

INSTITUTE FOR POSTGRADUATE STUDIES

WORK COMPLETION DEFENSE (WCD)

Structure A

Checklist for Work Completion Defense – Guide to PG students/Supervisor/Faculty/Expert Panel

The Work Completion Defense (WCD) is to evaluate if the student has done sufficient work for the relevant degree. The WCD is a pre-requisite for thesis submission.

Checklist by Student:-

Tick (✓) in the columns on the right.

1	By submitting the WCD form to the Supervisors, the student indicates the following:	
1.1	(i) The research work is completed.	
1.2	(ii) Intention to submit thesis within a maximum period of 6 months. Actual thesis to be submitted only after Senate approves the thesis title	
2	In order to be allowed to undertake the WCD, the candidate must ensure ALL the following:	
2.1	i) All pre-requisite courses and Proposal Defense have been completed and passed (attached evidence with this form). Attach together the proof of the results.	
2.2	ii) The candidature is Active by the time the Work Completion Defense is undertaken.	
2.3	iii) The draft thesis (containing all chapters) is ready and attached with this form. Guide to what constitutes a draft thesis, please Refer to Guidelines for Draft Thesis (Attachment A).	
2.4	iv) All fees and dues owed to the university have been paid up in full. Attach proof of zero (o) outstanding balance.	
3	Work Completion Defense Form	
3.1	Candidate fills in PART I	
3.1.1	Ensure that all information is complete. Incomplete forms will not be accepted by the Supervisor.	
3.1.2	Submit the form to Supervisors	

Note to Students: This checklist should be submitted together with the WCD form to the Supervisor. If any of the above is **incomplete or not done**, the WCD form will be **rejected** by the Supervisor.

INSTITUTE FOR POSTGRADUATE STUDIES

Checklist by Supervisors:-

4	Supervisors are to verify the following:	
4.1	(i) Sufficient work has been undertaken by the candidate	
4.2	(ii) Draft thesis meets the guidelines stipulated in <i>Guidelines for Draft Thesis (Attachment A)</i>	
4.3	(iii) Draft thesis is of sufficient standard for examination by Work Completion Defense Panel	
4.4	(iv) The CVs of the proposed examiners are attached together with this form for the consideration of the WCD Expert Panel. The CVs must be presented in the approved template (available from the Faculty Assistant Managers).	
4.5	(v) Complete PART II of the WCD form and submit to the Faculty Assistant Manager	

Note to Supervisors: This checklist should be submitted together with the WCD form to the Faculty Assistant Manager. If any of the above is **incomplete or not done**, the WCD form will be **rejected** by the Faculty Assistant Manager.

Checklist by Faculty Assistant Manager:-

5	The verified form by Supervisor/Co-Supervisor shall be passed to the Faculty Assistant Manager. Incomplete forms should not be accepted.	
5.1	Section 1: Faculty Assistant Manager to check the following:	
5.1.1	(i) Candidature is still Active	
5.1.2	(ii) All pre-requisite courses and Proposal Defense have been completed and passed (attached evidence with this form)	
5.1.3	(iii) The draft thesis (containing all chapters) is attached with the WCD form.	
5.1.4	(iv) All fees and dues owed to the university have been paid up in full	
5.1.5	If any of the criteria in PART Section 1 not met , the student is not eligible to proceed to the Work Completion Defense and the form should be returned to the student. The Supervisor/Faculty should advise the student on the steps needed to fulfill the criteria. The student should submit a new form to the Supervisor and Faculty once all the criteria have been fulfilled.	
5.2	Section 2: Faculty to do the following:	
5.2.1	(i) CV of proposed examiners are complete and attached with the WCD form	
5.2.2	(ii) Arrange for WCD Expert Panel	
5.2.3	(iii) Arrange for WCD (date, venue, announcement to MMU community)	
5.2.4	(iv) If the student passes the WCD, the student should be informed, and	
	(v) the Faculty Assistant Manager should submit the proposed thesis title and examiners to the	

