

## Appendix 'B'

### **GUIDELINES FOR APPROVAL OF CONVERSION TO PhD PROGRAMME FOR MASTER (BY RESEARCH) STUDENTS**

Students registered in UNIMAS Master by Research Programme who wish to convert their study to PhD status should demonstrate good results and may apply to Senate with a recommendation from the Faculty Postgraduate Committee. Approval for conversion is based on, and not limited to, the following guidelines:

1. Application for conversion should be made within a period of 12 months after the initial date of registration into a Master programme. The application should be submitted to the Centre for Graduate Studies using a formal application (to be made available by the Centre).
2. An application for conversion shall be vetted by the Faculty Postgraduate Committee before submission to the University Postgraduate Studies Committee for endorsement, and subsequently to Senate for confirmation.
3. The following criteria should be used in considering an application for conversion of a Master (by Research) degree to PhD:
  - a. The application is supported by the student's supervisor(s) or supervisory committee together with a favourable report from an independent assessor.
  - b. The student has demonstrated an exceptional ability in conducting research and has shown excellent results from his/her ongoing Master research project.
  - c. The student will be required to present a special "conversion seminar" based on the research project to the faculty, together with a report, not dissimilar to a thesis which represents the current complete work for their Master degree.
  - d. The proposed research project is an expansion of the original Masters project and has all the merits of a PhD project. (A full research proposal with details of the expanded scope to satisfy the requirements of a PhD thesis has to be submitted by the student.)
  - e. The proposed PhD programme will be supervised by a suitable supervisor(s) or supervisory committee. The Faculty Postgraduate Committee can recommend a change of supervisor(s) or supervisory committee if it is deemed to be appropriate.
  - f. The supervisor(s) has (have) access to necessary facilities (laboratory equipment, IT hardware/software, etc) to ensure that the student will be able to carry out his/her research work within the stipulated period of time.

4. If conversion is granted, the initial date of registration for the Master degree shall be regarded as the effective commencement date for the PhD candidature.
5. The PhD degree tuition fees are payable effective from the approved semester of conversion.
6. Should the student, under unforeseen circumstances, be unable to perform satisfactorily as stated in the Postgraduate Studies Regulations and subsequently fails to obtain his PhD within the prescribed period, the Faculty Postgraduate Committee may recommend the award of a Master (M.Phil or M.Sc) degree, whichever is deemed suitable for this purpose.