



@studyunimalaya

UNIVERSITI MALAYA BUSINESS SCHOOL (UMBS)



IMPORTANT DEADLINES
RESEARCH PROJECT SPECIAL
SEMESTER, 2024/2025

Updated : 1.8.2025





UNIVERSITI
MALAYA



ACADEMIC CALENDAR

SPECIAL SEMESTER, 2024/2025



ACADEMIC CALENDAR

SPECIAL SEMESTER, 2024/2025

SPECIAL SEMESTER				
Lectures	7 weeks*	04.08.2025	-	21.09.2025
Special Semester Final Examination	1 week*	22.09.2025	-	28.09.2025
	8 weeks			



MASTER OF BUSINESS ADMINISTRATION (MBA)
MASTER OF MANAGEMENT (MM)
MASTER OF MARKETING (MMkt)

***IMPORTANT DATES FOR RESEARCH PROJECT PROGRESSIVE 1 (P1) (CQX7002, CQX7003, CQX7004 and CQE7002 and CQE7009) FOR MASTER OF BUSINESS ADMINISTRATION (MBA), MASTER OF MANAGEMENT (MM) AND MASTER OF MARKETING (MMkt) FOR SPECIAL SEMESTER 2024/2025**

NO	SUBJECT	WEEK	DEADLINES
1	<p>Submission of University of Malaya Research Ethics Committee (UMREC) via email umrec@um.edu.my (for those applicable only)</p> <p>Note: kindly download and complete the UMREC application form from here: https://umresearch.um.edu.my/university-of-malaya-research-ethics-committee-umrec</p> <p>Closing dates for application submission UMREC : https://umresearch.um.edu.my/research-ethics/</p>	N/A	Must obtain approval prior to commencement of Special Semester 2024/2025
2	Article Style Format : Submission of Introduction (Problem Statement, Research Question, Objective, Significance of Study) to Supervisor	Week 1- 2	4.8.2025 - 15.8.2025
3	Article Style Format : Submission of Literature Review to Supervisor	Week 1-4	4.8.2025 - 29.8.2025
4	Article Style Format : Submission of Research Methodology to Supervisor	Week 1-7	4.8.2025 – 19.9.2025
5	Continue your remaining Chapters in Research Project (RP) Progress 2 (P2)	Start in the following semester	

*** Subject to change**



AACSB
ACCREDITED



EFMD
ACCREDITED



ASSOCIATION
AMBA
ACCREDITED



CIM
Accredited Degree



AMI
ACCREDITED



CFA Institute
ACCREDITED

***IMPORTANT DATES FOR RESEARCH PROJECT PROGRESSIVE 2 (P2) (CQX7002, CQX7003, CQX7004, CQE7002 and CQE7009) FOR MASTER OF BUSINESS ADMINISTRATION (MBA), MASTER OF MANAGEMENT (MM) AND MASTER OF MARKETING (MMkt) FOR SPECIAL SEMESTER, 2024/2025**

NO	SUBJECT	WEEK	DEADLINES
1	Submission of Approval of Title (Blue Form) to UMBS – To Appoint Examiner & Approval of Title	N/A	29.6.2025 Must obtain approval prior to commencement of Special Semester 2024/2025
2	Submission of Research Findings, Conclusion and First Draft of Paper in Article Style (Applicable for Article Style Format only)	Week 1-4	4.8.2025 - 29.8.2025
3	Submission of Research Project for Examination (Final Report) to UMBS by Student	Week 5	5.9.2025
4	Submission of Final Report (After Correction) by Student [One (1) Softcopy in PDF and Ms Word Format submitted in the Microsoft teams (link will be provided)]	N/A	10.10.2025 (Friday)

*** Subject to change**

IMPLEMENTATION OF ARTICLE STYLE FORMAT

Scenario	SEMESTER 1 2024/2025 Conventional Style	SEMESTER 2 2024/2025 Conventional Style	SPECIAL SEMESTER 2024/2025 Conventional Style / Article Style	SEMESTER 1 2025/2026 & onwards Article Style
Scenario 1	N/A	Register P1	N/A	Register P2
Scenario 2	N/A	Register P1	Register P2	N/A
Scenario 3	Register P1	Register P2	N/A	N/A
Scenario 4	N/A	N/A	Register P1	Register P2

IMPORTANT NOTES

- ✓ Master of Business Administration, Master of Marketing, and Master of Management programme will adopt the journal writing format from **Asian Journal of Business & Accounting (AJBA)** (<https://ajba.um.edu.my/>)
- ✓ Based on the Research Project to be produced, students are required to consult with their respective supervisors should they wish to publish their work in a journal publication.
- ✓ Student are not allowed to submit the journal by themselves. Journal must be submitted through the respective supervisor.

