

CONVERSION OF STATUS (MASTERS TO PHD BY RESEARCH)

Student is required to read and understand the rules and guidelines for conversion of status as stated in handbook. In addition, qualification for conversion is subjected to the Faculty's requirement. Application must be done within 12 months (for full-time candidates) and 24 months (for part-time candidates) after the registration of master's degree. Student is required to submit the **extended research proposal** together with this completed form. Upon approval, student will be required to attend the oral examination conducted by the JKPS Faculty. The Faculty will notify the student regarding the examination matters. The final result and all documents must be submitted to IPS within three (3) months from the date of student's application.

SECTION 1 (To be completed by Student)

1. Student's Profile

Student Name	:					
Student ID	:		IC/Passport No.	:		
Programme	:		Mode	:	Fulltime / Part Time	
Faculty	:					
Current Result	:	(Progress Report)				
Candidature	:		Registration Date as UMP Student	:	Current Semester/Academic Session	
Research Title	:					

I, as per information above, would like to apply for the conversion of current master's degree level to doctoral degree level. Hereby, I enclosed the following documents for your review.

- Letter of application by student
- Verification Form of Seminar Presentation UMP (IPS) R-02
- Five (5) copies of Extended Research Proposal verified by Supervisor

Student's Signature :

Date:

SECTION II (To be completed by Main Supervisor)

	Approved		Disapproved
Comment from Supervisor:			
Suggested Examiner:	1. 2.		
Date:			
Supervisor's Signature and Stamp:			

To be completed by Faculty:	Date & Remarks
Appointment of Examination Committee by JKPS Faculty	
Submission of Research Proposal to Examination Committee	
Notification of Oral Examination to Student	
Report Result from Examination for Approval of Faculty Council	
Submit the Successful Application Result to IPS including the following documents:	
<input type="checkbox"/> a. Letter of Application <input type="checkbox"/> b. Student's Application Form <input type="checkbox"/> c. Student's Extended Research Proposal Verified by Main Supervisor <input type="checkbox"/> d. Main Supervisor's Report <input type="checkbox"/> e. Two (2) Examiners' Report <input type="checkbox"/> f. Examination Committee Minutes of Meeting with the verification of the application <input type="checkbox"/> g. Attendance Verification of Examination Committee Members <input type="checkbox"/> h. Examiners Committee Report (based on the presentation done by the student) <input type="checkbox"/> i. Verification by the Faculty Council	

For Faculty Council used:

Approved
 Disapproved

Date _____ :

Signature & Stamp: _____

To be completed by IPS

Within rules & procedures	Further actions to be taken:	
	MPSU & Senate Matters	Administration Matters
<input type="checkbox"/> Yes	<input type="checkbox"/> MPSU to be informed <input type="checkbox"/> Completed Date: _____	<input type="checkbox"/> Verification by Dean of IPS Date: _____
	<input type="checkbox"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	<input type="checkbox"/> Change status in the system Date: _____
	<input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed Date: _____	<input type="checkbox"/> Letter to Faculty Date: _____ IPS Staff's Name: _____
<input type="checkbox"/> No	<input type="checkbox"/> MPSU to be informed <input type="checkbox"/> Completed Date: _____	<input type="checkbox"/> Verification by Dean of IPS Date: _____
	<input type="checkbox"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	<input type="checkbox"/> Change status in the system Date: _____
	<input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed Date: _____	<input type="checkbox"/> Letter to Faculty Date: _____ IPS Staff's Name: _____
Reasons:		
Verification by Dean of IPS	<input type="checkbox"/> Bring to MPSU for information <input type="checkbox"/> Bring to MPSU for approval	(Signature & Stamp)

Hereby, I verify that this student matter has been solved.

Date:

IPS Staff's Signature and Stamp: