BRIEFING OF RESEARCH PROJECT FOR MASTER IN PUBLIC ADMINISTRATION & LEADERSHIP

Introduction

- To start a research project, students need to complete all the courses in Blocks 1-3. Students must also meet the following:
    - ❑Conduct research projects related to the field of leadership and administration.
    - ❑Prepare project reports in the field of leadership and administration in the form of applied research.
    - ❑Meet the needs of conference/seminar/colloquium presentation and publication.
    - ❑Submit research project paper report to be evaluated by a supervisor, i.e., FEP lecturer or other faculty (according to the field) appointed by Faculty of Economics and Management.
    - ❑A student has a limit to register an academic paper for only two (2) semesters, but with the condition to complete ≥ 75% of work in one (1) semester.
        - ➢A student must be alert when the academic paper has been registered; he/she should report their work progress to the supervisor/advisor.

Introduction

- How to write?
  - ❑Do reading on the topic of study.
  - ❑Students need to find a supervisor who can supervise the writing of the research project in the area of leadership and administration.
  - ❑Discuss with the supervisor regarding the topics and research methods that need to be conducted.

Appointment of Supervisor/Advisor*

- Please appoint one @ two supervisors.

- The Postgraduate Secretariat will be sharing with you some research topics and potential supervisors. Students need to choose based on the suggested title by the supervisor. If you have your own title, please consult with any potential supervisor who is an expert in the field.

- Fill up the supervisory form. Please submit the supervisory form no later than 5 November 2021 (end of week 4, Friday).

Introduction

- How to write?
    - ❑ Supervisory process
        - ➤ Make an appointment with the supervisor.
        - ➤ Prepare what you want to discuss before meeting with the supervisor.
        - ➤ Make follow-up action after discussion with the supervisor.
        - ➤ Meet with supervisor to show work results and make further discussion.
    - ❑ Know every rule practised by the faculty in matters related to the research project.
        - ➤ Submission of supervisory form and title of the research project.
        - ➤ Registration status.
        - ➤ The issue of plagiarism.
        - ➤ Research project format.
        - ➤ Submission of research projects in the designated semester.
        - ➤ Presentations at conferences/seminars/colloquiums.

Introduction

- The structure and approach of scientific research must begin with a defined research question.

- The research questions will be translated in the form of research objectives, and this will be a guide to produce a research design/protocol that will determine how the research will be conducted.

- Next, the data collected from the implementation of the study will be analyzed, and the study's findings will be used to produce a manuscript as a research project report.

- Total words of the manuscript are 8000 to 10,000 words in length (single line spacing and ten (10) pt. size Times New Roman throughout the paper except for the headlines).

Research Project Content

Content	Number of Words*
Title	8 – 15
Abstract (Both in Malay and English languages)	250 - 300
Keywords	6 – 8
1.0 Introduction	1000 – 1500
2.0 Literature Review (Alternatively: Background, conceptual development or conceptual framework)	2000 – 2500
3. Methods (Alternatively: Methodology)	1000 – 1500
4. Results (Alternatively: Findings)	1500 – 2000
5. Discussion (Summary, Implications, Limitations, Recommendations for future research)	1500 – 2000
6. Conclusions	300 – 350
Total words	8000 – 10,000
Acknowledgements	
References	
Tables and Table Captions	
Figure and Figure Captions	

Research Project Content

- The "Introduction" section contains:
  - ❏ Background research
  - ❏ Research issues and problems
  - ❏ Significance of the study
  - ❏ Research objective
  - ❏ Organization of the study
- The "Literature Review" section contains:
  - ❏ Theory and Concepts
    - ➤ Discussion of theories and concepts related to the topic of study.
  - ❏ Literature Review
    - ➤ Discussion of research studies that have been made by previous researchers related to the topic of study.

Research Project Content

- The "Research Methods" section contains:
  - ❑A discussion of how research methods are performed to achieve the set objectives.
  - ❑Description of the data used
  - ❑Research methods
    - ➢ Qualitative vs Quantitative

- The "Findings and Discussion" section contains:
  - ❑Discussion on the results of the study that have been obtained.

