

10 PhD Scholarship Scheme - Guidelines

This UoRM PhD (Tuition-Waiver) Scholarship Scheme has been established in conjunction with Reading University's 10 / 100 Year Anniversary initiative to support promising doctoral candidates while strengthening teaching and research capacity across Schools and the wider University.

The scheme is currently open to applicants in the three PhD programmes offered at UoRM:

1. PhD in Built Environment
2. PhD in Business and Management
3. PhD in Psychology

Part 1 of this document provides general guidance for applicants, supervisors, and Schools regarding the scheme. Part 2 of this document outlines the formal review and selection process for scheme.

General Guidelines

1. Coverage

Tuition fee waiver	Full waiver for full-time studies only
Duration	Minimum 3 years, Maximum 4 years
Stipend / Living allowance	None
Research support & training allowance	RM2,500 per annum for 3 years
Health Insurance	None
Allocated workstation	Desktop setup (workstation)

2. Conditions of Award

All scholarship recipients are required to maintain full-time enrolment in the PhD program for the entire duration of the scholarship. Continued funding is conditional on satisfactory academic progress, as evidenced by annual progress reviews and supervisor reports.

As part of their scholarship obligations, recipients are required to contribute a set number of support hours to activities within their School or the wider University community. These contributions may include academic support, student engagement, or other institutional activities that support teaching, learning, research, or university initiatives, as determined by the School or relevant university unit. The total workload for these duties will not exceed 320 hours per annum (approximately 6 hours per week). These activities are intended to support the student's professional and academic development and should be



managed in a way that does not impede progress on the PhD research.

In addition to supporting University and / or School initiatives, recipients are expected to actively participate in the university's research culture by attending seminars, workshops, training sessions, and other developmental activities relevant to their field. All scholarly outputs arising from the recipient's research, including publications and conference presentations, must appropriately acknowledge the scholarship funding source.

Recipients must also adhere to all applicable university policies, including those relating to research ethics, academic integrity, intellectual property, and student conduct. Failure to comply with any of the above conditions may result in suspension or termination of the scholarship.

3. Eligibility

Applicants must have received a formal offer of admission to a PhD programme at UoRM, having passed the institutional PhD interview. Only offer holders are eligible to apply.

General Entry Requirements to the PhD Programmes Offered:

The minimum requirement for entry to UoRM's PhD programmes is a Master's degree or an equivalent qualification in a relevant field, with a minimum upper second-class or international equivalent for their Bachelor's degree.

In exceptional circumstances, candidates holding a Bachelor's degree with first-class honours or equivalent may be considered for direct entry into the PhD programme.

Applicants whose first language is not English will normally be required to provide evidence of their ability in academic English. The normal entry requirement for research degrees is a score of 7 on the IELTS (International English Language Testing System) test or an equivalent test accepted by the University. Exceptions to such a requirement may arise where the candidate has recently (last two years) studied for another degree or worked in a country where English is the native language.

Research proposals must align with School research strengths and available supervisory expertise. Only applications with confirmed supervisory support in a relevant research area will be considered.

ShowYour**Stripes**



Persiaran Graduan, Kota Ilmu, EduCity,
79200 Iskandar Puteri, Johor, Malaysia.



+60 7 268 6200
+60 7 268 6205



uor-malaysia@reading.edu.my
my.enquiry@reading.edu.my

All scholarship and PhD offers made to international applicants are conditional upon the applicant obtaining a valid Malaysian student visa. The UoRM admissions department and international office will not be able to activate enrolment or scholarship benefits until the visa is approved and the student is legally permitted to reside and study in Malaysia. Failure to secure a valid student visa will result in the withdrawal of the offer, without financial or institutional liability on the part of the University.

4. Application Process

Applicants are required to submit their scholarship application materials to their School for internal review and endorsement prior to final submission. The application must include the following documents:

1. A *PhD Scholarship Application Form* (with applicant's section complete). This form must be submitted with sufficient time to allow the prospective supervisor to complete their support statement and the Head of School to complete the endorsement section.
2. An up-to-date Curriculum Vitae (CV) outlining the applicant's academic qualifications with academic standing (i.e., grades), work / research experience, and relevant achievements.
3. A full research proposal.
4. Offer letter to the PhD programme.

