



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI

POSTGRADUATE STUDENTS

# HANDBOOK

School of Graduate Studies, Universiti Putra Malaysia

# 20 24

*All information provided  
is correct at the time of  
publication and is subject  
to change without notice.*

## INTRODUCTION

This handbook provides important information for students (local and international) planning to pursue or currently pursuing postgraduate studies in Universiti Putra Malaysia (UPM). This includes visiting and exchanging graduate students to UPM. The content covers information on admission, international collaborative programmes, student mobility, academic matters, financial assistance, thesis, student affairs, learning support, visa and student pass. A list of available services and facilities within the campus is among the updated information provided. The handbook is designed to guide students on the academic requirements and procedures that will ensure the successful completion of their postgraduate studies.

The postgraduate programmes (research and coursework) included in this handbook comprises doctoral degrees and master's degrees offered by various faculties and institutes at UPM. This handbook should be read together with the UPM Graduate Studies Rule 2003 (Revision 2015 – 2016), individual programme regulations and other general academic regulations set by UPM. General enquiries about the programmes and admission can be directed to the School of Graduate Studies and the relevant faculties or institutes.

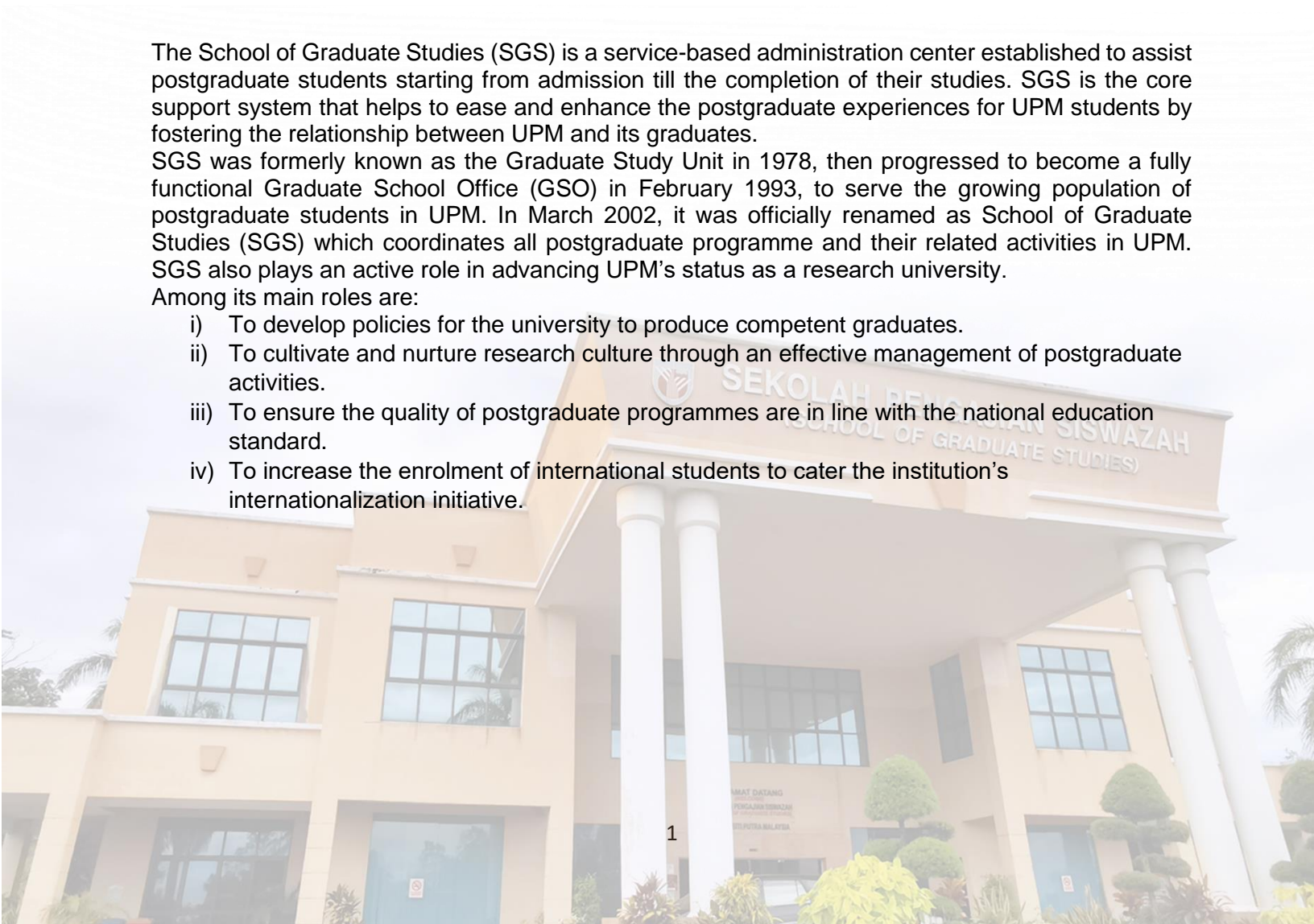
## BACKGROUND OF SCHOOL OF GRADUATE STUDIES (SGS)

The School of Graduate Studies (SGS) is a service-based administration center established to assist postgraduate students starting from admission till the completion of their studies. SGS is the core support system that helps to ease and enhance the postgraduate experiences for UPM students by fostering the relationship between UPM and its graduates.

