

**Guidelines for Application of the Proposal Defence, Confirmation Defence, Candidature Defence and Thesis Seminar  
in Faculty of Computer Science and Information Technology  
(Postgraduate Programme)**

**Background**

The guidelines can be used by the candidates in Master of Computer Science (Research), Master of Software Engineering (Software Technology), Master of Computer Science (Applied Computing) and Doctor of Philosophy.

**Proposal Defence**

1. Candidate must have an Active (AK) status in current semester of application/presentation.
2. The candidate must obtain the approval/permission from their respective Supervisor(s) before applying.
3. Submit **proposal defence report** to the Postgraduate Office one week before the date of the presentation.
4. All Master candidate must complete the Proposal Defence not later than second semester of candidature.
5. All PhD candidate must complete the Proposal Defence not later than third semester of candidature.

**Confirmation Defence (PhD Fast Track)**

1. Candidate must have an Active (AK) status in current semester of application/presentation.
2. The candidate must have completed Research Methodology course.
3. The candidate must have completed Proposal Defence.
4. The candidate must obtain the approval/permission from their respective Supervisor(s) before applying.
5. Submit **confirmation defence report** to the Postgraduate Office one week before the date of the presentation.
6. PhD fast track candidate must complete the Confirmation Defence not later than fourth semester of candidature.

**Candidature Defence**

1. Candidate must have an Active (AK) status in current semester of application/presentation.
2. The candidate must have completed Research Methodology course.
3. The candidate must have completed Proposal Defence.
4. The candidate must obtain the approval/permission from their respective Supervisor(s) before applying.
5. Submit candidature defence report to the Postgraduate Office one week before the date of the presentation.
6. All Master candidate must complete the Candidature Defence not later than third semester of candidature.
7. All PhD candidate must complete the Candidature Defence not later than fifth semester of candidature.

**Thesis Seminar**

1. Candidate must have an Active (AK) status in current semester of application/presentation.
2. The candidate must have completed Candidature Defence.
3. The candidate must obtain the approval/permission from their respective Supervisor(s) before applying.

4. Submit presentation slide and abstract to the Postgraduate Office one week before the date of the presentation.
5. PhD candidate must complete the Thesis Seminar before the submission of dissertation for examination.

### **Preparations for Proposal Defence Report**

Proposal Defence Report must consist of 3000-7000 words which includes the following:

- a) Introduction, statement of problem and scope of research;
- b) Research objectives;
- c) Summary of literature review;
- d) Description of conceptual framework or summary of experimental methods or summary of research design and required equipment;
- e) The importance and relevance of the study;
- f) Preliminary findings / Pilot test (initial findings, if any);
- g) Proposed work schedule based on the designated date of submission of thesis / dissertation;
- h) Brief bibliography

Please ensure that the contents of the proposal defence report is consistent with the presentation slide.

### **Preparations for Confirmation Defence Report**

Confirmation Defence Report must consist of 4000-7000 words which includes the following:

- a) Introduction, statement of problem and scope of research;
- b) Research objectives;
- c) Complete literature review;
- d) Solid research methods;
- e) The importance and relevance of the study;
- f) Preliminary findings / Pilot test (initial findings, if any);
- g) Proposed work schedule based on the designated date of submission of thesis / dissertation; and
- h) Brief bibliography

Please ensure that the contents of the confirmation defence report is consistent with the presentation slide.

### **Preparations for Candidature Defence Report**

Candidature Defence Report must consist of 5000-10000 words which includes the following:

- a) Abstract (500 words in Bahasa Malaysia and English);
- b) Objectives and statement of problem;
- c) The importance and relevance of the study;
- d) Brief and concise literature review;

- e) Solid research methods;
- f) Research results obtained so far;
- g) Brief bibliography;
- h) Research plan that leads to the submission of the dissertation / thesis on the designated date; and
- i) List of publications or conference papers presented during the period of candidature, if any.

Please ensure that the contents of the candidature defence report is consistent with the presentation slide.