

# 1<sup>st</sup> Assessment / Proposal Assessment for PhD and Master by Research



FSSH UTM

**Assoc. Prof. DrAzlinabinti MohdKosnin**

Deputy Dean (Academic & Student Affairs), FSSH

[humanities.utm.my](http://humanities.utm.my)

EDUCATING & HUMANIZING

## Faculty Academic Committee's Decision

Compulsory submission of 1<sup>st</sup> assessment (proposal) on specific semester:

PhD – semester 4

Master by research – semester 3

Failure to submit would lead to unsatisfactory status (TM)

	PHASE 1	PHASE 2
<b>Targeted group</b>	Students exceeding the compulsory semester: > Sem 3 (Master) > Sem 4 (PhD)	Students on the compulsory semester: Sem 3 (Master) Sem 4 (PhD)
<b>Submission date</b>	Week 4 (4 <sup>th</sup> -8 <sup>th</sup> April)	Week 12 (30 <sup>th</sup> May – 3 <sup>rd</sup> June)
<b>Proposal date</b> (Proposal assessment date will be set and informed later by the academic office)	Week 7 & 8	Week 17 & 18

# What is required for a PhD proposal?

- Compulsory submission on the designated weeks (Phase 1/ Phase 2).
- No need to notice for proposal submission (bulk endorsement).
- Students' proposal can be written and submitted in accordance with the minimum standard of 30 - 40 pages as endorsed by the faculty's Academic Committee. But please abide by the format of academic writing.

## GUIDELINE FOR WHAT MUST BE INCLUDED IN A PROPOSAL REPORT (Applicable for Master's dissertation, Master's thesis and PhD thesis)

The objective of proposal assessments is to ensure that students are heading to the right direction in their research. Besides assessing to determine whether students have reached the level expected for a certain level of study, a proposal assessment also serves as a platform for students to improve and strengthen their research.

The assessment of a proposal is based on the proposal report as well as student's oral defense. Students should be able to explain their research well in writing and/or orally (the expectations for each content are listed below).

Students' proposal can be written and submitted in accordance with the minimum standard of 30-40 pages as endorsed by the faculty JKA.

Content	Expectations
Title	Must reflect the research in one concise statement <ul style="list-style-type: none"> <li>- Not exceeding 15 words</li> <li>- No abbreviations or semi colons etc</li> <li>- Involve all main variables</li> </ul>
<b>Chapter 1</b>	
Introduction	General view of the focus area of study <ul style="list-style-type: none"> <li>- philosophical view</li> <li>- scenario</li> <li>- purpose of study</li> </ul>
Background of Study	Argument leading to the research problem <ul style="list-style-type: none"> <li>- Highlight research gap</li> <li>- Discussion of the arguments should be able to answer questions of 'what', 'when', 'where', 'why', 'who' (5Ws)</li> <li>- Contemporary issues</li> <li>- Research gap</li> <li>- Evidence and support (data)</li> </ul>
Statement of Problem	<ul style="list-style-type: none"> <li>- Highlight Research gap</li> <li>- Statement that reflects the research topic, variables and objectives of the study.</li> </ul>
Research Objectives	<ul style="list-style-type: none"> <li>- Must relate to the background</li> <li>- Must be educational and research setting</li> <li>- Objectives should be viable and do-able</li> </ul>
Research Questions	Matched with the objectives of the study and must be written in question forms.
Hypothesis	Depends on the requirement of the research
Importance of the study	Contribution of the study to the researched population/ people involved in the study, stakeholders, area(s) of study or knowledge discipline
Scope and delimitation of the study	<ul style="list-style-type: none"> <li>- Scope : the areas of study;</li> <li>- De Limitation : sampling, location/place of research, statistical methods</li> </ul>

Theoretical and conceptual framework	<ul style="list-style-type: none"> <li>- Conceptual framework is a must but theoretical framework is optional (depending on the nature of the research)</li> <li>- Frameworks need to be presented in the form of diagrams and explain in relation to the study.</li> <li>- Must relate with the research objectives and aligned with the measures used in the study</li> </ul>
Definition	<ul style="list-style-type: none"> <li>- All variables/ constructs studied must be defined : conceptual operational definitions for each word/ phrase</li> <li>- Operational definitions of variables must align with the theory instrument used in the study</li> </ul>

### Chapter 2

Preview and review of related literature :

- Further discussions on main concepts/ variables
- Discussions of relevant theories/ models – particularly the ones that are used in the theoretical framework
- Review of previous research related to the objectives of the current study
- Literature must include recent publications unless the studies are really significant / rare.
- Must be able to demonstrate ability to critically analyse the literature
- Must include in text citations

### Chapter 3

Research design	<ul style="list-style-type: none"> <li>- Explanation and justification of the research design and approach</li> <li>- The research design should be able to lead to the investigation that answer the research questions.</li> </ul>
Population and sample	Descriptions and justifications of population, number of sample/ participants and sampling method <ul style="list-style-type: none"> <li>- Use of diagrams to illustrate is highly recommended</li> </ul>
Instrumentation	<ul style="list-style-type: none"> <li>- Instrument(s) used</li> <li>- Validity and reliability of the instruments</li> <li>- Instruments/tools/inventory/ intervention program</li> </ul>
Data collection procedure	The technical and ethical measures taken in data collection.
Data analysis	Explanation and justification of the technique of analyses planned to be used to answer the research questions <ul style="list-style-type: none"> <li>- Software / tools planned to be used</li> </ul>
Research planning	Planning of research until completion <ul style="list-style-type: none"> <li>- Gantt chart (duration) is recommended</li> </ul>

