UNIVERSITY OF MALAYA

POSTGRADUATE CANDIDATURE REQUIREMENT CHECKLIST

FOR DOCTORAL DEGREE (RESEARCH MODE)

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

DOCTORAL DEGREE (RESEARCH MODE)		
Please tick ☑ in the appropriate space.	**Candidate's checklist**	**For office use**
1. Fulfil the minimum candidature duration of four (4) semesters.		
2. Fulfil the University language requirement – Bahasa Malaysia		
3. Fulfil the University language requirement – English Language		
4. Attend at least 3 credits of Research Methodology Course not later than the second (2nd) semester of candidature.		
5. Present research proposal at Proposal Defence not later than the second (2nd) semester of candidature.		
6. Present research progress at Candidature Defence not later than the fifth (5th) semester of candidature.		
7. Present research progress at Thesis Seminar before the submission of thesis for examination.		
8. 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. *Note: Candidates may submit 3 Months' Notice by attaching any evidence of ongoing publication progress (e.g. acknowledgement letter from the respective journals upon manuscript submission), on the condition that the proof of acceptance for publication is provided to the Faculty **BEFORE** graduation.*		
9. Fulfil residential requirement of twelve (12) months. *Note: Candidates are considered to have fulfilled the residential requirement if requirements **no. 4 to no. 7** above are fulfilled.*		

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	**Signature of PTj's Assistant Registrar**
Name of Supervisor:	Name of Assistant Registrar:
Date:	Date:

PUBLICATION REQUIREMENT FOR POSTGRADUATE CANDIDATE
BY RESEARCH

ADMISSION SESSION	SEMESTER	DOCTORAL CANDIDATE
2006/2007 and previous	I and II	**Exempted from publication requirement**
2007/2008	I and II	Doctoral candidates must publish **at least one (1) paper for publication from their research in any refereed journal prior to viva-voce and the Committee of Examiners meeting.** For this purpose, publication in international or professional proceedings can be taken into consideration.
2008/2009	I	
	II	Doctoral candidates must show **proof of submission of at least two (2) papers for publication in ISI journal prior to viva-voce and the Committee of Examiners meeting.**
2009/2010	I and II	
2010/2011	I and II	
2011/2012	I and II	
2012/2013	I	

	II	Doctoral candidates pursuing programmes in the field of **Sciences** must show **proof of acceptance for publication of at least two (2) articles in journals indexed by Thomson Reuters Web of Science (WoS) (according to the criteria set in the publication guidelines), prior to graduation.**
		
		Doctoral candidates pursuing programmes in the field of **Social Sciences** must show **proof of acceptance for publication** as per the following (according to the criteria set in the publication guidelines), prior to graduation:
		
		(a) at least one (1) article in journals indexed by Thomson Reuters Web of Science (WoS)
		
		   or;
		
		(b) at least one (1) book published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or by University of Malaya Press or *Dewan Bahasa dan Pustaka* or any publishers recognized by the Faculty
		
		   or;
		
		(c) at least two (2) publications in Category A or B refereed journals, or book chapters as follows:
		
		   • **Articles in Category A journals:**

2013/2014 and onwards	I and II	

ADMISSION SESSION	SEMESTER	DOCTORAL CANDIDATE
		Journals indexed in the Scopus citation database; or the ERA Journal List (Australian Research Council). • **Articles in Category B journals:** Journals published by University or scholarly publishers or listed in MyJurnal (Malaysian Journal Management System). (List of Category B journals must be recognized by the Faculty). • **Book chapters in different books:** Book chapters published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List, or by University of Malaya Press or *Dewan Bahasa dan Pustaka* or any publishers recognized by the Faculty. Two (2) book chapters in different books are equivalent to one (1) publication.
2017/2018 and onwards	I	Doctoral candidates pursuing programmes in the field of **Sciences** must show **proof of acceptance for publication of at least two (2) articles in journals indexed by Thomson Reuters Web of Science (WoS) (according to the criteria set in the publication guidelines), prior to graduation.** Doctoral candidates pursuing programmes in the field of **Social Sciences** must show **proof of acceptance for publication** as per the following (according to the criteria set in the publication guidelines), prior to graduation: (a) at least one (1) article in journals indexed by Thomson Reuters Web of Science (WoS) or; (b) at least one (1) book published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or by University of Malaya Press or *Dewan Bahasa dan Pustaka* or any publishers recognized by the Faculty or; (c) at least two (2) publications in Category A or B refereed journals, or book chapters as follows: • **Articles in Category A journals:** Journals indexed in the Scopus citation database. • **Articles in Category B journals:** Journals published by University or scholarly publishers or listed in

ADMISSION SESSION	SEMESTER	DOCTORAL CANDIDATE
		MyJurnal (Malaysian Journal Management System). (List of Category B journals must be recognized by the Faculty). • **Book chapters in different books:** Book chapters published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List, or by University of Malaya Press or *Dewan Bahasa dan Pustaka* or any publishers recognized by the Faculty. Two (2) book chapters in different books are equivalent to one (1) publication.

<u>GUIDELINES FOR PUBLICATION IN FULFILMENT OF GRADUATION REQUIREMENTS FOR POSTGRADUATE CANDIDATES (Senate Approval on 24.8.2017)</u>

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

CRITERIA	REMARK

Type of Publications	(1) Research article or review article in journals indexed in:
	  (a) Web of Science Core Collection databases (https://apps.webofknowledge.com)
	    • Science Citation Index Expanded™,
	    • Social Sciences Citation Index® and
	    • Arts & Humanities Citation Index®
	
	  (b) Scopus (https://www.scopus.com/); or
	
	  (c) *Malaysian Citation Index (MyCite)* (http://www.mycite.my/)
	
	(2) *Books published by publishers listed in:
	  (a) *Web of Science (WoS) Master Book List (http://wokinfo.com/mbl/publishers/)*
	  (b) *Malaysian Scholarly Publishing Council or Majlis Penerbitan Ilmiah Malaysia (MAPIM)* (https://www.um.edu.my/research-and-community/information-for-researchers/downloads/myra)
	  (c) Any publishers listed and recognized by Academic Responsible Centre (PTj)
	
	Only applicable to candidates pursuing programmes in the field of Arts and Social Sciences.

Authorship	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. 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.
Authorship Agreement	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.
Timing	Publications must be within the candidature of the candidate.

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	Publications in journals blacklisted by the Malaysian Ministry of Education (MoE) are not accepted: (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). The list of blacklisted journals is subject to change from time to time according to MoE.
Completion period	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. 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. 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.