

LAMPIRAN A  
APPENDIX A



FAIL PENYELIAAN PELAJAR  
GRADUATE SUPERVISION FILE

REKOD PERIBADI CALON DAN PENDAFTARAN  
CANDIDATE'S PERSONAL RECORDS AND REGISTRATION

Nama Calon: <i>Name of Candidate:</i>				
No. Matrik: <i>Matrix No:</i>				
Status Pendaftaran: <i>Registration Status:</i>	Semester/ Sesi <i>Semester/Session</i>	Status (Sepenuh Masa/Separuh Masa /Gantung/Tangguh) <i>Status (Full Time/Part Time/Suspend/Differ)</i>	Semester/ Sesi <i>Semester/Session</i>	Status (Sepenuh Masa/Separuh Masa /Gantung/Tangguh) <i>Status (Full Time/Part Time/Suspend/Differ)</i>
	1.		5.	
	2.		6.	
	3.		7.	
	4.		8.	

Jenis Program: <i>Type of Programme:</i>		
Fakulti/Pusat/Institut: <i>Faculty/Centre/Institute:</i>		
Semester & Sesi Mula Mendaftar: <i>Semester &amp; Session of Initial Registration:</i>	Semester & Sesi Dijangka Tamat: <i>Expected Semester &amp; Session of Completion:</i>	
Nama Penyelia: <i>Name of Supervisor(s)</i>	1.	
	2.	
	3.	
	4.	
Kewarganegaraan: <i>Citizenship:</i>		
Alamat Semasa: <i>Current Address:</i>		
Nombor Telefon/ <i>Telephone Number</i> Rumah/ <i>House:</i> Pejabat/ <i>Office:</i> Bimbit/ <i>Mobile:</i>	Faks/ <i>Fax:</i>	
Mel EElektronik/ <i>E-mail</i>		
Pekerjaan & Majikan/ <i>Occupation &amp; Employer</i>		
Penaja/ <i>Sponsor:</i>		
Tarikh Hantar Notis Serahan Tesis: <i>Date of Notice for Thesis Submission:</i>	Tarikh Peperiksaan Lisan/ <i>Date of Viva Voce:</i>	Tarikh Lulus Peperiksaan Lisan/ <i>Date of Passing the Examination:</i>

LAMPIRAN B  
APPENDIX B



PERJANJIAN CALON SISWAZAH  
CANDIDATE'S DECLARATION

Semester: \_\_\_\_\_ Sesi/Session: \_\_\_\_\_

Nama Calon/Name of Candidate: \_\_\_\_\_

No. Matrik/Matrix No: \_\_\_\_\_

Program Pengajian/Name of Programme: \_\_\_\_\_

Mod Pengajian/Mode of Study: \_\_\_\_\_

Fakulti/Pusat/Institut/Faculty/Centre/Institute: \_\_\_\_\_

Status Pendaftaran/ Registration Status: \_\_\_\_\_

Tajuk Tesis/Disertasi/ Title of Thesis/Dissertation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nama Penyelia/Name of Supervisor(s):

- 1.
- 2.
- 3.
- 4.

SAYA BERJANJI UNTUK BERJUMPA DENGAN PENYELIA SEPERTI YANG DITETAPKAN OLEH FAKULTI/PUSAT/INSTITUT BERDASARKAN JADUAL PENYELIAAN YANG TELAH DIERSETUJUI. SAYA JUGA BERJANJI AKAN MENGHADIRI SEMUA SEMINAR SISWAZAH DAN KOLOKSIUM PENYELIDIKAN PASCASISWAZAH YANG DITETAPKAN OLEH FAKULTI/PUSAT INSTITUT.

*I HEREBY DECLARE THAT I SHALL MEET MY SUPERVISOR(S) REQUIRED BY THE FACULTY/INSTITUTE ACCORDING TO THE AGREED SUPERVISIONSCHEDULE. I SHALL ALSO ATTEND ALL POST GRADUATE SEMINARS AND RESEARCH COLLOQUIUMS AS REQUIRED BY THE FACULTY/CENTRE/INSTITUTE.*

Tandatangan Calon/ Candidate's Signature: \_\_\_\_\_

Tarikh/Date: \_\_\_\_\_

**Sila serahkan satu salin kepada/ Please submit a copy of this declaration to:**  
Pengerusi, Jawatankuasa Pengajian Pascasiswazah Fakulti/Centre/Institut  
Dean, Centre for Postgraduate Studies

LAMPIRAN C  
APPENDIX C



RANCANGAN PERTEMUAN PENYELIA-PELAJAR  
SUPERVISOR-STUDENT MEETING SCHEDULE

Semester: \_\_\_\_\_ Sesi/Session: \_\_\_\_\_

Bil/No.	Tarikh/Date
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Tandatangan Calon/ *Candidate's Signature*: \_\_\_\_\_

Tarikh/Date: \_\_\_\_\_

Tandatangan Penyelia/ *Supervisor's Signature*: \_\_\_\_\_

Tarikh/Date: \_\_\_\_\_

LAMPIRAN D  
APPENDIX D



REKOD PENYELIAAN  
RECORD OF SUPERVISION

Semester: \_\_\_\_\_ Sesi/Session: \_\_\_\_\_

Bil/Number	Tarikh/Date	Semester	Sesi/Session:
<p>Catatan Penyelia/Pelajar: <i>Remarks by Supervisor/Student:</i></p>			
Tandatangan Penyelia/Supervisor's Signature		Tandatangan Pelajar/Student's Signature	

LAMPIRAN E  
APPENDIX E



**REKOD KEHADIRAN SEMINAR/KOLOKIUUM/LATIHAN**  
*RECORD OF ATTENDENCE OF SEMINAR/COLLOQUIUM/TRAINING*

<b>Semester &amp; Tarikh <i>Semester &amp; Date</i></b>	<b>Seminar/Kolokium/Latihan <i>Seminar/Colloquium/Training</i></b>	<b>Peranan/ Role</b>	<b>Tandatangan Penyelia/ <i>Supervisor's Signature:</i></b>	<b>Tandatangan Pelajar/ <i>Student's Signature</i></b>

LAMPIRAN F  
APPENDIX F



REKOD PENULISAN  
RECORD OF PUBLICATION



Artikel dalam Jurnal  
*Article in Journals*

<b>Pengarang/ Author</b>	<b>Tahun Year</b>	<b>Judul Artikel Article Title</b>	<b>Nama Jurnal Name of Journal</b>	<b>Catatan Remarks (i.e., Indexed, Referredd, etc)</b>

Kertas Kerja  
*Working Papers*

<b>Pengarang/ Author</b>	<b>Tahun Year</b>	<b>Judul Artikel Article Title</b>	<b>Persidangan Conference</b>	<b>Penganjur Organisers</b>	<b>Tempat Venue</b>	<b>Catatan Remarks (i.e., Indexed, Referredd, etc)</b>



**Graduate on Time Schedule (GOT)  
for Masters Candidate**

Semester	Minggu/ Week	Aktiviti Activity/Output	Tindakan/ Action		Tandatangan Pelajar/ Student's Signature	Tarikh/ Date
						
1	Week 1-2	<ul style="list-style-type: none"> <li>Attend methodology course</li> <li>Completed research methodology course</li> </ul>				
	Week 3-4	<ul style="list-style-type: none"> <li>Familiarisation with and use of EndNote, Mandeley, Turnitin, editing softwares, and data analysis</li> </ul>				
	Week 5-8	<ul style="list-style-type: none"> <li>Detailed research proposal</li> </ul>				
	Week 9-12	<ul style="list-style-type: none"> <li>Conducting literature review</li> </ul>				
	Week 13-17	<ul style="list-style-type: none"> <li>Proposal presentation</li> </ul>				
	Week 18-21	<ul style="list-style-type: none"> <li>Submission of progress report</li> </ul>				
	Week 22-29	<ul style="list-style-type: none"> <li>Semester Break</li> </ul>				
2	Week 1-2	<ul style="list-style-type: none"> <li>Conducting literature review</li> <li>Conducting pilot study/planning &amp; setting up of experiment</li> <li>Start data collection (Optional)</li> </ul>				
	Week 3-4	<ul style="list-style-type: none"> <li>Investigation and development of the proposed solutions.</li> </ul>				
	Week 5-8	<ul style="list-style-type: none"> <li>Data analysis</li> </ul>				
	Week 9-12	<ul style="list-style-type: none"> <li>Start writing on discussion</li> </ul>				
	Week 13-17	<ul style="list-style-type: none"> <li>Attend Seminar/Conference 1</li> </ul>				
	Week 18-21	<ul style="list-style-type: none"> <li>Submission of progress report</li> </ul>				
	Week 22-29	<ul style="list-style-type: none"> <li>Semester Break</li> </ul>				

3	Week 1-2	<ul style="list-style-type: none"> <li>Completing Literature review</li> </ul>				
	Week 3-4	<ul style="list-style-type: none"> <li>Submission of Publication 1</li> </ul>				
	Week 3-4	<ul style="list-style-type: none"> <li>Ongoing data analysis</li> </ul>				
	Week 5-8	<ul style="list-style-type: none"> <li>Investigation and development of the proposed solutions</li> </ul>				
	Week 9-12	<ul style="list-style-type: none"> <li>Attend Seminar/Conference 2 (optional)</li> </ul>				
	Week 13-17	<ul style="list-style-type: none"> <li>Publication 1 (optional)</li> </ul>				
	Week 18-21	<ul style="list-style-type: none"> <li>Submission of Progress Report</li> <li>Report should include data collection, findings, and discussion and propose conclusion.</li> </ul>				
	Week 22-29	<ul style="list-style-type: none"> <li>Semester Break</li> </ul>				
4	Week 1-2	<ul style="list-style-type: none"> <li>Submit Notice for Submission of thesis</li> <li>Submission of Paper 2 and paper 3 (optional)</li> </ul>				
	Week 3-4	<ul style="list-style-type: none"> <li>Finalise Thesis (all chapters)</li> <li>Publication acceptance</li> </ul>				
	Week 3-4	<ul style="list-style-type: none"> <li>Readiness to submit thesis</li> <li>Submit thesis</li> </ul>				
	Week 5-8	<ul style="list-style-type: none"> <li>Preparation of manuscripts for submission of publication 2 (optional)</li> </ul>				
	Week 9-12					
	Week 13-17	<ul style="list-style-type: none"> <li>Viva voce</li> </ul>				
	Week 18-21	<ul style="list-style-type: none"> <li>Submission of Paper 2 and paper 3 - optional</li> <li>Publication acceptance</li> </ul>				
	Week 22-29	<ul style="list-style-type: none"> <li>Submit thesis after amendments and correction.</li> <li>Graduate on Time</li> </ul>				



