



UMS

UNIVERSITI MALAYSIA SABAH

FAST-TRACK GUIDELINES



UMS KAMPUS RAHMAH
TERAS KECEMERLANGAN DAN KEUNGGULAN

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FAST-TRACK GUIDELINES

INTRODUCTION

Universiti Malaysia Sabah Centre for Postgraduate Studies offers a Fast-Track programme whereby any student with the specified minimum requirements may apply for confirmation of his/her registration into the Doctor of Philosophy (PhD) programme. Since it is imperative to provide guidelines for those intending to apply for confirmation into the Doctor of Philosophy programme to attain the minimum requirements prior to being permitted to continue their studies, this Guidebook therefore serves as reference and guide for students, supervisors, examiners and appointed Committee members on the conditions, general requirements and specific requirements that must be fulfilled before candidates may proceed to the Doctor of Philosophy level within the stipulated period.

This Guidebook is comprised of four (4) sections:

1. Fast-Track Programme Application Guideline
2. Fast-Track Report (FTR) Guideline
3. Examiner Evaluation Report (EER) Report Guideline
4. Fast-Track Presentation Meeting Report (PMR) Guideline

Sections 1 and 2 are for candidates intending to apply for approval and confirmation as PhD students. Section 3 serves as guidelines for examiners. Section 4 acts as guidelines for Evaluation Committee members appointed by the respective Dean/Director of each Faculty/Centre/Institute for the purpose of preparing Presentation Meeting Reports.

SECTION 1

FAST-TRACK PROGRAMME APPLICATION GUIDELINE

1. Entry Requirements

Local & International Candidates

General:

UMS may accept outstanding graduates with Malaysian Qualifications Framework (MQF) Level 6 Bachelor's degree for direct entry into the MQF Level 8 Doctorate programme subject to the following conditions:

- (a) Candidates have obtained a Bachelor's degree with First Class Honours or equivalent from local public universities and international universities recognised by MQA; or
- (b) Candidates have obtained a Cumulative Grade Point Average (CGPA) of at least 3.67 or equivalent from academic programmes or Technical and Vocational Education Training (TVET) programmes.

Additional General Requirements for International Candidates

English Language Requirement:

- (a) International candidates from countries which do not use English as the medium of instruction are required to at least:
 - i. Obtain Band 5 in IELTS (International English Language Testing System) or 500 (Written)/173 (Online) in TOEFL (Test of English as a Foreign Language); or
 - ii. Enrol in English Language courses in the University and obtain at least Band 3 in MUET (Malaysian University English Test).
 - iii. Period of validity of results tendered as fulfilment of this English Language requirement must not be more than two (2) years from the date of its issuance.

(b) Condition (a) however is waived in the event that:

- i. Candidates have obtained a Bachelor's degree from a higher education institution with English Language as the medium of instruction on condition that they submit supporting documents from the said institutions; or
- ii. Candidates have obtained a degree from any university in Malaysia; or
- iii. Programme of study does not require the use of English Language.

2. Confirmation of PhD Candidature Requirements

2.1 Candidates must submit their application for Confirmation of PhD Candidature whereby they will be required to undergo a presentation session.

2.1.1 Candidates are required to submit a Fast-Track Report (FTR) to be examined by two (2) examiners appointed at F/P/I level (approximately 30 pages). The FTR must comprise two (2) parts:

Part A

Contains reports on findings and progress achieved in the two (2) semester period or 12 months from the presentation of research proposal. This Report should include clear evidence and basis for further research at Doctor of Philosophy level.

Part B

Proposal paper for further Doctor of Philosophy research which must be submitted to examiners at least one (1) month before date of presentation.

