

Processes You Need to Know



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A screenshot of a Windows Internet Explorer browser window displaying the website for T. Ramayah. The browser's address bar shows the URL http://www.ramayah.com/. The website header features the name "T. RAMAYAH" in large green letters and the subtitle "academician & researcher" in smaller white text. The main content area is a large photograph of an empty lecture hall with rows of green seats and a wooden podium. The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Office, Vodafone, T. Ram..., untitled...), and the system tray with the time 11:30 AM.

Download from:

Proposal Defense

- What you need to prepare
 - Chapters 1 – 3
 - Questionnaire



PROPOSAL DEFENCE FORM

To:
Deputy Dean
Graduate Studies and Research
School of Management
11800, Penang
Universiti Sains Malaysia

Masters of Art (M.A)	
Doctor of Philosophy (PhD)	

Instructions to student:

1. Ensure that the information needed in the form is complete before submission to the Post-Graduate office. **Incomplete form will not be processed.**
2. The **Main Supervisor** must complete Section II of this form prior to submission.
3. Please attach **3 copies of your proposal** with this form.

Arahan kepada pelajar:

1. Pastikan borang ini telah dilengkapkan sepenuhnya sebelum diserahkan kepada Pejabat Pengajian Siswazah. **Borang yang tidak lengkap tidak akan diproses.**
2. **Penyelia Utama** dikehendaki melengkapkan Bahagian II sebelum borang ini dihantar.
3. Sila keplikan bersama **3 salinan proposal**.

SECTION I : GENERAL INFORMATION

BAHAGIAN I : MAKLUMAT AM

Name : _____ Nama
Matric No. : _____ No Matrik
Title of Thesis : _____ Tajuk Thesis _____ _____
HP No: _____ Email: _____ No. HP Emel
I hereby certify that all the information given above is true and valid. Saya mengesahkan bahawa maklumat di atas adalah betul dan sah.
_____ (POST GRADUATE STUDENT Pelajar Ijazah Tinggi
Date: _____ Tarikh

SECTION II: TO BE FILLED BY SUPERVISOR – Please tick where applicable.
 Bahagian II: Diisi oleh Penyelia – Sila tandakan pangkah yang berkenaan.

I recommend the proposal to be submitted for the defence. Saya mencadangkan kertas cadangan ini untuk dihantar untuk penilaian.	<input type="checkbox"/>
Name : Nama	
Signature : Tandatangan	
Date : Tarikh	

FOR OFFICE USE:
 Untuk Kegunaan Pejabat:

Examiners appointed. Pemeriksa telah dilantik.	<input type="checkbox"/>
3 copies of proposal attached. 3 salinan kertas cadangan dikepilkan bersama.	<input type="checkbox"/>
Form is completed and attached. Borang lengkap dan disertakan.	<input type="checkbox"/>
NAME : Nama	
DATE : Tarikh	

Internal Examiners

- Submit 3 copies to the Postgrad Office
- Postgrad Office will identify Internal Examiners and suitable dates
- Internal Examiners:
 - Full time USM staff **AND**
 - Expert in the area in any department in USM **AND**
 - Successfully graduated at least 1 Masters/PhD candidate **OR**
 - Academic rank at least Associate Professor

Please work closely with your supervisor to justify the corrections and suggestions from your examiners. Upon agreement from your supervisor, you may proceed to the next stage of data collection.

Thank you.

T. Ramayah
Deputy Dean
Research

cc: Examiners:
Supervisors

The examiners have raised some serious concern about your study and contribution. Please work closely with your supervisors to justify the corrections and suggestions from your examiners. Upon agreement from your supervisor, you are required to **RESUBMIT** your revised proposal with a table of corrections based on this report as well as an attached report from your examiners in **THREE** months.

Thank you.

T. Ramayah
Deputy Dean
Research

cc: Examiners:
Supervisors

Please work closely with your supervisor to justify the corrections and suggestions from your examiners. You have to **RE-SUBMIT** your revised version of the write up to be approved by the examiners within 6 months but **AFTER three months at least**. In order to guide examiners to reexamine your research proposal, you are required to prepare a detailed table of correction and submit this table along with your revised research proposal. We will schedule **another presentation** for the examiners to endorse the corrections before you can proceed to the next stage.