- The "Conclusion/Summary" section contains:
  - ❑Discussion of study conclusions from the beginning of the study process to the end of the study.
  - ❑Discussion of the achievement of the objectives of the study and its relevance to previous studies.
  - ❑A discussion of the implications of the study to policymakers, limitations, and recommendations for the study is forthcoming.

Research Project Writing Guidelines

1) Authorship and Originality – to ensure that the manuscript is original and based on actual research work performed by the student, these points need to be considered:

❑ Plagiarism is a serious matter that the author/student should avoid.
  ➢ Supervisors will ensure the similarity rate does not exceed 30% using Turnitin software (Supervisors will attach a similarity report for each student work).
  ➢ A similarity index of more than 30% will affect the grade of students.

❑ The sentence structure needs to be modified and rewritten to reduce the similarity index, not copied entirely from the source.

❑ All sources of data/work need to be correctly cited and provide references to avoid plagiarism issues.

❑ Authorship and the order of authorship must be agreed upon by all authors (main supervisor or co-supervisors) and any other personnel who participated in the work but are not included as an author.

Research Project Writing Guidelines

2) Authors/students are required to present and publish one (1) article of the research work at conferences/seminars/colloquiums for grading purposes.

3) The article can be written in Malay or English language (based on supervisor consent).

Research Project Writing Guidelines

4) The writing format is as follows:-
   - ❑ Jurnal Pengurusan
   - ❑ Refer:
     - ➤ https://ejournal.ukm.my/pengurusan
     - ➤ http://www.ukm.my/jurnalpengurusan/

5) For the selection of supervisor, a student is required to fill up a form to provide the research topic (proposal) and the name of the potential supervisor. The faculty will determine the supervisor based on the student's suggestion, the expertise of the supervisor to the topic and the supervision workload of the supervisor. The link will be shared at the end of this presentation.

6) A completed academic paper should be submitted in CD form to FEP Postgraduate Office.

IMPORTANT DATES

Date	Activity
23 January 2022 (the end of Lecture week, before exam week)	Deadline for submission (expected to complete one (1) semester)
2 weeks after new semester starts	Deadline for 'TL' - *Tidak Lengkap (Not complete)*
Register a New Semester	SM - *Sedang Maju (in progress)*: Limit to TWO (2) semesters only and student needs to pay the fees.

POSTGRADUATE COLLOQUIUM
SEMESTER 1 SESSION 2021/2022

IMPORTANT DATES	ACTIVITIES
26 OCTOBER 2021 (WEEK 3) **Deadline: 5/11/21**	STUDENTS WILL BE BRIEFED ABOUT WRITING ARTICLE/MANUSCRIPT, SUPERVISOR APPOINTMENT & POSTGRADUATE COLLOQUIUM
NOW – 5 NOVEMBER 2021	FILL UP THE SUPERVISORY FORM
NOW – 28 NOVEMBER 2021 (WEEK 3 – WEEK 7)	**POSTGRADUATE COLLOQUIUM** CALL FOR REGISTRATION & PARTICIPANTS **REGISTRATION & PAYMENT DEADLINE: 28 NOVEMBER 2021 (RM50)**
23 JANUARY 2022 (This is the last week of Lecture Week - BEFORE EXAM WEEK)	**FULL PAPER SUBMISSION DEADLINE : 22 JANUARY 2022**
24 JANUARY – 6 FEBRUARY 2022	**REVIEWING PROCESS**
22, 23, 24 FEBRUARY 2022 (Week 3 of Exam Week)	**POSTGRADUATE COLLOQUIUM SEM 1 SESSION 2021/2022**
11 MARCH 2022 (2 WEEKS AFTER COLLOQUIUM)	**FULL PAPER SUBMISSION DEADLINE (REVISED VERSION AFTER CORRECTION)**

Gentle Reminder:

- Please fill up the supervisory appointment form: https:

   https://forms.gle/SZeHj5MHg3KmYLSz5

Any Questions???

- Masters Program secretariat contact details:
  - o   Mrs. Nur Izzati Hassan

        Email us at: sarjanafep@ukm.edu.my