

**HANDBOOK  
FOR  
CONVERSION OF  
REGISTRATION FROM  
MPHIL TO PHD**

**CENTRE FOR  
POSTGRADUATE STUDIES**



**UMS**

# HANDBOOK FOR CONVERSION OF REGISTRATION FROM MPhil To PhD

## Forward

The Centre of Postgraduate Studies (CPS), Universiti Malaysia Sabah is now offering Master of Philosophy (MPhil) programme. The main attraction of the programme is its flexibility, whereby a student who is enrolled in the programme is eligible to apply to convert his/her application to Doctor of Philosophy (PhD) programme when his/her work is deemed to have met the stipulated requirements and standard of a PhD level work. It is very important that the application to convert the registration is made within the stipulated time; hence, this handbook is prepared to guide students, supervisors and Schools/Centres/Institutes (S/C/I). This handbook explains the conditions that need to be met by the students before the application can be made, and elucidates the process of the conversion. It is hoped that by referring to this handbook, students and supervisors can plan ahead their activities and fulfill all requirements in time. This handbook contains four (4) sections, namely:

- 1) Guidelines for Conversion of Registration from MPhil to PhD
- 2) Guidelines for Preparing the MPhil Conversion Report (MCR)
- 3) Guidelines for Preparing the Examiner Evaluation Report (EER)
- 4) Guidelines for Preparing the Conversion Meeting Report (CMR)

Section 1 and 2 are meant for the students wishing to apply for the conversion while section 3 is for the examiners and section 4 is for the committee member appointed by the Dean/Director of S/C/I to prepare the Conversion Meeting Report (CMR).


These guidelines were approved by the Senate that convened on 25 June 2009 (Bil 5/2009).



Associate Professor Datin Dr. Mariam Abd. Latip  
Dean  
Centre for Postgraduate Studies  
Universiti Malaysia Sabah

# GUIDELINES FOR CONVERSION OF REGISTRATION FROM MPhil TO PhD

- 1) Only a fulltime research MPhil student (CGPA above 3) is eligible to apply for the conversion of registration from MPhil to PhD.
- 2) The application can only be made after the student has satisfactorily completed 2 consecutively registered semesters (12 months) and must have presented at least 2 papers in a seminar or conference. The student must also have fulfilled the requirement for conversion stipulated by the School/Centre/Institute (S/C/I). The student must be a registered student when applying for the conversion.
- 3) The CPS will not process any request for conversion after 18 months of registration.
- 4) The student is required to notify the Dean of CPS, with the advise and approval of the supervisor, to convert his/her registration by filling in the Application for Conversion of Registration from MPhil to PhD form (PPPS/REG-10/07) three months before the proposed date to submit the MPhil Conversion Report (MCR). The application must be made through the Dean/Director of S/C/I.
- 5) The Dean/Director of CPS will request the Dean/Director of S/C/I to propose names of academic staff to be the members of a Conversion Panel. The panel is comprised of the Dean/Director of S/C/I, an examiner from within the S/C/I (internal), an external examiner, and 2 additional members. The internal and external examiners must be at least an Associate Professor and must have experience of either supervising or examining PhD students. The examiners should be from the relevant field. Should the external examiner be from outside UMS, the S/C/I should bear the traveling and accommodation cost for the external examiner to attend the Conversion Meeting (CM).
- 6) The names proposed for the Conversion Panel (CP) must be submitted for endorsement by CPS.
- 7) The student must prepare an MPhil Conversion Report (MCR) for the examiners. The manuscript is comprised of two sections; Section A will report the findings and progress made within his/her first 2 semesters, this should provide evidence of continuity and relevancy to a PhD proposal. Section B is the PhD proposal. Format for MCR can be obtained from CPS. It has to be submitted before CM.
- 8) The MCR will be given to the internal and external examiners for evaluation. The examiners are required to prepare the Examiner Evaluation Reports (EER). The examiners are required to review the MPhil Conversion Report (MCR) based on the following criteria:

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- a) The student has clearly highlighted the significance of the preliminary findings within the 2 semesters.
  - b) The student must outline the significance of the research to the target group/community/discipline (why is the research important and relevant).
  - c) The literature review must have analysed previous work and clearly identified the gap of knowledge. In addition the student must be able to demonstrate how this research builds from the preliminary findings and previous research and eventually will contribute new knowledge into the studies/field.
  - d) The methodology/approach is suitable for comprehensive exploration of the topic and suitable to address the aims and objectives of the research.
  - e) The research proposal (Section B of MCR) is sufficient to be considered for a PhD candidature and there is continuity of study from the Mphil to the PhD programme.
- 9) The Dean/Director of S/C/I will call for a CM and during this meeting the student will present his/her report before the CP. A representative from CPS will also be present in this meeting as an observer.
  - 10) During the CM the student must show that he/she has the research skills required to carry out the PhD studies and he/she must demonstrate knowledge in the discipline.
  - 11) The CP must prepare the CMR. The report must be prepared by an academic staff relevant to the discipline (not the supervisor) appointed by the Dean of S/C/I and the report is based on the format provided by CPS.
  - 12) The CP must recommend one of the following to the Dean of the CPS:
    - a) Upgrade registration from MPhil to PhD programme.
    - b) Continue MPhil.
  - 13) The recommendation of the CP will be brought to the Postgraduate Committee and Senate Meetings for endorsement. The student will be formally informed of the outcome after the Senate Meeting.

# GUIDELINES FOR PREPARING THE MPHIL CONVERSION REPORT (MCR)

- 1) This document is prepared to guide MPhil students and their supervisors in preparing the MCR.
- 2) The report is comprised of 2 parts; Part A is the Progress Report and Part B is the PhD Proposal (plan for upgrading the current project to a PhD project). There should be continuity and relevancy between the two parts.
- 3) Part A of the report is to show how much the project has progressed within the period of 12 months. The work presented in this part must be of quality to justify/support for continuation of the research to PhD level. The report should follow the outline and format of a thesis as stipulated in the Garis Panduan Gaya Penulisan Pascasiswazah 2008 (e.g, Introduction, Literature Review, Methodology, Results and Discussion) and the MPhil Gantt Chart must be included.
- 4) Part B is the PhD Proposal. This part should indicate how the current findings are further expanded to fulfill the criteria of a PhD research. This part must indicate how the proposed research can significantly contribute to knowledge. The format of the proposal is as follows:
  - a. Tentative title
  - b. Statement of the problem
  - c. Rational of the study
  - d. Objectives of the study
  - e. Brief Literature Review
  - f. Methodology
  - g. Expected Output
  - h. Research Plan (Time Frame and Activity – include PhD Gantt Chart)
  - i. Cost of Research (if applicable)
  - j. Special requirements for the project
- 5) The report must be made available to the internal and external examiners four (4) weeks before the CM.

# GUIDELINES FOR PREPARING THE EXAMINER EVALUATION REPORTS (EER)

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- 1) Four weeks before the CM the examiners will be given the MCR for evaluation.
- 2) Upon completion of reading the reports, the examiners are required to prepare the EER. The evaluation report must be prepared based on the following criteria:
  - a) The student has clearly highlighted the significance of the preliminary findings within the 2 semesters.
  - b) The student must outline the significance of the research to the target group/community/discipline (i.e. why is the research important and relevant)
  - c) The literature review must have analysed previous work and clearly identified the gap of knowledge. In addition the student must be able to demonstrate how this research builds from the preliminary findings and previous research and eventually will contribute new knowledge into the studies/field.
  - d) The methodology/approach is suitable for comprehensive exploration of the topic and suitable to address the aims and objectives of the research.
    - a. The research proposal (Section B of MCR) is sufficient to be considered for a PhD candidature and there is continuity of study from the MPhil to the PhD programme.
- 3) Through the reports, the examiners must recommend to the committee one of the following:
  - a. Upgrade registration from MPhil to PhD, or
  - b. Continue with the MPhil
- 4) The reports must be submitted to the Dean/Director of S/C/I and once these reports have been received, the Dean will call for CM.

# GUIDELINES FOR PREPARING THE CONVERSION MEETING REPORT (CMR)

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- 1) Following the CM where the MPhil student presented the progress of the project and the PhD proposal, a designated member of the committee is required to prepare the CMR.
- 2) The report must contain the following aspects:
  - a. Background
  - b. Student's performance during the Conversion Meeting
    - i. Clear aims and objectives of the research
    - ii. Background knowledge in the field of research
    - iii. Ability to identify research problems
    - iv. Ability to select and understand suitable methods to address the research problems, aims and objectives or hypothesis
    - v. Ability to analyse results
  - c. Research skills for methodology
  - d. Suitability of the PhD proposal
  - e. Anticipated problems
  - f. Have fulfilled the various conversion requirement stipulated by the S/C/I.
  - g. Recommendation of the CP
- 3) This report must be verified by the Chairperson of the CM and the Dean/Director of S/C/I.
- 4) The CMR together with the EER must be submitted to CPS for endorsement by the Postgraduate Committee and the Senate.