INSTITUTE FOR POSTGRADUATE STUDIES

	Faculty R&D Committee for recommendation to BOP and Senate.	
5.2.5	(vi) In the case where the student is required to do a 2 nd /3 rd attempt at WCD, the comments of the previous attempt/s WCD Expert Panel should be communicated to the student and the student should be informed of the time frame before which the next WCD should be done.	
5.2.6	(vii) For 2 nd and 3 rd attempts of WCD, the past comments/reports must be given to the WCD Expert Panel. A candidate shall be given THREE attempts to pass the WCD. Failure on the third consecutive attempt shall result in the termination of the candidature.	
5.2.7	(viii) Faculty to complete PART IV of the form and pass the form and documents to the WCD Expert Panel	

Note to Faculty Assistant Manager: If any of the criteria in PART III is **not met**, the student is not eligible to proceed to the Work Completion Defense and the form should be returned to the student. The Supervisor/Faculty should advise the student on the steps needed to fulfill the criteria. The student should submit a new form to the Supervisor and Faculty once all the criteria have been fulfilled.

Checklist by WCD Expert Panel:-

6	The WCD Expert Panel is responsible to check and confirm the following:	
6.1	(i) proposed thesis title is appropriate	
6.2	(ii) presentation by the candidate demonstrates that work undertaken meets the standards for the degree	
6.3	(iii) draft thesis has all the main chapters and is as per the guidelines	
6.4	(iv) (recommended examiners are suitable and meet the University criteria	
6.5	(v) Expert Panel to complete the separate individual reports and summarize the collective decisions made in PART V of this form	
6.6	(vi) The completed forms and documents are to be submitted to the Faculty Assistant Manager for the Faculty Dean's verification.	

Note to Faculty Assistant Manager: Completed documents after the WCD and Dean's verification to be submitted to IPS for filing purposes. *Note that all categories (a)-(e) in Section V must meet the Expert Panel's satisfaction (i.e. 'YES') before the documents are submitted to Faculty R&D Committee and BOP/Senate.*

INSTITUTE FOR POSTGRADUATE STUDIES

PART I: CANDIDATE'S PARTICULARS - To be completed by the candidate. *Kindly circle the relevant.

FULL NAME: _____

ID NUMBER: _____ GENDER: MALE/FEMALE*

NATIONALITY: _____

CURRENT EMPLOYMENT: _____
(please state name of employer)

PROGRAMME:
For Structure A : M.Phil. (Mgmt.) / M.Eng.Sc. / M.Sc. (I.T.) / M.Sc. (C.M.) Ph.D. (Mgmt.) / Ph.D. (Eng.) / Ph.D. (I.T.) / Ph.D. (C.M.)*

For Structure B: DBA*

FACULTY: FOE/ FCI/ FCM/ FOM/ GSM/ FET/ FIST/ FOB* CAMPUS: CYBERJAYA/MELAKA/PSDC/OTHERS*

DATE OF INITIAL REGISTRATION (dd/mm/yy): ___/___/___ END OF CANDIDATURE (dd/mm/yy): ___/___/___

MODE OF STUDY*: FULL TIME/ PART TIME EARLY SUBMISSION ? YES NO

DATES OF COMPLETION OF PRE-REQUISITES (dd/mm/yy): please enclose evidence

i) Proposal Defense (successfully passed): ___/___/___ ii) Entrepreneurship & Commercialisation: ___/___/___

iii) Research Methodology / ___/___/___

iv) Others (if applicable): ___/___/___

TITLE OF THESIS: _____

SIGNATURE OF CANDIDATE: _____ DATE (dd/mm/yy): ___/___/___

PART II: VERIFICATION BY SUPERVISORS - To be completed by the Supervisors.

We hereby verify that the candidate has undertaken sufficient work, the candidate's draft thesis is complete and of good standard, and that the CVs of qualified examiners in the field of the candidate's research work are ready for submission.

