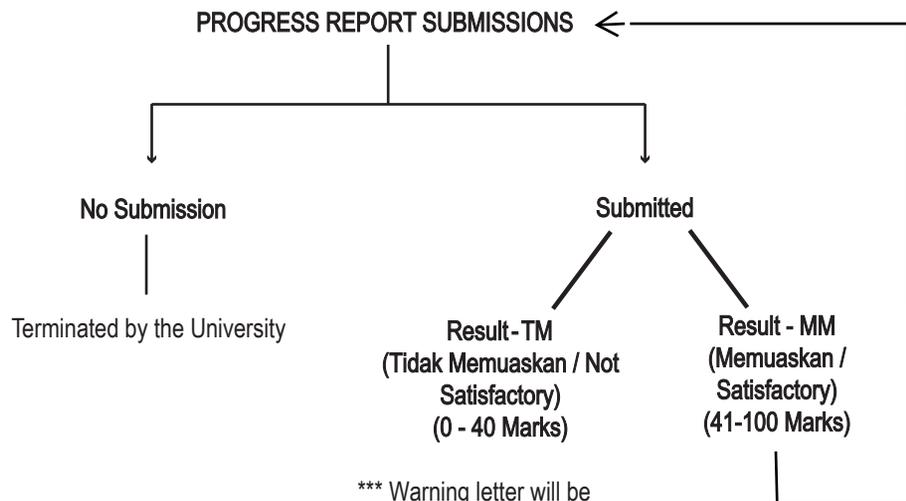
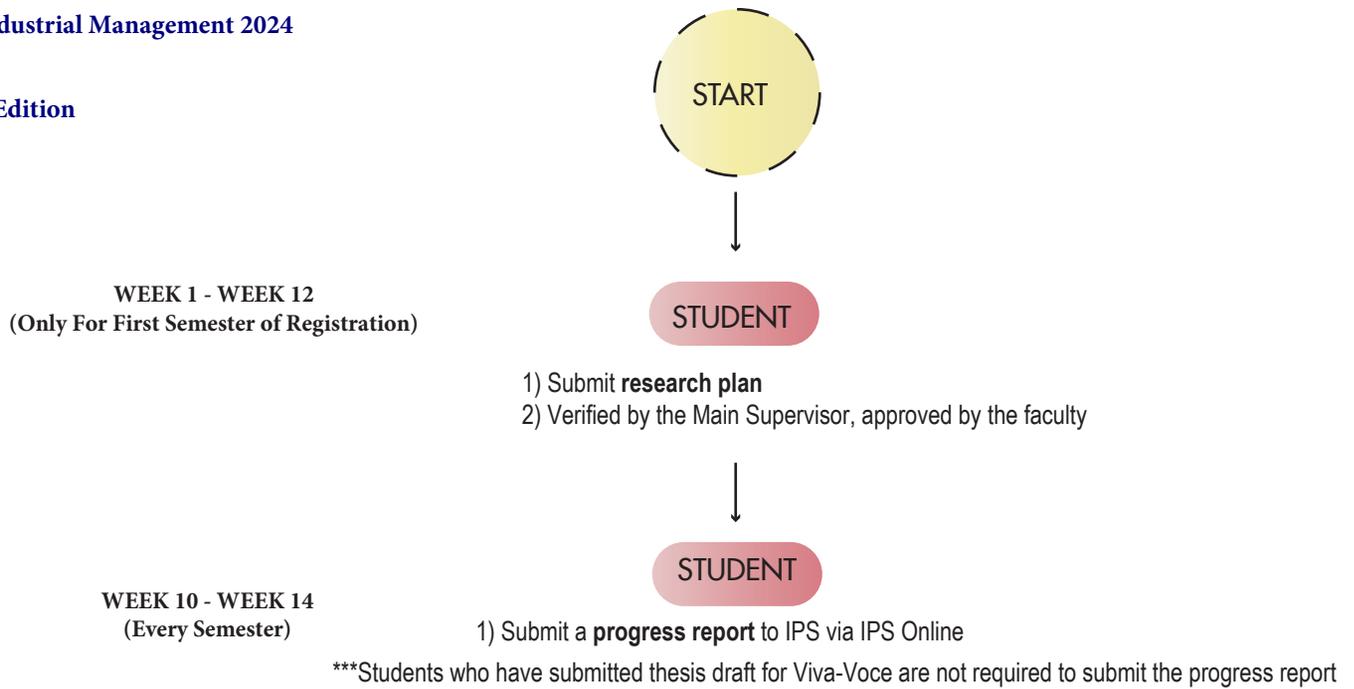


