Starting Guide for PhD

School of Graduate Studies (SGS)
PhD / Master (By Research) Programmes 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. Doctor of Philosophy (Arts) – PhD (ARTS)
## Admission Requirements

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<th>Programme</th>
<th>Entry Requirement</th>
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<td>PhD (BA), (ICT), (ARTS)</td>
<td>• Posses a recognised Master Degree in relevant fields approved by AeU Senate.</td>
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<tr>
<td>PhD (EDU)</td>
<td>• Posses a Masters Degree in education approved by AeU Senate OR</td>
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<td>• Posses a Masters Degree and teaching experience or related experience for a period of 2 years.</td>
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How to apply?

**Online Application**
- Visit to AeU 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).*
- Intent of Research

Kindly courier the required documents to:
Admissions & Records
Asia e University
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:
• Personalized Learning Space (PLS) 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)
Personalized Learning Space (PLS)

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
1.1 Preparation of Intent of Research
1.2 Appointment of Supervisor
1.3 Preparation of Research Proposal
1.4 Proposal Defense

STAGE 2
2.1 Research / Data Collection

STAGE 3
3.1 Thesis / Dissertation report writing

STAGE 4
4.1 Thesis / Dissertation Submission
4.2 Nomination and Appointment of Thesis/Dissertation Examiners
4.3 Recommendation of Thesis/Dissertation Evaluation by Supervisor & Examiners
4.4 Thesis/Dissertation Examination / Viva voce
4.5 Graduation
Stage 1
1.1 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.

• Before a supervisor can be appointed, a student needs to submit an Intent of Research to SGS at deansgs@aeu.edu.my 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
1.2 Appointment of Supervisor

• The respective School may assign a suitable Supervisor or the student may nominate his/her own Supervisor by submitting a Form SGS 001 Nomination of Supervisor, the proposed Supervisor’s full CV (latest) to SGS at deansgs@aeu.edu.my.

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

• SGS will send the official appointment letter to students & supervisors via email once Senate has approved the appointments.
Progress Monitoring

• Students are requested to discuss their research progress with their Supervisors and submit a half-yearly Progress Report (Form SGS 002 Thesis Dissertation Progress Report) by the first week of January and the first week of July to SGS at deansgs@aeu.edu.my.

• 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.
1.3 Preparation of a Research Proposal

- Upon recommendation from the Supervisor, the student shall submit the Form SGS 003 Submission of Thesis Dissertation Proposal, research proposal and power point slides to SGS at deansgs@aeu.edu.my.

- The proposal defense shall normally be conducted within 2 months.

- Guidelines for Research Proposal
1.4 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
  - 2 Readers
- SGS to propose the appointment Readers to PSC for approval.
- SGS to send official appointment letters, research proposal, power point slides & Form SGS 005 Report of Proposal Defense by Reader to Proposal Defense Committee via email.
- 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:
  - Form SGS 006 Recommendation from Proposal Defense Committee
- 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.
Stage 2
2.1 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.

• Should you need an authorization letter to conduct research, please email to SGS at deansgs@aeu.edu.my.
Stage 3
3.1 Thesis / Dissertation Writing

- Guidelines for Thesis / Dissertation Writing
Stage 4
4.1 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 submitting [Form SGS 007 Notice of Submission of Thesis Dissertation](https://example.com), Table of Contents (TOC) and Abstract of the dissertation/thesis to deansgs@aeu.edu.my.

- **Submission for Checking of Format**
  An unbound copy of the thesis/dissertation shall be submitted to SGS 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 SGS.
4.2 Nomination and Appointment of Thesis/Dissertation Examiner

• Dean of SGS with recommendation from Dean of respective School & Supervisor to nominate the Examination Committee.
  ❖ Form SGS 008 Nomination of Examiners for Thesis and Dissertation
  ❖ Proposal for Nomination of Examiners

• 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 Examiners to PSC and Senate for approval.
4.3 Recommendation of Thesis/Dissertation Evaluation by Supervisor & Examiners

- SGS to send the official appointment letters, thesis (soft bound copies), Guidelines for Examiners & Form SGS 009 Recommendation of Thesis Dissertation Evaluation by Supervisor & Examiners to the examiners once Senate has approved the appointments.

- The Supervisor & Examiners to examine the thesis/dissertation (2 months).
4.4 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.
4.4 Thesis Examination / Viva Voce...Cont

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.
4.5 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
icts@aeu.edu.my

Library
library@aeu.edu.my

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

Thank you!