments as recommended by the panel of assessors must be submitted to Chairman and verified by the panel assessors within one month from the date of defence research proposal. Student can then proceed with research works", the Chairman will compile PD report and send to student directly. Once the panel assessors satisfy with the amended proposal, the chairman can deliberates the latest result to PC for SBX recommendation. Both before and after result must put inside the PD course file. If student cannot submit the amended proposal within that particular semester, the first result need to be submitted to PC for SBX recommendation. The student result will be graded "IP (In Progress)" for that semester. If the student cannot submit the amended proposal within one month, the student needs to get approval from the EP in order to extend the submission due date. The extension should not be more than two months. 	<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>

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7	<p>PC presents the final reports to PSC for recommendation.</p> <p>7.1. PC will send the SBX recommendation for PSC recommendation.</p>	PC PSC	<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>
8	<p>UPC and Senate consider and approve the PD results.</p> <p>8.1. UPC considers and approves the result.</p> <p>8.2. SPS to send the UPC's approved result for Senate final approval.</p>	SPS UPC	<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>
9	<p>SPS notifies student of the results.</p> <p>9.1. If the result endorsed by Senate is</p> <ul style="list-style-type: none"> (i) "Satisfactory", proceed to 10; (ii) "In Progress (need to resubmit proposal)" / Unsatisfactory (for 1st or 2nd attempt), go to 11; (iii) "Unsatisfactory" (after 3rd attempt of PD), proceed to 13. 	SPS SA	Result slip
10	<p>Student proceeds to research phase.</p> <p>10.1. Student can proceed to continue their research.</p>	Student	-
11	<p>Student submit amended proposal and Originality Report.</p> <p>11.1. SPS receives the amended proposal, Originality Report, Turnitin Summary Report, and Confirmation of Corrective Action form from student for EP's verification.</p>	SPS SA	<p>1. Amended Proposal</p> <p>2. New Turnitin Report Summary</p> <p>3. Postgraduate Defence of Research Proposal: Confirmation of Corrective Action (UTS-SPS-P07-CCA)</p> <p>4. Originality Report (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-proposal-view)</p>
12	<p>EP fill the Outcome of Amended Defence Research Proposal.</p> <p>12.1. EPs to verify the amended proposal.</p> <p>12.2. If the EP:</p> <ul style="list-style-type: none"> (i) Satisfy the amended proposal, go to 6; 	EP PC	<p>Outcome of Amended Defence Research Proposal (https://oculus.uts.edu.my/Postgraduate_report/index.php?page=pg-proposal-view)</p>

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	(ii) Request student to attend PD2/PD3, go to 5.		
13	Dismissal. 13.1. If the student still cannot convert their PD grade to "Satisfactory" after 3 attempts of PD, the student status will be dismissal.	SPS AARD	Dismissal Letter

8.0 RECORDS

No	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) Min 10 years (PhD)
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) Min 10 years (PhD)
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) Min 10 years (PhD)
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) Min 10 years (PhD)
5.	PD Course File	Postgraduate Filing Room	Min 8 years (Master's Degree) Min 10 years (PhD)