Postgraduate Research Programmes at AeU

School of Graduate Studies (SGS)
Postgraduate Programme (By Research) Offered

1. Doctor of Philosophy (Business Administration) – PhD (BA)
2. Doctor of Philosophy (Education) – PhD (EDU)
3. Doctor of Philosophy (Information & Communication Technology) – PhD (ICT)
4. Master of Science (By Research) – MSc (By Research)
# Admission Requirement

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<th>Programme</th>
<th>Entry Requirement</th>
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<td><strong>PhD</strong></td>
<td>• Posses a recognised Master Degree in relevant fields approved by AeU Senate.</td>
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<td><strong>Master</strong></td>
<td><strong>Regular Entry</strong></td>
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<td></td>
<td>• Posses a recognised Bachelor Degree in relevant fields approved by AeU Senate.</td>
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<td><strong>Open Entry</strong></td>
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<td>• At least 35 years old on 1\textsuperscript{st} January of the year of application and</td>
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<td>• Possess relevant working experience and</td>
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<td>• Possess a recognised Diploma/STPM/HSC/Matriculation or its equivalent qualifications approved by AeU Senate.</td>
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**English Proficiency**
All full time international students are required to achieve a level of English Language Proficiency equivalent to International English Language Testing System (IELTS) of 5.5 or Test of English as a Foreign Language (TOFEL) overall score of 550 or the AeU Certificate of Intensive English or any other equivalent qualifications approved by the Senate of the University before he/she is allowed to graduate.
How to apply?

**Online Application**
- Visit to AeU’s website at www.aeu.edu.my
- Click “Application”
- Complete and submit the online application form

**Required Documents**
- 1 Certified true copy of IC (A4 size, front and back at 1 page) / Passport (A4 size)
- 2 copies of recent passport-sized colour photograph with name written on reverse
- Certified true copies of the relevant degrees and academic transcripts
  *if certificates / academic record are in language other than English, it must be accompanied with approved translation*
- Certified true copies of TOEFL, IELTS or intensive English programme certificate (if any)
- 1 copy of Curriculum Vitae (CV)

*Note: Certified true copies for all the required documents (must bear the signature and official stamp of a recognised authority such as Justice of Peace, Commissioner of Oaths, Barrister or Solicitor, Malaysian Embassy or Malaysian High Commissioner in your country).*

Kindly courier the required documents to:
Admissions & Records
Asia e Univeristy
No. 4, Jln Sultan Sulaiman
50000 Kuala Lumpur
Malaysia
How to register?

**Online Registration**
- Visit to AeU’s website at www.aeu.edu.my
- Click “Application” > “Application Status” (After 2 weeks of online application submission)
- Download Offer Letter
- Click Registration Details to register and make payment

Once registered, the candidate will be entitled to the following:
- Learning Management System (LMS) username and password
- E-Library username and password
- AeU e-mail account
- Student ID card (issued by Registry office)
- Student Handbook, Academic Calendar & Timeline (available at www.aeu.edu.my)
Learning Management System (LMS)

http://lms.aeu.edu.my/
E-Library

http://library.aeu.edu.my

OPAC: Search for books by Author, Title, Subject or Keyword

E-Library Guide

Search Result
Stages of Research

STAGE 1
1. Preparation of Intent of Research
2. Appointment of Supervisor
3. Preparation of Research Proposal
4. Proposal Defense

STAGE 2
5. Research / Data Collection

STAGE 3

STAGE 4
7. Thesis / Dissertation Submission
10. Thesis/Dissertation Examination / Viva voce
11. Graduation
1. Preparation of Intent of Research

- The intent of research is to identify the Supervisor by matching the student’s area of research with the expertise of the supervisor.

- At the initial stage, students may seek advice from the Academic Advisor from the respective School.