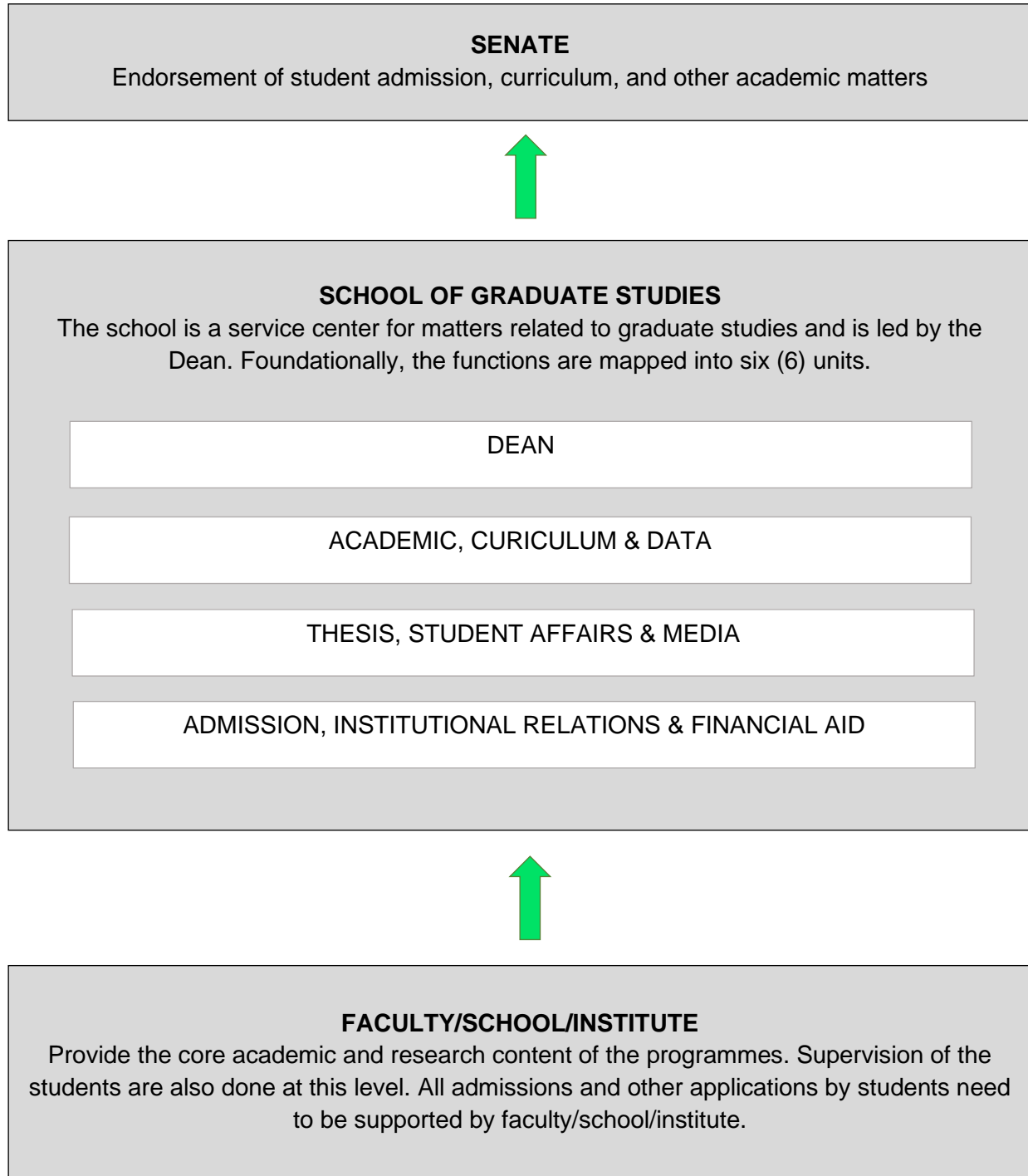
SGS was formerly known as the Graduate Study Unit in 1978, then progressed to become a fully functional Graduate School Office (GSO) in February 1993, to serve the growing population of postgraduate students in UPM. In March 2002, it was officially renamed as School of Graduate Studies (SGS) which coordinates all postgraduate programme and their related activities in UPM. SGS also plays an active role in advancing UPM's status as a research university.

Among its main roles are:

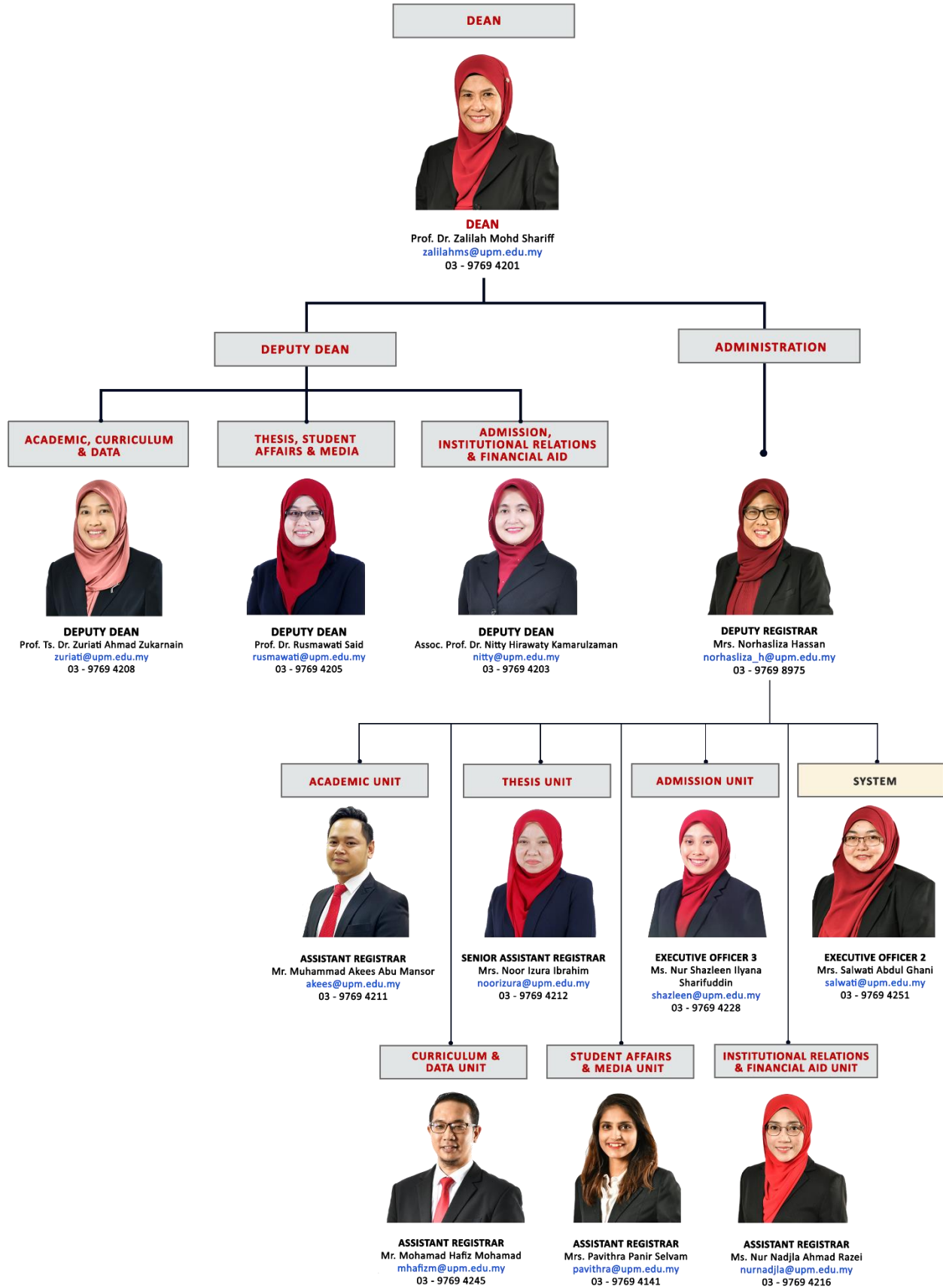
- i) To develop policies for the university to produce competent graduates.
- ii) To cultivate and nurture research culture through an effective management of postgraduate activities.
- iii) To ensure the quality of postgraduate programmes are in line with the national education standard.
- iv) To increase the enrolment of international students to cater the institution's internationalization initiative.