# Chairman's Report (Results)

UTM.SPS.B (BPB)61/2017-Pind.0/2017

## LAPORAN Pengerusi Penilaian Peringkat Pertama Untuk Ijazah Sarjana Falsafah/Ijazah Sarjana Pendidikan (Kerja Kursus & Penyelidikan) / DOKTOR FALSAFAH (CHAIRMAN EVALUATION REPORT ON FIRST ASSESSMENT FOR MASTER OF PHILOSOPHY/MASTER OF EDUCATION (MIXED MODE) (DOCTOR OF PHILOSOPHY)

Nama Pelajar :  
(Name of Candidate)  
No. Kad. Pengenal/ISID :  
(Identification No.)  
Program Pengajian :  
(Programme for Study)  
Semester Pengajian\* : Doktor Falsafah: (3/16) Sarjana: (/8)  
(Semester of Study)  
Mod Pengajian\* : Full Research (✓) Mixed Mode ( )  
(Mode of Study)  
Kursus Penyelidikan/Kajian : ~~Sesuai Meneliti/ Belum Meneliti/ Seleksi/ Lakukanlah makluman~~  
(Research Methodology Course) ~~dibawah~~  
1. Kod Kursus : UHPP0010  
2. Ured : HL  
3. Semester Ambil : 20192020-1  
Kursus Umum Universiti : ~~Sesuai Meneliti/ Belum Meneliti/ Seleksi/ Lakukanlah makluman~~  
(University Elective Course) ~~dibawah~~  
1. Kod Kursus : UHAZ6123  
2. Ured : KREDIT : A-  
3. Semester Ambil : 20192020-1  
+ Tajuk Cadangan Penyelidikan :  
(Title of Research Proposal)

Kami sebagai Panel Penilai Peringkat Pertama Penyelidikan kepada pelajar di atas, telah menilai cadangan penyelidikan ini pada **21/2/2021 (Sunday)** dan telah mencapai satu keputusan seperti yang berikut:  
(We as the Panel of Evaluation of Research Proposal for the above student, have evaluated the Student's Research Proposal on **21/2/2021 (Sunday)** and arrived at the decision as stated below):

- P1) Cadangan penyelidikan diterima;  
(The research proposal is accepted); .....  
atau (or) Cadangan penyelidikan diterima dengan pembetulan. Butir pembetulan diberikan di bawah;  
(The research proposal is accepted with amendments. Details of amendments are given below)  
P2) Pembetulan perlu disahkan oleh Penyelia dalam tempoh satu (1) bulan;  
Corrections need to be verified by Supervisor(s) in less than one (1) month;  
atau (or) P3) Pembetulan tanpa pembentangan dan perlu disahkan oleh pemeriksa dalam tempoh satu (1) hingga tiga (3) bulan;  
Corrections without presentation but need to be verified by examiners within one (1) month to three (3) months;.....  
atau (or) P4) Pembetulan dengan perlu disahkan oleh pemeriksa dalam tempoh tiga (3) hingga enam (6) bulan dan pembentangan semula pada semester berikutnya; Corrections need to be verified by examiners within three (3) month to six (6) months and re-present the proposal in the following semester; .....

Kami sebagai Panel Penilai Peringkat Pertama Penyelidikan kepada pelajar di atas, telah menilai cadangan penyelidikan ini pada **21/2/2021 (Sunday)** dan telah mencapai satu keputusan seperti yang berikut:  
(We as the Panel of Evaluation of Research Proposal for the above student, have evaluated the Student's Research Proposal on **21/2/2021 (Sunday)** and arrived at the decision as stated below):

- P1) Cadangan penyelidikan diterima;  
(The research proposal is accepted); .....  
atau (or) Cadangan penyelidikan diterima dengan pembetulan. Butir pembetulan diberikan di bawah;  
(The research proposal is accepted with amendments. Details of amendments are given below)  
P2) Pembetulan perlu disahkan oleh Penyelia dalam tempoh satu (1) bulan;  
Corrections need to be verified by Supervisor(s) in less than one (1) month;  
atau (or) P3) Pembetulan tanpa pembentangan dan perlu disahkan oleh pemeriksa dalam tempoh satu (1) hingga tiga (3) bulan;  
Corrections without presentation but need to be verified by examiners within one (1) month to three (3) months;.....  
atau (or) P4) Pembetulan dengan perlu disahkan oleh pemeriksa dalam tempoh tiga (3) hingga enam (6) bulan dan pembentangan semula pada semester berikutnya; Corrections need to be verified by examiners within three (3) month to six (6) months and re-present the proposal in the following semester; .....

**There is no failure in a proposal assessment**

## Elements covered in the proposal assessment report

1. Tajuk Cadangan Penyelidikan  
*(Title of Research Proposal)*
2. Permasalahan Penyelidikan  
*(Research Problem)*
3. Persoalan dan Objektif  
Penyelidikan  
*(Research Objectives & Questions)*
4. Skop Kajian  
*(Scope of the research)*
5. Kepentingan Penyelidikan  
*(Significance of the study)*
6. Kajian literatur  
*(Literature Review)*
7. Metodologi/ Bahan/ Reka bentuk/  
Kaedah  
*(Methodology /Materials/Design/  
Methods)*

Thank you  
and  
all the best!