



1. INTRODUCTION

This guideline is provided as a reference for conducting candidature seminars for academic staff and administrators of the Responsibility Centre (RC) offering postgraduate programmes.

2. AIMS

This guideline aims to:

- (1) be a reference to the method of conducting candidature seminars for RCs to ensure that the progress of a candidate's research is at a satisfactory level;
- (2) establish uniformity and alignment in the process of conducting candidature seminars at the RCs for the seminars to be carried out effectively; and
- (3) quality assure the academic programmes.

3. SCOPE

This guideline applies to all full-time and part-time candidates of the Doctoral and Master's degree programmes by research, by mixed mode, by coursework, and by clinical requiring candidature seminars.

The candidature seminar consists of the following:

- (a) Proposal Defence
- (b) Confirmation Defence
- (c) Candidature Defence
- (d) Thesis Seminar

4. RESPONSIBILITY

The Head of the RC is responsible for ensuring that this procedure is followed during the conduct of the candidature seminar.

Anyone involved in the conduct of the candidature seminar must adhere to this procedure.

5. REFERENCES

- (1) Universiti Malaya Academic Program Management Policy (latest version)
- (2) Rules and Regulations of the University of Malaya (Master's degree) (latest version)
- (3) Rules and Regulations of the University of Malaya (Doctoral Degree) (latest version)

6. GLOSSARY

(1) Definition

The conduct of a candidature seminar refers to the periodic monitoring process of a candidate's research progress (for example, through progress reports or presentation of research proposals) to evaluate knowledge, critical thinking, practical, technical, professional, scientific, and problem-solving skills. The candidate's evaluation process is through a Panel of Assessors appointed by the RC.

(2) Abbreviation

FT	Full-time
PT	Part-time
RC	Responsibility Centre

7. CONDUCTING CANDIDATURE SEMINARS

(1) Initial Preparation of RC

To ensure that the management of the candidature seminars at each RC is managed in an efficiently and smooth, the RC administration must ensure that the following are implemented:

- setting a candidature seminar date based on the progress status of each candidate's research;
- confirmation of the candidate's Supervisor for conducting the candidature seminar;
- appointment of Panel of Assessor;
- distribution of candidature seminar notices (including if it is physical or online seminar), and
- receipt of presentation slides and related reports from candidate.

The planning of the candidature seminar may be based on the overall summary of the candidature seminar schedule according to the level of study as shown in Appendix 1.

(2) The conduct of each candidature seminar is as follows:

(a) PROPOSAL DEFENCE

(i) Presentation Period - Planning of the Proposal Defence presentation for full-time and part-time Master's degree candidates is as stated in Attachment A and B and for full-time and part-time Doctoral studies candidates is as stated in Attachment C and D.

(ii) **Submission of the Research Proposal Report**

Candidates are required to submit four (4) copies of complete research proposal report of 3,000 – 7,000 words to the Department/Postgraduate Office of the RC not later than two (2) weeks before the date of the presentation, which includes the following:

- (A) introduction, statement of problem and scope of research;
- (B) research objective;
- (C) summary of literature review;
- (D) description of conceptual framework or summary of experimental methods or summary of research design and required equipment;
- (E) importance and relevance of study;
- (F) preliminary findings / pilot test (initial findings, if any)
- (G) proposed work schedule based on the designated date of submission of thesis/dissertation; and
- (H) brief bibliography.

(b) CONFIRMATION DEFENCE (for direct admission candidates)

(i) Presentation Period - Planning for the Confirmation Defence for full time and part time Doctoral candidates by research programme is as stated in Attachment E and F

(ii) **Submission of Confirmation Proposed Research Report**

Candidates are required to submit four (4) copies of complete research proposal report of 4,000 - 7000 words to the Department/Postgraduate Office of the RC not later than two (2) weeks before the date of the presentation, which includes the following:

- (A) introduction, statement of problem and scope of research;
- (B) research objective;

- (C) complete literature review;
- (D) credible research methodology;
- (E) importance and relevance of study;
- (F) initial findings (*preliminary findings*) / *pilot test (if any)*
- (G) proposed work schedule based on the designated date of submission of thesis/dissertation; and
- (H) brief bibliography.