## POSTGRADUATE STUDY GOVERNANCE IN UPM



# SGS ORGANISATIONAL STRUCTURE



## SGS ADMINISTRATION

<b>Academic Unit</b>
Provides academic services [e.g.: preparation of Academic Calendar, course registration (add/drop/change of course status), change of programme/field of study/faculty, the appointment of Supervisory Committee, monitors student progress, deferment of studies, extension of study duration, withdrawal of study, review against termination and manages examination results, records, and convocation.
<b>Curriculum and Data Unit</b>
Ensures the quality & sustainability of courses for postgraduate in par with policies outlined by Department of Higher Studies (JPT), accreditation boards, and programme standards. This unit also manages students' convocation procedures and provides required postgraduates data for institution's both internal and external records.
<b>Thesis Unit</b>
Manages the process for thesis examination that includes the appointment of Thesis Examination Committee, submission of thesis to examiners, compilation of examination reports, and arrangements for Viva Voce.
<b>Student Affairs and Media Unit</b>
Provides learning support initiatives to enhance academic development and students' experience. Moreover, this unit caters to students' general welfare and administers social network platforms including Facebook, Instagram, Telegram and SGS official website.
<b>Admission Unit</b>
Manages the processing of admission applications, registration of new students and promotion of postgraduate programmes.
<b>Institutional Relations &amp; Financial Aid Unit</b>
Coordinates the linkages with both local and international institutions and promotes international academic/mobility programmes. This unit also manages international scholarships and financial assistance for students' research attachment and international presentation participation.
Manages the internal resources of financial aid for postgraduate students such as fellowships, scholarships, and assistantships. Among the available schemes are Graduate Research Fellowship (GRF), Special Graduate Research Allowance Scheme (SGRA), Graduate Research Assistantship (GRA), International Graduate Student Scholarship (IGSS), Putra Alumni Scholarship Scheme (PASS), Special Scholarship for Journalist (BKW) and Financial Incentive for Excellent Graduates (BYSC).

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Ms. Nur Nadjla Ahmad Razei	<b>Assistant Registrar (Institutional Relations and Financial Aid)</b> Telephone: 03-9769 4216 Email: <a href="mailto:nurnadjla@upm.edu.my">nurnadjla@upm.edu.my</a>

## SPECIFIC MAILING CONTACT DETAILS

Contact	Services Provided
<a href="mailto:pg_admission@upm.edu.my">pg_admission@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• Admission application</li> <li>• Deferment of admission</li> <li>• English requirements</li> <li>• Registration for new students</li> </ul>
<a href="mailto:sgs_academic@upm.edu.my">sgs_academic@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• Deferment of semester</li> <li>• Extension of study</li> <li>• Credit transfer/ course exemption</li> <li>• Transfer of programme/field of study</li> <li>• Conversion of programme</li> <li>• Add/drop course</li> <li>• Academic candidature</li> <li>• Supervision</li> <li>• Examination</li> <li>• Graduation (Transcript, Senate Letter, Certificate)</li> <li>• Confirmation letter</li> </ul>
<a href="mailto:sgs_financialaid@upm.edu.my">sgs_financialaid@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• Financial assistance/scholarships (GRF, SGRA, GRA, IGSS, PASS, BKW &amp; BYSC)</li> </ul>
<a href="mailto:sgs_intl.programme@upm.edu.my">sgs_intl.programme@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• UPM-ICP (Joint/Dual/Double degree)</li> <li>• Programme by Industry</li> <li>• International scholarships</li> <li>• Financial assistance for international presentation and research attachment</li> <li>• Mobility programme</li> </ul>
<a href="mailto:sgs_thesis@upm.edu.my">sgs_thesis@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• Thesis submission for examination</li> <li>• Thesis submission after the final examination (viva voce)</li> <li>• Viva voce arrangement.</li> <li>• Appointment of Thesis Examination Committee</li> <li>• Publication requirements (GS-25)</li> </ul>
<a href="mailto:sgs_putrasarjana@upm.edu.my">sgs_putrasarjana@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• Students' general welfare</li> <li>• Learning support programme</li> <li>• SGS social network sites</li> </ul>
<a href="mailto:bursar.student_pg@upm.edu.my">bursar.student_pg@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• Tuition fees</li> <li>• Dropped status due to outstanding fees</li> </ul>
<a href="mailto:visapass@upm.edu.my">visapass@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• New application for Student Pass</li> <li>• Extension/Renewal Pass</li> <li>• New/Renewal Dependent Pass Application</li> </ul>
<a href="mailto:idec_support@upm.edu.my">idec_support@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• UPM-ID student email (e.g., GS12345@student.upm.edu.my) issues</li> </ul>
<a href="mailto:cadeinovasi@upm.edu.my">cadeinovasi@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• Putra Blast (content or profile) issues</li> <li>• Putra Virtual ID (PutraVID)</li> </ul>
<a href="mailto:bppupm@upm.edu.my">bppupm@upm.edu.my</a>	<ul style="list-style-type: none"> <li>• Housing and Placement for UPM students</li> </ul>

