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1. INTRODUCTION

1.1 Institute of Graduate Studies (IGS)

The Institute of Graduate Studies (IGS) at SEGi University is a coordinating centre for all our postgraduate candidates with the programmes, faculties, research and other related activities. It is a point of articulation of a dynamic learning community dedicated to the discovery and dissemination of knowledge. Its primary function is to offer various postgraduate programmes by research mode. The institute takes pride in upholding SEGi’s traditions and standards of excellence in teaching and learning and in the conduct of quality research work. IGS at SEGi U also helps provide effective and efficient candidates’ services and opportunities and is a desired platform for sharing and shaping of research ideas and creativities. It offers ample resources to assist candidates in their learning quest while also providing them with an avenue where they can network and exchange ideas with peers from different countries, cultures, background and professions. IGS works closely with all the faculties and scholars within SEGi University to develop quality postgraduate research programmes so as to ensure candidates are well equipped with cognitive and effective skills to enhance their professional demands in the real world.

This Handbook provides comprehensive explanations for candidates pursuing postgraduate research degrees which cover supervision, regulatory requirements and responsibilities. It is meant to be used by the candidates, the supervisors and administrators. Feedback on its contents and suggestions for improvement are always welcomed and shall be revised periodically by IGS.

1.2 Responsibilities of the Institute of Graduate Studies

- In consultation with other faculties and departments, coordinate the recruitment, enrolment and administration process for research degree candidates.
- Inform relevant staff regarding the enrolment of new research students.
- Make arrangements for, and participate in, the delivery of the orientation for research degree candidates with particular emphasis on research activities within the IGS.
- Organise, conduct and monitor appropriate meetings with research degree candidates and supervisors.
- Ensure adequate supervision of each student’s research project in terms of experience and expertise of the supervisors.
- In collaboration with RIMC, organise research seminars as required to support specialist aspects of research projects.
- Provide advice, counselling and support to research students.
- In consultation with the main supervisor, nominate a suitable team of internal and external examiners.
- Organise, in consultation with the main supervisor, research proposal presentation defend seminar and any mock viva voce examination for the research student.
- Assist to provide adequate equipment and computing facilities to support the needs of a student’s project.
- Help ensure that each candidate has an appropriate work environment to pursue his/her
research project.
- Keep abreast of research-based advances and ensure that such developments are circulated to academic staff, supervisors and research students.
- Prepare reports, develop plans as required by SEGi University, and promote research among the SEGi University community.
- Promote research programmes in the IGS by encouraging the submission of applications for research grants through Research & Innovation Management Centre in SEGi University.
- Encourage staff and students to publish their work in Journals and Conference Proceedings.

Postgraduate Administrative Contact Details

**Office Address**
Level 1, Right Wing,
Institute of Graduate Studies, SEGi University,
No.9, Jalan Teknologi, Taman Sains Selangor,
Kota Damansara, PJU 5, 47810 Petaling Jaya,
Selangor Darul Ehsan, Malaysia.
Tel: (+603) 6145 1777 ; Fax: (+603) 6145 2714
Email: igs@segi.edu.my

**Dean**
Dr Ismail Hashim
Tel: 03-6145 2658
Email: ismailhashim@segi.edu.my

**Senior Executive**
Puan Azura Binti Abdullah
Tel: 03-6145 1777 (ext: 3085)
Email: azurabd@segi.edu.my

1.4 THE RESEARCH ENVIRONMENT

In accordance with the SEGi University Research Strategy, enrolments for post-graduate studies by research are expected to be synergistic with research areas already identified within SEGi University. It therefore follows that there would be a primary connection between the key researchers at SEGi University and the research candidates enrolled in the IGS and the relevant schools and faculties.

This means that research candidates will be aligned to a research centre, research cluster or the faculties, and be supported on an ongoing basis by similarly aligned supervisors and co-supervisors in their disciplines. On a practical level and on a day-to-day basis, research supervisors are responsible for monitoring candidate progress and presenting detailed information on their progress to the Research Student Progress Board (RSPB), and the School’s Dean is responsible for synthesising this information for the Board.

The academic structure of SEGi University comprises of the Schools and Faculties within which postgraduate enrolments are generally organised. All research students have the opportunity to
attend research seminars which are mandatory to fulfill their requirement.

2. UNIVERSITY SUPPORT & FACILITIES

2.1 Facilities

All research degree candidates receive an individual workstation within the appropriate school or faculty, a personal computer with appropriate packages, an email account, access to the Internet, and access to a printer, facsimile and photocopier. Arrangements may be made with other universities for the use of laboratory and library facilities that are not available at SEGi University.

2.2 Communications

Emails sent to a candidate’s email account are equivalent to letters, memoranda and other forms of legitimate communication. SEGi University will communicate with all candidates through their personal email account. Therefore, it is the candidates’ responsibility to ensure they provide an accurate personal email address and telephone number to the officer at IGS and to check their emails on a regular basis.

2.3 Health and Safety

SEGi University undertakes to ensure the health, safety and welfare of candidates, so far as is reasonably practicable, by complying with all relevant legal standards and implementing best practice standards as appropriate. Candidates have a duty and responsibility to take reasonable care for the health and safety of themselves and of other persons who may be affected by what candidates do or fail to do.

Candidates are also expected to co-operate with SEGi University in order for any statutory duties to be fulfilled by following any guidelines given, not taking risks that might endanger themselves or other persons and reporting any concerns in a timely manner.

Specific Health and Safety information will be provided by IGS for the activities and working environments in which candidates will be involved. If at any time candidates are uncertain of what is required, or have any safety or health related concerns, they are advised to raise these issues with the Dean of IGS.

2.4 Library

The library supports the research requirements of the SEGi University academic community. Library Services offer a wide range of resources, not only paper, book and journal collections, but also
electronic collections of books and journal articles. The Library has a number of Special Discussion Rooms which offers space for candidates to pursue their research work.

Access and services

The Library is open seven days a week for much of the year. Access to the online catalogue and most of the databases is available on and off campus. The Library provides access to a number of nationally recognised electronic resources, both full-text and bibliographic. Librarians are available to provide advice and support tailored specifically to candidates’ needs.

Obtaining material from other libraries

For materials not available in the Library, an inter-library loan service is available. Librarians are available to provide advice and support tailored specifically to candidates’ needs and on additional information which is not stated in this handbook.

2.5 Right on Use of Data

Candidates’ data held by SEGi University (contained, for example, in application and enrolment forms) will be sent to the Ministry of Higher Education (MOHE). MOHE requires the database to enable them to carry out their statutory functions under the Private Higher Education Acts. The database is also used without disclosure of personal details for statistical analysis by MOHE, resulting in publication, and release of data to other non-statutory users which may include academic researchers and commercial bodies. No candidate names are used or included in MOHE’s statistical analysis, and precautions are taken to minimize the risk that individuals are identifiable from the data.

