



Checklist for online applications

General documents required for all applications

- Proof of English language competency (if any)
- Copy of National Residence Identification Card (NRIC), for Malaysians
- Identification page of passport (photo page only), for international applicants.
- Malaysian permanent residence card (if applicable)
- Under 18 consent form (applicants under the age of 18)

Additional documents for foundation and undergraduate applicants

- Relevant academic transcripts (SPM/IGCSE/O Levels/High School Diploma/AS level)
- Other relevant higher qualifications (i.e. A level/STPM / UEC/IB Diploma/Foundation/Diploma)
- Forecast results (if official results are not yet available)
- Certificate or letter of completion (if examinations have been completed)

Additional documents required for undergraduate applicants (direct entry into the second year)

- Course syllabus for the modules studied at the previous institution

Additional documents for postgraduate taught, research and MBA applicants

- Undergraduate academic transcripts (eg. Bachelor's Degree)
- Graduation certificate or letter of completion
- Other relevant higher qualifications (eg. Master's Degree)
- A copy of academic transcript with marks to-date and a list of pending modules (if degree has yet to be completed)
- One academic reference (for postgraduate taught applicants)
- Two satisfactory references/recommendation letters (for MBA and postgraduate research)

Additional documents required for MBA applicants

- Curriculum vitae (CV)/resume

Additional documents required for postgraduate research applicants

- Research proposal.
Your application will usually include a 1,000 to 3,000 words research proposal. This will be judged on both content and format. Guidance in writing a research proposal:

Cover the essentials

We don't expect you to have all the answers, but a successful proposal should:

- clearly define your intended topic
- demonstrate that you understand your research area
- indicate that you have started to develop an original and interesting research question
- show that you understand how to conduct research
- look professional – ensure your proposal is well-structured, clear and legible, and free of any spelling or grammatical errors

- focus on quality rather than quantity

Structure your proposal

Title

This should be clear, concise and describe the theme of your proposal.

Overview

Include a short summary of your proposal, stating the problem or question you plan to address.

Background summary

Identify the study area your proposed thesis falls into, explaining its significance, likely impact and how it will contribute to the field.

Aim

Explain the key aims of your research and the questions you will address in order to achieve them.

Methods and timescale

Detail how you intend to carry out your research. Will you collect data using libraries, archives, field studies or interviews for example? How you will analyse the data you collect. A schedule of key activities can help demonstrate that your research is achievable within the timeframe of your PhD.

Bibliography

List the publications and sources you have cited in your proposal. You can also include sources you have read in preparation.