Examiners will be requested to submit their Examiner Evaluation Report (EER). Examiners (within one (1) month/ or four (4) weeks) are to assess a candidate's report based on the following criteria:

- i. He/She has succeeded in presenting his/her initial findings in a significant manner within the 2 semester period.
- ii. He/She must outline the significance of the research on the target group/community/discipline (why the research is important and relevant).
- iii. Library research must analyse previous researches and clearly identify a knowledge gap(s). He/She at the same time should be able to demonstrate how the research is built upon from their initial findings and previous researches.
- iv. Methodology is appropriate to conduct a comprehensive research on the topic and in line with research purpose and objectives.
- v. Proposal Paper (Section B from FTR) is adequate for consideration as a Doctor of Philosophy student and sustainable/could be expanded.

2.1.2 Candidates must undergo and pass FTR presentation.

The Dean/Director of each F/P/I will invite all appointed Committee members to convene a student presentation meeting. In the presentation, candidates should demonstrate their skill and ability to conduct research at Doctor of Philosophy level and show capability of mastering knowledge in their research discipline.

The Committee is comprised of:

- i. Dean/ Dean's Representative;
- ii. Two (2) examiners appointed from among Professors, Associate Professors or Senior Lecturers (with PhD qualifications) with expertise in related fields;
- iii. Postgraduate Coordinator at F/P/I level; and
- iv. F/P/I Administrative Officer as Secretariat.

2.1.3 Candidates are also required to have the following publication:

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

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

2.1.4 Candidates are required to have presented in a conference related to their study.

2.2 FTR Presentation Report must be presented at the Postgraduate Meeting at F/P/I level for endorsement before submission to the Centre for Postgraduate Studies Committee for approval.

The Fast-Track Report must propose either one the following outcomes to the Director of the Centre for Postgraduate Studies:

- i. Candidate has passed his/her FTR presentation and is allowed to continue his/her study in the Doctor of Philosophy programme; or
- ii. Candidate has failed his/her FTR presentation and is not permitted to continue his/her study in the Doctor of Philosophy programme.

The Fast-Track presentation report should be prepared by academic staff with expertise in the relevant field (not from among supervisors/co-supervisors/Supervision committee) and appointed by the Dean/Director. Report format may refer to format of reports available at the Centre for Postgraduate Studies.

2.3 This Report will be presented at the Senate Meeting for endorsement and approval.

2.4 Candidates will be informed of the results of their Fast-Track application after endorsement and approval at the Senate Meeting.

3. Programme Structure

- 3.1 Students must register as full-time students.
- 3.2 Students must undergo and pass the Research Methodology Course conducted by their respective F/P/I.
- 3.3 Degree type (cross-discipline) is dependent on where the student is registered.

4. Programme Duration

- 4.1 Programme duration is as follows:

Mode of Study	Minimum Duration	Maksimum Duration
Full-time	2 years (4 semesters)	4 years (8 semesters)

- 4.2 Programme activities are as follows:

4.2.1 Semester 1 - Semester 2

Must submit Fast-Track Report (FTR) for the purpose of examination, evaluation and presentation.

Fulfil other pre-determined requirements.

4.2.2 Semester 3 - Semester 8

Conduct research and writing work.

5. Graduation Requirements

- 5.1 Fulfil minimum qualification requirements to graduate as specified in Guidebook for Graduate Study 2015 (Amendments 2018).
- 5.2 **Candidate will not be conferred with Master degree qualifications as an exit award** in the event of failure to qualify for Doctor of Philosophy level.

SECTION 2

FAST-TRACK REPORT (FTR) GUIDELINE

1. This Guideline is for the purpose of guiding students and supervisors/co-supervisors/supervision Committee in preparing the Fast-Track Report (FTR).
2. Candidates are required to submit their Fast-Track Report (FTR) for examination by two (2) examiners determined at F/P/I level.
3. The Fast-Track report (FTR) should consist of two (2) sections:
 - a. **Part A** is to report on findings and progress achieved in the two semester period or 12 months from the research proposal. The Report presented in this section must demonstrate quality, provide justification and support the continuation of the study to be conducted at Doctor of Philosophy level.

This Report must adhere to the format and guidelines specified in *Garis Panduan Penyerahan dan Penulisan Tesis/Disertasi Gaya UMS, 2020* (e.g. Introduction, Library Research, Methodology, Findings and Discussion). A Gantt Chart must be included.