- The Academic Advisor role is to guide student in preparing the Intent of Research in the first semester.

http://www.aeu.edu.my/need-help/staff-directory

- Before a supervisor can be appointed, a student needs to submit a 2-page of Intent of Research to SGS by indicating the following;
  - proposed title and scope of study
  - brief statements of research problems
  - conceptual framework (e.g. the variables involved, methods used in brief)
  - reasons for undertaking the study (e.g. career enhancement, academic requirement, self-fulfilment)

Guidelines for Intent of Research
2. Appointment of Supervisor

• The respective School may assign a suitable Supervisor or the student may nominate his/her own Supervisor by submitting a Nomination of Supervisor Form, the proposed Supervisor’s CV (latest) & brief profile of proposed Supervisor.

• Then, SGS will propose to the Postgraduate Studies Committee (PSC) and Senate meetings for approval (normal duration is 2 months).

- Supervisor Selection Criteria
- Role of Supervisor
Progress Monitoring

- Students are requested to discuss their research progress with their Supervisors by using Progress Report Form (Student) & Progress Report Form (Supervisor).

- Students are requested to submit both of the progress reports (Progress Report Form – Student & Supervisor) to SGS at the end of each semester (Jan / May / Sept).

- The Supervisor shall grade the progress of the student either Satisfactory (S) or Unsatisfactory (U).

- A student who has obtained grade “U” (Unsatisfactory) for 3 consecutive semesters will be referred to the Academic Advisor.
3. Preparation of a Research Proposal

• Upon recommendation from the Supervisor, the student shall submit the Submission of Thesis/Dissertation Proposal Form together with the research proposal and power point slide to SGS.
• The proposal defense will be conducted within 1 month.

❖ Guidelines for Research Proposal
4. Proposal Defense

• Dean of SGS with recommendation from Dean of respective School and Supervisor to nominate members of Proposal Defense Committee:
  ✓ 1 Chairman
  ✓ 1 Supervisor
  ✓ 1 Internal Reader
  ✓ 1 External Reader
• SGS to propose the appointment of Proposal Defense Committee to PSC for approval.
• SGS to conduct the Proposal Defense Session.
• Student will be given 20 minutes to present the proposal to the committee.
• Proposal Defense Committee evaluates the proposal via:
  ❖ Report of Proposal Defense by Chairman
  ❖ Report of Proposal Defense by Reader
• Student can embark on the research once approved by the proposal defense committee.
• A student shall be given 3 opportunities to pass the research proposal. Failure on the third attempt shall result on the termination of his / her candidature.
5. Research / Data Collection

• The Supervisor shall assist and supervise the student in the preparation of the thesis/dissertation and to ensure that the thesis/dissertation meets required standards.

• During this stage of the research process, the student is required:

  ✓ To meet the Supervisor regularly during every semester.

  ✓ To submit 2 progress reports (pls refer to slide 11) at the end of each semester and will be graded as “S” (Satisfactory) or “U” (Unsatisfactory). A student who has obtained grade “U” (Unsatisfactory) for 3 consecutive semesters will be referred to the Academic Advisor.

- Guidelines for Thesis / Dissertation
7. Thesis / Dissertation Submission

- **Notice of Submission of Dissertation/Thesis**
  A student is required to give 3 months notice to SGS of his intention to submit the thesis/dissertation by using [Notice of Submission of Thesis/Dissertation Form](#). This form must be accompanied by a **Table of Contents (TOC)** of the dissertation/thesis.

- **Submission for Checking of Format**
  An **unbound copy** of the thesis/dissertation shall be submitted to the School to be checked for conformity to the format requirements.

- **Thesis/Dissertation Submission for Examination**
  5 **soft bound copies** of the completed dissertation/thesis and power point slides must be submitted to the School.

- Dean of SGS with recommendation from Dean of respective School & Supervisor to nominate the Examination Committee.
  - Nomination of Examiner for Thesis/Dissertation Form

- The Examination Committee for Master’s degree shall comprise of:
  - Dean or his representative as Chairman
  - 1 Internal Examiner
  - 1 External Examiner

- The Examination Committee for Doctoral degree shall comprise of:
  - Dean or his representative as Chairman
  - 1 Internal Examiner and
  - 2 External Examiners

- SGS to propose the appointment of the Examination Committee to PSC and Senate for approval.