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## POSTGRADUATE PROGRAMMES

### (a) Programme by Coursework

Currently, UPM offers 80 programmes by coursework across 14 faculties.	
<b>Faculty of Agriculture</b> <ol style="list-style-type: none"> <li>1. Master in Land Resource Management</li> <li>2. Master in Plantation Management</li> <li>3. Master in Tropical Soil Science</li> </ol>	<b>Faculty of Engineering</b> <ol style="list-style-type: none"> <li>1. Master in Aerospace System Design Engineering</li> <li>2. Master of Communication Engineering</li> <li>3. Master of Electrical Power Engineering</li> <li>4. Master of Emergency Response and Planning</li> <li>5. Master of Engineering Management</li> <li>6. Master of Environmental Engineering</li> <li>7. Master of Highway and Transportation Engineering</li> <li>8. Master of Innovation and Engineering Design</li> <li>9. Master of Manufacturing System Engineering</li> <li>10. Master in Microelectronic System Engineering</li> <li>11. Master in Process Safety and Loss Prevention</li> <li>12. Master of Remote Sensing and GIS</li> <li>13. Master of Structural Engineering and Construction</li> <li>14. Master of Water Engineering</li> <li>15. Master in Food Process and Packaging Engineering</li> <li>16. Master of Environmental Technology Management</li> </ol>
<b>Faculty of Biotechnology and Biomolecular Sciences</b> <ol style="list-style-type: none"> <li>1. Master of Science in Biotechnology with Bioentrepreneurship</li> </ol>	
<b>Faculty of Computer Science and Information Technology</b> <ol style="list-style-type: none"> <li>1. Master of Computer Science</li> <li>2. Master of Information Security</li> <li>3. Master of Software Engineering</li> <li>4. Master in Computer Network</li> </ol>	
<b>Faculty of Design and Architecture</b> <ol style="list-style-type: none"> <li>1. Master of Architecture</li> <li>2. Master of Landscape Architecture</li> <li>3. Master of Tropical Urban Design</li> <li>4. Master of Sustainable Landscape Management</li> <li>5. Master in Industrial Design Innovation</li> <li>6. Master in Construction Technology Management</li> </ol>	
<b>School of Economics and Business</b> <ol style="list-style-type: none"> <li>1. Master of Economics</li> <li>2. Master of Entrepreneurship</li> <li>3. Master of Finance</li> <li>4. Master of Business Administration</li> </ol>	<b>Faculty of Food Science and Technology</b> <ol style="list-style-type: none"> <li>1. Master of Food Technology</li> <li>2. Master in Food Safety and Quality Assurance</li> <li>3. Master in Functional Food Design</li> </ol>
<b>Faculty of Educational Studies</b> <ol style="list-style-type: none"> <li>1. Master of Education in Curriculum and Instruction</li> <li>2. Master of Education in Educational Administration</li> <li>3. Master of Education in Educational Psychology</li> <li>4. Master of Education in Guidance and Counselling</li> <li>5. Master of Education in Instructional Technology and Innovation</li> <li>6. Master of Education in Physical Education</li> <li>7. Master of Education in Sport Science</li> <li>8. Master of Education in Teaching of English as a Second Language</li> <li>9. Master of Education in Malay Language</li> <li>10. Master of Education in Technical and Vocational Education</li> <li>11. Master of Human Resource Development</li> </ol>	<b>Faculty of Veterinary Medicine</b> <ol style="list-style-type: none"> <li>1. Master of Veterinary Medicine</li> <li>2. Master of Veterinary Science</li> </ol>
	<b>Faculty of Forestry and Environment</b> <ol style="list-style-type: none"> <li>1. Master of Environment</li> </ol>
	<b>Faculty of Medicine and Health Sciences</b> <ol style="list-style-type: none"> <li>1. Doctor of Public Health</li> <li>2. Master of Pathology</li> <li>3. Master of Medicine (Family Medicine)</li> <li>4. Master of Medicine (Paediatrics)</li> <li>5. Master of Medicine (Psychiatry)</li> <li>6. Master of Medicine (Radiology)</li> <li>7. Master of Medicine (Internal Medicine)</li> <li>8. Master of Medicine (Anaesthesiology)</li> <li>9. Master of Public Health</li> <li>10. Master of Surgery (Orthopaedics)</li> <li>11. Master of Surgery (General Surgery)</li> <li>12. Master in Nutritional Sciences</li> <li>13. Master in Environmental and Occupational Health</li> <li>14. Master of Clinical Psychology</li> </ol>
<b>Faculty of Modern Languages and Communication</b> <ol style="list-style-type: none"> <li>1. Master of Applied Linguistics</li> <li>2. Master of Corporate Communication</li> <li>3. Master of Malay Language</li> <li>4. Master of World Literature</li> <li>5. Master of Malay Literature</li> </ol>	
<b>Faculty of Human Ecology</b> <ol style="list-style-type: none"> <li>1. Master in Politics and Government</li> <li>2. Master in Community Development</li> <li>3. Master in Personal Financial Planning</li> </ol>	<b>Faculty of Science</b> <ol style="list-style-type: none"> <li>1. Master of Applied Statistics</li> <li>2. Master in Analytical Chemistry</li> <li>3. Master in Materials Physics</li> <li>4. Master in Tropical Biology</li> <li>5. Master in Mathematical Sciences</li> </ol>

