**PROPOSAL DEFENSE PROCESS FLOW**

**START**

1) Submit research plan
2) Verified by Supervisor

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**STUDENT**

1) Submit proposal to main supervisor & co-supervisor to be approved
2) Submit 3 hardcopies of proposals, proposal defense form & verification for completion of 8 modules research methodology from IPS

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**FACULTY**

1) Verify the proposal before Proposal Defense
2) Election of Chairman and 2 Examiners
3) Determine date of Proposal Defense
4) Send the proposal to Examiners

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**EXAMINERS**

Evaluate the proposal within 2 weeks

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**STUDENT**

Submit copies of the list of corrections, endorsement of correction form and corrected proposal verified by examiners and supervisors to the faculty before the due date*

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**FACULTY**

1) Endorse proposal defense in JPSF and Faculty Council (MF)
2) Send the copy of endorsement form, examiner report, examination committee report and the list of correction to Institute of Postgraduate Studies (IPS)

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**Institute of Postgraduate Studies (IPS)**

Update in IPS online

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**RE-DEFENSE?**

**STUDENT**

1) Amend the proposal according to the comments given
2) Submit the improved proposal & list of corrections to the main supervisor, co-supervisor, and examiners

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**MAIN & CO-SUPERVISOR**

Verify the corrected proposal and list of corrections & sign form endorsement of correction form (PD) UMP(IPS)PD-06

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**EXAMINERS**

1) Evaluate the amended proposal
2) Approved the amended proposal and list of corrections.
3) Sign form endorsement of correction form (PD) UMP(IPS)PD-06

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**END**

* Maximum Correction Submission!
  Minor - 1 month
  Major - 3 month
  Re-proposal defense presentation - within 6 month
1) Notify thesis submission through the system

Approve the notification of thesis submission through the system

Propose name of examiners through system

Approve name of examiners through system

Suggest new name of examiners

Approve?

YES

NO
Submit thesis draft to Faculty after approved by main supervisor and co-supervisor

Appoint the date of pre-viva & send thesis draft to Examiners

Evaluate the thesis draft within two weeks

Present for pre-viva

Comment and submit the evaluated thesis and form UMP(IPS)PV-01 to Chairperson

Submit the form UMP(IPS)PV-02 and thesis to Faculty

Received thesis and forms

YES, for max 6 months
Documents to submit: amended thesis, correction forms & examiner reports

if not approved?

Amend the thesis according to the comments given before the due date*

Verify the amended thesis draft and list of corrections

1) Evaluate the amended thesis
2) Approved the amended thesis and list of corrections

Submit copies of the list of correction form (UMP (IPS) PV-04), endorsement of correction form (pre-viva) (UMP (IPS) PV-03) and amended thesis verified by examiners and supervisor(s) to the faculty before the due date

Print out the Thesis Submission Form UMP(IPS) RE-01 from the Deputy Dean of Research system to the student to fill

* Maximum Correction Submission! Minor - 1 month Major - 3 month Re-pre viva - 6 month
FACULTY: Student fill the form with attached required documents based on the checklist.

1) Get the signature from Supervisor, Bursary, Librarian and Deputy Dean Research & Postgraduates/Faculty Dean
2) If Turnitin more than 25%, please refer to the Faculty

STUDENT: Send 6 copies for MSc / 7 copies for PhD of the thesis and forms to IPS

STUDENT: Get verification from IPS

STUDENT: Get acceptance slip from IPS (Update to Bursary)

IPS's Administration Officer: Update student's status in the system

IPS Online System (https://community.ump.edu.my/)

END
First Semester of Registration

1) Prepare research plan
2) Verified by Supervisor, approved by faculty

WEEK 14

1) Submit progress report to IPS via IPS Online
2) Students who has submitted thesis draft for viva-voce is not required to register for progress report

2 Weeks after the grades are issued by IPS

Result - MM
(Memuaskan)
(41 - 100 Marks)

Result - TM
(Tidak Memuaskan)
(0 - 40 Marks)

Course Grade Appeal?

TM for TWO (2) consecutive semesters

Terminated by the university

Submit appeal form UMP(IPS)R-06 to IPS and required to pay a fee.

END