PROCESS FLOW RESEARCH PROGRESS REPORT



Faculty of Industrial Management 2024

March 2024 Edition



*** Warning letter will be issued by the faculty

*** **TM for TWO (2) consecutive semesters** will lead to **termination** by the university.

*** Any course grade appeal can be made by submitting **UMP(IPS)R-06** form to IPS within **two (2)** weeks after the grades are issued by the IPS

PROPOSAL DEFENSE

PROCESS FLOW



Faculty of Industrial Management 2024

STUDENT

- ✓ Complete all IPS research modules / courses / competency courses (If Any)
- ✓ Submit **proposal** to the main supervisor & co-supervisor for approval

SUPERVISOR

Approve student's proposal

Submit approved hard-copies to FIM and approved soft-copies to rps_fim@ump.my :

- 3 hard-copies Proposal Defense Draft (Chapter 1-3) with turnitin report <25%
- Proposal Defense Form (Form PGR_01)
- Verification of completion of the IPS research modules/ courses / competency courses

STUDENT

FACULTY

- ✓ Receive students' proposal and documents
- ✓ Appoint a **Chairman and 2 Examiners**
- ✓ Determine the date of Proposal Defense within **one (1) week**

EXAMINER

Evaluate the proposal within **one (1) month**. Send the evaluation report to the faculty before the Proposal Defense Session.

STUDENT

Attend the Proposal Defense Session and present the proposal

Msc (Full-Time): Sem 1
Msc (Part-Time): Sem 2
PhD (Full-Time): Sem 2
PhD (Part-Time): Sem 3

EXAMINER

Comment & submit the evaluated proposal and UMP(IPS)PD01 to the Chairperson

CHAIRPERSON

Submit UMP(IPS)PD02 form and evaluated proposal to the Faculty within **one (1) week**

STUDENT

Receive **UMP(IPS)PD01 & UMP(IPS)PD02** and evaluated proposal from the faculty within **one (1) week** after the Proposal Defense session.

Before data collection, email the faculty (rps_fim@ump.my)

- ✓ Endorsed UMP (IPS) PD-05 (List of Correction Form)
- ✓ Endorsed UMP (IPS) PD-06 (Endorsement of Correction Form)
- ✓ Improved Proposal
- ✓ UMP(IPS) PD01 & UMP(IPS) PD02

FACULTY

- 1) Endorse proposal defense in JPSF and Faculty Council
- 2) Send the copy of **examiner report, examination committee report** to the Institute of Postgraduate Studies (IPS)

Institute of Postgraduate Studies (IPS)

