



POSTGRADUATE CANDIDATURE REQUIREMENT CHECKLIST
FOR DOCTORAL DEGREE (COURSEWORK)

All postgraduate candidates are required to complete their candidature by fulfilling the following requirements:

DOCTORAL DEGREE (COURSEWORK)		
<i>Please tick <input checked="" type="checkbox"/> in the appropriate space.</i>	Candidate's checklist	For office use
1. Fulfil the minimum candidature duration of six (6) semesters		
2. Fulfil the University language requirement – Bahasa Malaysia		
3. Fulfil the University language requirement – English Language		
4. Present research proposal at the beginning of the research component registration		
5. Present research progress at Candidature Defence as required by the Faculty		
6. Fulfil the publication requirement according to the criteria set in the publication guidelines, prior to graduation. Please refer to the list of the publication requirement for Postgraduate candidates. The requirements may vary according to the admission session.		
7. Fulfil residential requirement of twelve (12) months. <i>Note: Candidates are considered to have fulfilled the residential requirement upon completion of the coursework component of the programme.</i>		

IMPORTANT NOTE: Candidate is also required to fulfil any additional requirements imposed by the faculty.

Submitted by:

Signature of Candidate

Name of Candidate & Matric no.:

 Date: _____

Verified by:

Signature of Supervisor

Name of Supervisor:

Date:

Signature of PTj's Assistant Registrar

Name of Assistant Registrar:

Date:

PUBLICATION REQUIREMENT FOR POSTGRADUATE CANDIDATES
BY COURSEWORK

ADMISSION SESSION	SEMESTER	DOCTORAL CANDIDATE
2017/2018 and onwards	I	<p>Doctoral candidates pursuing programmes in the field of Sciences must show proof of submission for publication of at least one (1) article in journal indexed by Thomson Reuters Web of Science (WoS) or Scopus (according to the criteria set in the publication guidelines), prior to graduation.</p> <p>Doctoral candidates pursuing programmes in the field of Social Sciences must show proof of submission for publication of at least one (1) article in journal indexed by Thomson Reuters Web of Science (WoS) or Scopus or Malaysian Citation Index (MyCite (according to the criteria set in the publication guidelines), prior to graduation.</p>

**GUIDELINES FOR PUBLICATION IN FULFILMENT OF GRADUATION REQUIREMENTS
FOR POSTGRADUATE CANDIDATES (SENATE APPROVAL ON 24.08.2017)**

Publication(s) produced by postgraduate candidates in fulfilment of graduation requirements must comply with the following criteria:

CRITERIA	REMARK
Type of Publications	<p>(1) Research article or review article in journals indexed in:</p> <p>(a) Web of Science Core Collection databases (https://apps.webofknowledge.com)</p> <ul style="list-style-type: none"> • Science Citation Index Expanded™, • Social Sciences Citation Index® and • Arts & Humanities Citation Index® <p>(b) Scopus (https://www.scopus.com/); or</p> <p>(c) *<i>Malaysian Citation Index (MyCite)</i> (http://www.mycite.my/)</p> <p>(2) *Books published by publishers listed in:</p> <p>(a) <i>Web of Science (WoS) Master Book List</i> (http://wokinfo.com/mbl/publishers/)</p> <p>(b) <i>Malaysian Scholarly Publishing Council or Majlis Penerbitan Ilmiah Malaysia (MAPIM)</i> (https://www.um.edu.my/research-and-community/information-for-researchers/downloads/myra)</p> <p>(c) Any publishers listed and recognized by Academic Responsible Centre (PTj)</p> <p><i>*Only applicable to candidates pursuing programmes in the field of Arts and Social Sciences.</i></p>
Authorship	<p>Publications must be published with the supervisor(s). The supervisor shall act as the corresponding author. In the event that the candidate has more than one supervisor, one of them shall be the corresponding author.</p> <p>The candidate must be the first author or either the second or subsequent author after the supervisor(s), or the first student author. In the event, two or more candidates co-authored in an article, only one candidate is allowed to use this article to fulfil his/her graduation requirement.</p>
Authorship Agreement	<p>Candidate must provide a copy of authorship document that was submitted to the respective publishers (e.g. Authorship Agreement/Form or Statement of Authorship or cover letter of article submission), confirming all the named authors has agreed to publication.</p>
Timing	<p>Publications must be within the candidature of the candidate.</p>

DOCTORAL DEGREE (COURSEWORK)

CRITERIA	REMARK
Topic of publications	Publications must be related and conform to the candidate's research in his/her thesis/dissertation.
Affiliation	Publications must carry the affiliation of the department and/or faculty where the candidate is registered.
Blacklisted journals	<p>Publications in journals blacklisted by the Malaysian Ministry of Education (MoE) are not accepted:</p> <ol style="list-style-type: none"> (1) Academic Journal (www.academicjournals.org); (2) Euro Journal Inc. (www.eurojournals.com); (3) Common Ground Publishing (www.commongroundpublishing.com); (4) Africa World Press Inc. (www.africaworldpressbooks.com). <p>The list of blacklisted journals is subject to change from time to time according to MoE.</p>
Completion period	<p>Candidates who have completed the examination of their thesis/dissertation must fulfil the publication requirement as set by the University before the expiry of their maximum period of candidature.</p> <p>Candidates who have completed their thesis/dissertation examination and reached their maximum period of candidature but are yet to fulfil the stipulated publication requirement, may be given a period of 12 months from the date of the final submission of thesis/ dissertation to do so. In this case, the application must be submitted to the Dean of Institute of Graduate Studies (IGS) for approval.</p> <p>If the candidates fail to fulfil the publication requirement within the approved period, they will be terminated from the program of study and considered as failed.</p>