



UNIVERSITI
TEKNOLOGI
MARA

INSTITUTE OF GRADUATE STUDIES

Logbook :

RESEARCH STUDENT PROGRESS

Student's Name :

Programme Code :

Main Supervisor :

Co-Supervisor(s) : 1)

2)

3)



Silver Medal for IID2010-SE Competition
12-14 October 2010

Student

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Preface



UiTM takes pride in its establishment as one of the premier institutions of higher education in Malaysia. Although the history of UiTM dates back to 1956, the genesis and growth of the Institute of Graduate Studies (IGS) can be traced to April 1997. It was the passing and ratification of the ITM Act in 1966 that laid the foundation for the establishment of IGS. The institute prides itself as being progressive, dynamic and innovative in fulfilling its aims of providing opportunities for Bumiputera graduates to further their education at the Master's and Doctoral levels.

This thus endorses its vision of engineering academic excellence and being at the forefront of graduate academic advancement. In striving to raise the levels of professional graduate education, it is the Institute's mission to nurture the creation of a graduate learning community by providing educational opportunities that would help to push its frontiers for societal well-being.

Institute of Graduate Studies (IGS) operates as the nerve-centre of graduate-level education in the institution and is responsible for the implementation and management of overall administration. It coordinates and formulates policies on admission and academic regulations, as well as provides support to facilitate research and learning among postgraduate students.

IGS would like to congratulate and welcome students, in realising their dream and/or enhancing their career, through the pursuit of postgraduate studies at UiTM. Your journey begins here...

Plagiarism

**Do you know that
you have committed
the act of Plagiarism if you**

TAKE, USE, STEAL, PRODUCE and PASS OFF another person's thoughts, writings, ideas* and inventions

as one's own

*The Concise Oxford Dictionary, 6th edition, (1976)
and Meriam - Webster (2005)*

PRESENT as new and original an idea* or product that you buy or obtain from reported findings

QUOTE, PARAPHRASE or BORROW someone's ideas*

SUMMARIZE an author's works in your paper**

DOWNLOAD, COPY, and PASTE a paper, or section thereof, from the Internet

INSERT or SUBSTITUTE phrases and parts of an original text into your own work**

TRANSLATE an original text or parts of it

**WITHOUT ACKNOWLEDGING
OR CREDITING
THE ORIGINAL SOURCE?**

* Ideas can also be in the form of theory, facts, statistics, graphs, drawings, photographs etc

** Your work / paper includes theses, research and report writings, project papers, assignments, tests and examinations

Plagiarism
is a very serious academic offence

The **PENALTIES** :

👉 A Fail Grade for your work

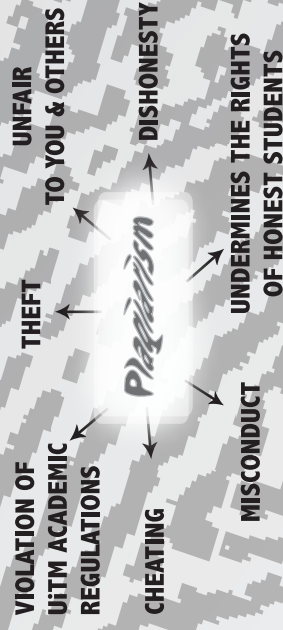
👉 A Suspension of your Academic session

👉 An Expulsion from the University

👉 A Withdrawal/Revocation of your Degree

UiTM takes serious view of plagiarism.

In 2010, 3 students were found guilty of plagiarism, 1 student was expelled and 2 were suspended for a semester.
(IPSIS, UiTM)



**PLAGIARISM IS WRONG
MORALLY & LEGALLY**

And the Prophet Muhammad s.a.w
(peace and blessings of Allah be upon him) said;

“.....Lying leads to immorality and immorality leads to Hellfire. A man will keep telling lies and striving to tell lies until he is recorded with Allah s.w.t as a liar.”

Narrated by al-Bukhaari, 5629; Muslim, 4719.

“It is better to fail in originality
than to succeed in imitation”

Herman Melville

The Prophet (peace and blessing be upon him)
has made this clear in the hadith:

“He who cheats us does not belong to us.”

Any one who cheats really commits a sin

and he who helps him in cheating also shares in the blame.



Any enquiries, please contact:

Prof Madya Dr Ashari Abd Jalil : 03-5522 5419

Prof Madya Hjh Juridah Atin : 03-5522 5540

Research Student Progress Contents :



- 1. Research Student Progress Information**
- 2. Contact Information**
- 3. Evolution of Thesis Title**
- 4. PhD Planner- Year 1 Semester 1**
- 5. PhD Planner-Year 1 Semester 2**
- 6. PhD Planner-Year 2 Semester 3**
- 7. PhD Planner-Year 2 Semester 4**
- 8. PhD Planner-Year 3 Semester 5**
- 9. PhD Planner-Year 3 Semester 6**
- 10. PhD Planner- Extended Year 4 Semester 7**
- 11. PhD Planner-Extended Year 4 Semester 8**

