

GUIDELINES OF THE FIRST LEVEL ASSESSMENT

1) The Purpose of the First Level Assessment Guideline

The purpose of the First Level Assessment Guideline is to explain the purpose of the First Level Assessment, the eligibility for presenting the research proposal, and the document and presentation format.

2) Eligibility requirements for the First Level Assessment

- a) Students have completed/are currently enrolled/have received credit transfer approval for the Research Methodology Course and the University General Course during the First Level Assessment;
- b) The supervisor needs to nominate either two (2) Examiners (academic staff active in research) or three (3) Examiners (if the student is a UTM staff) via the GSMS/MyAims System;
- c) Master of Philosophy and Doctor of Philosophy students are allowed to submit their research proposal report for the First Level Assessment as early as the first semester.

3) Research Proposal Report Format

- a) The research proposal must be prepared in soft copy format unless requested otherwise by the Examiner;
- b) The research proposal report must adhere to the guidelines and the latest version of UTM thesis format;
- c) The research proposal report is suggested to be between 50 to 100 pages and should have a Turnitin similarity index (or other software recommended by the university) of less than 20%;
- d) The research proposal should include discussions in Chapter 1 (Introduction), Chapter 2 (Literature Review), and Chapter 3 (Methodology) of the thesis, and generally should encompass (but not be limited to) the following discussions:
 - i. Abstract;
 - ii. Background of Problem;
 - iii. Problem Statement;
 - iv. Objectives of Study;
 - v. Research Questions;
 - vi. Conceptual Framework/Theoretical Framework;
 - vii. Importance of the Study;
 - viii. Operational Definitions;
 - ix. Literature Review;
 - x. Research Methodology;
 - xi. Scope and Delimitations of the Study;
 - xii. Expected Research Findings; and
 - xiii. References

4) Research Proposal Presentation

The research proposal presentation involves a concise 20-minute overview of the research. Students must adhere to the time limit by summarizing the key aspects of the research.

5) Results of the First Level Assessment

Results of the First Level Assessment are as follows:

Result	Description
P1	The research proposal is accepted.
P2	The research proposal is accepted with amendments. Corrections need to be verified by Supervisor(s) within one (1) month.
P3	The research proposal is accepted with amendments. Corrections without presentation and need to be verified by examiners within one (1) to three (3) months.
P4	The research proposal is accepted with amendments. Corrections need to be verified by examiners in three (3) to six (6) months and re-presentation proposal in the following semester.
P5	The research proposal is rejected. The student needs to submit and present a new proposal.

6) Academic Regulations related to the Submission and Presentation of the First Level Assessment

- a) Master's degree students who have not submitted their research proposal report for the First Level Assessment presentation in their third active semester will obtain the Fail (KG) decision due to consecutive Unsatisfactory (TM) Decisions over two semesters.
- b) Doctoral degree students who have not submitted their research proposal report for the First Level Assessment presentation in their fourth active semester will obtain the Fail (KG) decision due to consecutive Unsatisfactory (TM) Decisions over two semesters.
- c) A doctoral student who receives a Grade P5 (the research proposal is rejected and student needs to submit and present a new proposal) twice consecutively in the First Level Assessment shall be advised by the faculty to withdraw from the programme.
- d) If the student fails to do so within one (1) month from the date of the First Level Assessment, the student shall be deemed to have failed the programme unless reasonable grounds, considered and accepted by the faculty, justify granting the student another presentation opportunity.