



# UMS

UNIVERSITI MALAYSIA SABAH

# HANDBOOK FOR CONVERSION OF REGISTRATION FROM MASTER TO PHD



**UMS KAMPUS RAHMAH**  
TERAS KECEMERLANGAN DAN KEUNGGULAN

Transformation towards  
**UNIVERSITY**  
INDUSTRY **4.0**

# HANDBOOK FOR CONVERSION OF REGISTRATION FROM MASTER TO PHD

## INTRODUCTION

The Centre for Postgraduate Studies (CPS), Universiti Malaysia Sabah is now offering the Conversion of Registration from Master Programme to Doctor of Philosophy (PhD). Under this programme, any candidate with the stipulated minimum requirements is eligible to convert their master programme registration to Doctor of Philosophy (PhD). It is important to provide a Handbook for candidates who wish to apply for the programme conversion to attain the minimum requirements prior to being permitted to continue their studies. Therefore, this Handbook is published to provide information and guidelines to candidates, supervisors, examiners and appointed Committee members regarding the conditions, general and special requirements prior to PhD studies within the stipulated period.

This Handbook consists of four (4) sections:

1. Guideline for Conversion of Registration from Master Programme to PhD
2. Guideline for Master Conversion Report (MCR) Preparation
3. Guideline for Examiner Evaluation Report (EER) Preparation
4. Guideline for Presentation Meeting Report (PMR) Preparation

Section 1 and 2 are for the purpose of guiding students who wish to apply for approval and confirmation as PhD candidates. Section 3 is for examiners while Section 4 is for Evaluation Committee members appointed by the F/C/I Dean/Director for Presentation Report preparation.

## ***SECTION 1***

### ***GUIDELINE FOR CONVERSION OF REGISTRATION FROM MASTER PROGRAMME TO DOCTOR OF PHILOSOPHY***

#### **1. Requirements for Application of Conversion of Registration**

1.1 Students are required to apply for the conversion of registration whereby a presentation session is compulsory.

1.1.1 Students are required to prepare a Master Conversion Report (MCR) to be checked by two (2) appointed examiners by F/C/I (approximately 30 pages).

The Master Conversion Report (MCR) must consist of two (2) parts;

##### **Part A**

Report findings and progress made within 2 semesters or 12 months. This report should provide clear evidence and its sustainability for research at PhD level.

##### **Part B**

The PhD proposal should be submitted to examiners at least one (1) month before date of presentation.

Examiners are required to prepare the Examiner Evaluation Report (EER). Examiners are to assess the report within one (1) month/ or four (4) weeks based on the following criteria:

- i. Students have successfully highlighted the significance of preliminary findings within 2 semesters.

- ii. Students have outlined the significance of research to the target group/community/discipline (why the research is important and relevant).
- iii. Library research must analyse previous works and clearly identify any gap in knowledge. In addition, students must be able to demonstrate how this research builds from their preliminary findings and previous researches and finally contribute to new knowledge in the discipline/study.
- iv. Methodology and approach are suitable for comprehensive exploration of topic and in line with aims and objectives of research.
- v. Proposal paper (Part B of MCR) is adequate for consideration of PhD candidature and there is sustainability for further study.

1.1.2 Undergo and pass MCR Presentation

The Dean/Director of F/P/I will invite all appointed Committee members to convene a meeting for the student's presentation.

During presentation, students must demonstrate skills and ability to conduct research at PhD level. Students must demonstrate ability to master knowledge in the discipline under study.

Presentation Committee members should consist of;

- i. Dean/Dean's Representative
- ii. Two (2) appointed examiners comprising Professors, Associate Professors or Senior Lecturers (with PhD qualifications) from the relevant field
- iii. F/P/I Postgraduate Coordinator
- iv. F/P/I Administrative Officer as Secretariat

1.1.3 Students must have produced the following publication:

Science – 1 indexed article (Scopus/ISI/ERA only)

Arts – 1 indexed article (MyCite/Scopus/ISI/ERA)

1.1.4 Students must present in a conference in the relevant field.

1.2 MCR Presentation Report must be verified at F/P/I Postgraduate meeting before submission to the Centre for Postgraduate Studies Committee for endorsement.

Master Conversion Report must propose at least one of the following to the CPS Dean:

- i. Student has passed MCR Presentation and is permitted to convert the Master Studies Programme to Doctor of Philosophy.
- ii. Student has failed MCR Presentation and is not permitted to convert the Master Studies Programme to Doctor of Philosophy.

MCR Presentation Report must be prepared by academic staff in the relevant discipline (not from among supervisors/co-supervisors/Supervision Committee) appointed by the Dean/Director. Report format is based on the format provided by CPS.