SUPERVISOR: _____

CO-SUPERVISOR: _____

(Signature & Stamp)

(Signature & Stamp)

INSTITUTE FOR POSTGRADUATE STUDIES

PART IV: OUTCOME – To be filled by the EXPERT PANEL

a) PROPOSED THESIS TITLE (must be reflected in the Appointment of Examiners form): _____

Short title for thesis spine (max 80 characters including spaces): _____

b) HAS SUFFICIENT MATERIALS BEEN PRESENTED TO JUDGE THE WORK? YES / NO

Comments: _____

c) HAS SUFFICIENT WORK BEEN DONE FOR THE DEGREE IN CONSIDERATION? YES / NO

Comments: _____

If NO, please state the recommended period before the next WCD should be arranged: _____

d) DOES THE DRAFT THESIS SHOW SUFFICIENT EVIDENCE THAT THE THESIS IS BEING PREPARED IN A WAY THAT CONFORMS TO THE "DRAFT GUIDELINES" AND GOOD PRACTICE IN THESIS WRITING? YES / NO*
(*If no, recommendations must be given. Attach separate sheet if necessary)

Comments: _____

e) ARE THE PROPOSED EXAMINERS SUITABLY QUALIFIED TO ASSESS THE CANDIDATE'S THESIS? YES / NO*
(*If no, the list of examiners and corresponding CV are to be revised to the satisfaction of the WCD Expert Panel)

Comments: _____

INSTITUTE FOR POSTGRADUATE STUDIES

Other Comments (if any) : _____

The undersigned EXPERT PANEL members hereby verify that the decisions summarized in this form are in agreement with the individual reports, and that the decisions reflect that of the panel.

CHAIRMAN (Deputy Dean R&D): _____ Signature & Date: _____

EXPERT 1 (with PhD): _____ Signature & Date: _____

EXPERT 2: _____ Signature & Date: _____

Senate rep: _____ Signature & Date: _____
(for early submission only)

Invited (non-voting) Members:

SUPERVISOR: _____ Signature & Date: _____

CO-SUPERVISOR: _____ Signature & Date: _____

Verification by Faculty Dean: The faculty decision on the candidate's WCD and readiness for the thesis examination process

Decision: Approve

Reject

Stamp of Dean of Faculty: _____ Signature & Date: _____

PART V: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE

Received and Verified by IPS Manager:-

NAME/SIGNATURE AND OFFICIAL STAMP: _____

INSTITUTE FOR POSTGRADUATE STUDIES

DATE: _____

GUIDELINES FOR DRAFT THESIS (WORK COMPLETION DEFENSE)

The draft thesis to be submitted prior to the Work Completion Defence (WCD) is NOT the final thesis for examination. The WCD is not an examination of the thesis but a process in which to determine if the student has undertaken sufficient work to be allowed to submit the thesis for examination.

As such, a draft thesis must contain the following, in order to ensure that the content of the work, the general format and good practices of thesis writing are being undertaken:

- 1) Abstract
- 2) Table of Contents
 - Needs to be as detailed as possible.
- 3) All Chapters of Thesis
 - A draft of all chapters (including Introduction, Literature Review, Methodology, Results and Conclusion), written in good English.
 - Main parts of the methodology, results, analysis of results and main conclusions must be included in the relevant chapters.
- 4) Tables, Figures and Equations (if applicable)
 - Some tables, figures and equations (if applicable), along with their corresponding captions and numbering, in relevant chapters.
- 5) References
 - A list of references in the correct format. The list of references and citations need not be complete for the draft.
 - References must be cited in the text of the thesis, in the correct format.
- 6) Format
 - Overall, the format of the draft thesis has to conform to the Thesis Guidelines format.

Generally, there must be sufficient material in the draft thesis for the WCD Panel to be able to obtain sufficient information of the work undertaken and the likelihood that the thesis is being written according the prescribed guidelines and quality expectations.