



**CENTRE FOR GRADUATE STUDIES (CGS)
UNIVERSITI SELANGOR**

**GUIDELINES FOR POSTGRADUATE STUDIES
DOCTOR OF PHILOSOPHY PROGRAMMES**

Bil	Subject	Details
1.	Minimum Entry Requirement	<p>(a) PhD in Management Master Degree from local or international universities recognized by Malaysian Government or Professional qualification approved by University's Senate which equivalent to the Master Degree with working experience.</p> <p>(b) Doctor of Philosophy in Education A Master Degree from UNISEL or equivalent in related discipline.</p> <p>(c) Doctor of Philosophy in Social Science A Master of Social Science from UNISEL or other qualifications equivalent to masters degree from IHL recognized by Malaysian Government.</p> <p>(d) Doctor of Philosophy in Engineering A Master Degree in engineering from UNISEL or equivalent in relevant discipline.</p> <p>(e) Doctor of Philosophy in Computing A Master Degree in Computing or other qualifications equivalent to a master degree from HEP recognized by the Government of Malaysia.</p> <p>(f) Doctor of Philosophy in Biotechnology; Doctor of Philosophy in Science A Master of Science from UNISEL or any other IHL or any other equivalent qualification recognized by the University's Senate.</p>
2.	On-line Application	<p>(a) Enrolment to programmes at http://apply.unisel.edu.my.</p> <p>(b) All prospective candidates are compulsory to attach proposal (2-10 pages).</p> <p>(c) The application will be process within 2 weeks.</p>
3.	Acceptance Fees	<p>(a) Acceptance fee:</p> <ul style="list-style-type: none"> • Local - RM500.00 • International - RM2500.00 <p>(b) Acceptance fee is non refundable.</p> <p>(c) Method of payment:</p> <ul style="list-style-type: none"> i. Bank Deposit <ul style="list-style-type: none"> • Bank Islam Malaysia Berhad (BIMB) Account No.: 12038010051888, payable to Universiti Selangor • Malayan Banking Berhad (MBB) Account No.: 562218201117, payable to Pendidikan Industri YS

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		<p>Sdn. Bhd.</p> <p>ii. Internet Banking Online payment through Maybank2u Account No.: 562218201117</p> <p>iii. Bank Draft/Banker's Cheque Payable to Universiti Selangor</p> <p>iv. Credit/Debit Card Unisel Finance Office Counter during office hour</p> <p>v. Telegraphic Transfer Beneficiary: Universiti Selangor via Bank Islam Malaysia Berhad (Shah Alam Branch), Account No.: 12038010051888 and Swift Code: BIMBMYKL</p>
4.	Registration (New Candidate)	All prospective candidates who are offered to further their studies have to register as University candidates during the specified period.
5.	Student Self-Registration (Current Candidate)	<p>(a) The current candidate is compulsory to self-register at the beginning of every semester as stipulated by the University.</p> <p>(b) Student self-registration for current candidate can be done on line through the University website (student portal) at http://estudent.unisel.edu.my/eStudent/index.jsp.</p>
6.	Course Registration	<p>(a) All candidates are required to register for every course stipulated in the programme offered in each semester through student portal.</p> <p>(b) A new candidate (1st semester student) who has registered for the semester will be automatically registered for the semester courses offered in his/her programme.</p>
7.	Research Methodology Course	(a) Candidates are required to attend the Research Methodology Course organized by Centre of Graduate Studies (CGS) during the first semester of their enrolment.
8.	Postgraduate Research Symposium	<p>(a) Candidates are required to present their initial idea to a panel. The panel comprises two (2) reviewers who are appointed by the faculty.</p> <p>(b) The candidate must submit three (3) copies of their initial proposals to CGS; at least three (3) weeks prior to the symposium. The reviewers shall provide written comments and suggestions.</p> <p>(c) The symposium is organized twice a year.</p> <p>(d) The candidate is not allowed to proceed with proposal defence if he/she fails to present in the symposium.</p>
9.	Proposal Defence	<p>(a) Candidates are required to defend their proposals to a committee in month 6 after the symposium.</p> <p>(b) Upon approval of their supervisor(s), they should fill "Submission And Defence of Thesis Proposal" and submit it to CGS together with four (4) copies of ring-binding thesis to CGS; at least one (1) month prior to</p>

