CENTRE FOR GRADUATE STUDIES
UNIVERSITI TUN HUSSEIN ONN MALAYSIA

RESEARCH PROGRESS REPORT (E-LKP)
SEMESTER I SESSION 2026/2027

ACTION BY	REMARKS	DUE DATE
CGS AND PTM	THE SCHEDULE OF E-LKP SHALL BE CIRCULATED TO ALL RESEARCH STUDENTS	**05 October 2026**
STUDENTS	RESEARCH MILESTONE COLLOQUIUM	**1-3 Disember 2026**
POSTGRADUATE STUDENTS	STUDENTS ARE REQUIRED TO COMPLETE AND SUBMIT PROGRESS REPORTS VIA E-LKP AND SMAP ONLINE	**05 October 2026 – 07 January 2027 (12.00 pm)**
SUPERVISOR	SUPERVISORS ARE REQUIRED TO ASSESS THE PROGRESS REPORT AND SUBSEQUENTLY SUBMIT IT TO THE FACULTY THROUGH TCIS.	**05 October 2026 – 14 January 2027 (22.00 pm)**
FACULTY'S POSTGRADUATE HEAD OF DEPARTMENT	THE HEAD OF THE POSTGRADUATE DEPARTMENT WITHIN THE FACULTY IS OBLIGATED TO REVIEW THE FINALIZED PROGRESS REPORT AND SUBMIT IT TO THE SAS SYSTEM	**11 – 31 January 2027**
FACULTY POSTGRADUATE COMMITTEE	THE JKPSF SHALL ENDORSE THE SUBMITTED PROGRESS REPORT MARKS	**08 - 11 February 2027**

ANY DELAYS IN THE SUBMISSION AND EVALUATION OF THE E-LKP REPORT MAY IMPACT THE RESULTS OF THE STUDENT PROGRESS REPORT FOR THE CURRENT SEMESTER.

SCHEDULE REGISTRATION RESEARCH COURSES FOR SEM I SES 2026/2027

ACTION BY	REMARKS	DUE DATE
CGS & PTM	**Automatic registration for the research courses** (student who do not have outstanding fees, are not in deferment status and are not in maximum semester)	**14 September 2026**
Students	**Check registration status at SAMP online**	**14-15 September 2026**
Students	**Manual registration at faculty/CGS for students who are not automatically registered**	**17-18 September 2026**
Students	**Students who fail to register will be fined, and they must register for the research course manually at faculty/CGS as soon as possible.**	**Starting 21 September 2026** A fine according to the rate of RM50 per course and an additional RM5 per day subject to a maximum of RM 500

Students	**Research Milestone Colloquium**	**1-3 Disember 2026**

CENTRE FOR GRADUATE STUDIES
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DRAFT THESIS SUBMISSION SCHEDULE THROUGH SMAP FOR VIVA-VOCE APPLICATION SEMESTER I , SESSION 2026/2027 FOR ELIGIBILITY AND QUALIFIED FEE EXEMPTION SEMESTER II, SESSION 2026/2027.

ACTION BY	REMARKS	DUE DATE
Students	**1. Kindly submit the viva-voce application through – SMAP Online > Research > Draf Thesis Submission.** ***Students starting admission for the 2019/2020 session (example matrix no. : HD19xxxx) are required to pay the viva fee first before applying for the VIVA exam online at SMAP. Please contact the respective faculty so that the viva exam fee charge can be managed into the student's account for the payment process.*** ***PhD : RM 1800 & Master : RM 900*** **2. Please ensure that ALL DOCUMENTS are uploaded and submitted accordingly (Kindly refer to Section A) to your respective Faculty via SMAP Online.** **3. Please ensure that ALL REQUIREMENTS prior to viva-voce are being fulfilled accordingly. (Kindly refer to section (B).**	**02 August 2026 – 04 February 2027**
Faculty	**Deadline for approval of the appointment examiners at the JPS Meeting before the viva-voce application system closes.** *(For students whose examiner appointment has not been approved but have fulfilled all other requirements of the viva voce examination to qualify for a fee waiver for Semester II Session 2026/2027)* **Deadline for approval of the appointment of examiners at the SENAT Meeting before the viva-voce application system closes.** *(Limited to newly approved examiners by JPS)* *e-nomination system application* ***Master– minimum of 3 semesters from the registration date.*** ***Doctor of Philosophy – minimum 5 semesters from the registration date.***	**18 January 2027** **01 February 2027**
	Faculty deadline for online submission of thesis drafts to the Centre for Graduate Studies	**11 February 2027**