The Supervisor & Examiners to examine the thesis/dissertation (2 months).

10. Thesis Examination / Viva Voce

- SGS to conduct Viva Voce after receiving the reports of thesis/dissertation from the Supervisor and Examiners.

- The University shall invite the Supervisor to attend the viva voce but his/her presence is not mandatory. The Supervisor’s role is to provide the examiners with any assistance they require but will not take an active part in the viva voce.

- Student will be given 30 - 60 minutes to present to the Examination Committee.

- Following the Viva Voce a joint report should be prepared and agreed by the examiners and submitted by the Chairman of the Examination Committee to the School.

- The recommendation from the Examination Committee shall be one of the following:
  (a) Thesis/Dissertation is accepted
  (b) Thesis/Dissertation is accepted subject to:
      (i) Minor modifications being made
          - Such minor modifications might include errors in grammar and/or syntax and/or minor changes in phraseology and/or
          - other amendments which do not significantly affect the conclusion of the dissertation/thesis.
      (ii) Major modifications being made
          - Such major modifications might include serious omissions of sections and/or
          - inadequate argument in terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles.
(c) Thesis/Dissertation requiring re-submission

This recommendation is used where substantial modifications (e.g. re-writing of sections or/and further experiments or/and profound correction of a scientific argument) are required to make the thesis/dissertation acceptable. The thesis/dissertation following revision would normally be considered again by all members of the Examination Committee for final approval. A student will normally only be permitted to revise and re-submit a dissertation/thesis once.

(d) Thesis/Dissertation is rejected with no right of revision or re-submission.

(f) If the thesis does not meet the requirements for the Doctoral degree but does have merits which meet the requirements for the Master’s degree, the student shall be given the opportunity to submit the thesis in revised form for the appropriate Master’s degree.
Final Submission of the Dissertation/Thesis

• Subject to Rule 9 (4) (9(4)(a)), (9 (4)(b)) a student whose thesis/dissertation is accepted or accepted with minor or major modifications will have to submit to the School 5 hardbound copies of the thesis/dissertation (duly verified and corrected) together with a compact disc (CD) containing a soft copy of the thesis/dissertation within the prescribed time. The Supervisor will be responsible to verify that all the required amendments have been made in the dissertation/thesis.

• A student may, if necessary, apply to the Dean for extension of time for the final submission of his dissertation thesis. All such applications must be made through the Supervisor. The Dean may, at his discretion, extend the time for final submission of a thesis/dissertation for up to 60 days but only one extension may be granted to a student. During the extension period, the student must continue to be a registered student.

• If after being required by the Examination Committee, a thesis/dissertation is not amended and submitted by the student within the prescribed time, the thesis/dissertation shall be deemed to have been rejected by the Examination Committee.

Announcement of Examination Results
The examination results can only be released to the student concerned and to a party agreed to by the student in writing.
11. Graduation

Award of Degree

The Senate shall confer a Master’s or Doctoral degree to a student upon recommendation by the University Examination Committee once all the requirements for graduation have been fulfilled.

Graduation/Conferment Requirements

A student is eligible for conferral of a degree after fulfilling the following conditions:

✓ Passed the Thesis/Dissertation Examination
✓ Passed the Viva Voce Examination
✓ Has paid all the due fees
✓ Has fulfilled other requirements as specified by the University
Contacts

SGS
deansgs@aeu.edu.my

Admissions & Records
admission@aeu.edu.my

Finance
finance@aeu.edu.my

Information & Technology
icits@aeu.edu.my

Library
library@aeu.edu.my

Learner Services Centre (LSC)
lsc@aeu.edu.my
Wishing you all the best!

Thank you!