**(b) Programme by Research**

UPM also offers more than 290 fields of study for programme by research.	
Accounting	Bioresource Management
Advanced Materials	Biotechnology with Bio-entrepreneurship
Aerospace Engineering	Biotherapeutics
Aerospace System Design Engineering	Business Economics
Agribusiness	Business Law
Agricultural Economics	Biopolymer, Pulp and Paper Technology
Agricultural Extension	Cancer Biology and Oncology
Agricultural Mechanisation and Automation	Catalysis
Agricultural Policy	Cell Biotechnology
Agricultural Process Engineering	Chemical Engineering
Agricultural Technology	Chemical Pathology
Agricultural Waste Engineering	Chinese Literature
Agriculture Genomics	Clinical Nutrition
Agronomy	Clinical Pathology
Analytical and Structural Mathematics	Clinical Psychology
Analytical Chemistry	Communication Technology
Anatomy and Histology	Community Development
Animal Behavior and Welfare	Community Education and Development
Animal Biotechnology	Community Nutrition
Animal Nutrition	Computable Structures and Scientific Computing
Animal Physiology	Computational Mathematics
Animal Production	Computational Methods in Engineering
Animal Sciences	Computational Operations Research
Animal Welfare	Computer and Embedded Systems Engineering
Applied and Computational Statistics	Computer Graphics
Applied Comparative Linguistics	Computer Networks
Applied Mathematics	Corporate Communication
Applied Physics	Computer Vision
Aqua informatics	Consumer Science
Aquaculture	Control System Engineering
Aquaculture Biotechnology	Corporate Leadership
Aquaculture Engineering	Curriculum and Instruction
Aquatic Animal Health	Data Science
Aquatic Biotechnology	Database Systems
Arabic Language	Development Communication
Architectural Studies	Developmental Psychology
Automotive Engineering	Discourse Studies
Avian Medicine	Ecology
Bacteriology	Economics
Biochemical Engineering	Education in Malay Language
Biochemistry	Educational Administration
Bio-composite Technology and Design	Educational Psychology
Biodiversity and Conservation of Natural Resources	Educational Technology
Bioinformatics and System Biology	Electrical Power Engineering
Biomedical Engineering	Electronic Engineering
Bioresource and Technology	Energy

English Language	Haematology
English Literature	Halal Products Development
Entomology	Halal Product Management
Environmental Biotechnology	Halal Products Science
Environmental Economics, Planning and Management	Health and Rehabilitation
Environmental Education and Ethics	Health Education and Communication
Environmental Engineering	Health Promotion
Environmental Health	Health Service Management
Environmental Hydrology and Hydrogeology	Highway and Transportation Engineering
Environmental Policy and Governance	Horticulture
Environmental Pollution Control Technology	Hospitality
Environmental Quality and Conservation	Housing
Environmental System and Modelling	Human Anatomy
Enzyme Biotechnology	Human Communication
Epidemiology and Biostatistics	Human Computer Interaction
Epidemiology and Public Health	Human Development
Equine Medicine	Human Factors and Ergonomics
Ethnomathematics	Human Genetics
Ethnic Studies	Human Physiology
Extension Education	Human Resource Development
Engineering and Renewable Energy	Human Resource Management
Family Ecology	Immunobiology
Family Economics and Management	Immunopharmacology
Farm Structures	Industrial Biotechnology
Finance	Industrial Design
Financial Mathematics	Industrial Engineering
Fisheries Science	Industrial Hygiene
Fluid Dynamics	Information Retrieval
Food Biotechnology	Information Systems
Food Engineering	Inorganic Chemistry
Food Management	Instructional Technology and Innovation
Food Safety	Integrated Design Studies
Food Science	Intelligent Systems
Food Security and Climate Change	Journalism
Food Service Management	Japanese Language
Food Technology	Laboratory Animal Medicine
Forensic Science	Land Resource Management
Forest Management and Ecosystem Sciences	Landscape Studies
Forestry	Leadership Studies
Gender and Development	Literacy Studies
Genetics	Literacy and Cultural Studies
Genetics and Breeding	Malay Language
Geographic Information System	Malay Literature
Geospatial Engineering	Management
Geotechnical and Geological Engineering	Manufacturing Systems Engineering
Gerontechnology	Mariculture
Green Engineering	Marine and Freshwater Ecosystem
Guidance and Counselling	Marine Biology

Marine Ecology and Biodiversity	Physical Chemistry
Marketing	Physical Education
Mass Communication	Physics
Materials Engineering	Phytochemistry
Materials Science	Plant Biotechnology
Mathematical Cryptography	Plant Pathology
Mathematical Physics and Engineering	Plant Physiology
Mathematics Education	Plant Science
Mechanical Engineering	Plantation Technology
Medical Biotechnology	Politics and Government
Medical Gerontology	Post-Harvest Technology
Medical Microbiology	Process Safety and Reliability
Medical Parasitology	Project Management
Medical Physics	Psychology of Child Development
Medical Sciences	Psychological Medicine/Psychiatry
Medicinal Chemistry	Public Health
Metabolomics	Pure Mathematics
Microbial Biotechnology	Radiology and Imaging
Microbiology	Remote Sensing
Molecular Biology and Genetic Engineering	Robotic and Automation Engineering
Molecular Biotechnology	Ruminant Medicine
Molecular Imaging	Rural Advancement
Molecular Medicine	Safety, Health and Emergency Management
Moral Education	Security in Computing
Multimedia Computing	Sensor Technology
Music	Shariah and Halal Laws
Nanobiotechnology	Signal Processing
Nanomedicine	Small Animal Medicine
Nanoscience	Social Gerontology
Nanotechnology	Social Psychology
Natural Resource Policy	Sociology of Education
Neuroscience	Software Engineering
Numerical Analysis	Soil and Water Engineering
Nursing	Soil Science
Nutrition	Sports Science
Nutritional Sciences	Statistics
Occupational Safety and Health	Stem Cell
Occupational Safety and Health Management System	Structural Biology
Organic Chemistry	Structural Engineering
Organizational Communication	Surgery
Packaging Engineering	Sustainable Plantation Management
Parallel and Distributed Computing	Sustainable Recreation and Ecotourism
Parasitology	Swine Medicine
Pathology	Teaching of English as a Second Language
Pest Management	Technical and Vocational Education
Pharmacology	Theoretical and Computational Chemistry
Philosophy and Civilization Studies	Theoretical and Computational Physics
Photonics Engineering	Theriogenology and Cytogenetics

