



CONVERSION/ UPGRADING FROM MASTER (BY RESEARCH) TO PHD

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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Position: SENIOR ASSISTANT DIRECTOR	Position: DEAN, CPS
Date: 21 MAY 2024	Date:

1.0 OBJECTIVE

To standardize the process of upgrading from master (by research) to PhD.

2.0 SCOPE

All masters programmes by research.

3.0 ACCOUNTABILITY

- 3.1 AA (N19, N22, N26) Department, Centre of Studies
- 3.2 AAO (N29, N32, N36)/ AD (N41/N44) Postgraduate Office, Centre of Studies
- 3.3 AD (N41/N44) Centre for Postgraduate Studies

4.0 ABBREVIATION (If any)

- 4.1 DDPG : Deputy Dean Postgraduate
- 4.2 HoD : Head of Department
- 4.3 KPGC : Kulliyah Postgraduate Committee
- 4.4 SV : Supervisor
- 4.5 DCM : Deans Council Meeting
- 4.7 AD : Assistant Director
- 4.8 AAO : Assistant Administrative Officer
- 4.9 AA : Administrative Assistant

5.0 REFERENCE

- 5.1 Postgraduate Regulations

6.0 RECORD RETENTION PERIOD

- 6.1 Approval Letter 3 years
- 6.2 Application documents 3 years

7.0 PROCESS FLOW

Responsibility

AD, AAO, AA
Postgraduate Office,
Centre of Studies

HoD
Department, Centre
of Studies

AD, AAO, AA
Postgraduate Office,
Centre of Studies

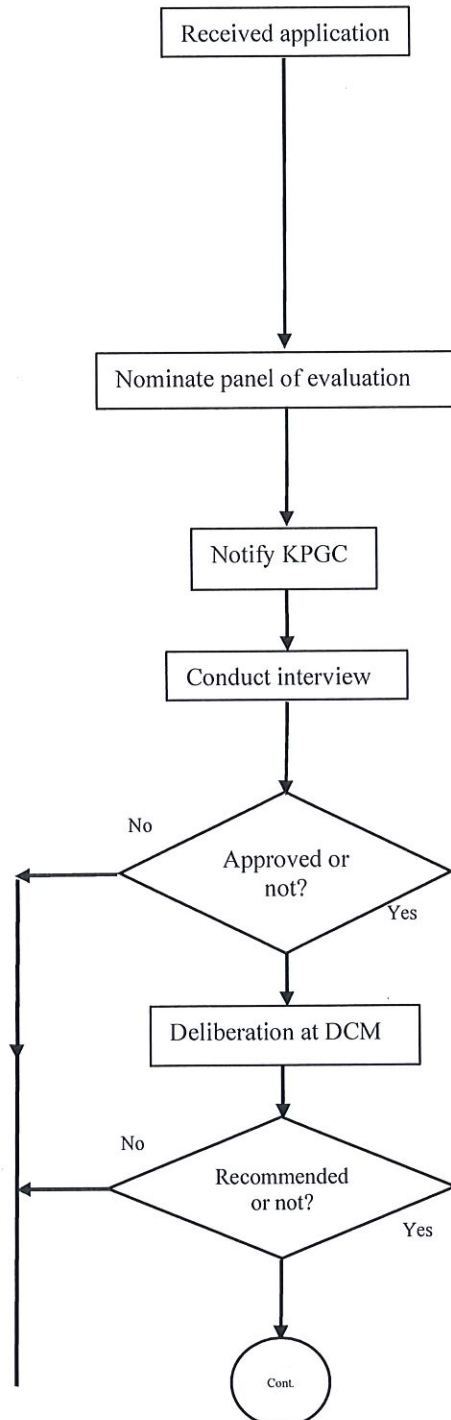
DDPG, SV, AD
Postgraduate Office,
Centre of Studies

AD, AAO
Postgraduate Office,
Centre of Studies

Deans Council
Meeting

Deans Council
Meeting

Flow Chart



Remarks

Received a complete application from the department

1. Recommendation from supervisor.
2. Written transfer report of 20 – 40 pages.
3. Title of thesis and abstracts of 300 words
4. Journal paper
5. Plans of completion