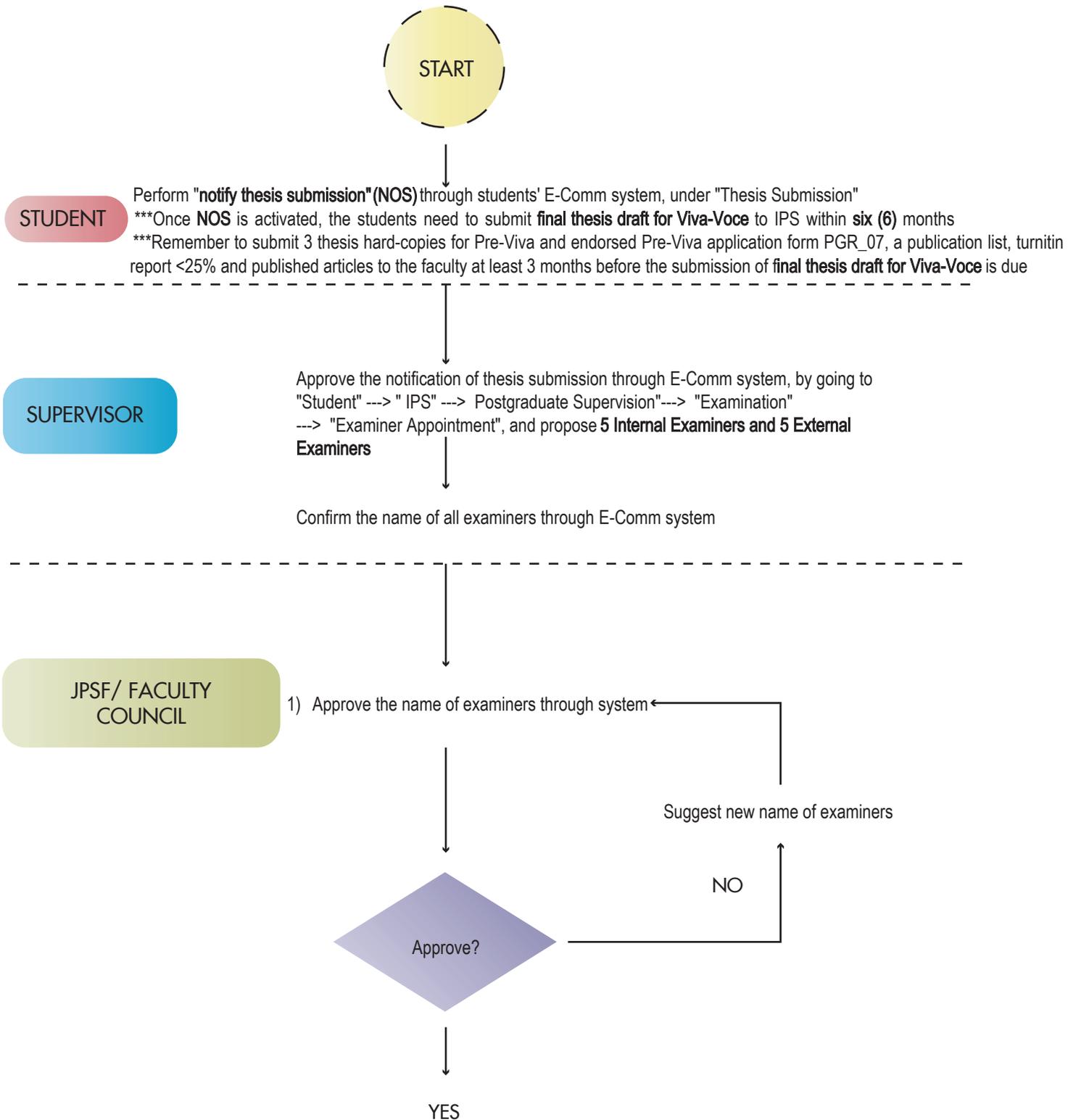
Update Students' record in IPS Online (If applicable)

PROCESS FLOW

NOTIFY THESIS SUBMISSION (NOS) FOR PRE-VIVA



Faculty of Industrial Management 2024





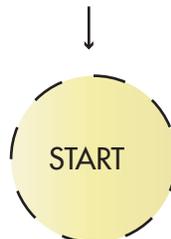
PRE-VIVA PRESENTATION

PROCESS FLOW

Faculty of Industrial Management 2024

Students submit thesis draft for Pre-Viva, **PGR_07 (Pre-Viva Application Form)**, a publication list, turnitin report <25% and published articles to the Main & Co-Supervisors for approval

Main Supervisor perform "Draft Thesis Verification" through the E-Comm system, and verifies the date for "Thesis Submit to Supervisor and Faculty for Pre-Viva" in the E-Comm system



STUDENT Submit **3** thesis draft for Pre-Viva, endorsed **PGR_07**, a publication list, turnitin report <25% and published articles to the Faculty after approved by the main supervisor and co-supervisor. Students email the soft-copies of these documents to **rps_fim@ump.my**

FACULTY Faculty appoints the date of pre-viva & send thesis draft to Examiners

EXAMINERS Evaluate the thesis draft within **one (1) month**



STUDENT Perform Pre-Viva presentation

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

CHAIRPERSON Submit the form **UMP(IPS)PV-02** and evaluated thesis to the Faculty within **one (1) week**

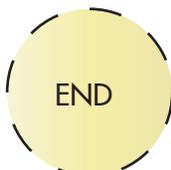
STUDENT Receive evaluated thesis and report from examiners and chairman within **one (1) week** after Pre-Viva presentation