SECTION A: VIVA-VOCE APPLICATION REQUIREMENT [ACTION BY STUDENT]	
1. Kindly provide proofreading verification status endorsed by the faculty. (The varification status should be attached together with a valid proofreading documentations accordingly). 2. Please ensure that the Similarity index (Turnitin) must be equal to or less than **30%** (The Turnitin full report should be attached together with the application). **CGS Turnitin Class Update** **Please note that the CGS Turnitin Class is strictly for research students and viva-voce purposes.** 📌 **Important Guidelines:** **- The Class ID, Enrollment Key, and user enrollments reset every Wednesday .** **- You must re-enroll weekly to continue using the service.** **- Registration must use an official UTHM/Siswa email (unofficial emails will be removed).** 🔗 **Get the latest Class ID & Enrollment Key here: https://cgs.uthm.edu.my/academic/cgs-turnitin-class** 3. A softcopy of **THE THESIS DRAFT** should be submitted accordingly. Kindly be informed that it is compulsory for supervisor to confirm and sign the thesis prior to the submission of thesis draft. ***Disclaimer**: Postgraduate student(s) are advised to prepare and submit **TWO (2)** hardcopy thesis draft to Centre for Graduate Studies office should there be any request from the examiner for a hardcopy of the thesis draft.*	**Student (Upload the Document)**

SECTION B: ITEMS THAT AUTOMATICALLY ENDORSED IN THE SYSTEM
1. The postgraduate student's academic status should be active and registered in the current semester. 2. The postgraduate student should **REGISTER** and **PASS** the Research Methodology course as well as **ALL COURSES** deemed to be mandatory as required by the faculty. 3. The postgraduate student had fulfilled the minimum semester required prior to the *viva-voce* examination: ***Master– minimum of 3 semesters from the registration date.*** ***Doctor of Philosophy – minimum 5 semesters from the registration date.*** 4. The postgraduate student should **NOT** have any outstanding fees. ***5.*** Kindly ensure that the online nomination of examiners (via e-nomination system) ***has been approved by JAPS/JPS.*** 6. Kindly ensure that the student needs to possess a valid VISA and Insurance with a minimum validity of **SIX (6)** months from the date of application. (This requirement is deemed to be mandatory for International Students only) ***THE APPLICATION SHALL BE AUTOMATICALLY REJECTED SHOULD THE APPLICANT FAILS TO FULFIL THE REQUIRMENTS AS STIPULATED IN SECTION A AND B***

SECTION C: ACTION BY FACULTY	
The faculty should provide an official letter of endorsement to Centre for Graduate Studies.	**Faculty (Upload)**
The Pre-Viva Assessment form & Thesis Submission (Master by research and PhD) verification form should be attached together with the letter of endorsement.	**Faculty (Upload)**
The faculty should endorse the proofreading verification status (refer to **Section A**).	**(Check by Faculty)**
The faculty should ensure that the thesis draft Similarity index (Turnitin) must be equal to or lesser than 30% (refer to **Section A**).	**(Check by Faculty)**
The faculty should ensure that the softcopy of **THE THESIS DRAFT** is submitted accordingly. Kindly certify that the thesis draft has been confirmed and signed by the respective supervisor accordingly.	**(Check by Faculty)**
Students who are eligible to receive a fee exemption for the semester 2 session 2026/2027 shall be registered with a viva–voce course code and ARE NO LONGER REQUIRED to complete and submit the progress report via e-LKP.	