WHAT YOU NEED TO KNOW



1. The logbook entitled "Research Student Progress" is to record the student's progress from commencement date until the submission of hard-bound copy to Institute Graduate Studies (IGS).
2. Supervisor and student are responsible to keep the logbook. Both the supervisor and student have to agree on the outcome of the meeting by signing on the page provided.
3. This logbook should be made available by the student and/or supervisor upon request by IGS and/ faculty.
4. Students are to defend their research proposal during the second semester of their study.
5. All research students are required to attend IGS Research Skills Seminar. IGS Research Skills Seminar is a pre-requisite prior to defending research proposal. Students have to attach a copy of the certificate of attendance of IGS Research Skills Seminar, Turnitin Report and research proposal when submitting Defence of Research Proposal form to faculty.
6. Students enrolled for PhD programmes are required to attend Training in Innovation and Entrepreneurship Exploration (TIE²). TIE² is a collaboration between IPSis and Malaysia Academy of SME & Entrepreneurship Development (MASMED). A copy of the certificate of attendance will have to be submitted together with DRP forms and those stated in no.5. This requirement is for newly registered students beginning **March 2016**.
7. Students that have successfully defended their DRP are required to present in Institute of Graduate Studies Three Minute Thesis Competition or IGS 3MT. 3MT is a copyright of the University of Queensland. Please visit www.threeminutethesis.org for more information on 3MT. The certificate of participation is to be submitted together with Notice of Intention to Submit Thesis form and Turnitin Report. This requirement is for newly students registered beginning **March 2015**.
8. Students have to ensure that they meet their supervisor at least 10 hours a month. This meeting should be recorded in this logbook. Frequency of this meeting will be reported in the Student's Progress Report. Supervisor however may reduce the minimum hours as deemed fit as their student progress in their research. (The definition of meeting includes email, skype or any other form of communication)
9. Students have to present their research progress to the faculty as and when required by the faculty.
10. Students are encouraged to present/publish papers as stated below:
 - i) Masters : minimum of 1 paper.
 - i) PhD : minimum of 2 papers.
11. Please visit <http://ipsis.uitm.edu.my> for latest updates.

"All the Best from IGS"

Contact Information



Student

Name : _____
Home Add. : _____
Faculty Add. : _____
E-mail Add. : _____
H/P No. : _____

Main Supervisor

Name : _____
Faculty Add. : _____
E-mail Add. : _____
H/P No. : _____

Co-Supervisor

- (1) Name : _____
Faculty Add. : _____
E-mail Add. : _____
H/P No. : _____
- (2) Name : _____
Faculty Add. : _____
E-mail Add. : _____
H/P No. : _____
- (3) Name : _____
Faculty Add. : _____
E-mail Add. : _____
H/P No. : _____

Evolution of Thesis Title



Title 1 : _____

Date : _____

Final title
(please tick)

☐

Title 2 : _____

Date : _____

☐

Title 3 : _____

Date : _____

☐

Title 4 : _____

Date : _____

☐

Title 5 : _____

Date : _____

☐

YEAR 1 - Semester 1

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

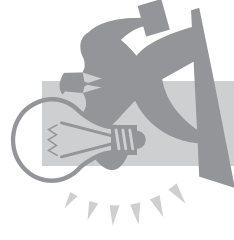
Month : _____

PhD PLANNER - YEAR 1

SEMESTER 1

Content	please tick the appropriate boxes below		Title	Date	Venue
IGS Research Skills Seminar (8 modules)	S&T	SS/BM	Starting your PhD		
	☐	☐	Working with your supervisor		
	☐	☐	Searching the literature		
	☐	☒	Developing critical reading skills		
	☒	☐	Developing conceptual framework		
	☐	☒	Identifying the research question		
	☐	☐	Writing the literature review		
	☐	☒	Introduction to research methods		
	☒	☐	Methodology-Quantitative research		
	☒	☐	Methodology –Qualitative research		
	☐	☐	Writing the research proposal		

- Please tick the boxes according to the modules offered for S&T and SS/BM
- Have you met your supervisor?



MEETINGS

Year 1 Semester 1

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP** : Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 1 Semester 1

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
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Year 1 Semester 1

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Year 1 Semester 1

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Year : _____

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Year 1 Semester 1

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Year 1 Semester 1

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Year : _____

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YEAR 1 - Semester 2

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

PhD PLANNER - YEAR 1

SEMESTER 2

Content	Title	Date	Venue
Defence Proposal			
IGS Enhancement Series			
Attended conference/seminar/workshop			
Others:			

- Six months have passed, have you started your writing?
- Have you had your mock defence proposal at the faculty?
- Don't forget to inform your faculty that you are defending your proposal...
- Remember to attach the Certificate of Attendance (IGS Research Skills Seminar) when you are submitting the research proposal to the faculty.
- To defend your research proposal ,you must have the approval from your supervisor and faculty.
- To participate in IGS 3MT after successfully defended the research proposal.