STUDENT Perform corrections, and submit Final Thesis Draft for Viva-Voce and necessary documents to the supervisors for endorsements, and submit to the Faculty for checking and generate RE-01 form (**See Next Page for details**)

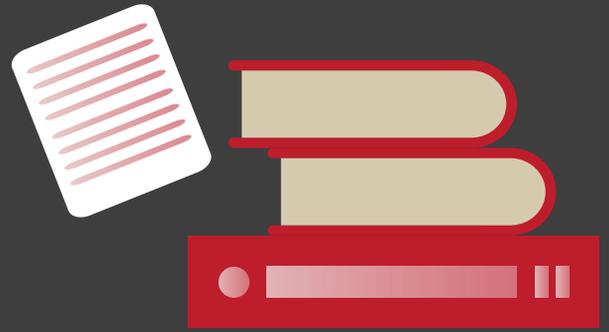
FACULTY Approve all documents

STUDENT Submit Final Thesis Draft for Viva-Voce and relevant documents to IPS for Viva-Voce. (**See Next Page for details**)



PROCESS FLOW

FINAL THESIS DRAFT FOR VIVA - VOCE (SUBMISSION TO IPS)



STUDENT

Students submit these documents for the approval of the Supervisors (SV). After approved by the SV, students email the faculty (rps_fim@ump.my) for faculty's review

- ✓ Final Thesis Draft for Viva-Voce (Declaration Signed)
- ✓ UMP (IPS) PV-01 (copy)
- ✓ UMP (IPS) PV-02 (copy)
- ✓ Published articles in UMPIR
- ✓ UMP (IPS) A-06 for Each Publication
- ✓ English Proof Read (Letter/Certificate)
- ✓ Turnitin (IPS Account) <25%
- ✓ Presented in Faculty Colloquiums or Seminars (Evidences e.g: Evaluation Forms / Certificates)

FACULTY

Faculty review and check the documents. If Ok, faculty verify "Draft Thesis Submit to Faculty", and generate **UMP (IPS) RE-01(Thesis Submission Form)** for the students

- ✓ **Faculty generate UMP (IPS) RE-01 (Thesis Submission Form) for the students**

STUDENT

Students get the signature from Supervisors, Bursary, Librarian and Deputy Dean Research & Postgraduate Studies /Faculty Dean on the **UMP (IPS) RE-01 Form**

STUDENT

Students submit Msc/ PhD Final Thesis Draft for Viva-Voce, UMP (IPS) RE-01 Form, and all related documents to IPS (ips.vivavoce@umpsa.edu.my), and Cc the faculty: (rps_fim@ump.my)

- ✓ Final Thesis Draft for Viva-Voce (Declaration Signed)
- ✓ UMP (IPS) PV-01 (copy)
- ✓ UMP (IPS) PV-02 (copy)
- ✓ Published articles in UMPIR
- ✓ UMP (IPS) A-06 for Each Publication
- ✓ English Proof Read (Letter/Certificate)
- ✓ Turnitin (IPS Account) <25%
- ✓ UMP (IPS) RE-01 Form

STUDENT

Students get verification from IPS on the UMP (IPS) RE-01 Form

STUDENT

Students email acceptance slip / (Student Copy) UMP (IPS) RE-01 form endorsed by IPS to the faculty (rps_fim@ump.my)

IPS's
Administration
Officer

Update students' status in the system

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



AFTER VIVA-VOCE

- ✓ Perform thesis corrections as per Examiners' comments.
- ✓ Complete UMP (IPS) RE-05 (List of Corrections Form After Viva-Voce).
- ✓ Complete RE-07 Thesis Checklist Form (Before Submission of Hardbound Final Thesis).

