

CENTRE FOR POSTGRADUATE STUDIES

STUDENT TRACKING FORM

Instructions to the student:

- 1. This form is used as a guide for monitoring student's candidature and program requirements.
- 2. Please fill-up the personal and candidature details below.
- 3. Please fill-up the dates in the Procedure Checklist table (page 2) by discussing with your respective Faculty's Postgraduate Coordinator and/or Main Supervisor.
- 3. Submit one copy of this form to CPS within 1 week of your registration date (*Deadline*:
- 4. Student must keep the original form and update it according to the schedule given.

Name	
ID No.	
I/C No.	
Degree / Faculty	
Main supervisor	
Co-supervisor 1/ Field Supervisor	
Co-supervisor 2/ Field Supervisor	
Date of Registration	

PROCEDURE CHECKLIST

Date	Procedures	Action by	Forms to be used	Date of completion	Remarks, if any
	Registration	SARD → CPS			
	Faculty introduction and orientation	CPS/0 → Faculty and Unit PG Coordinator → CPS/0			
	Postgraduate Hand book & Academic Calendar	Faculty PG Coordinator	Guide 1		
	Available at				
	http://www.aimst.edu.my/CPS/index.html				
	For mixed mode/ course work programs				
	Course curriculum – Teaching Schedule and Time Table will be provided by the Faculty				
	Re-registration (every 6 months)	Student → Faculty PG Coordinator → CPS/O	Form 1		
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	Submission of Progress Reports Q1 (January – March)	Student → Faculty PG Coordinator → CPS/0	Form 2		
	Submission of Progress Report Q2 (April – June)	Student → Faculty PG Coordinator → CPS/0	Form 2		
	Submission of Progress Report Q3 (July – September)	Student → Faculty PG Coordinator → CPS/0	Form 2		

Date	Procedures	Action by	Forms to be used	Date of completion	Remarks, if any
	Submission of Progress Report Q4	Student → Faculty PG Coordinator → CPS/0	Form 2		
	(October – December)				
	Appointment of supervisors and research proposal (within a	Student → Faculty PG Coordinator → CPS/0	Form 3		
	month)	\rightarrow BPS \rightarrow CPS/0	Form 4		
	Appointment of supervisorsResearch Proposal		Guide 2		
	Research Methods, Ethics and Statistics course	CPS	Form 5		
	- Registration Form * Mandatory for all PG courses				
	Figure 1 of the first of courses				
	BMK 2 (Language Course)	CPS			
	* Mandatory for all International PG students				
	Submission of Form for Notice of soft-bound thesis submission	Student → Faculty PG Coordinator	Form 6		
	Submission of 5 soft-cover thesis with		Form 7		
	- Form for soft-bound thesis submission	Student → D/O	Form 8		
	- Plagiarism report				
	- Postgraduate Clearance Form				
	For those candidatures less than requirement to provide supporting evidence for*				
	- conference				
	- publication (2 for PhD)				
	*subjected to BPS and Senate approval				
	Viva preparation	Student → CPS/0			
	- Thesis abstract				
	- Handouts of presentation				

Date	Procedures	Action by	Forms to be used	Date of completion	Remarks, if any
	After viva - Copies of Examiner's Recommendation Forms with list of corrections - SOP for submission of corrected thesis - Form for thesis corrections / amendments recommended by the board of examiners - Submission of Final Hard bound thesis form - Postgraduate Feedback form - Alumni Form	Faculty → Student	Form 9 Form 10 Form 11 Form 12 Form 13		
	Checking the thesis corrections Verification of thesis corrections	Student ↔ Supervisor Student → CPS/0 → Internal Examiner → CPS/0 → Student			
	Submission of 5 hard-cover bound copies of final thesis - Submission of Final Copies of Thesis Form - Form for the list of amendments in the thesis - Postgraduate Feedback Form - Alumni Form	Student → D/O → CPS/O (within the stipulated period mentioned during the viva)	Form 10 Form 11 Form 12 Form 13		
	Letter of degree conferment/ completion letter	CPS/O → Student			
	Convocation	Student			

Note: The student shall appeal for change in candidature, supervisor or thesis title in the format provided in Form 14 (Change in candidature and status details)

Centre for Postgraduate Office AIMST University