Applicants are responsible for initiating the process by submitting the above documents to their prospective supervisor and School. Each School may endorse up to three applications per scholarship cycle. The Head of School will complete the endorsement section of the *PhD Scholarship Application Form* and forward the full application to the DPGRS (pgrs@reading.edu.my) by the deadline specified in the official call for applications.

In cases where a formal offer of admission to the PhD programme has not yet been issued at the time of application, the Head of School may instead include the completed *PhD Candidate Interview Report* form to confirm that the candidate has been assessed and is considered eligible for admission.

It is the responsibility of the applicant to ensure that all required documentation is submitted to their School in a timely manner to allow sufficient time for supervisor input, School-level review, and endorsement before the institutional deadline. Incomplete applications or those submitted without School endorsement will not be considered for scholarship funding.

5. Application Cycles and Timelines

ShowYour**Stripes**



Persiaran Graduan, Kota Ilmu, EduCity,
79200 Iskandar Puteri, Johor, Malaysia.



+60 7 268 6200
+60 7 268 6205



uor-malaysia@reading.edu.my
my.enquiry@reading.edu.my

The scholarship will be awarded twice per year. Key dates will be announced in the official call for applications. Schools should ensure internal submission timelines allow for proper review and endorsement. Tentative timeline:

	Cycle 1	Cycle 2 (Tentative)
Application Open	1 st July 2026	1 st October 2026
Application Closes	15 th July 2026	15 th October 2026
Interview	End July 2026	End October 2026
*Start Date	September 2026	December 2026

*Note: Start date can be delayed for international candidates and those serving a notice period

6. Contingency in Supervisor Availability

In the event that the proposed supervisor is no longer available—due to departure, lack of supervisory capacity, or other unforeseen circumstances—the School will make reasonable efforts to identify an alternative eligible supervisor with appropriate research expertise. If a suitable replacement cannot be identified at the time of review, the application may be deferred to a future scholarship cycle when supervisory support becomes available.

7. Suspension, Deferral, Termination, and Withdrawal

Scholarships may be suspended, deferred, or terminated under the conditions outlined below. All requests must be formally submitted and will be reviewed by the University on a case-by-case basis.

Scholarship recipients may request a temporary suspension of their scholarship for valid personal, medical, or professional reasons (e.g., family emergencies, health conditions, or approved research placements), subject to the approval of the university. In case of pregnancy, scholarship recipients may suspend their studentship to a maximum of 12 months. Requests for suspension must be formally submitted and supported by appropriate documentation. Scholarship suspensions are generally granted for a defined period and may be subject to conditions. During the suspension period:

- Scholarship disbursement will be paused, and
- The student's enrolment status will be recorded as inactive but may be reactivated upon formal reinstatement.

If a student fails to resume studies after the approved suspension period, the scholarship will be terminated.

Deferral of the commencement of a scholarship is generally not permitted. However, exceptions may be considered on a case-by-case basis in circumstances such as delays in visa processing, health-related issues, or other

ShowYour**Stripes**



Persiaran Graduan, Kota Ilmu, EduCity,
79200 Iskandar Puteri, Johor, Malaysia.



+60 7 268 6200
+60 7 268 6205



uor-malaysia@reading.edu.my
my.enquiry@reading.edu.my

unforeseen and compelling personal matters. Deferral requests must be approved by both the relevant School and the DPGRS.

The scholarship may be terminated at any time if the recipient fails to make satisfactory academic progress, withdraws from the PhD programme, breaches university policies, or fails to comply with the conditions of the scholarship, including those related to University and / or School contributions or research conduct.