1.3 Report will be presented at Senate Meeting for confirmation and endorsement.

1.4 Students will be informed of the outcome of their Master programme conversion to Doctor of Philosophy application after Senate approval and confirmation.

## 2. Programme Structure

2.1 Must be registered as full-time students.

2.2 Students are required to undergo and pass the Research Methodology course conducted by the respective F/P/I.

2.3 Type of degree (cross-discipline) depends on where students are registered.

### 3. Programme Duration

3.1 Programme duration is as follows:

<b>Mode of Study</b>	<b>Minimum duration</b>	<b>Maximum Duration</b>
Full time	2 years (4 semesters)	4 years (8 semesters)

3.2 Programme activities are as follows:

3.2.1 Sem 1 - Sem 2

Must produce Master Conversion Report (MCR) for examination, evaluation and presentation.

Fulfil other set requirements.

3.2.2 Sem 3 - Sem 8

Conduct research work and writing.

### 4. Graduation Requirements

4.1 Fulfil minimum graduation requirements as stipulated in the 2015 Postgraduate Studies Handbook (Amendment 2018).

4.2 Students who fail MCR Presentation are allowed to continue their study and will be conferred a Master degree should they successfully complete their study.

## ***SECTION 2***

### ***GUIDELINE FOR PREPARATION OF MASTER CONVERSION REPORT (MCR)***

1. This Guideline is prepared to guide students and supervisors/co-supervisors/Supervision Committee in preparing the Master Conversion Report (MCR).
2. Students are required to prepare the MCR to be checked by two (2) appointed examiners at F/P/I level.
3. MCR must consist of two (2) parts: Part A and Part B.
  - a. **Part A** is to report the findings and progress made within 2 semesters or 12 months. This report here should demonstrate quality, provide justification and support the continuation of research at PhD level.

Report should comply with format and guidelines stipulated in the UMS 2020 Submission Guidelines and Thesis/Dissertation Writing Style (e.g. Introduction, Literature Review, Methodology, Findings and Discussion). Gantt Charts must be included.

- b. **Part B** consists of the PhD proposal. This part should indicate how the current research is further expanded to fulfil the criteria of a PhD research. This part is a benchmark to how the research would significantly contribute to knowledge in the respective field. The format of the report is as follows:

- i. Title
    - ii. Statement of Problem
    - iii. Rationale of Study
    - iv. Research Objectives
    - v. Library Research
    - vi. Methodology
    - vii. Expected Findings
    - viii. Research Plan (Timeframe and Activity- including Gantt Charts)
    - ix. Research Allocation (if applicable)
    - x. Special requirements for research

4. MCR must be submitted to both internal and external examiners (not from F/C/I where student is registered) within one (1) month before date of presentation.



***SECTION 3***  
***GUIDELINE FOR PREPARATION OF EXAMINER***  
***EVALUATION REPORT (EER)***

1. This Guideline is prepared to guide students and supervisors/co-supervisors/Supervision Committee in preparing the Examiner Evaluation Report (EER).
2. MCR will be forwarded to examiners for evaluation one (1) month before date of presentation.
3. Examiners are required to prepare the EER after reading the MCR based on the following criteria:
  - a. Student has clearly highlighted the significance of the preliminary findings within the 2 semesters.
  - b. Student must outline the significance of research to the target group/community/discipline (why the research is important and relevant).
  - c. Library research must have analysed previous works and clearly identified any gap in knowledge. In addition, the student must be able to demonstrate how this research builds from the preliminary findings and previous research and finally contribute to new knowledge into the discipline/study.
  - d. Methodology and approach are suitable for comprehensive exploration of topic and in line with research aims and objectives.
  - e. Proposal paper (Part B of MCR) is adequate for consideration of PhD candidature and there is sustainability for further study.
4. Based on the report, examiners must recommend to the Committee one of the following:
  - i. Support the approval of the conversion of Master Programme to Doctor of Philosophy.
  - ii. Not support the approval of the conversion of Master Programme to Doctor of Philosophy.

5. Report must be submitted to the Dean/Director of F/P/I and once the report has been received, the Dean will invite all appointed Committee members to convene a meeting for the student's presentation.

