Starting Guide for PhD Programmes

School of Graduate Studies (SGS)
PhD Programmes

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)
# Stages of Research

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**Note:** 3 semesters per year
Stage 1
1.1 Preparation of Research Intent

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

❖ Please refer to SGS 000 Guidelines & Submission of Research Intent
1.2 Appointment of Supervisor

- The respective School may assign a suitable Supervisor or the student may nominate his/her own Supervisor by submitting the Form SGS 001 Proposal for Appointment of Supervisor, the proposed Supervisor’s latest CV & research intent to deansgs@aeu.edu.my, swa.lee@aeu.edu.my & habsah.matdiah@aeu.edu.my

- Then, SGS will propose to the Postgraduate Studies Committee (PSC) and Senate meetings for approval (about 3 months).

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

- While waiting for the appointment of supervisor, the student can contact the advisor from each school for assistance on the research.
Students are requested to discuss their research progress with their Supervisors and submit a half-yearly Progress Report – Jan & July *(Form SGS 002 Thesis Progress Report)* to deansgs@aeu.edu.my, swa.lee@aeu.edu.my & habsah.matdiah@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 Research Proposal, research proposal and power point slides to SGS at deansgs@aeu.edu.my, swa.lee@aeu.edu.my & habsah.matdiah@aeu.edu.my

- Please refer to 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 is to propose the appointment Readers to PSC for approval.
- SGS is to conduct the Proposal Defense Session.
- Student will be given 20 minutes to present the proposal to the 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 and to ensure that the thesis meets required standards.

• Should you need an authorization letter to conduct research, please email to SGS at deansgs@aeu.edu.my, swa.lee@aeu.edu.my & habsah.matdiah@aeu.edu.my
Stage 3
3.1 Thesis Writing

- Please refer to the Guidelines for Thesis Writing
Stage 4
4.1 Thesis Submission

• **Notice of Submission of Thesis**
  A student is required to give 4 months notice to SGS of his/her intention to submit the thesis by submitting **Form SGS 007 Notice of Submission of Thesis, Table of Contents (TOC) and Abstract** to deansgs@aeu.edu.my, swa.lee@aeu.edu.my & habsah.matdiah@aeu.edu.my

• **Thesis Submission for Examination**
  ✓ 1 softcopy of the final thesis in PDF format
  ✓ 5 soft bound copies of the final thesis
  ✓ 1 “Turnitin” Originality Report
  ✓ Power point presentation slides (about 20 slides)
4.2 Nomination and Appointment of Thesis Examiners

- Dean of SGS with recommendation from Dean of respective School & Supervisor to nominate the Examination Committee.

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

- SGS is to propose the appointment of the Examiners to PSC and Senate for approval.
4.3 Recommendation of Thesis Evaluation by Supervisor & Examiners

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

- The Examiners will be given 1-2 months to examine the thesis.
4.4 Thesis Examination / Viva Voce

• SGS is to conduct Viva Voce after receiving the reports of thesis 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 minutes to present to the Examination Committee.

• The recommendation from the Examination Committee shall be one of the following:
  ➢ Pass
  ➢ Pass subject to: 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.
  ➢ Pass subject to: 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.
  ➢ 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.
  ➢ Fail
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 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 Proposal Defense
✓ 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)
lscc@aeu.edu.my
Wishing you all the best!

Thank you!