# LIST OF ABBREVIATION

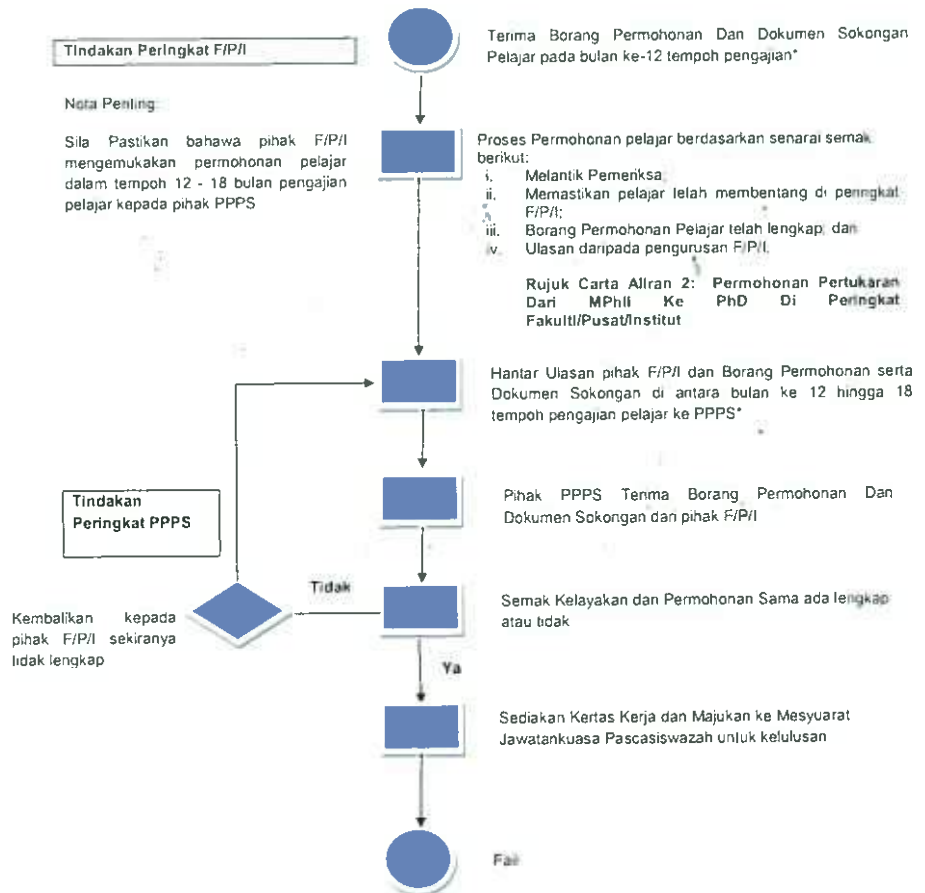
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CM	-	Conversion Meeting
CMR	-	Conversion Meeting Report
CP	-	Conversion Panel
CPS	-	Centre of Postgraduate Studies
EER	-	Examiner Evaluation Report
MCR	-	MPhil Conversion Report
MPhil	-	Master of Philosophy
PhD	-	Doctor of Philosophy
S/C/I	-	Schools/Centres/Institutes



## CARTA ALIRAN 1

### Permohonan Pertukaran Dari MPhil Ke PhD



\*Dokumen Sokongan adalah seperti berikut:

- i. Borang Permohonan Tukar Taraf;
- ii. MPhil Conversion Report (MCR);
- iii. Examiner Evaluation Reports (EER); dan
- iv. Conversion Meeting Report (CMR)

## CARTA ALIRAN 2

### Permohonan Pertukaran Dari MPhil Ke PhD Di Peringkat Fakulti/Pusat/Institut

Tindakan Peringkat F/P/I

Nota Penting:

Sila Pastikan bahawa pihak F/P/I mengemukakan permohonan pelajar dalam tempoh 12 - 18 bulan pengajaran pelajar



Terima Borang Permohonan Dan Dokumen Sokongan Pelajar pada bulan ke-12 tempoh pengajaran\*



Pihak F/P/I buat semakan pada Borang dan Dokumen Sokongan pelajar:

- Borang Permohonan Tukar Taraf;
- MPhil Conversion Report (MCR) – Part A (Progress Report) dan Part B (PhD Proposal)



F/P/I menubuhkan panel Tukar Taraf di peringkat F/P/I yang terdiri daripada:

- Dekan;
- Pememksa Luar dan Dalam; dan
- Dua (2) ahli jawalankuasa.



F/P/I hantar MCR kepada Pemeriksa Luar dan Dalam untuk pemeriksaan bagi tujuan menyediakan laporan Examiner Evaluation Reports (EER)



Pelajar buat pembenlangan dan laporan Conversion Meeting Report (CMR) dikeluarkan oleh F/P/I



F/P/I hantar Borang Permohonan dan Dokumen Sokongan kepada pihak PPPS