3. ADMISSION

3.1 Entry Requirement

Table 1: List of Entry Requirement for Postgraduate Programme by Research

<table>
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<th>Programme</th>
<th>Entry Requirements</th>
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<td>Management</td>
<td></td>
</tr>
<tr>
<td>Doctor of Philosophy (Management)</td>
<td>1. Pass a master degree with honours; or 2. Any equivalent qualifications that is recognized by the Malaysian government</td>
</tr>
<tr>
<td>Master of Science (Management)</td>
<td>1. Pass a bachelor degree with honours and 2 years working experience in the related field; or 2. Any equivalent qualifications that is recognized by the Malaysian government</td>
</tr>
<tr>
<td>Program</td>
<td>Requirements</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
</tr>
<tr>
<td>Doctor of Philosophy (Engineering)</td>
<td>1. Bachelor's degree in a relevant field of study with a first class honours; or 2. Completed MSc. (Engineering) at SEGi University; or 3. Master's degree in a relevant field of study; or 4. Any equivalent qualifications in a relevant field of study recognized by the Malaysian government and University's SENATE.</td>
</tr>
<tr>
<td>Master of Science (Engineering)</td>
<td>1. Related Bachelor Degree with Honours (min 2nd upper); or 2. Any equivalent qualifications in a relevant field of study recognized by the University's SENATE.</td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
<td></td>
</tr>
<tr>
<td>Doctor of Philosophy (Information Technology)</td>
<td>Master's degree or equivalent AND candidates must have at least one initial degree (Master's Degree or Bachelor's degree) in Computing.</td>
</tr>
<tr>
<td>Master of Science (Information Technology)</td>
<td>1. Bachelor Degree in Computing with Honours, min CGPA 2.5 and above; or 2. Candidates with CGPA below 2.5 but above 2.0 may be accepted subject to rigorous internal review process, or 3. Any equivalent qualifications in a relevant field of study recognized by the Malaysian government and University's SENATE.</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td></td>
</tr>
<tr>
<td>Doctor of Philosophy (Education)</td>
<td>1. Bachelor's degree in related field with First Class Honours and pass qualifications tests, or 2. Master's degree in a relevant field of study; or 3. Any equivalent qualifications in a relevant field of study recognized by the Malaysian government and University's SENATE.</td>
</tr>
<tr>
<td>Master of Education (MEd)</td>
<td>1. Related Bachelor Degree with Honours (min 2nd upper); or 2. Any equivalent qualifications in a relevant field of study recognized by the University's SENATE.</td>
</tr>
<tr>
<td><strong>Environmental Science</strong></td>
<td></td>
</tr>
<tr>
<td>Doctor of Philosophy (Environmental Sciences)</td>
<td>1. Bachelor's degree in a relevant field of study with a first class honours; 2. Completed MSc. (Engineering) at SEGi University; or 3. Master's degree in a relevant field of study; or 4. Any equivalent qualifications in a relevant field of study recognized by the Malaysian government and University's SENATE.</td>
</tr>
<tr>
<td><strong>Optometry &amp; Vision Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>Master of Science (Vision)</td>
<td>1. Bachelors degree in Optometry with a minimum CGPA 2.5 or...</td>
</tr>
</tbody>
</table>
equivalent, OR
2. Bachelors degree in related Science with Honours with a minimum of 2.50 and 2 years working experience in the relevant field; OR
3. Any equivalent qualifications in a relevant field of study recognized by the University's SENATE

3.2 English Language Requirement

Applicants must also meet SEGi University's English language entry requirements in the following ways:

1. Obtained the minimum score of 600 in the Test of English as a Foreign Language (TOEFL), including Test of Written English, or in the computer-based TOEFL, or a minimum band of 6 in the International English Language Testing System (IELTS) at a sitting in the twenty-four months preceding application.

2. Satisfactorily completed additional English language studies of more than one year which, in the opinion of the Acceptance Committee, are at least the equivalent of completion of the TOEFL or IELTS at the levels specified.

3.3 Application Procedure

Completed application form + research project proposal

SUBMIT TO IGS →

Dean of IGS →

(The Dean will determine whether the proposed area of study is suitable for a higher degree and whether appropriate resources and supervision is available in consultation with the Dean of the relevant Faculty)

Applicants will be interviewed (if necessary) by a panel to confirm the evidence of relevant personal, professional and educational experience.

The candidate is accepted if deemed to have the appropriate academic ability, IGS will establish that it has the required supervisory experience and expertise and appropriate resources and facilities to successfully support the candidate in consultation with the Dean of the relevant Faculty.
A candidate identification card will be issued by the Registry Office which formalises the candidate’s relationship with SEGi University and the use of its facilities authorised.

All candidates must enrol at the start of each academic year.

### 3.4 Fees

1. All enrolled candidates, need to state the method of payment for their programme fees.
2. All fees paid are not refundable after the course has commenced, except the deposit, which is refundable less any deduction for damages and/or losses of SEGi University properties.
3. Installments scheme is payable on a monthly basis. Payments must be made before/at the commencement of the programme and/or before the 7th of the month, failing which a penalty of RM1.00 per day will be strictly imposed for each late payment.
4. Rebate does not apply to International candidates, scholarship recipients and those who have credit exemption, immediate family discount or staff discount, and any promotion offer.
5. 5% rebate is applicable for full payment. (Both rebates are mutually exclusive and will only be applicable on payment within 30 days of registration)
6. Candidates who intend to apply for fellowship, loan or EPF withdrawal, etc. are required to pay all fees due until the full disbursement of fellowship, loan or EPF. Candidates applying EPF withdrawal are advised to apply the grand total fees only; any excess fee will be refunded to EPF.

All fees should be made payable to “SEGI UNIVERSITY SDN BHD”. Outstation cheque, please include bank commission of RM0.50. Fees can be paid by cash / cheque / bankdraft / Visa card / Master card and/or by telegraphic transfer / direct banking to the following accounts:

**OCBC Bank (Malaysia) Berhad (Damansara Uptown Branch) - Account No : 7071059595**

Please fax a copy of the bank-in slip together with the candidate’s full name and fax to 03-6145 2616.

SEGi University reserves the right to vary all the aforesaid fees payable from time to time, without notice. For general terms and conditions, please refer to the Terms and Conditions of SEGi University.

### 3.5 Financial Aid

1. MyBrain15
   Scholarship for Master and PhD candidates. Eligible for Malaysian only. Please refer to this link
for more info: https://www.mohe.gov.my/MyBrain15/

2. Postgraduate Research Fellowship
   Eligible for both international and local candidates. Please refer Appendix 3 for more info.

3.6 Orientation

To ensure that research degree candidates commence their research programme with an appropriate understanding of both the academic and the social environment in which they will be working, SEGi University provides an orientation programme on both the institutional and the IGS levels.

The IGS arranges a programme to introduce candidates to their academic and social facilities. This orientation includes meeting the academic, administrative and other support staff as well as the relevant facilities with whom the candidates would normally come into contact.

3.7 Deferment of Admission

Candidates, who are unable to commence their study as stated in the offer letter, must write a formal letter to the Dean IGS to postpone their study with justifiable reasons with the original offer letter to IGS office one (1) week before commencement of class. The maximum duration to postpone the admission is up to one (1) year. A new offer letter will be issued when approved.

4. ELIBILITY OF CANDIDATURE

4.1 Responsibilities of the Research Candidate

1. Be familiar with SEGi University’s regulations, procedures and guidelines for research degrees.
2. Be familiar and comply with SEGi University’s regulations and codes of practice for health and safety.
3. Attend the orientation programme.
4. Attend meetings with supervisors as arranged.
5. Carry out the research and other activities associated with the programme.
6. Participate in research skills, research methodology training, public lectures and colloquiaims as arranged by IGS/RIMC from time to time.
7. Produce written work when requested.
8. Take advantage of opportunities for academic networking, including presenting work to others e.g. research seminars, conference papers etc.
9. Initiate meetings with supervisors if required and alert supervisors on difficulties that may hinder the progress of the project.
10. Report any problems with supervision or related matters to the appropriate body (the Dean in the first instance).
11. Meet deadlines agreed with supervisors.
12. Comply with all requests for reports, etc concerned with monitoring the research degree and its administration.
13. Comply with all codes and guidance relating to the professional conduct of research.
14. Seek assistance, as need be, from within SEGi University with the development of skills in written expression that support academic standards associated with a higher degree.
15. Check your email account for emails from SEGi University regularly.
16. Take necessary action to assist the relevant department at SEGi University in maintaining accurate records.
17. Take responsibility for the decision to submit the thesis/dissertation for examination (a candidate may not appeal against the decision of the examiners on the basis that the supervisor(s) had allowed the work to be submitted but the examiners had not found it to be of sufficient standard).
18. Immediately attend to call for meeting with Dean of IGS/IGS Office/ Faculty.