### Graduate on Time Schedule (GOT) for PhD Candidate

Semester	Minggu/ Week	Aktiviti Activity	Tindakan/ Action		Tandatangan Pelajar/ Student's Signature	Tarikh/ Date
						
1	Week 1-2	<ul style="list-style-type: none"> <li>Attend Methodology Course</li> <li>Completed research methodology course</li> </ul>				
	Week 3-4	<ul style="list-style-type: none"> <li>Familiarisation with and use of EndNote, Mandeley, Turnitin, editing softwares, and data analysis softwares</li> </ul>				
	Week 5-8	<ul style="list-style-type: none"> <li>Problem Identified</li> </ul>				
	Week 9-12	<ul style="list-style-type: none"> <li>Conducting Literature Review</li> <li>Research proposal in detail</li> </ul>				
	Week 13-17	<ul style="list-style-type: none"> <li>Introduction chapters</li> </ul>				
	Week 18-21	<ul style="list-style-type: none"> <li>Submission of progress report</li> </ul>				
	Week 22-29	<ul style="list-style-type: none"> <li>Semester Break</li> </ul>				
2	Week 1-2	<ul style="list-style-type: none"> <li>Conducting literature review</li> <li>Conducting pilot study/planning &amp; setting up of experiment</li> <li>Starting preliminary data collection (optional)</li> </ul>				
	Week 3-4	<ul style="list-style-type: none"> <li>Thesis plan/outline of thesis</li> </ul>				
	Week 5-8	<ul style="list-style-type: none"> <li>Proposal presentation</li> </ul>				
	Week 9-12	<ul style="list-style-type: none"> <li>Submission of Publication 1 (review paper/experimental design)</li> </ul>				
	Week 13-17	<ul style="list-style-type: none"> <li></li> </ul>				
	Week 18-21	<ul style="list-style-type: none"> <li>Submission of progress report</li> </ul>				
	Week 22-29	<ul style="list-style-type: none"> <li>Semester Break</li> </ul>				

3	Week 1-2	• Investigation and development of the proposed solutions.				
	Week 3-4	• Data collection				
	Week 5-8	•				
	Week 9-12	• Report writing (preliminary)				
	Week 13-17	• Presentation Progress/Seminar 1				
	Week 18-21	• Publication 1				
	Week 22-29	• Submission of Progress Report				
4	Week 1-2	• Data collection (ongoing)				
	Week 3-4	•				
	Week 5-8	• Data analysis				
	Week 9-12	•				
	Week 13-17	• Report writing				
	Week 18-21	• Submission of progress report (report should have preliminary data findings and some discussion)				
	Week 22-29	• Semester break				
5	Week 1-2	• Experimentation (ongoing) and/or data analysis (ongoing)				
	Week 3-4	•				
	Week 5-8	• Writing of thesis: update literature review, methodology, by chapters etc				
	Week 9-12	• Preparation of manuscripts for submission of publication 2				
	Week 13-17	• Submission of Publication 2				
	Week 18-21	•				
	Week 22-29	• Submission of Progress Report				
6	Week 1-2	• Writing of thesis: Finalising Problem description, literature review, methodology, data analysis and discussion.				

	Week 3-4	•				
	Week 5-8	• Presentation Progress/Seminar 2 (optional)				
	Week 9-12	•				
	Week 13-17	• Publication 2				
	Week 18-21	•				
	Week 22-29	• Submission of Progress Report				
7	Week 1-2	• Notice of thesis submission				
	Week 3-4	•				
	Week 5-8	• Finalising complete thesis				
	Week 9-12	•				
	Week 13-17	•				
	Week 18-21	• Submit thesis				
	Week 22-29	• Submission of Progress Report				
	Week 22-29	•				
8	Week 1-2	•				
	Week 3-4	•				
	Week 5-8	• Viva voce				
	Week 9-12	• Amendment and correction of thesis				
	Week 13-17	•				
	Week 18-21	•				
	Week 22-29	• Submit thesis after amendment and correction.				
	Week 22-29	• Graduate on Time				