Thank you.

T. Ramayah
Deputy Dean
Research

cc: Examiners:
Supervisors

Corrections

SOM/12/004/01

NAME:

TITLE:

PRESENTATION DATE:

CORRECTIONS / SUGGESTIONS	ACTION	JUSTIFICATION	PAGE
1.			
2.			
3.			
4.			

ENDOSED:

(
SUPERVISOR NAME:
)



RESUBMIT FORM (MA/PHD)

To:
Deputy Dean
Graduate Studies and Research
School of Management
11800, Penang
Universiti Sains Malaysia

Proposal Redefence	
Findings Redefence	

Instructions to student:

1. Ensure that the information needed in the form is complete before submission to the Post-Graduate office. **Incomplete form will not be processed.**
2. The **Main Supervisor** must complete Section II of this form prior to submission.
3. Please attach **3 copies of your thesis.**

Arahan kepada pelajar:

1. Pastikan borang ini telah dilengkapkan sepenuhnya sebelum diserahkan kepada Pejabat Pengajian Siswazah. **Borang yang tidak lengkap tidak akan diproses.**
2. **Penyelis Utama** dikehendaki melengkapkan Bahagian II sebelum borang ini dihantar.
3. Sila kepitkan bersama **3 salinan tesis.**

SECTION I : GENERAL INFORMATION
BAHAGIAN I : MAKLUMAT AM

Name : _____
Nama

Matric No. : _____
No Matrik

Title of Thesis : _____
Tajuk Thesis

HP No. : _____ Email: _____
No. HP Emel

I hereby certify that all the information given above is true and valid.
Saya mengesahkan bahawa maklumat di atas adalah betul dan sah.

POST GRADUATE STUDENT
Pelajar Ijazah Tinggi

Date: _____
Tarikh

SECTION II: TO BE FILLED BY SUPERVISOR – Please tick where applicable.
 Bahagian II: Diisi oleh Penyelia – Sila tandakan yang berkenaan.

I recommend the thesis ready to be submitted for the re-submit/re-defence. Saya mencadangkan tesis ini lengkap untuk dihantar bagi pemeriksaan semula.	
I hereby acknowledged that all the corrections stated in the report are rectified accordingly. Dengan ini, saya mengesahkan bahawa semua pembedulan yang dinyatakan di dalam laporan telah dibetulkan sebaiknya.	
Correction report is attached. Laporan pembedulan disertakan.	
Name : Nama Signature : Tandatangan Date : Tarikh	

FOR OFFICE USE:
 Untuk Kegunaan Pejabat:

Examiners appointed/notified. Pemeriksa telah dilantik.	
3 copies of thesis are attached. 3 salinan tesis dikepilkan bersama.	
Form is completed. Borang lengkap.	
Correction report is attached. Laporan pembedulan dikepilkan bersama.	
NAME : Nama DATE : Tarikh	

Notice



UNIVERSITI SAINS MALAYSIA
INSTITUTE OF POSTGRADUATE STUDIES

IPS/Exam – 01
Pindaan – 1/09

NOTICE OF THESIS SUBMISSION

(Submit at least three (3) months prior to thesis submission)

Section A : To be completed by the Candidate
(Please tick (✓) where applicable)

Dean
Institute of Postgraduate Studies
Universiti Sains Malaysia
11800 USM, Penang

Notice of Thesis Submission

I, (Name),
smart card number = **Master**

Doctor of Philosophy student will be submitting draft copies of my thesis to be examined three (3) months after the date of this notice. The thesis title is:-

Title :
Translation :

My personal particulars are as follows:

Name :	
Address :	
Postcode :	
Tel. No. (House) :	Fax No. :
Tel. No. (Office) :	Email :
H/Phone No. :	

..... (Signature) (Date)

FOR IPS USE ONLY

Endorsement by IPS	Staff on duty :	Date :
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ENDORSEMENT BY MAIN SUPERVISOR

Section B: To be completed by the Main Supervisor

I,, Main Supervisor for, a Master / Doctor of Philosophy degree candidate student, certify the candidate's intention to submit ten(10) draft copies of the thesis for evaluation.

