

2. MONITORING OF MPhil, MPhil/PhD and PhD RESEARCH PROGRAMMES

2.1 Introduction

This section provides guidelines to ensure that postgraduate research students make satisfactory progress and benefit from adequate supervision and support at different stages during their registration periods.

The successful completion of a postgraduate research programme within the prescribed length of time lies with (i) the student, (ii) the supervisor(s) (iii) the Faculty/Centre concerned and the University.

2.2 Formal Mechanism

All students are required to submit to the Dean/Director of Centre the progress reports on their completed work on a six-monthly basis and fill in the Student Progress Form (SPF) duly signed by the student and supervisor(s) along with the Research Student Logbook (see 2.5). These submissions shall constitute the formal mechanism by which the Research Programmes are monitored. The progress reports and the SPFs will have to be submitted two months prior to the start of the semester to allow sufficient time for processing by FRC/CILLRC. The student and supervisor(s) may also wish to bring any urgent issues to the attention of the Dean of Faculty/Director of Centre outside the six-monthly evaluation periods. The Dean of Faculty/Director of Centre shall then refer the matter to the FRC/CILLRC.

2.2.1 Progress Reports

The submission of progress reports shall provide the required framework for the Faculties/CILL to monitor, amongst others, the progress of the student's research; quality of supervision; provision of resources and other research facilities; and (where applicable) feedback to research-funding bodies and other Scholarship Awarding Institutions on the use of funds.

The progress reports will be as follows:

- (i) the first report may be submitted as an abridged report including a Gantt chart (timeline of six months) with the following structure:

Mode of Study	Part-Time	Full-Time
Number of pages	30	40
Years	1.5	1

This report must comment, amongst others, on the progress (versus the Gantt chart), any

shortcomings, coursework undertaken, seminars attended/given, poster/paper presented, safety issues, etc., and;

(ii) a more detailed report of 30-40 pages, in the format of a ‘mini-dissertation’ (spiral bound) to be considered for re-registration and to be submitted only at the end of the 10 months, in order not to delay the re-registration process.

2.2.2 Student Progress Form (SPF)

Students are requested to fill in the SPF form in consultation with their supervisor(s). All completed SPFs together with the progress reports must be submitted to the FRC/CILLRC. The SPF form enables the FRC/CILLRC:

- To review the progress achieved, and the problems encountered (including supervision, provision of resources, safety issues, etc.);
- To assess the future plan of work;
- To ensure that stages in the research programme have been reached, as initially set (e.g. literature review, collation of data, analysis of data, etc.);
- To anticipate feasibility of completion of the project in the prescribed time frame. The SPF also allows the supervisor(s) to make specific comments on:
 - Student’s diligence at work;
 - Regularity of student’s interaction with supervisor(s);
 - Progress achieved and problems encountered (including supervision, provision of resources, safety issues, etc.);
 - Student’s progress in research;
 - Problems (and nature thereof) affecting progress of research work;
 - Status to be given to registration (e.g. conversion to PhD Programme, termination of registration, leave of absence, etc.);
 - Research project-related activities (e.g. poster presentation, seminar, etc.);
 - Anticipated completion date (if applicable).

2.2.3 Composition of Faculty Research Committee

- Two (2) Professors/Associate Professors, PhD holders on the Permanent and Pensionable Establishment (not from the same Department) of the Faculty to be appointed for a period of two (2) years on seniority and rotation basis. The Chairperson shall be the most senior between the two (2) Professors/Associate Professors;
- All Heads of Department;
- Faculty Research Advisor;
- Co-opted members in the relevant field as and when required; and

Half of the members of the FRC would form a quorum.

2.2.4 Role of the Faculty Research Committee (FRC)/Centre for Innovative and Lifelong Learning Research Committee (CILLRC)

The FRC/CILLRC shall act on the Progress Reports, SPFs and any other reports received from the student/supervisor(s). The FRC/CILLRC shall make recommendations to Faculty Board/CILL Board on the status of the student's registration and the Re-enrolment of the student.

The FRC/CILLRC shall make recommendations on:

- (i) the Status of the registration of MPhil/PhD students
- (ii) Ongoing registration – MPhil (or PhD)
Recommended Re-registration on Annual basis subject to satisfactory progress
- (iii) Termination of registration:
Recommended Termination of registration when progress is unsatisfactory. Students shall be given the opportunity to appeal against the decisions
- (iv) Change in mode of study;
- (v) Interruption of Studies,
- (vi) Conflict between student and supervisor(s);
- (vii) Identification of External Assessors and External Examiners
- (viii) Transfer to PhD:

Recommended for external assessment on the basis of evidence from student and supervisor(s) on:

- Extent of results achieved and contribution to area of knowledge
- Orientation of proposed research work for doctoral studies
- Contribution of proposed research work to original knowledge in area under study
- E-portfolio including:
 - Student Progress Report;
 - Problems encountered – Action taken;
 - Abridged reports should be tagged with a Gantt chart and objectives set. % of work carried out should be included

The FRC/CILLRC will also look into any case of plagiarism.

2.3 Informal Monitoring: Departmental Mechanisms

2.3.1 Quality Assurance (QA) Procedures

The FRC/CILLRC may also wish to set procedures and mechanisms to ensure monitoring of a research programme. The Faculties (or Departments) will have to write down the desirable QA procedures.

2.4 Publication of Research Paper by MPhil/PhD Students

MPhil/PhD Students will be expected to publish at least **one** Research Paper in an internationally peer-reviewed impact factor Journal or any publication approved by UoM prior to the final submission of their Thesis for examination.

Publications should be in an internationally peer reviewed journals which are indexed and recognized as non-predatory journals (Clarivate analytics journal list, or other renowned publishers)

Students with minimum of two years post-registration should submit a paper/oral presentation/poster presentation at a Conference at a recognized institution or present a paper at the yearly UoM Research/Innovation Week.

2.5 Research Student Logbook

Monitoring and attendance is done through the Research Student Logbook, showing the students' cumulative records of activity at the UoM. The logbook with its record of meetings is kept by the Research student with e-copies of the meetings being provided to other Supervisors after each meeting. Completed electronic meeting records are stored centrally by the Faculty/Centre Administrative Officer. There must be a minimum of 12 records of meetings per year, if there are numerous meetings throughout the year. The 12 records selected for the central file should be on review of progress and actions to be taken. The logbook (*as annexed*) should be submitted together with the research work.