Tourism	Virology
Toxicology	Water Resources Engineering
Translation and Interpretation	Wildlife and Exotic Animal Health
Tropical Rainforest Ecosystem Services	Wildlife Ecology and Management
Teaching of Malay Literature	Wireless Communications and Networks Engineering
Urban Planning and Design	Youth Studies
Vaccine and Therapeutics	

### (c) UPM International Collaborative Programme

The UPM International Collaborative programme (UPM-ICP) is a programme jointly developed by UPM with several top universities. The main objective is to promote and strengthen bilateral collaboration between UPM and its partners particularly in the areas of research and joint supervision. The programme provides an opportunity for students to study abroad and simultaneously obtain a degree from UPM and the partner university. There are several programme modes namely Joint Degree, Dual Degree, Double Degree, and Cotutelle Degree, as detailed below:

University	Programme	Area of Study
University of Newcastle, Australia	Joint PhD	Education, Engineering, Computer Science, Information Technology, Health and Medical Sciences, Science, Mathematics, Language etc.
Maejo University, Thailand	Dual PhD	Food Engineering, Agricultural Process Engineering, Bioprocess Engineering, Packaging Engineering.
Naresuan University, Thailand	Dual Master Dual PhD	Health Sciences, Medical Science, Nursing, Public Health, Agriculture, Natural Resources & Environment, Architecture, Engineering, Science, Business, Economics, Communications, Education, Social Sciences.
Ataturk University, Turkiye	Joint PhD	Industrial Engineering, Biology, Chemical Engineering, Electrical and Electronic Engineering, Food Engineering.
Sharif University of Technology, Iran	Joint Master Joint PhD	Social and Behavioral Science, Business and Administration, Physical Science, Mathematics, Engineering and Engineering Trades
University of Wollongong, Australia	*Cotutelle (PhD)	Based on student's field of study
AgroParisTech, France	*Cotutelle (PhD)	Based on student's field of study

University of Paris 1 Pantheon-Sorbonne, France	*Cotutelle (PhD)	Based on student's field of study
University of Montpellier, France	*Cotutelle (PhD)	Based on student's field of study

\*Cotutelle programme is another joint supervision programme which is similar to Dual Degree programme. However, this programme requires a one-to-one agreement between the student and university. An extended period is needed for approvals of this cotutelle agreement. At the end of the programme, students will be awarded two certificates, each from UPM and partner university.

#### **(d) Programme by Industry**

Programme by Industry offers an alternative route for industry practitioners who wish to pursue a master's or doctorate degree without leaving their workplace. This programme is developed to encourage knowledge sharing among industry practitioners and academicians in producing highly knowledgeable professionals. This programme aims at inspiring innovation and enhancing competitiveness within the industry via industry-based research through collaboration with UPM. There is a wide range of fields of study available that students can choose from particularly in engineering, business and economics, agriculture, food technology, computer science, biotechnology, etc.

# SERVICES PROVIDED BY THE SCHOOL OF GRADUATE STUDIES

- ❖ ADMISSION
- ❖ ACADEMIC MATTERS
- ❖ THESIS SUBMISSION
- ❖ FINANCIAL ASSISTANCE & SCHOLARSHIPS
- ❖ INTERNATIONAL COLLABORATIVE PROGRAMMES (ICP)  
AND MOBILITY
- ❖ STUDENT AFFAIRS
- ❖ COUNTER SERVICES

# ADMISSION MATTERS

- Intakes and Application
- English Language Requirement
- Registration Flow and Checklist
- Student Visa and Pass
- Enrolment Checklist

## ADMISSION

### (a) Intakes and Application Deadlines

Academic Calendar	Programme	Semester	Application Deadline	
			International	Local
Dual - Semester	All Master by coursework, Master by research and PhD programmes	First Semester (September)	30 June	30 July
		Second Semester (March)	30 November	31 December
Trimester	All Master by coursework offered at the School of Business and Economics	First Trimester (July)	31 March	30 April
	All Master by coursework offered at the School of Business and Economics  Master of Biotechnology with Bioentrepreneurship	Second Trimester (November)	31 July	31 August
	All Master by coursework offered at the School of Business and Economics	Third Trimester (March)	30 November	31 December
Session	All Master of Medicine (Local only)	First Session (June)	-	30 April
		Second Session (December)	-	30 November

### (b) Academic Requirement

An applicant should possess a relevant qualification in related field with a minimum CGPA as follows:

CGPA	Master by coursework	Master by Research	PhD
≥2.750	√	√	√
<2.750	Subject to any other requirement specified by faculty/school/institute		