- b. **Part B** consists of subsequent research plans and details. This part should provide an overview of how the research will be expanded to achieve and fulfil the criteria of Doctor of Philosophy study. This Part must also become a benchmark on how the study may contribute to knowledge in the specified area/field. The format of the paper is as follows:
 - i. Title
 - ii. Statement of Problem
 - iii. Research Rationale
 - iv. Research Objectives
 - v. Library Research
 - vi. Methodology
 - vii. Projected Findings

- viii. Research Plan (Timelines and activities- including Gantt Chart)
- ix. Research Allocation (If applicable)
- x. Specific requirements for research.

4. The Fast-Track Report must be submitted to internal examiners and external examiners (from other F/P/I where the candidate is registered) one (1) month before date of presentation.

SECTION 3

EXAMINER EVALUATION REPORT (EER) GUIDELINE

1. This Guideline is for the purpose of guiding candidates and supervisors/co-supervisors/supervision Committee in preparing the Examiner Evaluation Report (EER).
2. The FTR will be forwarded to examiners to evaluate one month (1) before the date of presentation.
3. Upon completion of their evaluation, examiners will be required to prepare their EER based on the following criteria:
 - a. Candidate has successfully presented his/her initial findings in a significant manner within the 2 semester period.
 - b. Candidate must outline the significance of the study to the target group/community/discipline (why the study is important and relevant).
 - c. Library research must analyse past researches and identify clearly any knowledge gap. At the same time, candidate should also be able to demonstrate how the research is built on initial findings and past researches and its eventual contribution to new knowledge in the research area.
 - d. Methodology is appropriate to conduct a comprehensive research on the topic. Candidate should be able to achieve the aims and objectives of the research.
 - e. Research Proposal Paper (Section B of FTR) must achieve the minimum level and be adequate for consideration as a Doctor of Philosophy student and for furtherance of study.
4. Based on the said report, examiners must propose to the Committee one of the following recommendations:
 - i. **Support** the approval of the candidate's Fast-Track application.

- ii. **Not support** the approval of the candidate's Fast-Track application.
- 5. This Report will then be forwarded to the Dean/Director of the F/P/I where once it is received, the Dean/Director would then invite all Committee Members to convene a Student Presentation Session.