4.2 Duration of Study

The minimum and maximum periods of study, measured in years from the date of entry to study (which is the initial enrolment date), are as Table 2:

<table>
<thead>
<tr>
<th>PROGRAMME BY RESEARCH</th>
<th>FULL TIME</th>
<th>PART TIME</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>MIN</td>
<td>MAX</td>
</tr>
<tr>
<td>MASTER</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>PhD</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

The first year of a PhD may be regarded as the probationary year, during which a candidate will be expected to demonstrate his/her ability to proceed with further research.

4.3 Leave of Absence

1. A leave of absence may be granted for maternity / paternity, illness and for other reasons subject to faculty DEAN recommendation and IGS DEAN approval. The duration to take study leave is within 1 to 12 months. Candidates are not allowed to take study leave during their last year of study.
2. Candidates may apply for **leave more than 1 year but not more than 2 years** with appropriate reasons and approved by DEAN of IGS. In order to maintain their candidature in University system for the above duration, candidates are required to pay a certain amount of fee per year as determined by the management.

3. If the candidates **failed to seek leave of absence** or are **Missing In Action** (MIA) after two (2) years, and decide to rejoin, the candidates must enroll as a new student and re-sit all the necessary coursework and pay all the required fees.

4. In exceptional circumstances, and with valid reason and recommended by the RSPB, a candidate may be approved to suspend registration (without being liable to fees within the period of suspension), but shall receive no compensating extension of the maximum registration period.

**4.4 Residential Requirement**

SEGi University will not approve an entirely distance supervision or on-line supervision for higher degree research candidates. Throughout their candidature, candidates are expected to attend sessions at SEGi University for the purpose of planning, conducting and writing up their research within a University community and environment. The residency requirement is deemed necessary during the coursework period which is mandatory for the first year and the laboratory research work. During the period of candidature, the candidate is expected to interact on a regular basis with the research supervisor and the faculty (including staff and other research candidates).

However, the university can consider on a case by case basis, which fulfilled the following requirements:

2. Completed and obtained CGPA 3.00 and above for all required coursework.
3. Co-supervisor is available to supervise the candidates in their home country with a Principal Supervisor identified at SEGi University.
4. If a Co-supervisor is not available, the Principal Supervisor can frequently communicate with the candidate through video conferencing via electronic means (Skype etc) and the report be kept as evidence at IGS (applicable to non laboratory programmes).

In addition, meeting the necessary requirements such as attending a minimum of eight research seminars is mandatory for confirmation of candidature. If these are to be done elsewhere, a valid proof (Certificate of attendance/ written verifications with photos) needs to be submitted. Documentation of meetings must be maintained and e-portfolios developed and recorded and submitted to IGS office accordingly.
4.5 **Change mode of study (Full-time to Part-time OR Part-time to Full-time)**

All research candidates are allowed to change their mode of study during their first (1\textsuperscript{st}) year of study by filling up the form and submit to IGS office for processing and approval and tabled at the PG Committee/SENATE for endorsement.

4.6 **Change of Programme**

In general, candidates are allowed to convert from one (1) programme to another (e.g. Ph.D (IT) to Ph.D (Management)) OR to transfer from a different mode of study (e.g. DBA to PhD by research). However, their duration of studies will be based on the progress of the previous study. Any request for such transfer and transfer of credits will have to be formally tabled at the PG Committee/SENATE for approval.

4.7 **Conversion from Master’s to PhD**

A masters’ candidate may be considered for conversion to PhD provided:

1. A candidate had performed an outstanding research progress and recommended by his Supervisors, (as testified by RSPB), approved by Dean IGS and tabled at the PG Committee and SENATE for endorsement.
2. A candidate, who had submitted a thesis for examination and obtained recommendation from examiners that the Masters’ thesis standard is equivalent to a PhD degree but need to fulfill the requirements as in one above.

However candidates should not assume that the conversion is guaranteed. Additional requirements will be determined by SENATE before a PhD award is finally registered. The programme fees involved will be considered on a case by case basis by the management based on IGS recommendation.

4.8 **Lapse of Candidature**

A candidature shall lapse and be terminated if:

1. a thesis is not submitted according to schedule;
2. submitted but not in the form and manner prescribed;
3. Exceeding the time-limit specified by SEGi University, as specified in Table 2.

Reinstatement may be allowed as stipulated in **SECTION 4.12**.
4.9 Extension of Candidature

An extension of registration period beyond the stipulated maximum period may only be granted at the discretion of the RSPB. Candidates who are in danger of exceeding the maximum registration period should liaise with their supervisor to determine their application for extension to the IGS. The candidate will need to submit, via the supervisor the following documents:

1. A case for the extension, which includes information as to why the maximum registration stipulated is not sufficient;

2. A statement seeking an indication of the work remaining to be completed, the stages in which the candidate would undertake that work and the time scale to complete each stage to enable the committee to judge the likelihood that the candidate might complete the studies in the extra time sought; and

3. A letter from an independent third party (such as a doctor, lawyer, sponsor, employer) corroborating the circumstances which the candidate cites in mitigation for lack of progress.

4.10 Withdrawal from University

The above may happen in the following situations:

1. Candidates who intent to withdraw from the University due to their personal reasons are required to fill up a Withdrawal Form and submit to IGS office for further action.

2. If the candidates are advised by RSPB to withdraw due to poor progress, they are allowed two (2) referrals within two (2) weeks after notice for re-consideration before being officially required to withdraw from the programme.

4.11 Termination of Study

A candidature by research programme shall deemed to be terminated if:

1. Obtained CGPA less than 3.00 for all required coursework after three (3) attempts.
2. Failed proposal presentation defend seminar after 3rd attempt.
3. Consistently with poor progress, as demonstrated in research supervision reports and/or the progress reports.
4. Not sufficiently engaged with studies, or where a candidate is in debt on fee payment and is unable to make an appropriate arrangement with the Finance Department within the debt-recovery procedures.
5. Failed to comply with any provisions of the Laws of the University.
6. Missing in action after two (2) years.

### 4.12 Re-instatement of Study

A candidate, who was terminated under SECTION 4.8 and SECTION 4.11 (1-5), may appeal for reinstatement of candidature within 3 months after termination notice. Completed Reinstatement Form must be submitted to IGS office for consideration and for SENATE approval. The decision of the Dean/SENATE shall be final. Reinstatement fee will be charged accordingly as decided by the management.

### 5. SUPERVISION

#### 5.1 Supervisory Committee

A supervisory committee comprising the candidate’s supervisors will be established to oversee the candidate’s research progress. The candidate, with the consent of the principal supervisor should nominate the co-supervisor(s) within a year of admission to the programme. This is to ensure that students can expect constant supervision at all times throughout the period of candidature. This rule applies to both full-time and part-time candidates. The research supervisors are proposed by the Dean of IGS based on the recommendation of the relevant Faculty and tabled to the PG Committee for approval.