## ***SECTION 4***

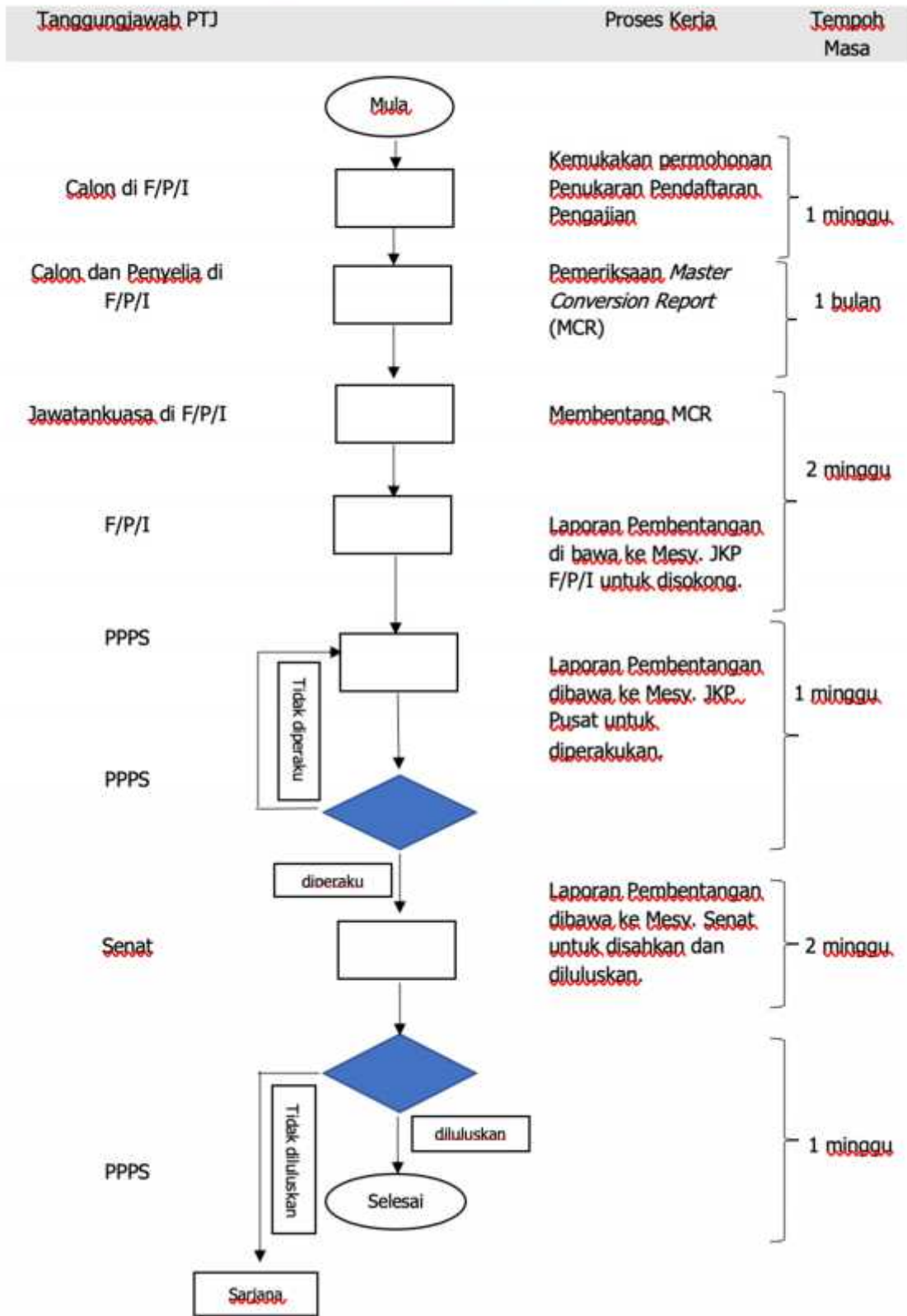
### ***GUIDELINES FOR PREPARATION OF MASTER CONVERSION PRESENTATION MEETING REPORT (PMR)***

1. After the conversion presentation and submission of research proposal, the Master Conversion Presentation Meeting Report (PMR) must be prepared.
2. Presentation Report must contain the following:
  - a. Clear research background
  - b. During presentation, student must demonstrate satisfactory performance:
    - i. Clear aims and objectives of research
    - ii. Present solid background knowledge in the field of research.
    - iii. Able to identify research problems.
    - iv. Able to select and understand suitable methodology to address research problem, aims and objectives or hypotheses.
    - v. Able to analyse results.
  - c. Skillful in conducting research and mastering methodology
  - d. Suitability of Proposal for research at PhD level
  - e. Anticipated problems could be addressed
  - f. Fulfill all Master Conversion Programme to Doctor of Philosophy requirements as stipulated in the respective F/C/I and the Centre for Postgraduate Studies
  - g. Recommendation from the Centre for Postgraduate Studies
3. This Report must be verified by the Chairperson of the Master Conversion Presentation Session and the Dean/Director of F/C/I.
4. PMR together with EER must be submitted to the Centre for Postgraduate Studies for endorsement by the Postgraduate Committee and Senate.

