



GUIDELINES TO DEFENCE OF RESEARCH PROPOSAL (DRP)

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INTRODUCTION

These guidelines provide postgraduate students at Akademi Pengajian Bahasa (APB) with essential information about how to prepare and submit Defence of Research Proposal (DRP) in a format acceptable to the Graduate School (IPSIS). The topics range from format, preparation of content to the completion of required forms and the DRP session.

1.0 THE FORMAT

The formatting of DRP must adhere to the following specifications;

Page Limit	: 20-30 pages for Master degree and 50-60 pages in the case of the degree of PhD
Font	: Typewritten in either 12pt Times New Roman, 10pt for Arial or 11pt for Calibri
Spacing	: The texts of DRP should be produced in 1.5 spacing only.
Citation	: A bibliographical reference should be given for every work, published or unpublished, cited in the text using APA (7 th Edition)

2.0 THE CONTENT

The front matter frames the DRP work which includes these; Cover page with full title of the research, Student's name, Student's ID, Program, Supervisors' name and Table of Contents. And in the DRP body, provide Introduction, Review of Literature and Methodology chapters only.

Chapter 1 Introduction

- Background of the problem/study
- Problem statement/Problem identification
- Research objectives
- Research questions
- Theoretical Framework
- Scope and limitations of the study
- Significance of the study

Chapter 2 Review Of The Literature

The chapter should be sufficiently comprehensive to map out the literature foundation on which the study is situated. The review should be organized conceptually or thematically, which establishes a framework for the investigation.

- Literature review
- Conceptual framework (if applicable)
- Hypotheses (if applicable)

Chapter 3 Methodology

- *Introduction*- remind the reader of the purpose of the study, its importance, and the general methodological decision
- *Research Design*- describe and justify the design choice (e.g. experimental, quasi-experimental, survey, case study, phenomenology, ethnography, descriptive, interpretative)
- *Site and Participant Selection*
- *Data Collection*
- *Data Analysis*
- *Reliability and Validity/ Establishing Credibility* - describe the steps that will be taken to enhance the quality of the data and the knowledge claim arising from the data
- *Summary and/or Restatement of the Purpose*

*List of references and Study plan/Gantt chart should be provided at the end of the three chapters.

3.0 THE DRP PRESENTATION

Master and PhD students (by research) need to defend their proposal in front of a panel of assessors by presenting the following;

- a. Full Title of the Research
- b. Background of the Problem / Study
- c. Problem Statement / Problem Identification
- d. Research Objective / Research Questions
- e. Scope and Limitations of the Study
- f. Significance of Study
- g. Literature Review
- h. Conceptual Framework (if Applicable)
- i. Research Methodology / Research Design / Sampling / Data Collection / Plan for Data Analysis
- j. Study Plan / Gantt Chart

4.0 SUPPORTING DOCUMENTS AND FORMS

Master and PhD students (by research) who wish to present their proposal should fill in the following forms;

- a. Confirmation for Defence of Research Proposal
- b. Defence of Research Proposal Assessment Form
- c. Defence of Research Proposal Result
- d. Defence of Research Proposal Correction Verification

<https://ipsis.uitm.edu.my/index.php/rsforms>

5.0 REQUIREMENTS OF DRP

Master and PhD students (by research) who wish to present their proposal should meet all of these requirements;

- a. Attend IPSIS Research Skills Seminars in Semester 1 and other requirements as stipulated by the faculty.
- b. Attend and complete all TIE2 modules which is organized by MASMED for PhD students.
- c. Consult regularly with their supervisors to discuss the research proposal.
- d. Defend their research proposal within the stipulated time.

Degree	Mode	
	Full Time	Part Time
PhD	12 months	18 months
Master	6 months	12 months

- e. Students will be given AM1 (Warning 1) or AM2 (Warning 2) status by the faculty if they fail to submit and present their research proposal within the stipulated time period.
- f. A student may be terminated if he/she:
 - i. fails in the defence of his/her research proposal (D10)
 - ii. fails to maintain a satisfactory level of performance for two consecutive semesters as affirmed in the Research Progress Reports (D10)
 - iii. obtains AM2 for Master or AM3 for PhD degree (D10)

6.0 DEFENCE OF RESEARCH PROPOSAL (DRP) SESSION

It is a University requirement that all PhD and Master students defend their research proposals within a certain period from the date of their registration. Defend the research proposal for Master and PhD students is held at the faculty. The process and procedures of the DRP applies to both Master and PhD programmes. Two weeks prior to the DRP date, the student MUST submit the following documents to the faculty:

- a. Research Proposal
- b. Confirmation for Defence of Research Proposal Form
- c. Certificate of attendance for IPSIS Research Skills Seminars
- d. Certificate of TIE2 seminar (PhD students only).
- e. The Originality Report (using the subscribed anti-plagiarism software) must be less than 30% similarity index.

The proposal will be assessed by a panel of assessors who will be appointed by the faculty. The panel consists of:

- a. A Chairperson and
- b. at least two (2) examiners

The categories of result for this assessment are:

- i. Proposal accepted without amendments. Student can proceed.
- ii. Proposal accepted with minimal amendments. Proposal with amendments as recommended by the panel of assessors must be submitted to and verified by the Faculty within one month after the date of DRP. Student can then proceed.

- iii. Major amendments. Student is required to resubmit the amended proposal and present again at the faculty.
- iv. Proposal rejected. Student is required to prepare a new proposal and present again at the faculty.

If the amended proposal is not approved by the panel of assessors at the second presentation, the student may be advised to leave the programme.

References

IPSIS UiTM, The Academic Rules and Regulations for Postgraduate (Amendment 2020)

<https://ipsis.uitm.edu.my/index.php/student/guidelines-drp?start=2>