#### 5.2 Supervisor(s) Criteria – as stated in MQA(2012) requirement

**Masters Degree by Research**

1. A supervisor must have a minimum qualification of one level higher than the degree level enrolled in by the candidate i.e. a Doctoral Degree.
2. Where a supervisor is without the required qualification, a supervisor must have at least 5 years experience:
   a) in teaching and research; or
   b) as a co-supervisor.

**Doctoral Degree by Research**

1. A supervisor must have a minimum qualification of the equivalent degree level enrolled in by the candidate and at least 2 years experience:
   a) in teaching and research; or
   b) as a co-supervisor.
2. Where a supervisor is without the required qualification, extensive experience in research and supervision are additional criteria and are subjected to the approval of the Senate.

- When there is only one supervisor, the supervisor must be a full-time staff of the University.
- When there is more than one supervisor, the principal supervisor must be a full-time staff of the University.

5.3 Responsibility of Supervisors

1. Ensure that their own training as a supervisor is up-to-date and that the second supervisor receives appropriate guidance for preparation to be a main supervisor.
2. Liaise with other members of the research team and external advisors where applicable.
3. Enable and support the candidate to establish a suitable research proposal and monitor the proposal in line with SEGi University’s research ethics policy.
4. Arrange regular meetings with the candidate as appropriate.
5. Agree with the candidate on an agenda or meeting plan in advance of each formal meeting. This agenda should be geared to ‘milestones of achievement’ and should relate to such progress indicators as planning, generation of ideas, record keeping, achievement in the field, awareness of relevant/parallel research outside the institution, and presentation skills.
6. Keep records of formal meetings with the research candidate. These records should be agreed on with the candidate before being finalised and placed in the candidate’s record file.
7. Identify needs of the candidate and liaise with the Dean concerning the best ways to fulfil these requirements.
8. Provide academic advice relating to the nature of the project and the standard expected.
9. Advise on budgetary aspects of the project.
10. Advise on and monitor the progress of the research degree project in relation to the academic content and agreed timescale.
11. Acquaint the candidate with SEGi University’s regulations and codes of practice for Health and Safety and ensure its compliance.
12. Ensure that the quality of the candidate experience matches the expectations set by MQA.
13. With the research candidate, draft a timetable with deadlines for the completion of specific phases of the research programme in accordance with the timescales for staged consideration of progress by the RSPB.
14. Produce reports when requested according to the requirements of the RSPB.
15. Ensure that SEGi University’s procedures are followed for all stages of research degree administration as advised by IGS.
16. Comment on all written work, including the draft thesis prior to submission.
17. Enable academic networking for the candidate and provide opportunities for the candidate to present work to others.
18. Make any necessary arrangements for a candidate to use the facilities of another higher
education institution or other such organisation if such facilities are unavailable at SEGi University.

19. Raise any problems or issues that may hinder the progress of the research degree, with the appropriate body.

20. Deter from any close personal relationship between the supervisor and the candidate.

5.4 Dealing with Problems

Any problems that arise should normally be dealt with through the main supervisor. If this is not possible, students should seek a resolution by referring to the following (in order the hierarchy): the second supervisor, the Dean of the relevant Faculty, or the Chair of the RSPB.

6. RESEARCH PROGRESS

6.1 Research Proposal Presentation Seminar

After enrolment, candidates are required to submit an indicative project proposal within three (3) months. The draft proposal will be submitted to the Supervisors for approval and endorsed by IGS. The aim of the indicative project proposal is to help candidates focus their thoughts and set realistic targets. The proposal must provide evidence that the programme of research is capable of being studied at higher degree level and that it can be completed within the period of study. The candidates are required to present a seminar and obtain ‘SATISFACTORY’ grading for their research proposal defence within their first year of study. For this purpose a literature review and detailed research methodology and analyses to undertake are expected to be disclosed.

6.2 Change of Thesis Title / Area

Candidates, who intend to change their thesis title or area of research, must get a recommendation from their Supervisors and faculty Dean before submitting the application to the Dean of IGS for approval. Candidates must state valid reasons and the change period is subject to consideration on a case by case basis. Usually the change of thesis title is only allowed within the first year of study.

6.3 Change/Addition of Supervisor(s)

Research candidates are allowed to change or add their current supervisor(s) only with valid reasons. Any application to Dean IGS to change or add supervisor will have to be formally requested and tabled at the PG Committee for approval. The change in supervisor will not affect the duration of study.

A PDP logbook is issued (via Website) to all new Research candidates. The logbook is used to support candidates in their learning, planning and review process, and candidates are expected to take responsibility for their own learning.

The logbook consists:
1. Research Learning Log – must record all meetings with supervisors with matters deliberated.
2. Research & Transferable Skills Log = to reflect on learning at workshops, conferences, colloquiums or other events attended.

The RSPB formally monitors the candidate’s progress through PDP logbook which should be submitted to the RSPB along with other required reports.

The PDP logbook supports this process by enabling candidates to:

- record their planning process and achievements throughout their studies;
- identify weaknesses and developmental needs to ensure that they have the necessary skills and techniques to ensure progress and successful completion of their research programme; and
- Develop transferable research skills that will enhance their employability within academia or elsewhere.

6.5 Attending Research Events Requirement - Seminars/Conferences/ Colloquiums/ Training

All research candidates are required to attend a minimum of eight (8) events related to their research within their period of study, prior to the submission of thesis/dissertation for examination.

6.6 Submission of Draft Thesis

The thesis draft must first be submitted to the Supervisors before the submission of thesis for examination. Before submission, candidates must also fulfill the following conditions:

1. Obtained at least CGPA 3.00 (out of 4.00) over all the required courses;
2. Obtained ‘SATISFACTORY’ grade for Research Proposal Presentation Defend
3. Obtained ‘SATISFACTORY’ in Research Progress as endorsed by RSPB
7. **THESIS / DISSERTATION**

A thesis is basically the requirement for a Master’s degree while dissertation is a basic requirement to acquire the degree of Doctorate. A thesis is written as an academic research paper where the data collected is based upon the hypothetical analysis of contents. A dissertation is more like an academic book which comprise of theory and argumentations based on original research undertaken.

Careful consideration must be made on the required submission deadlines and the thesis/dissertation must always conform to the requirements of the regulations regarding size of characters, size of paper, space between lines, etc. All pages should be appropriately numbered.

A candidate may not amend, add or delete from the thesis/dissertation after it has been submitted for examination. Submitted thesis/dissertation may not, therefore, be returned to candidates for improvement prior to the completion of the Examining Board’s deliberations and formal recommendation. A work which cannot be passed as submitted should be failed and subsequently re-submitted formally in modified form for re-examination.

7.1 **Guideline**

**Referencing Other Works**

Different types of commonly used referencing (house) style are acceptable by SEGi University. The references for this guide are available at the Library. It is the candidate’s responsibility to check with the supervisors in using the appropriate referencing style for their thesis/dissertation. Candidates considering the submission of audio or video tapes as adjuncts to their thesis/dissertation should consult their supervisor and the Librarian for advice at an early stage of their project.

**Length of Thesis**

1. The text of the thesis for Master’s degree should not normally exceed 70,000 words (excluding appendices and genuine footnotes).
2. The text of the dissertation for a PhD should not normally exceed 100,000 words (excluding appendices and genuine footnotes).

The minimum words for thesis/dissertation are based on the appropriateness of the research work and are at the supervisors’ and examiners’ discretion.

**Format**

All copies of thesis/dissertation, whether for the purpose of examination or for deposit in libraries, shall be presented:

1. in permanent and legible form in typescript or print and the characters employed in the main text (but not necessarily in illustrations, maps etc) shall be not less than 12pt;
2. Characters employed in all other texts, notes, footnotes, etc, shall be not less than 10pt.
3. Typing shall be of even quality with clear black characters, and capable of photographic reproduction.

