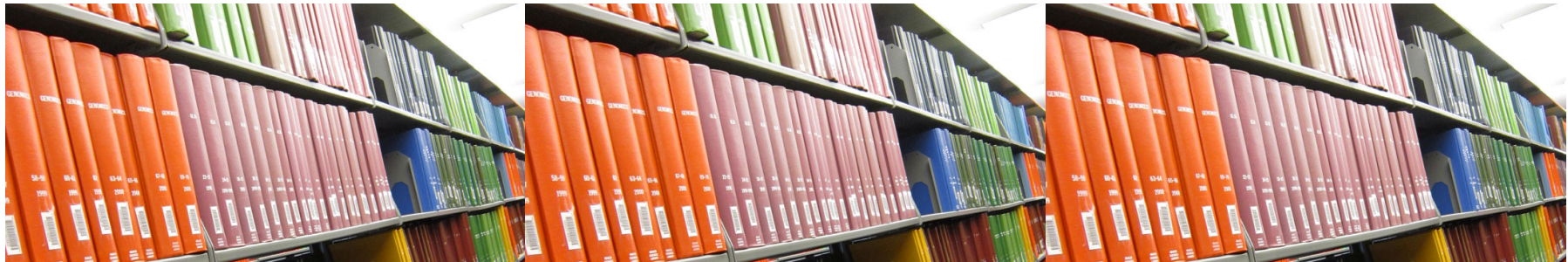


# RESEARCH STUDY I & II BRIEFING



22 Sept 2015

Bilik Kuliah C15-411, 2.15pm-4 pm

# Objective of Briefing

- Important dates
- Rules and regulations
- A word of advice



DUE DATES	RESEARCH STUDY I	RESEARCH STUDY II
<p><b>20<sup>th</sup> Dis 2015</b> (Sunday) (revision week)</p>	<p>Students submit research proposal (Chapter 1, 2, 3 and research instrument) to supervisor for evaluation</p> <ul style="list-style-type: none"> <li>• hard copy</li> <li>• ring binding</li> <li>• white front cover</li> </ul> <p><b>* TESL (MPZ/MPPZ)</b> students are required to submit another copy to TESL Programme Coordinator</p>	<p>Students need to submit your research report (All chapters):</p> <ol style="list-style-type: none"> <li>1 (one) copy to your Supervisor, and</li> <li>1 (one) copy to the faculty academic office together with the approved submission form of Research Study II report <ul style="list-style-type: none"> <li>• approved and signed by supervisor(s) (Faculty will not accept the Research Study II report without this completed form)</li> </ul> </li> </ol> <p>Please abide by the following criteria for your research report:</p> <ol style="list-style-type: none"> <li>Ring binding</li> <li>Front cover (<b>Blue</b> front cover) <ul style="list-style-type: none"> <li>• Research title with <b>less than 15 words</b> (based on UTM title guideline)</li> <li>• <b>Program of study</b> (i.e: MPA/ MPB/ MPC etc.)</li> <li>• <b>DO NOT TYPE</b> any identification like your name and supervisor (s) name anywhere in your report (for blind evaluation purpose)</li> <li>• Please <b>include all relevant materials</b> related to your research (eg: module, instrument, courseware (CD))</li> </ul> </li> </ol>
<p><b>21<sup>th</sup> Dis 2015</b> (Monday)</p>		<p>Faculty distributes Research Study II report to Examiner for evaluation</p>

DUE DATES	RESEARCH STUDY I	RESEARCH STUDY II
<b>3<sup>rd</sup> Jan 2016</b> (Sunday)		<ul style="list-style-type: none"> <li>Supervisor of Research Study II submits mark (max=70%) of their students to the Faculty</li> <li>Examiner I:               <ol style="list-style-type: none"> <li>submits mark (max=30%) of the evaluated Research Study II report to the Faculty</li> <li>returns the evaluated Research Study II report and comments (for students to make correction) to the Faculty</li> </ol> </li> </ul>
<b>4<sup>th</sup> Jan 2016</b> (Monday)	Supervisor of Research Study I submits mark (max=100%) of their students to the Faculty	<ul style="list-style-type: none"> <li>Faculty returns the evaluated Research Study II report to the students</li> <li>Students need to:               <ol style="list-style-type: none"> <li>discuss with supervisor on Examiner's 1 comments</li> <li>make correction(s) based on comments of the Examiner 1 if necessary</li> </ol> </li> <li>Faculty contacts students to reprint report of Research Study II report to be evaluated by another Examiner (for students who get marks of <math>\leq 12\%</math> from Examiner 1)</li> </ul>
<b>5<sup>th</sup> Jan 2016</b> (Tuesday)		<ul style="list-style-type: none"> <li>Students who get marks of <math>\leq 12\%</math> from Examiner 1 are required to resubmit Research Study II to the Faculty to be evaluated by Examiner 2</li> <li>Faculty distributes Research Study II report to Examiner 2 for evaluation</li> </ul>

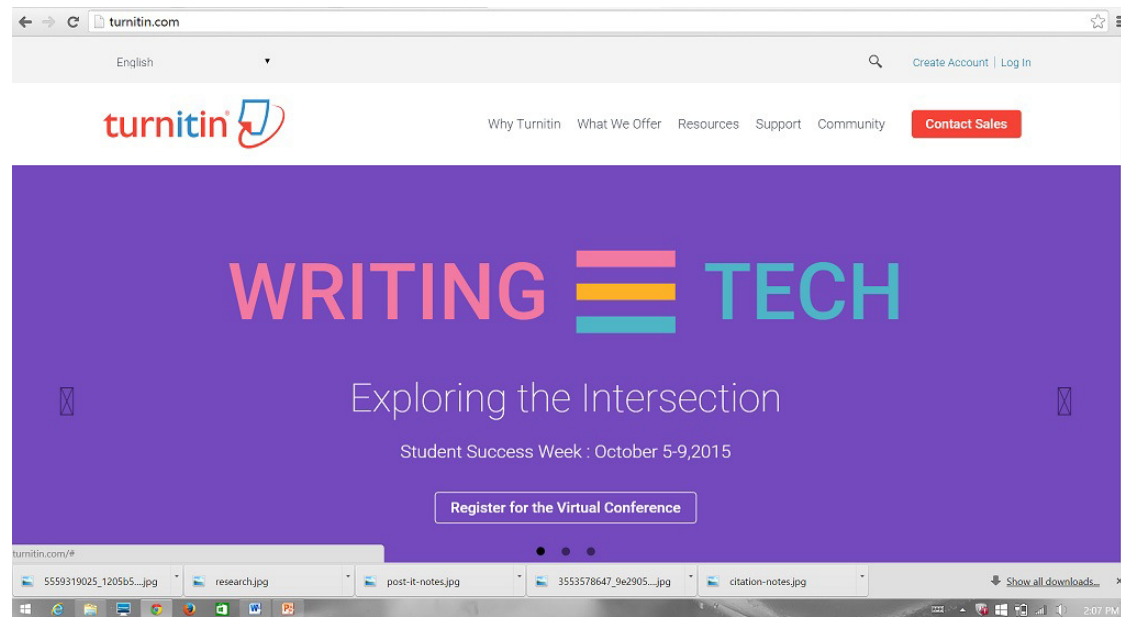
DUE DATES	RESEARCH STUDY I	RESEARCH STUDY II
<b>17<sup>th</sup> Jan 2016</b> (Sunday)		<p>Examiner 2:</p> <ul style="list-style-type: none"> <li>• submits mark (max=30%) of the evaluated Research Study II report to the Faculty</li> <li>• returns the evaluated Research Study II report and comments to the Faculty</li> </ul>
		<ul style="list-style-type: none"> <li>• Faculty returns the evaluated Research Study II report to the students</li> <li>• If the student passes : The student needs to discuss with supervisor on examiner's comments and make correction(s) based on comments of the examiner</li> <li>• If the student fails: the student need to reregister RSII in the following semester.</li> </ul>
<b>20<sup>th</sup> Jan 2016</b> (Wednesday)		<p>Students submit to the Faculty:</p> <ul style="list-style-type: none"> <li>• 2 copies (hard cover) of Research Study II report</li> <li>• 2 CDs that consist of Microsoft word and PDF files of the Research Study II report</li> <li>• completed Research Study II report submission form</li> </ul>

# Regulations and Guidelines

- Percentage of assessment from supervisor and examiner
  - RS I : 100% from supervisor
  - RS II : 70% from supervisor & 30% from examiner – students can fail if marks from examiner is  $\leq 12\%$  from examiner.
- Thesis manual (thesis format guideline) – check SPS website / faculty website

- Attendance : regular meetings with supervisor is a must. Attendance is part of assessment.
- Submission of RSII report to the faculty must be within the dates assigned. Late submission will not be entertained.

- Plagiarism – students can be penalized for plagiarism
- Plagiarism Check: <https://turnitin.com/>





## Word of advice

- Plan well, don't procrastinate
- Research skills
  - literature search and research methodology
- + statistics
- Integrity & ethics
- Resources – PSZ : journals, databases. Make full use of UTM facilities.
- RS topics must align with your programme
- Knowing your strength and weaknesses