SECTION 4

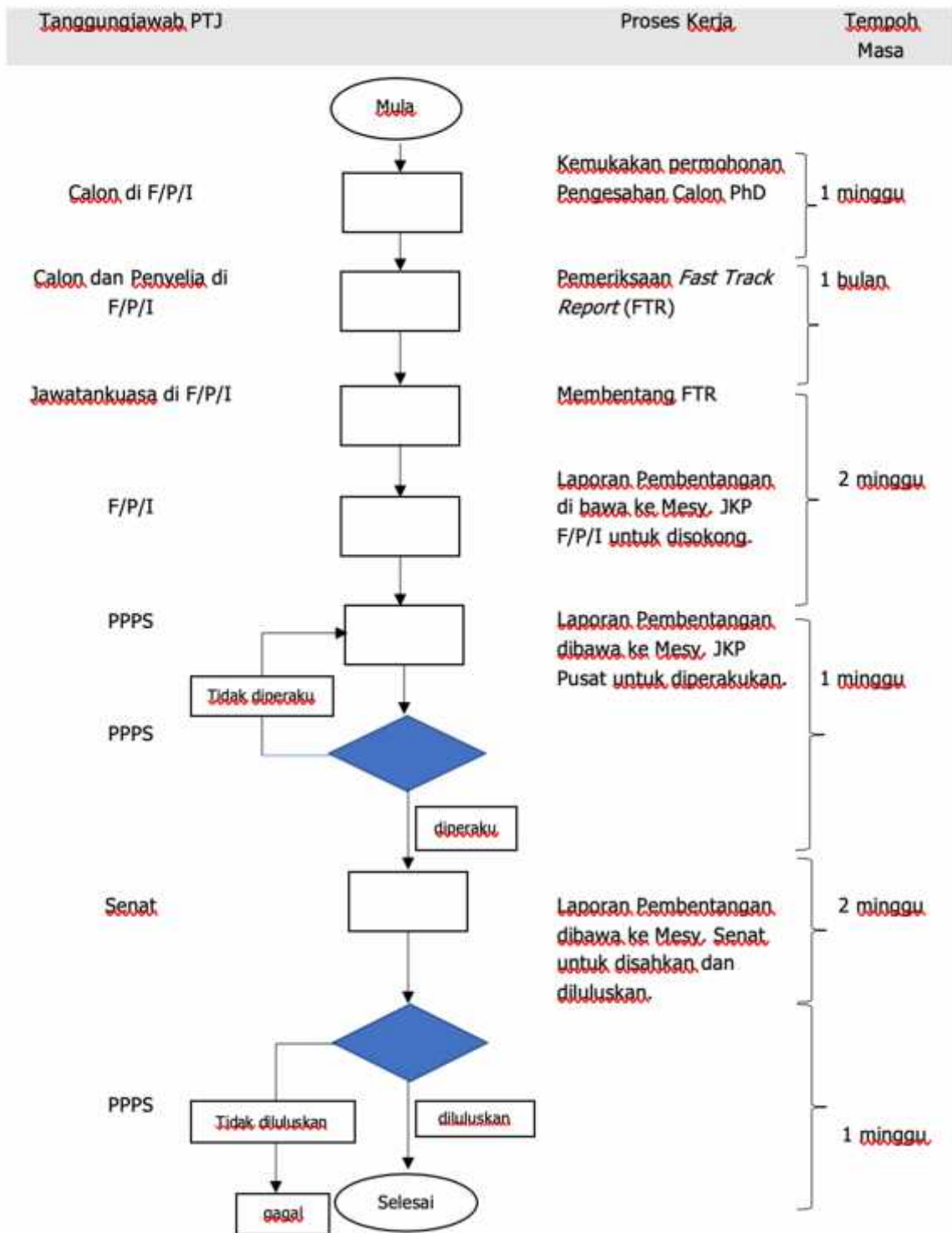
FAST-TRACK PRESENTATION MEETING REPORT (PMR) GUIDELINE

1. After the candidate has conducted his/her Fast-Track Presentation and submitted the Proposal Paper for further research, the Fast-Track Presentation Meeting Report (PMR) should then be prepared.
2. The PMR should include the following aspects:
 - a. Clear background of research.
 - b. During presentation, candidate should demonstrate satisfactory performance with:
 - i. Clear aims and objectives;
 - ii. Solid background in the area to be researched;
 - iii. Ability to identify research problems;
 - iv. Ability to select and understand appropriate methodology to answer/solve research problems, aims, objectives and also hypothesis; and
 - v. Ability to analyse results.
 - c. Capability in conducting research and mastering methodology.
 - d. Suitability for further research at PhD level.
 - e. Ability to solve anticipated problems.
 - f. Fulfilled all conditions of Fast-Track as specified by each F/P/I and Centre for Postgraduate Studies.
3. The Meeting Report must be verified by the Chairperson of the Fast-Track Presentation Meeting Session and also the Dean/Director of the F/P/I.
4. The PMR together with the EER must be forwarded to the Centre for Postgraduate Studies for endorsement by the Centre for Postgraduate Studies Committee members and subsequently approval and verification by Senate.