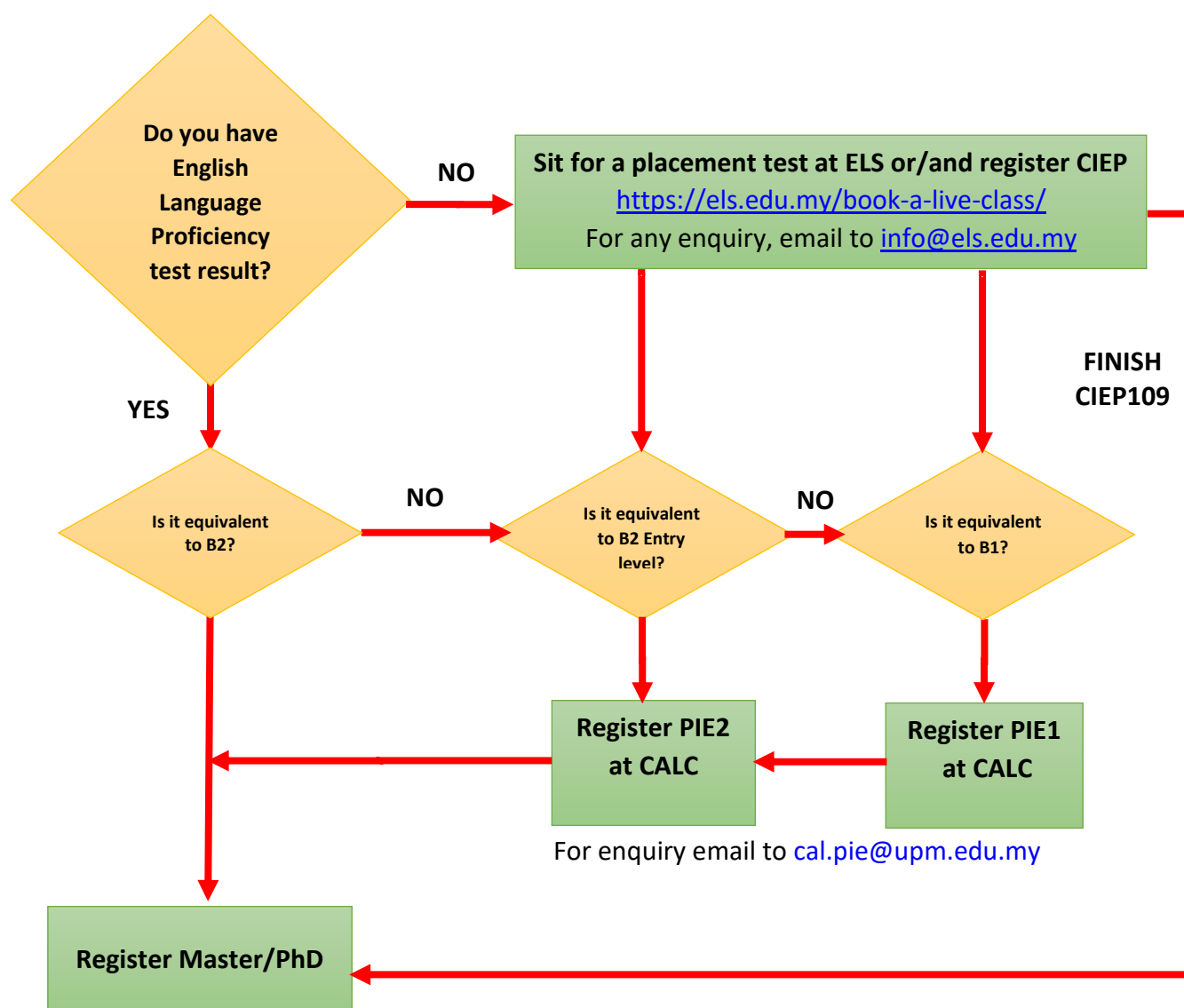
For more details, please refer to [https://sgs.upm.edu.my/content/academic\\_requirement-40575](https://sgs.upm.edu.my/content/academic_requirement-40575)

**(c) Medical Assessment (s)**

Type of Disease/Disorder	Example	Registration/ admission
<ul style="list-style-type: none"> <li>Contagious</li> <li>Recovery is expected to be difficult and delayed</li> </ul>	<ul style="list-style-type: none"> <li>HIV/AIDS</li> <li>Hepatitis B</li> <li>Hepatitis C</li> </ul>	Registration/ admission is prohibited

For more details, please refer to [https://sgs.upm.edu.my/content/health\\_examination\\_requirements\\_for\\_new\\_students-58460](https://sgs.upm.edu.my/content/health_examination_requirements_for_new_students-58460)

**ENGLISH LANGUAGE REQUIREMENT**



**NOTE:**

- B1: IELTS 5.0, Cambridge Linguaskill 154 – 161, TOEFL-IBT/Home Edition 45-50, PTE 47-50, MUET Band 3 (SCORE 123-163), CIEP105/106, Placement Test 106/107.
- B2 ENTRY: IELTS 5.5, Cambridge Linguaskill 162 – 168, TOEFL-IBT/ Home Edition 51-64, PTE 51-58, MUET Band 3 (SCORE 164-210), CIEP107/108, Placement Test 108/109.

- B2: IELTS 6.0, Cambridge Linguaskill 169 – 175, TOEFL-IBT/Home Edition 65-78, PTE 59-62, MUET Band 4 (SCORE 211-257), CIEP109, Placement Test 110.

#PIE: Postgraduate Intensive English

#CIEP: Certified Intensive English Programme

#IELTS: International English Language Testing System

For more details, please refer to [https://sgs.upm.edu.my/content/english\\_language\\_requirement-40581](https://sgs.upm.edu.my/content/english_language_requirement-40581)

# ADMISSION APPROVAL PROCESS

**Sign-up for Postgraduate Application Portal:**  
<http://sgsportal.upm.edu.my:8080/sgsportal/Admission/RegistrarApplicant.jsp>

**Application guideline:**  
[https://sgs.upm.edu.my/prospective\\_students-2964](https://sgs.upm.edu.my/prospective_students-2964)



## APPLICATION SUBMISSION

1. Application for admission is online and must be submitted together with all required supporting documents including the payment receipt for processing fee (**RM60 for local applicant and RM250 for international applicant**).
2. The supporting documents will be reviewed within three (3) days of submission. Only applications with complete supporting documents will be given labelled as COMPLETED status and sent automatically to Faculty/School/Institute for selection processes. Incomplete application will be notified as INCOMPLETE and will remain with the status until the applicant update the application.
3. An application process generally takes about 1 to 2 months, depending on the adequacy of required supporting documents submitted by applicant.

## APPLICATION ASSESSMENT



1. Faculties/School/Institutes are given a maximum of 30 days to assess each application.
2. Depending on the study programme applied, applicant may be interviewed via online platforms, phone call, face-to-face or any kind of test in addition to the submitted application documents.