## List of Abbreviations

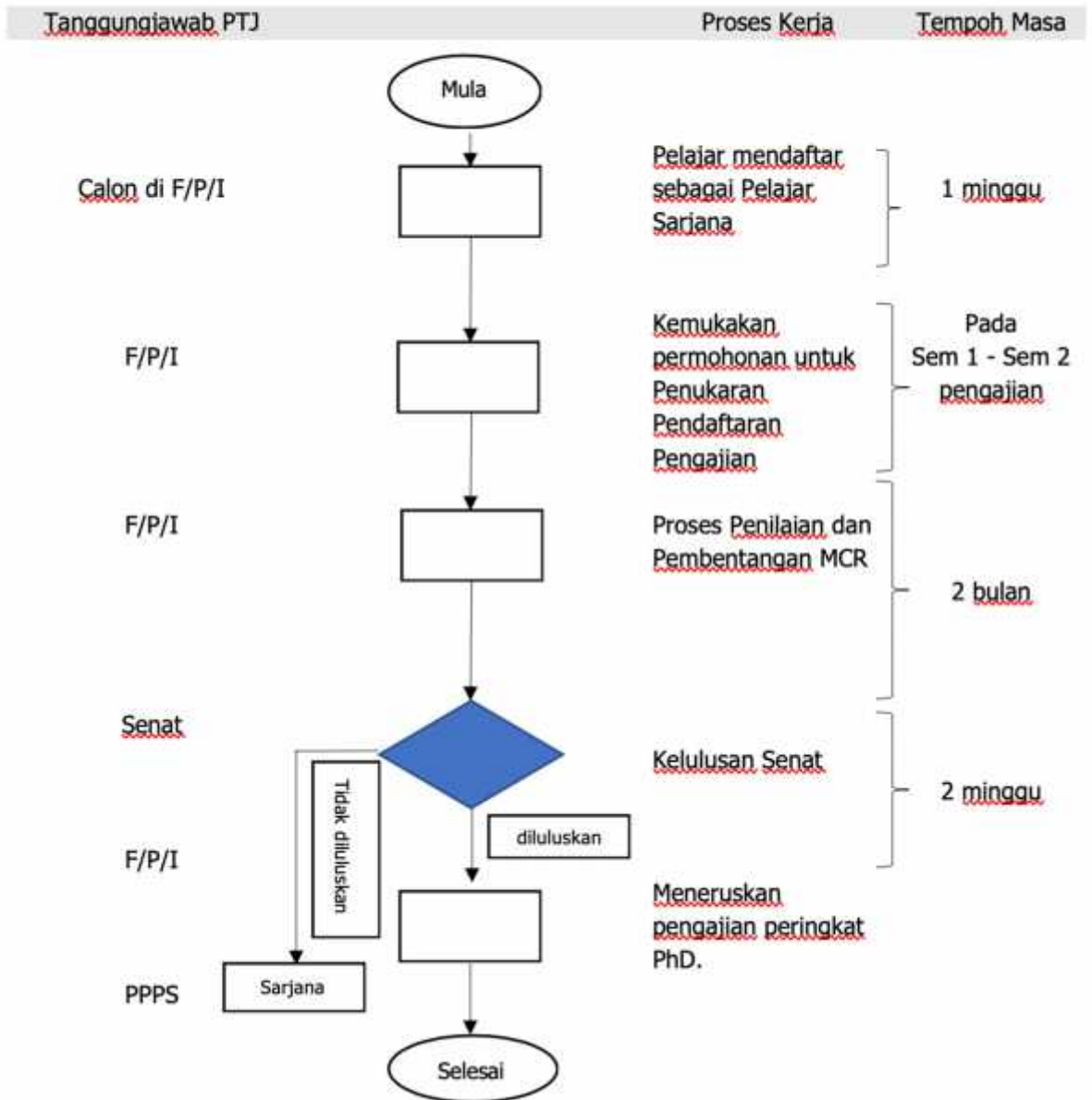
<b>CPS</b>	-	<b>Centre for the Postgraduate Studies</b>
<b>MCR</b>	-	<b>Master Conversion Report</b>
<b>EER</b>	-	<b>Examiner Evaluation Report</b>
<b>PMR</b>	-	<b>Presentation Meeting Report</b>
<b>PhD</b>	-	<b>Doctor of Philosophy</b>
<b>F/C/I</b>	-	<b>Faculty/Centre/Institute</b>

Lampiran A  
 Carta Alir Proses Penukaran Pendaftaran Pengajian




Lampiran B

Carta Alir Proses Pengajian PhD yang telah Berjaya dalam Penukaran Pendaftaran Pengajian



**This GuideBook was endorsed at  
Senate Meeting No.3 178<sup>th</sup> on 25<sup>th</sup> June 2020**

**Postgraduate Studies Committee  
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