

**POSTGRADUATE PROGRAMME
WORK COMPLETION DEFENCE (WCD)
(for Structure A only)**

**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 <i>Refer to Guidelines for Draft Thesis (Attachment A)</i> .		
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&II		
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.

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 III 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 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 2nd/3rd 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 V 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 IV 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.

PART I: TO BE COMPLETED BY THE CANDIDATE

FULL NAME:	ID NUMBER:
PROGRAMME:	FACULTY:
MODE OF STUDY:	NATIONALITY:
PERSONAL EMAIL:	MOBILE PHONE NO.:
DATE OF INITIAL REGISTRATION:	END OF CANDIDATURE:
CORRESPONDENCE ADDRESS:	

EARLY SUBMISSION: YES / NO

PART II: DATES OF COMPLETION OF PRE-REQUISITES- TO BE COMPLETED BY THE CANDIDATE (Please enclose the evidence)

SUBJECT	DATE OF COMPLETION
Proposal Defence (successfully passed)	
Entrepreneurship & Commercialisation	
Research Methodology	
Others (if applicable)	

Publication Requirement (Please refer to the IPS Handbook)	
TITLE OF THESIS:	

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

PART III: 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: _____
(Signature & Stamp)

CO-SUPERVISOR: _____
(Signature & Stamp)

PART IV: FOR FACULTY (MANAGER/ASSISTANT MANAGER) USE**A) Before Work Completion Defence****Section 1: Criteria for Work Completion Defence by candidate: (Faculty should liaise with IPS while verifying this Section)**

(i) Candidature is Active	
(ii) All pre-requisite courses and Proposal Defence have been completed and passed (attached evidence with this form).	
(iii) The draft thesis (containing all chapters) is ready.	
(iv) All fees and dues owed to the university have been paid up in full.	

If any of the criteria above is **not met**, the student is not eligible to proceed to the Work Completion Defence and the form should be returned to the student. The Supervisor/Faculty should advise the student on the steps needed to fulfil the criteria. The student should submit a new form to the Supervisor and Faculty once all the criteria have been fulfilled.

Section 2: Date(s) of current WCD and previous attempts:

1 st ATTEMPT:	
** 2 nd ATTEMPT:	
** 3 rd ATTEMPT:	

Please tick (✓) at the appropriate box.

Complete Appointment of Examiners Form received from supervisor		Announcement for university-wide WCD presentation	
Draft thesis received		* Inform Candidate if not eligible for WCD	
Expert Panel appointed		** If not 1st ATTEMPT, past WCD reports to be submitted to the Expert Panel	
Arrangement of WCD Venue			

B) AFTER Work Completion Defence

YES / NO	All documents are complete and all categories meet with the satisfaction of the Expert Panel
	Note: If any documentation or category is not met , the necessary action have to be taken by the relevant parties until all categories meet the satisfaction of the Expert Panel.

DATE: ___/___/___

SIGNATURE AND OFFICAL STAMP: _____
(MANAGER/ASSISTANT MANAGER)

INSTITUTE FOR POSTGRADUATE STUDIES

PART V: OUTCOME – To be filled by the EXPERT PANEL	
<p>1. PROPOSED THESIS TITLE (must be reflected in the Appointment of Examiners form):</p> <p>_____</p> <p>_____</p> <p>Short title for thesis spine (max 80 characters including spaces):</p> <p>_____</p> <p>_____</p>	
<p>2. HAS SUFFICIENT MATERIALS BEEN PRESENTED TO JUDGE THE WORK? YES / NO</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
<p>3. HAS SUFFICIENT WORK BEEN DONE FOR THE DEGREE IN CONSIDERATION? YES / NO</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
<p>If NO, please state the recommended period before the next WCD should be arranged: _____</p>	
<p>4. 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*</p> <p>(*If no, recommendations must be given. Attach separate sheet if necessary)</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
<p>5. ARE THE PROPOSED EXAMINERS SUITABLY QUALIFIED TO ASSESS THE CANDIDATE’S THESIS? YES / NO*</p> <p>(*If no, the list of examiners and corresponding CV are to be revised to the satisfaction of the WCD Expert Panel)</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
<p>Others comments (If any):</p> <p>_____</p> <p>_____</p>	
<p>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.</p>	
<p>CHAIRMAN (Deputy Dean R&D):</p>	<p>Signature & Date: _____</p>
<p>EXPERT 1 (with PhD):</p>	<p>Signature & Date: _____</p>

EXPERT 2:	Signature & Date: _____
SENATE REP (for early submission only):	Signature & Date: _____
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 VI: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE	
Received and Verified by IPS Manager/Assistant Manager: -	
NAME: _____	SIGNATURE AND OFFICIAL STAMP: _____
DATE: _____	