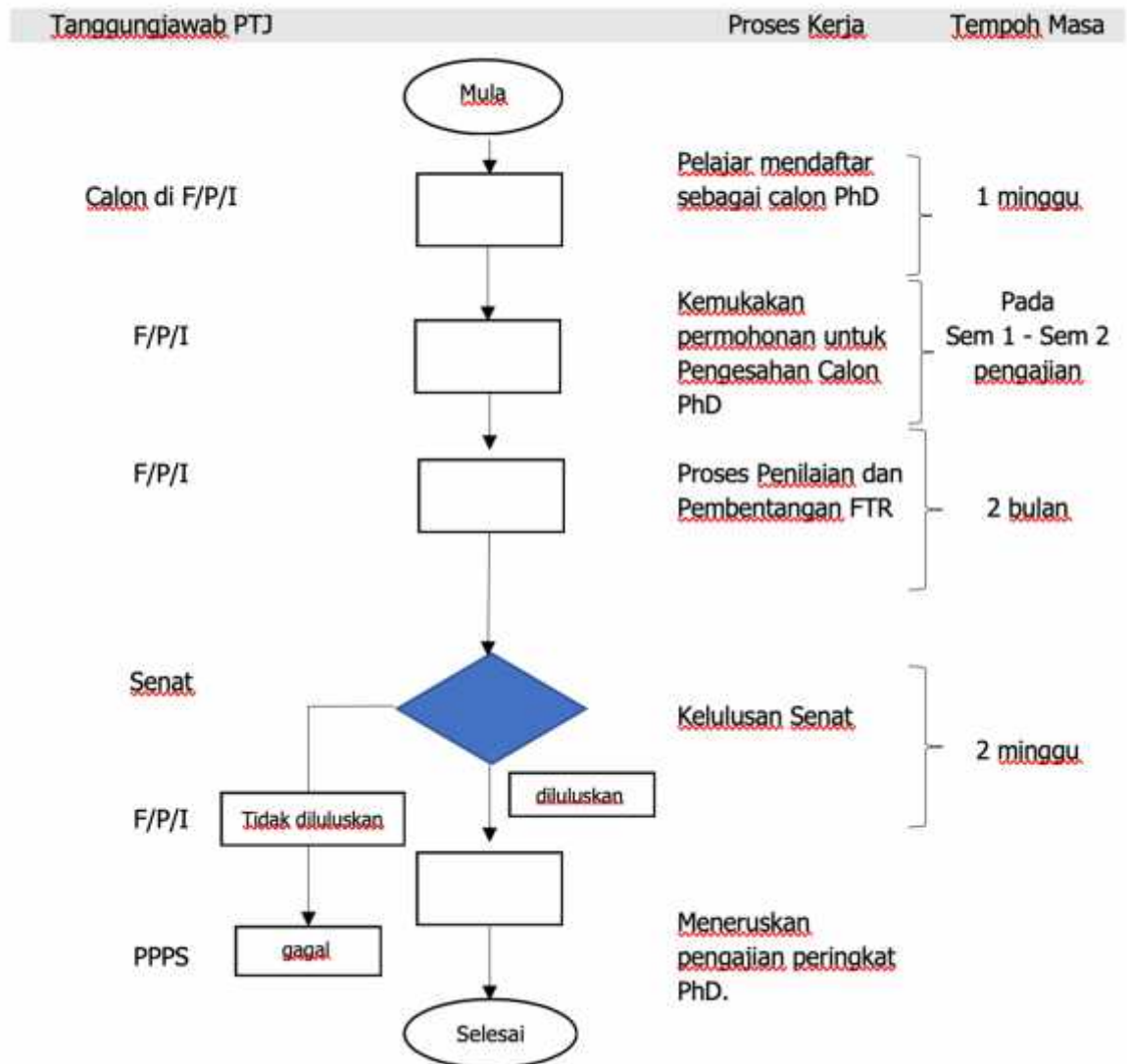
List of Abbreviations

PPPS	-	Centre for Postgraduate Studies
FTR	-	Fast-Track Report
EER	-	Examiner Evaluation Report
PMR	-	Fast-Track Presentation Meeting Report
PhD	-	Doctor of Philosophy
F/P/I	-	Faculty/ Centre/ Institute

Lampiran A
 Carta Alir Proses Pengesahan Calon PhD (Fast Track)




Lampiran B
 Carta Alir Proses Pengajian PhD (*Fast Track*)



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