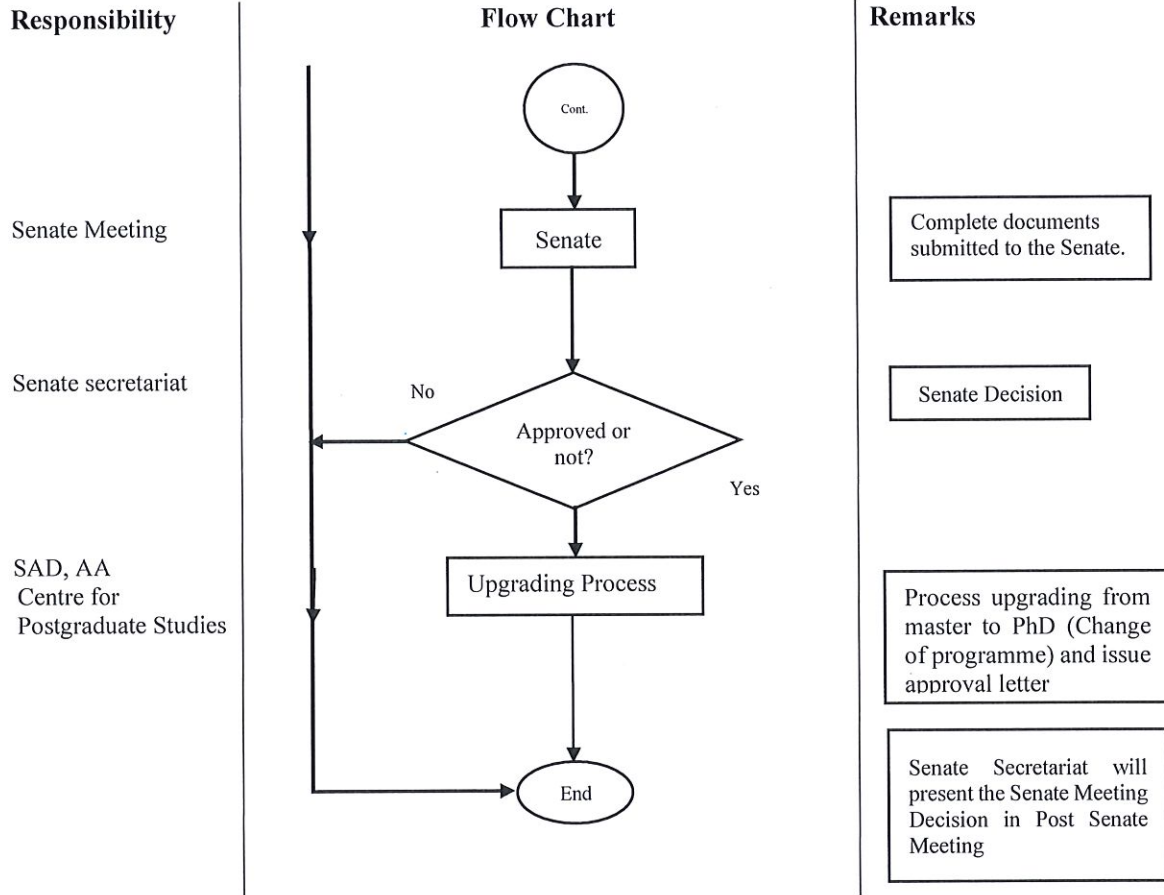
Senate 434-28 April 2017

Nominate panel of evaluation (at least 2 categories Assoc. Prof. and above)

Conduct interview - 2 panels, DDPG, Secretariat, HoD, SV, Student

KPGC Decision

DCM Decision



ANNEXURE

1.0 ABMS: MACC ACT 694

Section 16: Offence of Accepting Gratification
Section 17: Offence of Giving or Accepting Gratification by Any Representative
Section 18: Offence of Intending to Deceive Employer or Principal
Section 23: Offence of Using Office or Position for Gratification
Section 25: Duty to Report Bribery Transactions

2.0 COMMUNICATION PLATFORM

Email, WhatsApp, the CPS website, official CPS YouTube channels, and IIUM's social media platforms.