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		<p>the date scheduled for the defense.</p> <p>(c) The form can be downloaded from http://cgs.unisel.edu.my.</p> <p>(d) The committee comprises a chairperson and two (2) reviewers appointed by the faculty will be held responsible to execute the defense.</p> <p>(e) The reviewers would provide written comments and suggestions in view of enhancement purposes. In the case whereby candidates are required to re-defend their proposals, they are given a maximum of three (3) months to refine and to successfully re-defend their research proposals. Failure to do so would result in the candidate being terminated from the program.</p> <p>(f) The research proposal should be between 50-60 pages covering the following topics:</p> <ul style="list-style-type: none"> i. Chapter 1: Background of the study, problem statement, research questions, research objectives, scope of the study, and significance of the study. ii. Chapter 2: Literature review iii. Chapter 3: Research methodology <ul style="list-style-type: none"> a. Research framework b. Hypotheses/Propositions Development
10.	Statistical Data Analysis Workshop	Candidates are required to attend a data analysis (advance) workshop before VIVA session.
11.	MOCK-VIVA	<p>(a) The candidates are expected to be ready for examination of their thesis in 5th or 6th semester.</p> <p>(b) Upon approval of their supervisor(s), they should fill "Notification to Submit a Thesis for Mock-VIVA Evaluation Form" and submit it to CGS together with four (4) copies of ring-binding thesis.</p> <p>(c) The form can be downloaded from http://cgs.unisel.edu.my</p> <p>(d) Within one (1) month, the candidates will be informed for the mock-viva session (oral examination for the theses defense). Results of the mock-viva are given immediately after the mock-viva session ends.</p>
12.	VIVA	<p>(a) The candidates are expected to be ready for examination of their thesis in 6th semester.</p> <p>(b) Upon approval of their supervisor(s), they should fill "Notification to Submit a Thesis for VIVA Evaluation Form" and submit it to CGS together with four (4) copies of ring-binding thesis.</p> <p>(c) The form can be downloaded from http://cgs.unisel.edu.my/forms/.</p> <p>(d) Within two (2) months, the candidates will be informed for the viva session (oral examination for the theses defense).</p> <p>(e) Candidates have to pay the viva fee before the viva</p>

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		<p>session.</p> <p>(f) Results of the viva are given immediately after the viva session ends. The candidate is given time to make the necessary corrections/amendments based on the VIVA results.</p> <p>(g) Student should submit the amended thesis by examiner (s)/supervisor(s) by filling in the "Form to Accompany Examiner(s) And/Or Supervisor(s) Report on Resubmitted Thesis/Project Paper" and will be endorsed by Senate.</p>
13.	Final Submission of Thesis	<p>(a) A candidate whose thesis is accepted or accepted with minor or major modifications will have to submit to CGS five (5) hardbound copies of the thesis (duly verified and corrected) together with a compact disc (CD) containing a softcopy of the thesis within the prescribed time.</p> <p>(b) The supervisor will be responsible to verify that all the required amendments have been made in the thesis.</p>
14.	Presentations and Publication	<p>Candidates are required to have:</p> <p>(a) a presentation of research papers at one (1) international conference <u>and</u>;</p> <p>(b) two (2) research papers acceptance/ publication in refereed journals or one (1) research paper acceptance/ publication in indexed journal before the VIVA session.</p>
15.	Log Book Submission	<p>Candidates are required to:</p> <p>(a) complete the log book in every meeting with the supervisor. The log book can be downloaded from http://cgs.unisel.edu.my/forms/.</p> <p>(b) submit the log book to CGS at the end of every semester.</p>
16.	Convocation	<p>(a) Candidate needs to fill in the Audit Form after the result endorsement by Senate.</p> <p>(b) Candidate can check the status and related information on convocation via http://iconvo.unisel.edu.my.</p>
17.	Fees Payment	<p>Candidates are required to pay the fees before the commencement of new semester.</p>