In this regard, I hereby endorse/do not endorse the progress achieved by the candidate and have no objections/object to the candidate's intention to submit the draft copies of thesis for evaluation three (3) months after the date of this notice.

.....
(Signature)

.....
(Date)

Co-supervisor (if available):

ENDORSEMENT BY DEAN/DIRECTOR OF SCHOOL/CENTRE

Section C: To be completed by the Dean/Director of School/Centre

I,, Dean/Director of the School/Centre, hereby endorse the recommendations made by the Main Supervisor as stipulated in Section B above.

The School/Centre has recommended the appointment of the following External and Internal Examiners:

External Examiner *	Internal Examiner **
Name : Address : Postcode : Tel. : Fax : Email :	Name : Address : Postcode : Tel. : Fax : Email : Obtained approval: Yes <input type="checkbox"/> No <input type="checkbox"/>
Name : Address : Postcode : Tel. : Fax : Email :	Name : Address : Postcode : Tel. : Fax : Email : Obtained approval: Yes <input type="checkbox"/> No <input type="checkbox"/>
External Examiner (Reserve)*	Internal Examiner (Reserve) **
Name : Address : Postcode : Tel. : Fax : Email :	Name : Address : Postcode : Tel. : Fax : Email : Obtained approval: Yes <input type="checkbox"/> No <input type="checkbox"/>

*School/Centre must ensure that External Examiners have been approved by the University Senate.

**School/Centre must ensure that Internal Examiners have approved their appointments.

.....
(Signature and Stamp)

.....
(Date)

Regulations on the Appointment of Examiners

1. Candidates who are NOT USM staff : MSc - One(1) External and one(1) Internal Examiner, PhD- One(1) External Examiner and two(2) Internal Examiners.
2. Candidates who are USM staff : MSc - One(1) External and two(2) Internal Examiner, PhD- Two(2) External Examiners and one(1) Internal Examiner.
3. Please provide the Examiners' current address and contact numbers.

Draft



SUBMISSION DRAFT COPIES OF THESIS

Section A : To be filled by student
(Please tick (✓) where applicable)

Dean
Institute of Graduate Studies
Universiti Sains Malaysia
11800 USM, Penang

Submission Draft Copies of Thesis

I, (name), smart card number
submitting draft copies of my thesis for the degree of Master / Doctor of Philosophy
entitled :

Title
Translation

Please insert the Field of Research for the Academic Transcript Records

Field of Research (English) _____

Field of Research (Malay) _____

I hereby declare that my theses has been reviewed by the Main Supervisor and Dean*/Director*,
School/ Centre/Dean of IPS and the comments are as stated in sections B and C (page 2).

Thank you.

..... (Date)
(Student's Signature)

For IPS use		
Endorsement by IPS	Staff on duty :	Date :

ENDORSEMENT BY MAIN SUPERVISOR

Section B : To be completed by Main Supervisor

Supervisor's Name
School/Centre
I have examined the thesis of Mr./Mrs./Ms.....

I hereby confirm that:

- I am satisfied with the progress achieved by the candidate in terms of the quality of the work presented and therefore have no hesitation in recommending that the thesis be submitted for examination.
- I do not agree that the thesis be submitted for examination, and
- Other comments on the submission of the thesis (if any):
.....
.....

Thank you.

.....
(Main Supervisor's Signature) (Date)

ENDORSEMENT BY DEAN/DIRECTOR OF SCHOOL/CENTRE/UNIT

Section C: To be completed by Dean*/Director* of School/Centre/Unit

I, Dean/Director of the
School/Centre/Unit hereby:-

- (i) Endorse the recommendations made by the Main Supervisor as stipulated in Section B above.
- (ii) Confirm that I am pleased that all corrections and amendments to the thesis have been rectified by the candidate as recommended by the Thesis Examination Panel.

Thank you.

.....
(Signature of Dean/Director & Stamp) (Date)

Regulation on Thesis Endorsement

*If the Main Supervisor or Co-Supervisor is the Dean of the School/Centre where the student is registered, the endorsement of Section C will be signed by the Dean, Institute of Graduate Studies.



VERIFICATION OF TURNITIN SCREENING

Section A : (To be completed by the Candidate)
(Please tick (✓) where applicable)

Dean
Institute of Postgraduate Studies
Universiti Sains Malaysia
11800 USM, Pulau Pinang.