(c) CANDIDATURE DEFENCE

- (i) Presentation Period - Planning for the Candidature Defence for full time and part time candidates of Master's programme is as stated in Attachment A and B, whereas for the full time and part time candidates of Doctoral programme is as stated in Attachment C and D.
- (ii) Submission of Research Progress Report

Candidates are required to submit four (4) copies of a complete research progress report of 5,000 - 10,000 words to the Department/Postgraduate Office of the RC not later than two (2) weeks before the date of the presentation, which includes the following:

- (A) abstract (500 words in Malay and English);
- (B) objective and Statement of Problem
- (C) importance and relevance of the study;
- (D) brief and concise literature review;
- (E) credible research methodology;
- (F) research findings that have been obtained to this point;
- (G) brief and concise bibliography;
- (H) research plan that will lead to the submission of the dissertation/thesis on the designated date; and
- (I) list of publications or conference papers presented during the candidature period.

(d) THESIS SEMINAR

- (i) Presentation Period - Planning for the Thesis Seminar for full time and part time candidates of Doctoral programme is as stated in Attachment C and D.
- (ii) Submission of Thesis Summary

Candidates shall submit presentation notes with abstract to the Department/Postgraduate Office of the RC not later than three (3) working days before the date of presentation.

8. CANDIDATURE SEMINAR PRESENTATION ASSESSMENT

(1) Membership of Panel of Assessor for all candidature seminars except Thesis Seminar is as follows:

- (a) Deputy Dean (Postgraduate) / Head of Department / Academic Staff appointed by RC as the Chairperson.
- (b) At least two (2) panel members comprising academic staff from within or outside the Department /Faculty related to the candidate's field of research.
- (c) The quorum for the panel of assessor shall be at least three (3) members including the Chairperson.
- (d) At least one of the candidate's Supervisors must attend the candidature seminar presentation.

(2) Appointment criteria for Panel of Assessor for a Thesis Seminar is as follows:

- (a) Deputy Dean (Postgraduate)/ Head of Department/ Academic staff as Chairperson.
- (b) Panel members shall have a minimum qualification equivalent to the degree taken by the candidate.
- (c) Panel members shall have research skills and experience in line with the candidate's research field.

(3) Presentation Assessment

The appointed panel shall evaluate the following two (2) aspects using the form prescribed by the University.

- (a) Proposal report / confirmation / progress of research; and
- (b) presentation of candidate during the candidature seminar.

(4) The presentation slide must be submitted by the candidate to the Department / Postgraduate Office of the RC within three (3) working days prior to the presentation date.

- (5) The seminar presentation before the Panel of Assessor is within a period not exceeding 45 minutes which includes the question-and-answer session.

Note: For items 8(1) and (2), the appointment of the same Panel of Assessor is strongly encouraged for a postgraduate candidate so that the feedback and follow-up action taken by the candidate is consistent with the suggested improvement given by the Panel of Assessor to guide the candidate throughout the studies until graduation.

9. CONCLUSION

This guideline is provided as reference for academic staff and the RC Administrators for the process of managing the presentation of a postgraduate candidature seminar. It aims to quality assure and ensure the alignment of processes in each RC. This guideline should be read in together with the University of Malaya (Doctoral Degree) Rules and Regulations (latest version) and the University of Malaya (Master's Degree) Rules and Regulations (latest version).

This Guideline is subject to amendments from time to time.

Approved by the Senate on 25.02.2021.

**SUMMARY OF CANDIDATURE SEMINAR
FOR FULL TIME (FT) AND PART TIME (PT) DOCTORAL DEGREE CANDIDATES**

Candidature Seminar	Classification of Doctoral Degree Programme							
	By Research		By Mixed Mode		By Coursework		By Clinical	
	FT	PT	FT	PT	FT	PT	FT	PT
Proposal Defence	Sem. 2	Sem. 3	Sem. 3	Sem. 4	Sem. 3*	Sem 4	Sem. 3*	Sem 4
PhD Confirmation Defence (Direct Admission)	Sem. 2	Sem. 4	NA	NA	NA	NA	NA	NA
Candidature Defence	Sem. 5	Sem. 6	Sem. 5	Sem 6	Sem. 5	Sem 6	Sem. 5	Sem 6
Thesis Seminar	Sem. 6#	Sem. 7#	NA	NA	NA	NA	NA	NA

Note: * - first semester the candidate registers for research component.
 # - may be carried out before or after thesis is submitted for examination.
 NA – Not Applicable

SUMMARY OF CANDIDATURE SEMINAR FOR FULL TIME (FT) AND PART TIME (PT) MASTER’S DEGREE CANDIDATES

Candidature Seminar	Classification of Master’s Degree Programme			
	By Research		By Mixed Mode	
	FT	PT	FT	PT
Proposal Defence	Sem. 2	Sem 3	Sem. 2	Sem 3
Conversion Seminar+	Sem. 3	TB	TB	TB
Candidature Defence	Sem. 3	Sem 4	Sem. 3	Sem 4

Note: +The next Candidature Seminar is Candidature Defence.