IMPORTANT NOTES

- ✓ Compulsory Submission Requirement (for supervisors to check before signing submission form) (*Form of Submission For Examination*) :
 - ☐ Turnitin
 - ☐ UM Research Ethics approval letter for primary data
 - ☐ Submission of full research data to supervisor
 - ☐ Submission of reports generated using statistical analysis software
- ✓ Systematic LR paper is not acceptable.

ASSESSMENT RUBRIC FOR JOURNAL ARTICLE

Home of the Bright, Land of the Brave
Di Sini Bermulanya Pintar, Tanah Tumpahnya Berani



www.um.edu.my



[universityofmalaya](https://www.facebook.com/universityofmalaya)



[unimalaya](https://www.instagram.com/unimalaya)



[uniofmalaya](https://www.youtube.com/uniofmalaya)



UNIVERSITI
MALAYA

Name and Matric No. of Candidate :

Name of Supervisor/Examiner :

Title of Research Project :

1 (Very poor)	2 (Poor)	3 (Average)	4 (Good)	5 (Very good)	Marks
CRITERIA 1: BACKGROUND INFORMATION AND STATEMENT OF RESEARCH PROBLEM		<ul style="list-style-type: none"> • Scope of research • Research questions and objectives • Significance of research 			
Lack of statements of research problems to support purpose of research. Fails to provide statement of scope, research questions, objectives, and significance of research.	Unclear and vague research problems to support the purpose of research. Unclear and vague scope, research questions, objectives, and significance of research.	Partially clear research problems to support the purpose of research. Partially clear scope, research questions, objectives, and significance of research.	Clear research problem to support purpose of research. Clear scope, research questions, objectives, and significance of research.	Clear and well-defined research problems to support the purpose of research. Clear and well-defined scope, research questions, objectives, and significance of research.	
Marks: 0-3	Marks: 4-6	Marks: 7-9	Marks: 10-12	Marks: 13-15	Max: 15%
CRITERIA 2: LITERATURE REVIEW		<ul style="list-style-type: none"> • Identification of relevant literature • Critical evaluation of the literature • Synthesis of information in the literature • Conceptual Framework Development (if relevant) 			
Lack of review of past studies to support research. Lack of evaluation and synthesis of information of past studies. Poorly linked to the research question. Poor conceptual framework development (if relevant)	Minimal review of past studies to support research. Minimal description and synthesis of information of past studies. Weakly linked to the research question. Weak conceptual framework development (if relevant)	Some review of past studies to support research. Some evaluation and synthesis of information but mainly listing of past studies. Partially linked to the research question. Partially clear conceptual framework development (if relevant)	Good review of past studies to support research. Reasonable evaluation and synthesis of information of past studies. Clearly linked to the research question. Demonstrate reasonable conceptual framework development (if relevant)	Thorough review of past studies to support research. Critical evaluation and exemplary synthesis of information of past studies. Clearly linked to the research question. Strong conceptual framework development (if relevant)	