MEETINGS

Year 1 Semester 2

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

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MEETINGS

Year 1 Semester 2

Month : _____

Year : _____

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			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
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Year 1 Semester 2

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Year 1 Semester 2

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Year 1 Semester 2

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MEETINGS

Year 1 Semester 2

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Year : _____

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YEAR 2 - Semester 3

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

PhD PLANNER - YEAR 2

SEMESTER 3

Content	Title	Date	Venue
IGS Research Data Analysis Seminar	Overview of Data Analysis Strategy for Data Analysis using SPSS-part 1 Strategy for Data Analysis using SPSS-part 2		
Attended conference/seminar/workshops			
IGS Enhancement Series			
Others:			

- Don't stop writing...
- Need to enhance on certain skills...enquire about IGS Enhancement Series.
- Do attend the IGS Research Data Analysis Seminar.



MEETINGS

Year 2 Semester 3

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
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1 hour face to face (inclusive of skype)
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MEETINGS

Year 2 Semester 3

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
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MEETINGS

Year 2 Semester 3

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

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MEETINGS

Year 2 Semester 3

Month : _____

Year : _____

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			Supervisor	Student

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MEETINGS

Year 2 Semester 3

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
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4 hours non face to face

MEETINGS

Year 2 Semester 3

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP :** Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP :** Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

YEAR 2 - Semester 4

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

PhD PLANNER - YEAR 2

SEMESTER 4

Content	Title	Date	Venue
IGS Research Writing Skills Seminar	Introduction to thesis writing and writing the Review of Literature		
Present Progress at faculty	Writing the Methodology and the Results		
Present/publish paper	Writing the Discussion		
Attended conference/seminar/workshops			
IGS Enhancement Series			
Others:			

- Don't forget to smell the roses...
- Have you presented your progress at the faculty...?
- How about your writing skills...? You should attend IGS Research Writing Skills to enhance it.



MEETINGS

Year 2 Semester 4

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP** : Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 2 Semester 4

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP** : Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 2 Semester 4

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP** : Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 2 Semester 4

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP** : Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 2 Semester 4

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP :** Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP :** Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 2 Semester 4

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP** : Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

YEAR 3 - Semester 5

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

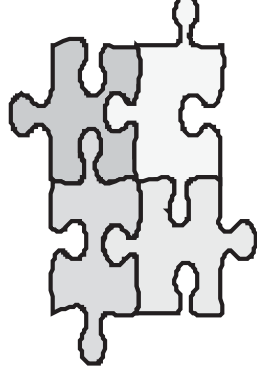
Month : _____

PhD PLANNER - YEAR 3

SEMESTER 5

Content	Title	Date	Venue
Present/publish paper			
Attended conference/seminar/workshops			
IGS Enhancement Series			
IGS Research Data Analysis Seminar			
IGS Research Writing Skills Seminar			
Others :			

- Forget how to analyse your data...? Sign up for IGS Research Data Analysis Seminar
- Hope your 'jigsaw puzzle' fits.



MEETINGS

Year 3 Semester 5

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP** : Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 3 Semester 5

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP :** Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP :** Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 3 Semester 5

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP** : Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 3 Semester 5

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP** : Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP** : Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 3 Semester 5

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP :** Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP :** Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 3 Semester 5

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP :** Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP :** Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

YEAR 3 - Semester 6

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

PhD PLANNER - YEAR 3

SEMESTER 6

Content	Title	Date	Venue
Present progress at faculty			
Present/publish paper			
Attended conference/seminar/workshops			
IGS Enhancement Series			
IGS Research Data Analysis Seminar			
IGS Research Writing Skills Seminar			
Others:			

- Want to polish your writing skills?... Sign up for IGS Research Writing Skills Seminar.
- Don't forget to fill up the necessary forms to submit your thesis for Viva-Voce.
- If you have not concluded your research...Don't Give Up...Success is just around the corner.



MEETINGS

Year 3 Semester 6

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP :** Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

*** After DRP :** Minimum of 5 hours a month:
1 hour face to face (inclusive of skype)
4 hours non face to face

MEETINGS

Year 3 Semester 6

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

*** Before DRP :** Minimum of 8 hours per month:
4 hours face to face (inclusive of skype)
4 hours non face to face

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MEETINGS

Year 3 Semester 6

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

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MEETINGS

Year 3 Semester 6

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

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MEETINGS

Year 3 Semester 6

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

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MEETINGS

Year 3 Semester 6

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

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4 hours non face to face

YEAR 4 - Semester 7

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

PhD PLANNER - EXTENDED YEAR 4

SEMESTER 7

Content	Title	Date	Venue
Content			
Present/publish paper			
Attended conference/seminar/workshops			
IGS Enhancement Series			
IGS Research Data Analysis Seminar			
IGS Research Writing Skills Seminar			

- Keep writing...

MEETINGS

Year 4 Semester 7

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
			Supervisor	Student

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MEETINGS

Year 4 Semester 7

Month : _____

Year : _____

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MEETINGS

Year 4 Semester 7

Month : _____

Year : _____

Date	Duration (time)	Discussion with supervisor	Signature	
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YEAR 4 - Semester 8

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

Month : _____

PhD PLANNER - EXTENDED YEAR 4

SEMESTER 8

Content	Title	Date	Venue
Content			
Present/publish paper			
Attended conference/seminar/workshops			
IGS Enhancement Series			
IGS Research Data Analysis Seminar			
IGS Research Writing Skills Seminar			
Others			

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