

6.0 MANUAL PROCEDURE

TITLE : Work Completion Seminar

OBJECTIVE : Process for Work Completion Seminar (PhD and Master Structure A Programme)

SCOPE : Postgraduate Programme by Research (Structure A)

DEFINITION : CDD : Candidate
 PC : Programme Coordinator
 URDC : University Research Degrees Committee
 REO : Research and Enterprise Office
 SUP/CoSUP : Supervisor/Co-Supervisor
 VP : Vetting Panel

Process No	Details	Interface	Responsibility/Timeline	Regulations
6.1	Candidate prepares for WCS (Work Completion Seminar) to PC Note: student is required to make a presentation of his/her research findings prior to submitting the Notice of Thesis Submission	Presentation	CDD / PC	
6.2	Agree that the candidate is ready to present his research result in WCS i) If Yes, proceed process 6.3 ii) If no, revert to process 6.1	Presentation	SUP	
6.3	Abstract/Summary of the thesis contains at least the following i) Research Project Title ii) Objectives iii) Research Background/Literature Review iv) Research Methodology v) Project Implementation vi) Research Outcome	Presentation	CDD	
6.4	PC arrange for WCS and candidate presents his research results in WCS. Note: Candidates submit abstract of his thesis to PC two (2) weeks before WCS. Abstract of the thesis to be distributed to VP one (1) week before WCS.	Presentation	PC/CDD	
6.5	VP evaluates the research project from the presentation and Q&A: i) Whether sufficient material has been presented for examination; and ii) Whether the work completed is of sufficient quality and standing for the degree in consideration. Note: The Vetting Panel shall comprise two (2) staff members/experts, recommended by the Main Supervisor and approved by the URDC	Prescribed Form/WCS Forms	VP/SUP	M4.2/4.3

6.6	<p>URDC considers VP recommendations (evaluation report)</p> <ul style="list-style-type: none"> i) If approve, proceed to process 6.7 ii) If requires further clarifications, back to 6.5 <p>Note: a candidate shall be given THREE (3) attempts to pass the Work Completion Seminar. Failure on the third consecutive attempt shall result in the termination of the candidature</p>	Prescribed Form/WCS Forms	URDC	
6.7	<p>URDC notifies candidate the result</p> <p>If the endorsed result is</p> <ul style="list-style-type: none"> i) Satisfactory, go to process 6.8 ii) If not satisfactory, go to process 6.1 	Letter and email	REO	
6.8	<p>Proceeds to submit "Notification of Thesis Submission Form"</p>	NTSF form	CDD	

SUBMISSION OF WORK COMPLETION SEMINAR

Flow Chart	Departments	Notes
<pre> graph TD Start([Candidature has prepare his/her research findings for presentation]) --> Present[Presents WCS to the Vetting Panel] Present --> Eval[Evaluation by Vetting Panel] Eval -- yes --> Approved{Proposal Approved?} Approved -- yes --> Submit([Student submit "Notification of Thesis Submission Form"]) Approved -- no --> Attempt{at 3rd attempt?} Attempt -- yes --> Termination([Candidature termination]) Attempt -- no --> Present </pre>	<p>School</p> <hr/> <p>Provost (Research and Enterprise Office)</p>	<p>Candidates presenting their research findings for WCS prior to submitting their thesis shall be given three (3) opportunities to pass the WCS. Failure on the third attempt shall result in the termination of his/her candidature.</p> <p>WCS, once approved by URDC must proceed to submit "Notification of Thesis Submission" form.</p> <hr/> <p><u>Form(s)</u> <u>Work Completion Seminar Form</u></p>