Marks: 0-4	Marks: 5-8	Marks: 9-12	Marks: 13-16	Marks: 17-20	Max: 20%
CRITERIA 3: METHODOLOGY		<ul style="list-style-type: none"> • Framework of research • Data collection • Tools of analysis 			
Lack of theoretical/ conceptual framework (if relevant) and statement of research design. Fails to explain data, sample (if any), instruments, procedures and methods. Inappropriate use of tools of analysis. Methodology is not in line with research.	Vague theoretical/ conceptual framework (if relevant) and statement of research design. Vague explanation of data, sample (if any), instruments, procedures and methods. Methodology is weakly in line with research and lacks justification.	Partially clear theoretical/ conceptual framework (if relevant) and statement of research design. Partially clear explanation of data, sample (if any), instruments, procedures and methods. Methodology is in line with research but lacks justification.	Reasonable theoretical/ conceptual framework (if relevant) and statement of research design. Clear explanation of data, sample (if any), instruments, procedures and methods. Methodology is in line with research with some justification.	Strong theoretical/ conceptual framework (if relevant) and statement of research design. Demonstrate the mastery of analytical tools with clear explanation of data, sample (if any), instruments, procedures and methods. Methodology is in line with research with strong justification.	
Marks: 0-4	Marks: 5-8	Marks: 9-12	Marks: 13-16	Marks: 17-20	Max: 20%
CRITERIA 4: ANALYSIS OF RESULTS		<ul style="list-style-type: none"> • Relevance of results • Critical analysis of the results • Validity and reliability of results • Comparison of the results with other studies • Meaningful and logical Interpretation of the results • Clarity of results 			
Lack of / inaccurate analysis and interpretation. Inadequate statistics/evidence to address research questions. Fails to validate results. Report of results is not related to research questions and hypotheses. Fails to provide comparison with related studies.	Superficial analysis, with mostly result statements. Weak statistics/ evidence to address research questions. Weak validation of results. Report of results is weakly related to research questions and hypotheses. Minimal comparison to related studies.	Appropriate analysis, and partially accurate interpretation. Reasonable amount of statistics/evidence to address research questions. Partially sufficient validation of results. Report of results is partially related to research questions and hypotheses. Some comparison to related studies.	Appropriate and systematic analysis, and accurate interpretation. Adequate statistics/ evidence to address research questions. Sufficient validation of results. Report of results is related to research questions and hypotheses. Adequate comparison to related studies.	Advanced and synthesized analysis, and in-depth interpretation. Strongly convincing statistics/evidence to address research questions. Strong validation of results. Report of results is related to research questions and hypotheses. Adequate comparison to related studies with justification of contrasting results. Results linked to theory.	
Marks: 0-5	Marks: 6-10	Marks: 11-15	Marks: 16-20	Marks: 21-25	Max: 25%

CRITERIA 5: SUMMARY, RECOMMENDATION AND CONCLUSION		<ul style="list-style-type: none"> Summary of findings Representability and generalizability of findings 		<ul style="list-style-type: none"> Implications of findings Limitations of study Contributions of the study 	
Inadequate/ inaccurate summary, implications and recommendation and contributions of the study. Limitations are not stated. Conclusion is flawed.	Poor summary, implications and contributions of the study. Recommendations are unrealistic or not based on findings. Conclusion is somewhat flawed.	Partially clear and adequate summary and implications. Contributions of the study are limited. Recommendations based on findings, but brief. Conclusion is partially sufficient.	Clear and adequate summary and implications. Contributions of the study are reasonable. Recommendations based on findings, and clarity. Conclusion is sufficient.	Clear and adequate summary. Strong implications with suitable inferences on representability and generalisability of findings. Contributions of the study are strong. Excellent recommendations based on findings. Conclusion is robust and comprehensive.	
[Marks: 0-2]	[Marks: 3-4]	[Marks: 5-6]	[Marks: 7-8]	[Marks: 9-10]	Max: 10%
CRITERIA 6: PRESENTATION AND ORGANISATION		<ul style="list-style-type: none"> Language Sequencing Use of diagrams, tables and graphs to summarize information Format for references Adherence to required format set by UMBS 			
Writing does not flow well, is not clear and concise. Poor use of proper grammar and spelling. Poor organization of study. No use of figures and tables. Little or no consistent referencing format. Does not follow the required format.	Writing flows, but not clear and concise. Mistakes in grammar and spelling. Minimal effort in organization of study. Minimal use of figures and tables. Substantial errors in referencing format. Follows the required format but with many errors.	Writing flows well, is clear but not concise. Some mistakes in grammar and spelling. Organization of study is reasonable. Reasonable use of figures and tables. Some errors in referencing format. Follows the required format with some errors.	Writing is clear and concise, showing some logical progression of ideas. Proper use of grammar and accurate spelling. Organization of study is good. Sufficient use of figures and tables. Referencing format is accurate but with little errors. Follows the required format with little errors.	Exemplary writing skills, show excellent logical progression of ideas. Proper use of grammar and accurate spelling. Organization of study is excellent. Skillful use of figures and tables. Referencing format is accurate with no error. Follows the required format with no error.	
[Marks: 0-2]	[Marks: 3-4]	[Marks: 5-6]	[Marks: 7-8]	[Marks: 9-10]	Max: 10%
TOTAL MARKS					



@studyunimelaya

UNIVERSITI MALAYA BUSINESS SCHOOL (UMBS)

IMPORTANT DEADLINES
RESEARCH PROJECT SPECIAL
SEMESTER, 2024/2025

Updated : 1.8.2025

