

Postgraduate Office
Academy of Islamic Studies
Universiti Malaysia
Office Phone Number : 03-7967 6109
Email : api_colloquium@um.edu.my

SECTION A : TO BE COMPLETED BY CANDIDATE

Type of Presentation : Proposal Defence ☐ Confirmation Defence ☐
Candidature Defence ☐ Thesis Seminar Presentation ☐

Department : _____

Date of Application : dd / mm / yyyy

Candidate's Name : _____ Matric No. : _____

Programme : _____ Mode of Programme : _____

Current address: _____

Mobile Phone Number : _____ Email : _____

Research Area : _____

Title of Dissertation/Thesis: _____

No. of Chapter : _____

Supervisor(s) Name:

1. _____
2. _____
3. _____

*I hereby confirm that all the details provided are true and complete.

*Candidate's Signature : _____

SECTION B : TO BE COMPLETED BY SUPERVISOR

Proposed Name of Panel's : 1. _____
2. _____

Supervisor's Verification :

Name :
Official Stamp :

SECTION C : TO BE COMPLETED BY HEAD OF DEPARTMENT

Proposed Name of Chairperson : _____

Head of Department Verification : _____
Name :
Official Stamp :

For Postgraduate Division use only.

Date of Presentation : dd / mm / yyyy Time : _____ Venue : _____

**Procedure for Application for Candidature Seminar Presentation
Academy of Islamic Studies**

1. Candidates are required to submit the application form to the Postgraduate Office together with the research proposal or a draft of the thesis/dissertation.
2. Candidates are also required to prepare presentation slides (slideshow) to be emailed to the Postgraduate Office.
3. All documents must be submitted at least two (2) weeks prior to the proposed presentation date.
4. The documents should be sent via email to api_colloquium@um.edu.my, and copied to Mr. Muhammad Aznoh Kamarul Zaman (aznoh@um.edu.my) and Mrs. Nur Liyana binti Abdul Manaff (liyanamanaff@um.edu.my).
5. Upon receiving the complete documents from the candidate, the Postgraduate Office will determine the presentation date and notify the candidate via email.
6. The presentation will be conducted either physically or online, subject to current requirements.
7. The official letter of the presentation result will be communicated to the candidate via email and will also be updated in the MAYA portal.

GUIDELINE FOR PROPOSAL DEFENCE

Duration:

- 1st Semester for Master's and Ph.D's Candidates (Full Research).
- 2nd Semester for Master's Candidates (Mix Mode).

Proposal Defence presentation paper

- Presentation of research progress reports within 10-15 minutes (does not include time for questions and answers)
- 3 copy of Research Progress Report (3000 - 7000 words) which include:
 - ❖ Name and registration number with supervisor name in cover page.
 - ❖ Title of thesis/ dissertation
 - ❖ Introduction
 - ❖ Background of Problem Statement
 - ❖ Problem Statement
 - ❖ Research Objectives
 - ❖ Research Questions
 - ❖ Hypothesis (if any)
 - ❖ Importance and relevance of the study
 - ❖ Definition of Term
 - ❖ Scope/ Limitation of Research
 - ❖ Summary of Literature Review
 - ❖ Research Methodology
 - ❖ Description of conceptual framework or a summary of experimental methods (experiment) and equipment requirements (if any),
 - ❖ Preliminary findings/ pilot test (if any),
 - ❖ Research plan leading to the submission of a dissertation / thesis on the date specified
 - ❖ Bibliography
 - ❖ Content of Chapters Suggestions

GUIDELINES FOR CANDIDATURE DEFENCE

Duration:

- 5th Semester for Ph.D's Candidates (Full Research).
- 3rd Semester for Master's (Full Research).
- 4th Semester for Master's Candidates (Mix Mode).

Candidature Defence presentation paper

- Presentation of research progress reports within 10-15 minutes (does not include time for questions and answers)
- 3 copy of Research Progress Report (5000 - 10000 words) which include:
 - ❖ Name and registration number
 - ❖ Title of thesis/ dissertation
 - ❖ Abstract (500 words in Bahasa Malaysia and English)
 - ❖ Research objectives and problem statement
 - ❖ Importance and relevance of the study
 - ❖ Concise literature review
 - ❖ Methodology of study (Explain the methods used in study such as library research, lab work, field work, historical documentary, interview, survey, evaluation and analysis, etc).
 - ❖ Research findings which have been obtained
 - ❖ Concise bibliography
 - ❖ Research plan leading to the submission of a dissertation / thesis on the date specified
 - ❖ List of publications or conference papers presented during candidature (if any)

GUIDELINES FOR THESIS PRESENTATION

Duration:

- Before thesis submission
- Only for Ph.D's Candidates

Presentation paper

- Presentation of research reports within 10-15 minutes (does not include time for questions questions)
- 3 copy of Research Report (3000 - 5000 words) which include:
 - ❖ Name and registration number
 - ❖ Title of thesis/ dissertation
 - ❖ Abstract not exceed 500 words in Malays, Arabic and English; and
 - ❖ Full summary of the purpose and scope of the thesis as well as major findings of the research (3000 - 5000 words).