4. Double or one-and-a-half spacing shall be used in the main text, but single spacing shall be used in the summary and in any indented quotations and footnotes.

5. Drawings and sketches shall be in black ink;

6. Unnecessary detail should be omitted and the scale should be such that the minimum space between lines is not less than 1mm.

7. Colour graphics for charts, diagrams etc and colour photographs may be used, but candidates must in all cases ensure that material is capable of being photocopied and microfilmed.

8. Copies produced by xerographic or comparable permanent processes are acceptable.

9. A4 paper of not less than 80 gram shall be used and should be of good quality and sufficient opacity for normal reading.

10. Diagrams, maps and similar documents shall be submitted in a portfolio of reasonable size and shall bear the particulars stated to be necessary for the volume.

Candidates may submit non-book material such as audio or video tapes with their thesis/dissertation, if such material forms a useful addition to, or explanation of, work contained in the written submission and if such material constitutes the most appropriate method of presenting the information concerned. Any material of this type shall be enclosed in a container which is suitable for storage on a library shelf and which bears the same information as that required on the spine of the thesis, so placed as to be readily legible when the container is in its stored position.

### 7.2 Binding Guideline

**Temporary binding** should not be confused with any binding. Loose sheets placed in a wallet file are not acceptable. The following types of temporary binding are recommended:

1. Perfect binding (heat bound)
2. Spring-back binding (provided that the binders are not over-filled)
3. Slide-in plastic binders (of the type used to hang posters on walls)
4. Temporary binding is nonetheless sufficiently secure to withstand transit to and from the examiners;
5. The temporary binding must bear on the spine, in a form which cannot easily be erased or detached, the candidate’s name, institution attended and the degree for which he/she is a candidate.

The following types of temporary binding are not suitable, since conversion to permanent binding will be more time-consuming (and therefore expensive) and either the holes in the pages will be visible in the permanent version or the pages will be considerably less than full A4 width:
1. Spiral binding
2. Ring-folder or lever-arch folder

Candidates (and those advising them) are asked to bear in mind that temporarily-bound thesis/dissertation must be able to withstand handling, transit to and from examiners and the examining process itself. Care must be taken to ensure that the form of any temporary binding used is sufficiently secure not to collapse or fall apart.

Whatever form of acceptable temporary binding is chosen, it is absolutely essential that the spine bears the information required by SEGi University regulations as detailed above. Thesis/dissertation cannot be processed efficiently if this information is not given clearly on the spine in a form which cannot easily be erased or detached. Space may be saved by using shortened versions of Institution names i.e., SEGi University.

7.3 Declaration/Statements

All candidates for a higher degree are required by Regulation to bind into their work:

1. A summary of the thesis/dissertation not exceeding five hundred words in length;

2. A statement, signed by the candidate, showing to what extent the work submitted is the result of the candidate's own investigations. Acknowledgement of other sources (such as correction services or text editors other than spelling/grammar checkers) must be made by the use of footnotes giving explicit references. A full bibliography must be appended to the work;

3. A declaration, signed by the candidate, to certify that the work has not already been accepted in substance for any degree, and is not being concurrently submitted in candidature for any degree;

4. A signed statement that the candidate gives consent:
   • For the thesis, if accepted for a higher degree, to be made available for photocopying and for inter-library loan (subject to the laws of copyright) be reproduced in other publications provided the candidate is informed and is the main author; and
   • For the title and summary to be made available to other organisations.

NB: The declaration and statements referred above should be incorporated on a single page at the beginning of the thesis, as shown on the following page.

7.4 Loose Summary Sheet
A loose copy of the summary of the thesis will be used in the thesis publication. A form is provided at the end of the accompanying documents for students to complete. It is essential that the summary should be typed in single spacing and be accommodated on one side of the sheet provided.

The summary may be the only part of the thesis that is read by other research workers. It should be written in such a way as to help researchers in the same field decide whether to read the thesis and to give readers who are only marginally concerned in the subject enough information to make it unnecessary for them to read the work in full. The summary should consist of a piece of connected prose and should not be more than 500 words in length or shorter. Abbreviations should be avoided.

8. EXAMINATION

8.1 Examination Board

The examination of a research degree thesis is conducted by viva voce (oral examination) to a panel of examiners – the Examination Board. Consultation between the candidate and research supervisor should reveal the timing of the viva voce examination. The selection of examiners is of crucial importance because of the highly specialised and individual nature of the work.

It is the responsibility of the research supervisors to nominate to the RSPB an internal examiner from within SEGi University and an external examiner from outside SEGi University. It is advisable that this discussion should take place at least six months before the proposed examination in order that suitable external and internal examiners may be approached by the research supervisor.

Each Examination Board will comprise of the following persons appointed by the Dean of IGS:

- The Dean of IGS as chairperson
  Where the Dean of IGS is also the research supervisor, the Board will be chaired instead by a nominee of the Chair of SEGi University’s Postgraduate Committee, which reports to Senate
- An external examiner
- An internal examiner (who may be a colleague of the candidate’s from SEGi University. A member of staff from another institution may also act in this capacity)
- Research supervisors who act as observers.

8.2 Criteria of Examiners

1. The examiners must have a minimum qualification of no less than the supervisor.
2. Where an examiner is without the required qualification, there must be sufficient experience in
relevant field and the appointment is subjected to the approval of the Senate.

**Internal Examiner** must be a full-time staff SEGi University.

**External Examiner**

The eligibilities for appointment as external examiner are:

- Ex-members of staff and ex-students may only be appointed as external examiners if, for a period of at least five years, they have had no formal association or links with SEGi University.
- An external examiner should not normally be used by SEGi University on more than one occasion in any three-year period (provided on exceptional cases).
- An External Examiner must not have had any direct or indirect communication with the student concerning her/his research.
- Where a student is a member of staff at SEGi University, two external examiners shall normally be appointed.

External examiners’ fees and expenses are administered by the IGS, in liaison with the Finance Department.

### 8.3 Requirement before Submission of Thesis for Examination

All research candidates must fulfill the requirements below before submission:

a) Obtained ‘Satisfactory’ for the Draft Thesis from the Supervisors
b) Submit the Turnitin report to IGS
c) Settle all the outstanding fees
d) Fulfill Seminar/Conference/ Training requirement
e) Completed the Checklist for Submission Of Thesis for Examination

### Period for Submission

1. **Master**: Candidates may submit their thesis no earlier than six months before the expiry of the minimum period of study.
2. **PhD**: Both full time and part time candidates are permitted to submit their dissertations up to six months before the expiry of the period of study approved in their case.

Candidates are required to submit three (3) copies of their thesis to IGS. Each copy must be accompanied by the Student’s Notice of Candidature Form, the Student Declaration Form and verify by the Finance Department that financial obligations have been met, all of which may be obtained from IGS. Thereafter, the IGS will send:
• One copy of the thesis to the internal examiner, together with the Internal Examiners Evaluation Form.
• One copy of the thesis/dissertation to the external examiner, together with the External Examiners Evaluation Form.
• One copy of the thesis will be kept at the IGS

8.4 Grade Point Average Requirement (CGPA)

The student must maintain at least a 3.00 (out of 4.00) grade point average over all required courses. Failure to maintain this average constitutes unsatisfactory progress and may lead to an unsatisfactory progress evaluation.

8.5 Preparing for Viva-Voce

A properly constituted Examination Board shall be required to conduct an oral examination of research candidate who submits a thesis for examination. This requirement might, however, be waived at the discretion of the Examination Board, when an examination of a re-submitted thesis is being conducted.

