



Guidelines for CS Postgraduate (by Research) Students¹

1. SUPERVISION

- With the campus closure, you may take your work home and work remotely, continuing with regular supervisory meetings online.
- If your research entails work in laboratories which may no longer be accessible, please liaise with your supervisory team to see how best you might use the current period. For example, there may be thesis-related work that can be done in the meantime without access to these spaces so that the time is not lost. You may also want to utilise this period of time to write a literature paper (or literature chapter) that would be useful for your graduation publication requirement later.
- If there is nothing you can do on your research while current conditions persist, you might want to consider requesting a postponement of study for a period of not exceeding one (1) year. Normal approval process would need to be followed where the final approval decision is at the hand of MPSU (USM Postgraduate Committee).
- If your data collection involves human participants, you should cease data collection immediately and talk with your supervisor for advice on possible virtual methods of data collection.
- Fundamental changes to your methodological approach and your research instrument, may need further university research ethical approval.
- If you are an international student, you may decide to return to your home country. If you are choosing to do this, please speak to your supervisors at the earliest on options to work remotely.

2. RETURNING TO RESEARCH LAB

- USM has a clear guide on managing student returns to campus after the MCO is lifted – check here to find out the [infographic guide](#) for postgraduate students.
- School will start receiving students from 8th June on the need to conduct experiments and access to specific equipment or rooms in order to manage and undertake research.
- Student should discuss this with your supervisor(s) to establish a plan to return to laboratory in order to minimise the impact to your research. If you and your supervisory team are choosing to do this, please do notify us through e-mail at eliza_yasmin@usm.my, Puan Eliza Yasmin, Senior Assistant Registrar of School of Computer Sciences. The approval will be subjected to school & USM decision.
- Do take note that due to social distancing measures, your pre-allocated seating/cubicle may not be observed during or post-COVID period. Lab's Administration staff is responsible for the setting of new seating arrangement.
- Do take note that the working hours at lab will be subjected to the duration allowed by USM.

¹ This guideline aka FAQ is adapted from <https://www.dmu.ac.uk/coronavirus/pgr-student-information.aspx>

3. PROPOSAL AND RESEARCH REVIEW

- All key progression events, including Proposal Review and Research Review, will now also take place online. There might need to be some adjustment for time for these to be arranged, and your patience is greatly appreciated. Please contact your supervisory team for advice and support.
- The School is adopting IPS's Viva-Voce Standard Operating Procedure (SOP) for our internal Proposal and Research Review. The flow-chart of CS's Proposal and Research Review submission can be viewed here: [flow chart proposal research review.pdf](#).
- If you are due to proceed with proposal or research review, please contact Puan Sheela Muniandy at this e-mail address: krisheela@usm.my.

4. JOURNAL CLUB

- Journal Club sharing session will commence online starting from Friday, 17 April 2020.
- Watch for the announcement of the upcoming online session made via postgraduate student email or CS's postgrad website.
- Students are welcome to participate in this online activity as presenters or participants. You can talk to your Cluster Head if you would like to present a paper.
- If you have further question, please do not hesitate to contact Dr. Gan Keng Hoon at this e-mail address: khgan@usm.my or Cluster Head (Data to Knowledge), Assoc. Prof. Dr. Cheah Yu-N yncheah@usm.my Cluster Head (Service Computing), Dr. Sharifah Mashita Syed Mohamad mashita@usm.my Cluster Head (Enabling Technologies and Infrastructures), Prof. Azman Samsudin azman.samsudin@usm.my

5. PUBLICATION INCENTIVES

- Students who have published paper in Q1/Q2 journals in year 2020 are eligible to claim for publication incentives (RM500 each paper) capping at maximum TWO papers per first student author. The paper needs to have your supervisor/co-supervisor as 2nd author. The paper must be related to your PhD title. The paper must be affiliated to School of Computer Sciences, Universiti Sains Malaysia with correct spelling.
- If you choose to claim your publication incentive, you are required to fill in the publication incentive form which is accessible here: [publication incentive for student.pdf](#) or you may e-mail En. Arief Ramdhan Juswa at ariefr@usm.my to get the form.
- Take note that the amount allocated for the fund is limited hence application will be served on the basis of first come first serve i.e. subject to the sufficient balance of the fund. Direct your questions to Prof. Azman Samsudin at azman.samsudin@usm.my for the latest information about this fund.

6. CSD POINTS COLLECTION

- To avoid unnecessary social contact, the mechanism of CSD point collection has been revised to include online events participation. This will include our regular research progression events such as proposal and research review, CSPC (pending to further notice), or any research relevant online seminars (subject to the approval by Postgraduate School Committee)
- Details on how or what evidence of attendance to be submitted to school can be further furnished by contacting Puan Sheela Muniandy at krisheela@usm.my.

7. VIVA VOCE

- All viva voce will be conducted online by Skype, Webex or other video link. You will be informed the details of the viva voce session including instructions on how it will be conducted online.
- If you do not feel entirely confident about a viva that is not face-to-face, you could speak to your supervisors and may consider postponing your viva for now. If you are choosing this option do inform Puan Sheela Muniandy at krisheela@usm.my of your intention.

8. POST VIVA AND THESIS CORRECTIONS

- Examiners' reports and comments recorded by your supervisor(s) during viva voce are to be made available to you (in electronic/digital form) after the viva voce session concluded.
- Your physical/hardcopy thesis that are in the possession of examiners will not be made available immediately to you during the MCO period. Instead, if there are major/crucial issues in the parts of your thesis, the respective page(s) may and can be provided to you (electronically) by the school.
- Only in exceptional cases, you may request the copies of your thesis to be posted to you physically at your designated address during the MCO period. Do note that choosing this option would incur delay in proceeding with your thesis corrections.
- It is expected that examiners are to provide a thorough and detailed evaluation reports of your thesis. Examiners are urged to prepare a full report detailing the strengths and weaknesses of the thesis according to each chapter/section and sub-section in the thesis.
- If you have corrections to submit, you should still follow the current process: send corrections and related documentation to CS Doctoral Thesis Correction via thesiscorrections-csusm@usm.my.

9. MORE GUIDELINES & FAQs

- Institute of Postgraduate Studies
<http://www.ips.usm.my/index.php/privacy-security-policy>
- Universiti Sains Malaysia
<https://www.usm.my/covid19/>