Students Submit RE-05, RE-07 and Corrected Thesis to IPS for checking

UPON Approval by IPS in RE-07 form, students may proceed with the following:

- ✓ Complete **UMP (IPS) RE-08 Final Thesis Submission Form** (Complete Signature from SV, Faculty and Finance).
- ✓ Prepare 1 softcopy thesis in PDF Format (Student, SV & Co-SV sign if any).
- ✓ Prepare 1 hardbound (for cover & spine of the thesis, please follow UMPSA Template. Code for Thesis (MASTER is BLACK, For PhD is MAROON) + 1CD.
- ✓ Submit all UMP (IPS) RE-05, UMP (IPS) RE-07, UMP (IPS) RE-08 (Complete Signature from SV, Faculty and Finance), together with softcopy and hardbound thesis to IPS. Email to IPS Viva Voce unit (ips.vivavoce@ump.edu.my), and Cc to faculty (rps_fim@ump.my).
- ✓ IPS will endorse and verify UMP (IPS) RE-08 and provide student with a UMP (IPS) RE-08 verified student copy.
- ✓ Students email a copy of **IPS endorsed and verified UMP (IPS) RE-08**, and a copy of hardbound thesis (softcopy) to faculty (rps_fim@ump.my).
- ✓ Faculty forward and process endorsed **UMP (IPS) RE-08** and related documents in JPSF, MF, and MPSU for Conferment / Convocation.

USEFUL FORMS

Proposal Defense Stage	Source Link
Faculty of Industrial Management Proposal Defense Application Form* (FORM PGR_01)	Go to https://fim.umpsa.edu.my/index.php Programmes → Postgraduate by Research → Postgraduate Proposal Defense Form Or Click this link: https://fim.umpsa.edu.my/images/2021/Flowchart/FORM-PGR_01-Proposal-defense-application-form-NEW-converted.pdf
UMP (IPS) PD01 & UMP (IPS) PD02	Prepared and Issued by the Faculty
UMP (IPS) PD-05 (List of Correction Form) UMP (IPS) PD-06 (Endorsement of Correction Form)	Access and download from IPS website: https://ips.umpsa.edu.my/index.php/en/ Current Students → Academic → Academic Form → Proposal Defense Level
Colloquium / Seminars / Conference (Assessment Forms) ➤ FIM Seminar / Colloquium Evaluation Form (2024) ➤ UMP (IPS) R-02 Verification of Seminar Presentation	Request from the Faculty , email: rps_fim@ump.my

Pre-Viva Stage	Source Link
UMP (IPS) PV-01 UMP (IPS) PV-02	Access and download from IPS website: https://ips.umpsa.edu.my/index.php/en/ Current Students → Viva-Voce → Viva-Voce Forms → PRE VIVA-LEVEL → Click and Download

	<p>Examiners Report for Pre Viva [UMP(IPS)PV-01]</p> <p>Examination Committee Report [UMP(IPS)PV-02]</p>
<p>Pre-Viva Application Form: Form PGR_07</p>	<p>Access and Download from FIM-Website</p> <p>Go to https://fim.umpsa.edu.my/index.php</p> <p>Programmes → Postgraduate by Research → Pre-Viva Forms</p> <p>Or</p> <p>https://fim.umpsa.edu.my/images/2021/Flowchart/FORM-PGR_07-Mock-Viva-application-Form.pdf</p>

To Viva-Voce Stage	Source Link
UMP (IPS) RE-01 (Thesis Submission Form)	Faculty verify "Draft Thesis Submit to Faculty", and generate UMP (IPS) RE-01 Form for the student.
UMP (IPS) A-06 (Proof of Publication)	<p>Access and download from IPS website:</p> <p>https://ips.umpsa.edu.my/index.php/en/</p> <p>Current Students → Academic → Academic Form → Research → Click and Download "Proof of Publication Form"</p>

After Viva-Voce Stage	Source Link
UMP (IPS) RE-05 (List of Corrections Form After Viva-Voce)	<p>Access and download from IPS website:</p> <p>https://ips.umpsa.edu.my/index.php/en/</p>
UMP (IPS) RE-07 (Thesis Checklist Form)	Current Students → Viva-Voce → Viva-Voce Forms
UMP (IPS) RE-08 (Final Thesis Submission Form)	

IMPORTANT CONTACTS

Matters Related to the Faculty

FIM Research and Postgraduate Studies

rps_fim@ump.my

Matters Related to the Institute of Postgraduate Studies (IPS)

IPS Admission (Regarding Students' Admission & Offer Letters)

ips.admission@umpsa.edu.my

IPS MOOC (Regarding Research Methodology & Courses)

ips.mooc@umpsa.edu.my

IPS VIVA-VOCE (Regarding Viva-Voce Matters)

ips.vivavoce@umpsa.edu.my