A two hour oral presentation on the project is to be performed at a viva voce. The presentation should cover how the research is progressing to date and where it is heading.

Oral Examination (First Submission)

An oral examination (sometimes called a ‘viva voce’ examination) is compulsory and students should be available to be examined in this way. Oral examinations will almost always be held at SEGi University.

Oral Examination (Re-examinations)

In the event of a re-examination, the Examining Board will decide whether a further oral examination will be required. If so, students must be available to attend such an examination which normally will be held at SEGi University.

If there is no viva voce (e.g. in the case of re-submission following initial referral, where the examiners may have used their discretion to waive the need for a further viva voce examination), both the internal and the external examiners will return the Internal Examiner Evaluation Form as well as the External Examiner Evaluation Form respectively on the re-submitted thesis to the Chair of the Examination Board. Notification of successful completion will be passed to SEGi University.
Senate for endorsement. One copy of the thesis will be deposited in the SEGi University Library.

8.6 Decision and outcome of Thesis Examination / Viva –Voce

An Examination Board may recommend one of the following options:

Master’s Degree by Research:

1. If found to be exceptional quality, SECTION 4.6 (page 12) applies.

2. That the candidate be approved for the degree of Master subject to completion of such minor corrections as may be required by the Examination Board. The Examination Board may stipulate that the corrections made shall be scrutinised by either/both examiners(s) prior to the award process being initiated. Corrections shall be completed within a period of four working weeks from the date of official notification to the candidate of the outcome of the examination.

3. That the candidate be approved for the degree of Master subject to such corrections and amendments as may be required by the Examination Board. Corrections and amendments shall be completed within a period of twelve working weeks from the date of the official notification to the candidate of the outcome of the examination.

4. That the candidate not be approved for the degree of Master but be allowed to modify the thesis and re-submit it for the degree on one further occasion, upon payment of a re-presentation fee. The re-submission shall take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination.

5. That the candidate NOT be approved for the degree of Master by Research.

PhD by Research:

1. That the candidate be approved for the degree of PhD subject to completion of such minor corrections as may be required by the Examination Board. The Examination Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated. Corrections shall be completed within a period of four working weeks from the date of the official notification to the candidate of the outcome of the examination.

2. That the candidate be approved for the degree of PhD subject to such corrections and amendments as may be required by the Examination Board. Corrections and amendments shall be completed within a period of twelve working weeks from the date of the official notification
to the candidate of the outcome of the examination.

3. That the candidate not be approved for the degree of PhD but be allowed to modify the dissertation and re-submit it for the degree of PhD on one further occasion, upon payment of a re-submission fee. The re-submission shall take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination.

4. That the candidate not be approved for the degree of PhD, but be approved instead for the degree of Master of Philosophy (related field) subject to completion of such minor corrections as may be required by the Examination Board. The Examination Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated. Corrections shall be completed within a period of four working weeks from the date of the official notification to the candidate of the outcome of the examination.

5. That the candidate not be approved for the degree of PhD, but be allowed to modify the dissertation and re-submit it for the degree of Master of Philosophy (related field) on one further occasion, upon payment of the examination fee. The re-submission shall take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination.

6. That the candidate NOT be approved for the award of a degree.

An Examination Board may attach to a research degree thesis which has not been approved any decisions or recommendations which the examiners may wish to be communicated to the candidate after the termination of the examination. This may include a decision that the thesis/dissertation may not be submitted for re-examination until at least one year has elapsed since the date it was first submitted for examination.

A dissertation submitted for a higher degree of SEGi University shall normally be openly available and subject to no security classification or restriction of access. However, SEGi University may place a bar on photocopying of and/or access to a thesis/dissertation for a specified period of up to five years. It shall be the responsibility of the candidate’s project/research supervisor to make application on this matter to the Institute of Graduate Studies and Library.

Special provisions for degree programmes in Creative Arts

1. In the case of candidates following master’s or research degree programmes of study in the Creative Arts, the dissertation or thesis may take one or more of the following forms: artefact, score, portfolio of original works, performance or exhibition. The submission shall be accompanied by a written commentary (normally of 25,000-30,000 words) placing it in its academic context together with any other items which may be required (e.g. a catalogue or
audio or visual recording).

2. In all cases the submission and written commentary shall be bound, and other required items (e.g. tape or other media) shall be enclosed in a container suitable for storage on a library shelf and shall carry the same information on the spine as is required for dissertations/theses. This information shall be so placed as to be readily readable from the container in its stored position.

9. GRADUATION

9.1 Eligibility to Graduate

All research candidates who fulfilled the following requirements, are eligible to graduate:

a) Pass thesis examination and Viva-voce
b) Settle all the outstanding bills
c) Submit the Final Thesis to IGS (3 hardcopies and one (1) softcopy in CD)

Following a successful examination, candidates receive a letter of conferment from the Vice-Chancellor after Senate endorsement. The title of Dr. may then be used by those who have been awarded a PhD. The student’s name will be listed by IGS for invitation to the next Graduation Ceremony.

10. HANDBOOK DECLARATION

This handbook was revised in November 2013 for use from 2014 onwards and is applicable to all IGS students.
APPENDIX 1 Research & Transferable Skill Log

Personal Development Planning (PDP)

RESEARCH & TRANSFERABLE SKILL LOG

| STUDENT’S NAME: | PROGRAMME: |
| STUDENT’S NO: | |
| THESIS TITLE: | |
| MAIN SUPERVISOR: | CO-SUPERVISOR: |

EVENT INFORMATION

| DATE / DAY / TIME: |
| VENUE: |
| TITLE OF EVENT: |
| SPEAKERS / TRAINERS: |
| STUDENT’S ROLE: (ATTEND/PARTICIPATE- pl. specify) |
| LEARNING OUTCOME: (please expand on additional sheet) |

SUMMARY OF REPORT:

| REPORTED BY: | COMMENT BY SUPERVISOR: |
| Signature: | Name: Signature: |
| DATE: | DATE: |
| IGS OFFICE: Received by- | DATE: |

**Please attach related document such as tentative program / brochure etc.**

**For multiple events with different titles and content, please use separate form.**
APPENDIX 2 Research Learning Log

Personal Development Planning (PDP)

RESEARCH LEARNING LOG

| STUDENT’S NAME : | PROGRAMME: |
| STUDENT’S NO: | |
| THESIS TITLE: | |

| MAIN SUPERVISOR: | CO-SUPERVISOR: |
| DATE OF MEETING: | VENUE: |
| TIME: From- till- | |

REMARK/SUGGESTION & RECOMMENDATION

| PROPOSED ITEMS FOR THE NEXT MEETING/DISCUSSION |
| | |
| | |
| | |
| | |
| | |

SUPERVISOR’S COMMENTS:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

SUPERVISOR’S SIGNATURE: DATE:

The Research Learning Log serves as a formal record of your research/thesis progress. At least a monthly meeting is required. Please ensure that you keep a copy of your Research Learning Log report. A completed and signed original report must be handed to IGS for record and monitoring purposes.
APPENDIX 3 PG Research Fellowship

POSTGRADUATE RESEARCH FELLOWSHIP*

SEGi University provides financial support to eligible students undertaking postgraduate programmes by research. This fellowship award is to train young talented and excellent students into outstanding researchers and academicians. Two schemes are offered:

**Scheme 1**
A full tuition fee waiver and a monthly stipend of RM 1300/RM 1500 (Master/PhD).
*(subject to eight (8) hours / week teaching/research appointment)*

**Initial Requirements:**
- Master candidate - First class honour in a 4-year Bachelor degree or equivalent.
- PhD candidate - Minimum cumulative grade point average (CGPA) of 3.75 / out of 4.0 in a Master Degree or equivalent.

