

#### 4.0 MANUAL PROCEDURE

**TITLE** : Registration and Research Proposal Defense for Postgraduate Programme (Structure A)

**OBJECTIVE** : Process of Registration and Research Proposal for Postgraduate Programmes by Research (PhD and Master Structure A Programme)

**SCOPE** : Postgraduate Programme by Research (Structure A)

**DEFINITION** : CDD : Candidate  
 PC : Programme Coordinator  
 URDC : University Research Degrees Committee  
 VP/REC : Vetting Panel / Research Ethics Committee

Process No	Details	Interface	Responsibility/Timeline	Regulations
4.1	1. Register and make payment to Finance Department according to stipulated time in the student bills 2. Take some audit subjects	Offer letter, candidate bill and audit subjects	CDD	
4.2	Prepare and submit research proposal defense (PD) to PC within the timeframe  Note: For candidate undertaking research leading to the submission of a thesis shall be given THREE (3) opportunities to acquire approval for their Research Proposal. Failure on the third attempt shall result in the termination of his/her candidature.	Research Proposal	CDD  Master candidate FT – within 6 months PT - within 12 months  PhD candidate FT – within 12 months PT – within 24 months  Duration for maximum 3 attempts	M3.1
4.3	PC to ensure on the Research Proposal: <ul style="list-style-type: none"> <li>• If complete proceed to process 4.4</li> <li>• If incomplete back to process 4.2</li> </ul>		PC	
4.4	Candidate presents his/her PD		CDD	
4.5	Candidate must get approval from REC for Ethics Approval before any research / data collection commence	Official Approval Letter from REC	CDD	M3.8
4.6	VP/REC to evaluate on the Research Proposal Defense and make recommendation	Evaluation report Form and VP/REC recommendation	VP/REC	M3.3
4.7	URDC deliberates on the evaluation report form and VP/REC reports that endorsed by VP. <ul style="list-style-type: none"> <li>• If Yes/No proceed to process 3.8</li> </ul>	URDC recommendation	URDC	M3.4

4.8	<p>URDC notifies the student in writing of the outcome of the Research Proposal, report from VP/REC and timeline and approval flow for the research proposal resubmission if applicable</p> <p>Note: the URDC shall notify the student in writing of the outcome of the Research Proposal within TWO (2) weeks of the Committee at which the recommendation is considered.</p>	Official Letter	REO	M3.5
4.9	Proceeds to research phase	Research thesis	STUD	

SUBMISSION OF FULL RESEARCH PROPOSAL

Flow Chart	Departments	Notes
<pre> graph TD     A([Candidature has completed all required classes]) --&gt; B[Submission of Full Proposal to School]     B --&gt; C[Evaluation by Vetting Committee]     C --&gt; D{Approved by Ethics Committee}     D -- no --&gt; B     D -- yes --&gt; E{Proposal Approved?}     E -- no --&gt; F{at 3rd attempt?}     F -- yes --&gt; G([Candidature termination])     F -- no --&gt; B     E -- yes --&gt; H([Research Commences])         </pre>	<p>School</p> <p>REC</p> <p>URDC</p>	<p>Candidates undertaking research leading to the submission of a thesis shall be given three (3) opportunities to acquire approval for their Research Proposal. Failure on the third attempt shall result in the termination of his/her candidature.</p> <p>Research Proposals, once approved by URDC must be forwarded to the Ethics Committee for approval. Ethics approval must be received before any research/data collection may commence.</p> <hr/> <p><u>Form(s)</u>  <a href="#">Thesis Proposal Evaluation Form</a></p>