In the event that a scholarship recipient withdraws from the PhD programme without a valid reason, as determined by the university, the university reserves the right to require repayment of all or part of the scholarship funds received up to the date of withdrawal. This may include tuition fee waivers and any research-related expenses covered by the scholarship.

Review & Selection Process

1. Supervisor Support and School Endorsement

Endorsement from the proposed supervisor and the applicant's School is a mandatory requirement of the application process. Applicants must consult with their prospective supervisor well in advance of the deadline to ensure timely completion of the supervisor's support section in the application form. The supervisor's endorsement confirms that the proposed research is academically sound, aligns with current research expertise within the School, and that the candidate is deemed to be of PhD potential. The supervisor must also be eligible to supervise PhD candidates at UoRM and have workload capacity.

The Head of School is responsible for the final endorsement of the application and for submitting the complete application package to the Graduate Research Office. Each School may endorse up to three applications per scholarship cycle. If a formal PhD offer letter has not yet been issued at the time of submission, the Head of School may include a completed *PhD Candidate Interview Report* form as evidence of eligibility for admission.

2. Review Panel and Evaluation Criteria

All eligible and endorsed scholarship applications will be reviewed by the PhD Scholarship Panel, which is responsible for assessing the quality of applications and selecting recipients. The Panel, which will consist of five members, is chaired by the DPGRS and includes the Provost and one representative from each of the three Schools offering a PhD programme. If the

ShowYour**Stripes**



Persiaran Graduan, Kota Ilmu, EduCity,
79200 Iskandar Puteri, Johor, Malaysia.



+60 7 268 6200
+60 7 268 6205



uor-malaysia@reading.edu.my
my.enquiry@reading.edu.my

DPGRS is the supervisor of an applicant, the DRMC (Director of the Research Management Centre) shall act in their stead. The Head of School may either represent their

School or designate a representative to act on their behalf, particularly in cases where the Head is also the PhD supervisor. The review process is based on the evaluation of both the written application materials and the applicant's performance at interview.

Applications are assessed against a set of defined criteria (see *Selection Criteria and Scoring Framework* document). Any applicant who receives an average score of less than 28 out of the maximum possible points, or who is rated as 'Poor and Weak' (a score of 1–2) on any individual criterion, will not be eligible to receive the award.

3. Interview Process and Award Decision

Applicants (whose applications have been endorsed by the school) will be invited to attend an interview as part of the selection process. Interviews will be conducted by the PhD Scholarship Panel and will be conducted virtually.

Following the interview, final decisions will be made by the PhD Scholarship Panel based on the combined assessment of the written application and interview. The top five candidates with the highest average scores across both components will be awarded the scholarships. In cases where two or more applicants receive tied scores, the Panel will undertake further deliberation to determine the final rankings.

4. Award Communication

The outcome of the selection process will be communicated to all applicants by the DPGRS via email within 72 working hours after the conclusion of all interviews. Successful candidates will then receive their scholarship contracts from Human Resources within 2 working weeks of notification.

Recipients must sign and return their scholarship contracts within two weeks of receipt. Failure to return a signed contract within the specified timeframe may result in the offer being withdrawn and the scholarship being reallocated.

5. Reserve List and Carry-Forward Policy

High-quality candidates may be placed on a reserve list in the event of a highly competitive application cycle. Candidates on the reserve list may be offered a scholarship if a selected recipient declines their offer. Candidates on the reserve list will also have their application kept for



consideration during a following cycle. Unallocated scholarships from one application cycle may be carried forward and offered in the subsequent cycle.

Contact Information

For further information, please contact the DPGRS at pgrs@reading.edu.my

The University reserves the right to review and amend this scheme, including eligibility criteria, workload expectations, and funding terms, in line with institutional and regulatory requirements. Any updates will be communicated to applicants and current recipients in advance where possible.

ShowYour**Stripes**



Persiaran Graduan, Kota Ilmu, EduCity,
79200 Iskandar Puteri, Johor, Malaysia.



+60 7 268 6200
+60 7 268 6205



uor-malaysia@reading.edu.my
my.enquiry@reading.edu.my