**Scheme 2**
Full tuition fee waiver only.

**Initial Requirements:**
- Master candidate - Minimum CGPA of 3.0 /out of 4.0 or 2nd class honour in a 4-year Bachelor degree or equivalent.
- PhD candidate – Minimum CGPA of 3.00-3.74 in a Master Degree or equivalent.

**Application Requirements:**
1. Registered as a full time student in a Master or PhD programme by research at SEGi University
2. Malaysian or international student with good standing in current status of study at SEGi University
3. Must not exceed 35 years of age on application date
4. The applicant must not be a recipient of any other form of financial support/scholarship during the tenure of this fellowship
5. Supported by Dean, Institute of Graduate Studies (IGS) and approved by SEGi University Postgraduate Committee
6. SEGi University reserves the right to award, withdraw or revise the requirements for these awards based on recommendations by IGS.

**Application Guidelines:**
The following documents must be submitted when applying:
- Postgraduate Research Fellowship application form
- A copy of Mycard or Passport
- A copy of admission offer letter

For more information please contact: igs@segi.edu.my

*TERMS AND CONDITIONS APPLY*
APPENDIX 4 Plan / PROGRESS OF STUDY

PROGRESS/PLAN OF STUDY

ENROLMENT / REGISTRATION
- Register for classes

SUBMISSION OF INDICATIVE PROJECT PROPOSAL
- Full-time student → within 3 months
- Part-time student → within 6 months

ATTEND CLASSES
- Core / Compulsory subjects
- Complete Assignments

EXAMINATION
- At the end of the trimester
- Eligibility to sit for exam:
  - Settle the tuition fees
  - Min 80% class attendance (for international students only)

EXAMINATION BOARD
- Verify on grade achieved by the students
- Student must maintain at least CGPA 3.0

RESEARCH PROGRESS
- Monthly consultation between student and supervisor(s)
- PDP Logbook submit to IGS

REVEAL THE TIMING OF THE VIVA VOCE
- Consultation with supervisor(s)
- Supervisor(s) to nominate the examiners
- This discussion MUST be held at least 6 months before the submission of thesis for examination

APPOINTMENT OF EXAMINERS
- 1 internal examiner (from SEGi Uni)
- External examiner (elsewhere)
  - 1 examiner for Master candidate
  - 2 examiners for PhD candidate

**in the case there is no suitable internal examiner, the committee will nominate another external examiner for replacement."
EXAMINATION OF THESIS

- 6 to 8 weeks to examiners mark the thesis
- The examiners are required to complete the Examiner Evaluation Form and report

PRESENTS AN OPEN COLLOQUIUM

VIVA VOCE EXAMINATION

- Will be held twelve (12) week after the thesis examination
- Will be arrange by the IGS
- Table the examiner’s report and evaluation form
- Committee board will make a decision and recommend amendment:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Master</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed</td>
<td>PASSED with minor correction</td>
<td>PASSED with minor correction</td>
</tr>
<tr>
<td></td>
<td>PASSED with major correction</td>
<td>PASSED with major correction</td>
</tr>
<tr>
<td></td>
<td>RESUBMISSION</td>
<td>RESUBMISSION</td>
</tr>
<tr>
<td></td>
<td>FAILED</td>
<td>Award for the lower degree</td>
</tr>
</tbody>
</table>

SUBMISSION OF REVISED THESIS

1. Corrections must be completed within four working weeks
2. Correction must be completed within twelve working weeks

2ND VIVA VOCE EXAMINATION

3. Re-submission within one year
4. The candidate not be approved for the Master degree
5. The candidate can be approved for the Master degree

NOTIFICATION OF SUCCESSFUL COMPLETION

SENGATE MEETING

- Endorsement of notification

GRADUATION

- Students receive a letter of conferment
APPENDIX 5 SEGi University Postgraduate Committee

Terms of Reference

This committee meets:

1. To decide on applications for entry to postgraduate research programmes and to appoint supervisors
2. To consider and endorse new postgraduate programmes to be offered at SEGi University and recommend for the Senate’s approval
3. To recommend the appointment of examiners to the Senate
4. Upon the report of any breach of the academic integrity
5. To determine the eligibility of candidates for the conferment of postgraduate research degrees, and to recommend to the Senate for confirmation.

Membership

1. Vice-Chancellor (Chair)
2. Deputy Vice-Chancellor (Academic)
3. Deputy Vice-Chancellor (Student Affairs)
4. Dean of Institute of Graduate Studies
5. Deans of Faculties
6. Appointed permanent members

Servicing officer

A member of administrative staff from DVC (Academic) and the IGS.
APPENDIX 6 SEGi University Research Ethics Committee

Terms of Reference

1. To advise on research projects, including those of staff, identified as having ethical implications and to report to the Research and Development Committee with regard to recommendations for approval, rejection or referral of the research projects.
2. To provide advice and guidance on good ethical practice in research.
3. To raise the awareness of researchers about ethical issues in research.
4. To ensure procedures are in place for appropriate record keeping of all research projects referred to the SEGi University Research Ethics Committee.
5. To report to the SEGi University Research and Development Committee.

In undertaking these responsibilities, the Committee shall:

1. Maintain a record of all proposed research projects referred to it, together with feedback provided, preserved in the form in which they are finally approved.
2. Ensure researchers’ stated intentions are implemented and conform to institutional policy on intellectual property rights.
3. Ensure that there is provision of adequate and complete verbal information i.e. to check that written informed consent concerning the research is provided to subjects, relatives, guardians or legal representatives.
4. Ensure that the appropriate methods for subject recruitment and the process for securing informants' informed consent have been utilised.
5. Ensure, where necessary, that the research projects take into consideration local cultural and social attitudes.

Wherever possible, the Committee shall conduct its business by correspondence. The Chair shall have authority to take executive actions after consultation with all members.

Membership

1. The Chair of the Committee (appointed by the Research and Development Committee)
2. The Director of Research & Innovation Management Centre
3. Appointed Senior Academicians

Servicing officer

A member of administrative staff from the Research & Innovation Management Centre
APPENDIX 7 SEGi University Research Students Progress Board

Terms of Reference

To exercise executive responsibility for:

- Developing, maintaining and monitoring processes to ensure that the arrangements for the admission, registration and transfer, supervision, examination and, under exceptional circumstances, suspension or exclusion, of research students operate in line with the Regulations and Procedures of SEGi University;
- Appointing examiners for the examination of research students and considering their recommendations for approval and tabled to the SENATE for endorsement;
- Evaluating the extent to which SEGi University meets the MQA code of practice with reference to Postgraduate research programmes.

Membership

1. The Dean of the Institute of Graduate Studies (Chair)
2. The Deans of other Schools/Faculties
3. Main Supervisor
4. Co-Supervisor(s)

Frequency of meeting

As and when necessary.

Servicing officer

A member of administrative staff from the IGS
APPENDIX 8 Note On Close Personal Relationships

SEGi University notes the need to guard against situations where close personal relationships may exist between candidates and supervisors/examiners and others involved in research degree examinations. SEGi University has guidelines on such relationships.

