

## Guidelines for Enrolment to PhD by Prior Publication

### Preamble

This document provides guidelines for the *Enrolment* to PhD by Prior Publication mode.

Applicants who are applying for enrolment to PhD by Prior Publication mode should fulfill the entry requirement for the PhD by Conventional mode of the intended field of study.

Upon recommendation by the Admission Evaluation Committee, the Faculty/Institute/School shall present to the University Senate for the approval of admission.

### 1. Preparation of Documents

In order to evaluate an application for PhD by Prior Publication, the applicant has to submit the following along with the application form:

#### 1.1 Prior Publications

- The candidate must have published minimum of **FIVE (5)** publications or equivalent works as first/ corresponding author in alignment with the theme of the specialization.
- These publications must be published within **TEN (10)** years prior to the date of application, which include high-quality journals, monographs, books, research-based chapters in books, electronic publications, creative works, artefacts in the field.
- If a prior publication has been used to obtain other academic qualifications/awards or deemed a part of those qualifications/awards, by the candidate or by another person, this publication shall **NOT** be considered for enrolment to PhD by Prior Publication.
- For previous published work in research journals and research book chapters, **ONLY** full-length research articles or review articles published in Scopus/WoS journals/books are accepted. Publications in predatory journals are not accepted.
- If the applicant has other publications that showed significant contribution to the field (eg. Art and performance portfolio with international recognition, national/international policies, technical reports to national/international organisations, etc), the faculty admission evaluation panel shall determine the equivalency and propose to Senate for admission approval.
- Faculty/Institute/School has the autonomy to set higher publication requirements for their respective PhD programmes by Prior Publication.

#### 1.2. Executive Summary

- An executive summary of the above publications (3000-5000 words).

The recommended executive summary length is between 3,000 and 5,000 words, and should include the following key components:

- (i) A summary to show coherence between the FIVE (5) (or more) articles and demonstrate the candidate's contribution to knowledge in the specialised field.
- (ii) A clear statement of how the prior published works meet the expectation of a PhD study (between 200 and 500 words).
- (iii) A literature review relevant to the study (between 500 and 1,250 words).

- (iv) A discussion on plan for stages in the PhD study (between 400 and 1,000 words).
- (v) Challenges which may arise in the PhD study (between 200 and 500 words).

### **1.3 Supervisor's Recommendation Letter**

The faculty/institute/school should identify a supervisor to guide the candidate before the submission of application to join PhD by Prior Publication. The candidate's supervisor is required to include the following details in the recommendation letter:

- (i) A brief report on the applicant's research and scholarly achievements, and whether the candidate's prior publications have substantial contributions to the field of study
- (ii) Comments on the following:
  - The knowledge of the applicant with regard to his/her field of research
  - The level of competence the applicant possesses for PhD study
  - The English language proficiency of the applicant

### **1.4. Updated curriculum vitae**

The applicant should provide his/her updated curriculum vitae along with the application:

- (i) Contact Information
  - a) Full name
  - b) Nationality
  - c) Mailing address
  - d) Contact No / Mobile HP No
  - e) Email
- (ii) Education
- (iii) Employment History - a reverse chronological record of employment
- (iv) Awards and Achievements
- (v) Any other information

## **2. Process of Enrolment to PhD programme by Prior Publication**

### **2.1. Submission of Enrolment Documents**

The applicant's supervisor will discuss with the applicant on his/her willingness to join the PhD programme via Prior Publication mode. The submission is to be supported by the supervisor and the Faculty Dean.

Documents required to be submitted by the applicant:

- (i) Enrolment to PhD by Prior Publication Mode form
- (ii) Executive Summary
- (iii) A Recommendation Letter from his/her supervisor
- (iv) Updated curriculum vitae
- (v) Supporting materials (e.g. publications, artworks etc.)

The applicant needs submit the documents to the Faculty Head of Postgraduate Studies. Upon receiving the documents, the Faculty Head of Postgraduate Studies will set up the Faculty Admission Evaluation Committee.

### **2.3. The Faculty Admission Evaluation Committee for PhD by Prior Publications**

#### **2.3.1 Membership**

The Faculty Admission Evaluation Committee for PhD by Prior Publications consists of:

- (a) The Chair, who is the Dean or a Professor of the respective faculty, appointed by the Dean
- (b) Two (2) senior members of the faculty, nominated by the faculty
- (c) At least one (1) Professor from another faculty (must have experience in supervising postgraduate students, especially PhD students)

The Faculty Admission Evaluation Committee is administratively supported by the Director of Office of Postgraduate Studies, or representative.

Note: The committee members must not be the supervisor nor examiner to the applicant in the future (to avoid possible conflict of interest).

#### **2.3.2 Scope of Faculty Admission Evaluation Committee**

The Faculty Admission Evaluation Committee shall:

- a) Evaluate the quality and relevance of the published work submitted by the candidate.
- b) Evaluate the executive summary submitted the candidate whether it can be expanded to be a full-length thesis for PhD by Prior Publication.
- c) Submit a report/minutes to the Faculty and the Office of Postgraduate Studies on the achievements or comments regarding the application concerned

The documents submitted by the applicant are subjected for review by the Committee members. If the applicant's documents have demonstrated work of an acceptable quality for progression, then the applicant will be called to present his/her work at the PhD by Prior Publication examination.

### **2.4. The PhD by Prior Publication Examination**

The applicant must give an oral presentation in the PhD by Prior Publication Examination. The Faculty Admission Evaluation Committee members will act as the examiners who will evaluate the applicant's work and ask questions regarding the enrolment to PhD by Prior Publication. The applicant's supervisor (or co-supervisor) is required to attend the applicant's presentation merely as an observer and should not interfere with the examination process, unless specifically requested by the Chair.

The applicant has to give a 20-minute presentation, which include:

- (a) Research achievements to date, including publications
- (b) Literature review
- (c) Research plan for the PhD thesis [including research question, objectives, research significance, methods and equipment resources, estimated budget (if relevant)]
- (d) Gantt chart of the PhD thesis

The presentation will be followed by a question/comment session, after which the applicant is to leave the presentation venue. The Faculty Admission Evaluation Committee members, together with the applicant's supervisor will then discuss whether the applicant has done sufficient work in his/her executive summary as well as the quality of his/her prior publications. In order for the progression to be successful, a **UNANIMOUS** approval from Committee members is required.

### 2.5. The Results of Admission Evaluation

After the PhD by Prior Publication examination, the Faculty Admission Evaluation Committee may make one of the following recommendations for the Faculty Management Board and University Senate's approval:

- (a) The applicant is recommended to enrol in PhD programme by Prior Publication mode; *or*
- (b) The applicant is **NOT** recommended enrol in PhD programme by Prior Publication mode but can join the PhD programme by conventional mode.
- (c) In the event that the said applicant does not complete or fail the PhD programme by Prior Publication mode, the student will **NOT** be entitled to any award.

### 2.6. Senate's Approval

The decision and recommendation from the PhD Progression Committee will be presented by the faculty/institute/school Dean/Director for the approval of the faculty/institute/school management board and the University Senate.

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