Verification of Plagiarism Screening

I, (Name), smart
card number hereby declare that i have screen my thesis using Turnitin Software.

The thesis title is:-

Title :

.....
(Signature)

.....
(Date)

Verification of Plagiarism Screening

Staff Name :

Signature & Stamp :

Date :

Viva-Voce

- School will schedule the viva-voce
- Dates are dependent on the availability of:
 - External Examiner
 - Internal Examiners
 - Chairman
 - Dean/Dean's Representative

Decision

- During the viva-voce decision
 1. Pass
 2. Re-examination
 3. Fail
- Correction Time
 - 3 months – 1 year
 - Sometimes the panel decides minimum

Corrections

SOM/12/004/01

NAME:

TITLE:

PRESENTATION DATE:

CORRECTIONS / SUGGESTIONS	ACTION	JUSTIFICATION	PAGE
1.			
2.			
3.			
4.			

ENDOSED:

(
SUPERVISOR NAME:
)

Final Copy



INSTITUT PENGAJIAN SISWAZAH
INSTITUTE OF GRADUATE STUDIES

IPS/Exam – 03

SUBMISSION OF FINAL COPIES OF THESIS

Section A : To be filled by student
(Please tick (✓) where applicable)

Dean
Institute of Graduate Studies
Universiti Sains Malaysia
11800 Penang

Submission of Final Copies of Thesis

..... (name) hereby submit:
Final copies of my thesis for the degree of Masters/ Doctor of Philosophy

The title of the thesis is

Title

.....
.....
.....

Translation

.....
.....
.....

Please insert the Field of Research for the Academic Transcript Records.

Field of Research (English) _____

Field of Research (Malay) _____

Submit herewith the following documentation :

- (i) _____ CD(s) of the thesis
 (ii) Degree Scroll Information Form

I hereby declare that my thesis has been reviewed by my Main Supervisor and Dean/ Director*,
School/ Centre/ Dean of IPS and the comments are as stated in Section B and C (page 2).

Thank you.

.....
(Student's Signature)

.....
(Date)

For IPS use

Endorsement by IPS

Staff on duty :

Date :

ENDORSEMENT BY MAIN SUPERVISOR

Section B : To be completed by Main Supervisor

Supervisor's Name
School/Centre
I have examined the thesis of Mr./Mrs./Ms.....

I hereby confirm that all corrections and amendments made to the thesis has been rectified by the candidate

Thank you.

.....
(Main Supervisor's Signature) (Date)

ENDORSEMENT BY DEAN/DIRECTOR OF SCHOOL/CENTRE/UNIT

Section C: (To be completed by Dean*/Director* of School/Centre/Unit)

I, Dean/Director of the
School/Centre/Unit hereby:-

- (i) Endorse the recommendations made by the Main Supervisor as stipulated in Section B above.
- (ii) Confirm that I am pleased that all corrections and amendments to the thesis have been rectified by the candidate as recommended by the Thesis Examination Panel.

Thank you.

.....
(Signature of Dean/Director & Stamp) (Date)

Regulation on Thesis Endorsement

*If the Main Supervisor or Co-Supervisor is the Dean of the School/Centre where the student is registered, the endorsement of Section C will be signed by the Dean, Institute of Graduate Studies.

IPS Workshops

<http://www.ips.usm.my/ppd>

PROFESSIONAL AND PERSONAL DEVELOPMENT WORKSHOPS (JANUARY 2014) - Professional & Personal Development Programme - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Inbox (156) - ramayah@gmail.com - ... PROFESSIONAL AND PERSONAL DEV... +

www.ips.usm.my/ppd/?attachment_id=1298

List of IPS USM workshops

Most Visited Getting Started Suggested Sites Web Slice Gallery https://www.researchg...

ABOUT CONTACTS GALLERY WORKSHOPS ARCHIVES CATEGORIES

Welcome to Professional & Personal Development

« January 2014 workshops

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2014 01.09

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Your Reply

Name (required)

Mail (will not be published) (required)

Website

Bad-Hotel Veranahof & Ohsen, Baden

2013

January 2014

M	T	W	T	F	S	S
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27	28	29	30	31		

« Nov

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Questions