1. The following protocol will apply in cases where a research degree candidate and a supervisor have a close personal relationship.
2. A close personal relationship shall be defined as such by virtue of consanguinity or conjugality. It may, at the discretion of the Dean of IGS, also apply to close personal friendship or to business partnership or association.
3. The responsibility for disclosing the existence of the close personal relationship to the Dean of IGS shall lie with the research supervisor who is in the relationship with the research degree candidate.
4. The Dean of IGS will establish whether, in the candidate's opinion, current supervisory arrangements need to be revised.
5. Where the Dean of IGS accepts within the definition provided in paragraph 2 above that there is or has been a close personal relationship, the examination arrangements made in respect of the candidate shall be the same as for a staff candidate, requiring the appointment of two external examiners.
6. Work colleagues from within SEGi University shall in any case be required to be examined as staff candidates.
7. No internal or external examiner should be appointed who has a close personal relationship with the candidate or the research supervisor.
8. The Dean of IGS shall establish with the research supervisor whether a close personal relationship exists with a candidate in the event that the Dean IGS Studies is concerned that this may be the case but has not been disclosed (including instances where the attention of the Dean of IGS has been drawn to such prospect).
APPENDIX 9 Academic Appeals

General

1. This Regulation shall apply to academic appeals by candidates who have submitted theses for examination.

2. Separate appeals procedures shall apply to academic appeals by candidates in respect of assessment decisions relating to taught programmes of study, including programmes of study leading to the degree of Master’s degree by research.

3. Separate appeals procedures shall apply to candidates who wish to appeal against the outcome of an investigation into unfair practice.

4. In all cases, these appeals procedures shall apply only to representations about assessment decisions or supervision. Complaints about other academic matters shall be pursued under the Standard Operating Procedures established by the Examinations Department of SEGi University.

5. Guidance for candidates on the applicability and operation of these appeals procedures shall be available from the Registry Department or the IGS.

Academic appeals procedure: Postgraduate Research Degree

1. Research candidates may appeal under this procedure against the decision of an Examining Board not to recommend the award of the degree in respect of which the candidate submitted their thesis.

2. SEGi University is only prepared to consider appeals which are based on one or more of the following grounds:

   a) Defects or irregularities in the conduct of the examination or in written instructions or in advice relating thereto which are of such a nature as to cause reasonable doubt whether the examiners would have reached the same decision had they not occurred.

   b) Evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners.

   c) Where the supervision provided was inadequate and that there were exceptional reasons why this had not been reported by the candidate prior to the decision of the Examining Board.

   Appeals which question the academic judgment of the examiners shall not be admissible.

3. Any appeal shall be sent, in full, in writing to the Registrar of SEGi University or his/her nominee, and must reach him/her not later than two months after the dispatch to the candidate of the notification of his/her result. Simple notice of appeal given in writing by a candidate within the above deadline shall not be
deemed to constitute an appeal proper and shall not be accepted. Requests must be made on the
designated form available from the IGS. Receipt of an application for appeal shall be acknowledged
normally within three working days and the appellant shall be provided with a written progress report within
25 working days.

4. The designated administrator shall be entitled to return (not reject) an appeal to a candidate where it is
her/his expectation that the appeal will not be successful because it is incomplete, and/or it lacks evidence,
and/or it clearly fails to meet the criteria.

5. A candidate may appeal against the decision of the designated administrator concerning the referral of a
case but failure to consider at all an appeal brought properly to the attention of the administrator may
constitute grounds for an appeal to the Deputy Vice Chancellor (Academic).

6. The designated administrator shall be entitled to refer an appeal to the Institute of Graduate Studies, if
she/he feels that an appropriate solution might be arrived at without the full appeals procedure being
implemented. If no such solution is achievable the academic appeals procedure will proceed.

7. If it is decided by the Registrar or his/her nominee that there is a prima facie case to be considered, it shall
be referred to the SEGi University Appeal Board consisting of three persons, at least two of whom shall be
Deans or members of the Senate. This shall normally be within three months of receipt of the application for
appeal.

8. If the Registrar or his/her nominee decides that there is no case to be considered, this shall have the effect of
disallowing the appeal. This shall normally be within three months of its receipt.

9. Where a case is referred to an Appeal Board for hearing, the Board shall identify the grounds of the appeal
and shall base its decision on the evidence of the appellant’s submission, the testimony of the Chair of the
Examining Board, evidence from a representative of the Institute of Graduate Studies and any further
evidence which it considers relevant.

10. An appellant shall be offered a personal hearing by the Appeal Board, and shall be informed of the time and
date of such a hearing.

11. The Chair shall, at an Appeal Board meeting, have discretion to declare inadmissible any matter introduced
by the appellant, if he/she deems it not directly related to the contents of the appeal previously lodged in
writing within the stipulated deadline.

12. The Appeal Board shall be empowered to make either of the following decisions:
    • That the appeal be rejected and no further action be taken;
    • That the appeal be upheld.
13. If an appeal is upheld, the Appeal Board may also adopt one of the following courses of action:
   • To recommend to the Examining Board that, for the reasons stated, the original or a properly constituted Board should reconsider the decision of the previous Board.
   • To recommend that an entirely new Examining Board should reconsider the decision of the previous Board.
   • To give the candidate permission to re-write the thesis and to re-submit for re-examination by the original or a properly constituted Examining Board within a specified time limit.
   • To give the candidate permission to re-write the thesis and to re-submit for re-examination by an entirely new Examining Board within a specified time limit.

14. Following any such re-examination above it shall be within the discretion of the Examining Board to recommend that the candidate be allowed one further opportunity to re-submit the thesis either at the full or a reduced fee.

15. When a re-examination is undertaken, two new external examiners will be appointed. The external examiners will not be provided with any information about the previous examination other than that they are conducting a re-examination of the candidate's submission on appeal.

16. Where a case is referred back to the Examining Board, the Appeal Board may, where appropriate to the circumstances of the case, require an officer of the Examinations Department to attend as observer in the meeting of the Examining Board.

17. The decision of the Appeal Board shall be final. The decision of the Appeal Board and recommendations or advice where appropriate to the circumstances of the case (and of the re-examination if applicable) shall be notified by the Registrar or his/her nominee as soon as possible to the appellant, and the Chair of the Examining Board.

18. The registrar or his/her nominee shall arrange for the decision and recommendations of the Appeal Board to be implemented. The Examining Board’s decision on whether any adjustment should be made to marks or grades previously awarded shall be reported back to the Appeal Board and shall be final. On receipt of this decision, the Registrar or his/her nominee may, in exceptional cases only, refer the case to the Chair of the Appeal Board for review of the procedures followed. If it transpires that a serious procedural irregularity has occurred, the case may be referred back to the relevant Examining Board for reconsideration.

19. If, as a consequence of a successful appeal, a candidate is regarded as having qualified for a degree, he/she shall normally be admitted to the degree at the next opportunity. Alternatively, the Registrar may deem such a candidate to have been admitted to the degree on a prior occasion provided that all other necessary conditions for admission have been met.
APPENDIX 10 Checklist For The Submission Of Thesis/Dissertation For Examination

CHECKLIST FOR CANDIDATES (THESE ACTIONS MUST BE COMPLETED PRIOR TO SUBMISSION)

☐ Three copies of the thesis/dissertation
☐ Three copies of the Notice of Candidature Form
☐ One copy of the completed Student Declaration Form
☐ Notification from SEGi University’s Finance Department that financial obligations have been met
☐ Confirmation of admission and registration as students of SEGi University

All forms may be obtained from the Institute of Graduate Studies.

All completed documents should be submitted to the Dean of the Institute of Graduate Studies.

PLEASE NOTE THAT IF ANY OF THE ABOVE IS OMITTED, THERE WILL BE A DELAY IN THE EXAMINATION OF THE THESIS/DISSERTATION.