FLOW CHART FOR PROPOSAL DEFENCE (PD)

A) Supervisor update progress report (Staff Portal)

Checklist:
- Staff portal (academic) > Input Progress Report menu
- Supervisors select the "Notifying to submit proposal defence".
- Student has attended the colloquium and has passed two (2) mandatory prerequisite courses.

B) Student submit online Intent to Submit (ITS) Proposal Defence (Student Portal)

Checklist:
- Student Portal > Academic tab > Research > Proposal Defence Checklist
- Attended the colloquium and has passed two (2) mandatory prerequisite courses.
- Upload the proposal abstract and proposal document.

C) Endorsement of Intent to Submit Proposal Defence (Supervisor)

Checklist:
- Staff Portal > Academic tab > Supervision > Proposal Defence
- Nominate the proposal defence examiners.

Notes:
- Supervisor will nominate a minimum of two (2) and a maximum of three (3) examiners.

D) Endorsement of Intent to Submit Proposal Defence (School)

Checklist:
- UMIS Portal > GAIS > Pertahan Cadangan - Proses
- Decision of selection of proposal defence examiner – School JIL/JKPA Meeting.
- If the examiners that has been nominated by Supervisor are considered not suitable by the School, the School has to nominate new examiners.

Notes:
- School will choose a minimum of two (2) and a maximum of three (3) examiners.

E) School email the notification of appointment to the Examiners

Checklist:
- The examiners receive the appointment email.
- Email the notification of the proposal defence session to students, supervisor, examiners, and the chairman.

Notes:
- Examiners must read the proposal and submit their reports within two (2) weeks from the date of appointment letter.

- Proposal defence should preferably be scheduled four (4) weeks from the date of appointment letter of examiners.

F) School holds proposal defence session

Notes:
- Examiners, supervisors and student should be present during the session.
- Student must physically present during proposal defence.
- Email the results to students and supervisors.

G) Proposal defence result

G1) First-time Defence

- Pass
- Pass with minor revision.
- Pass with major revision.
- Re-defence

G2) Re-defence

- Pass
- Fail

H) Revision Period
(Depending on the result of proposal defence)

- If the result is pass with minor revision, the student must submit his/her corrections within **one (1) month** to the School (applicable to PhD and Master).
- If the result is pass with major revision, the student must submit his/her revision within **three (3) months** to School (applicable to PhD and Master).
- If the result is re-defence, the student must submit and re-defend according to the period stated in the proposal defence rubric (applicable to PhD and Master).

I) Student submits revision to School

Checklist:
- Submission of proposal correction form
- Revised proposal
- Correction checklist

J) School submit the revision to supervisor/examiner

Checklist:
- Revised proposal
- Correction checklist
- Proposal Correction Report Form

N) Endorsement of revision

Endorsement period:
- In the case of pass with minor revision, the supervisor(s) must endorse the revision within **2 weeks** upon submission.
- In the case of pass with major revision, the supervisor(s) must endorse the revision within **4 weeks** upon submission.
- In the case of pass with major revision, where examiners request to review the revision, the examiners must endorse the revision within **4 weeks** upon submission.

Note:
- If the supervisors/examiners fail to endorse the revision within the said period, the revision is considered valid.

O) Supervisor/examiner submit the post correction result to School

Checklist:
- Proposal Correction Report Form

P) Student allowed to continue with research

Checklist:
- Approval of correction of Proposal Defence Letter