## APPLICATION STATUS

1. Application status will be updated as APPROVED or NOT APPROVED upon the assessment result from the particular Faculty/School/Institute.
2. Once application for admission is approved, applicants must print the offer letter via online portal.
3. Applicants should be alert on their application status via online portal (use own username and password).

# REGISTRATION CHECKLIST FOR NEW POSTGRADUATE STUDENTS

## 1. Financial Resource

The university is not responsible for securing any financial support to fund your studies. Therefore, you are advised to make a financial plan to avoid any delays in tuition fees payment in the future.

- Click [tuition fees](#) for more information.
- If your sponsoring body requests an official invoice of tuition fee, please email your offer letter to [bursar.student\\_pg@upm.edu.my](mailto:bursar.student_pg@upm.edu.my).

## 2. English Language Proficiency

International candidates who receive a provisional offer due to English language proficiency requirements must plan accordingly. Your planning will affect finances, visa, and any other related issue(s) to the duration of the study. For example, if you choose to join our English programme, you need to spend at least one (1) semester before starting your academic programme and a separate tuition fee for the English programme is compulsorily applicable to be paid.

- Click [English Language](#) for more information.

## 3. Visa Requirement (international students only)

The admission offer does not include student pass with it. As an international candidate, you need to apply for Visa Approval Letter (VAL) at least 4 months before the registration date. The VAL processes may take 30 – 60 days.

Candidates that have previously applied to any institution in Malaysia, are required to cancel their application at the previous institution. Universiti Putra Malaysia (UPM) will be unable to apply student pass for an applicant that has registered with a different institution unless that institution has cancelled the application with EMGS. Applicants are also required to get an original release letter from the previous institution.

Candidates who are currently in Malaysia and holding a student/ employment/ dependent or another pass from another institution/ organisation/ company, please ensure that the existing pass period is shortened by the previous institution/ organisation/ company.

- Click [visa](#) for more information.
- Contact: [visapass\\_val@upm.edu.my](mailto:visapass_val@upm.edu.my)



\*Candidates/New students that have been offered admission at UPM Bintulu Campus, may contact Mr. Fauzi bin Mohamad ([fauzie@upm.edu.my](mailto:fauzie@upm.edu.my)) for assistance on visa-related matters.

### List of Faculties/Institutes at UPM Bintulu Campus:

- 1) Faculty of Agricultural and Forestry Sciences
- 2) Faculty of Humanities, Management and Science
- 3) Institute of Ecosystem Science Borneo

**4. PREPARE THE SUPPORTING DOCUMENTS**

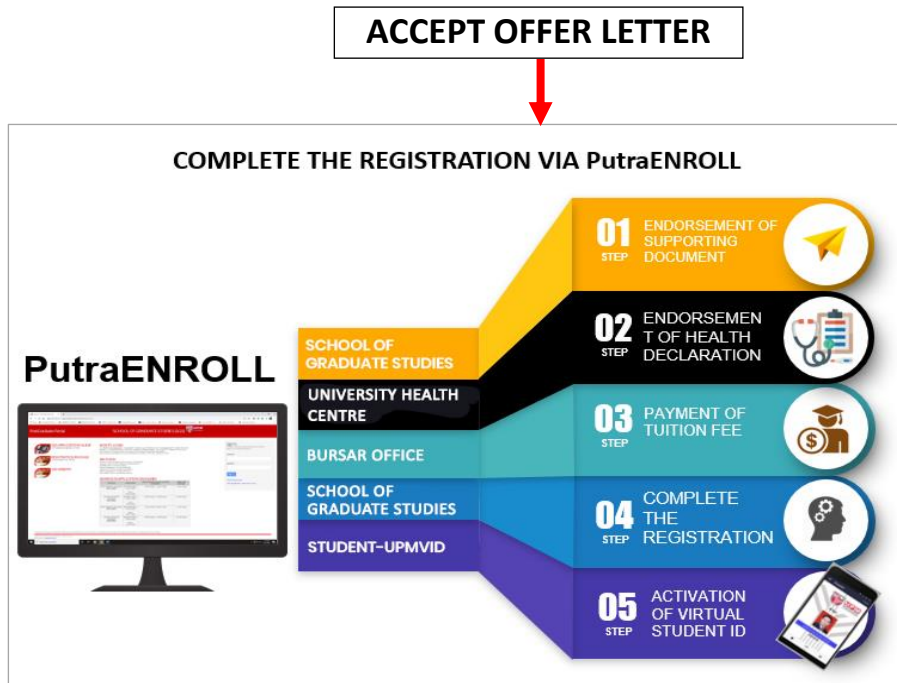
Scan all the following documents in color, original size, all pages and in pdf, jpg or jpeg format and upload them in the PutraEnroll system (<https://putraenroll.upm.edu.my/>).

LOCAL	INTERNATIONAL
<p>a) Passport-sized Photo (Blue/white background)</p> <p>b) Malaysian Identity Card (MyKad) – front and back</p> <p>c) <b>**Before uploading, you MUST cross or add a watermark, as shown in the example below:</b></p> <div style="text-align: center;">  </div> <p>d) Certificate/ Senate Letter/Completion Letter of Bachelor degree</p> <p>e) Transcript of Bachelor degree</p> <p>f) Certificate/ Senate Letter/Completion Letter of Master's Degree</p> <p>g) Transcript for Master's Degree</p> <p>h) Payslip/ Bank statement/scholarship offer letter</p>	<p>a) Passport-sized Photo (Blue/white background)</p> <p>b) International Passport</p> <p><b>**Before uploading, you MUST cross or add a watermark, as shown in the example below:</b></p> <div style="text-align: center;">  </div> <p>c) Certificate/ Senate Letter/ Completion Letter of Bachelor degree</p> <p>d) Transcript of Bachelor degree</p> <p>e) Certificate/ Senate Letter/Completion Letter of Master's Degree</p> <p>f) Transcript for Master's Degree</p> <p>g) Payslip/ Bank statement/scholarship offer letter</p> <p>h) EMGS Approval Letter/ EVAL/Related Pass</p> <p>i) IELTS/TOEFL/PTE/Placement Test of CIEP etc.</p>

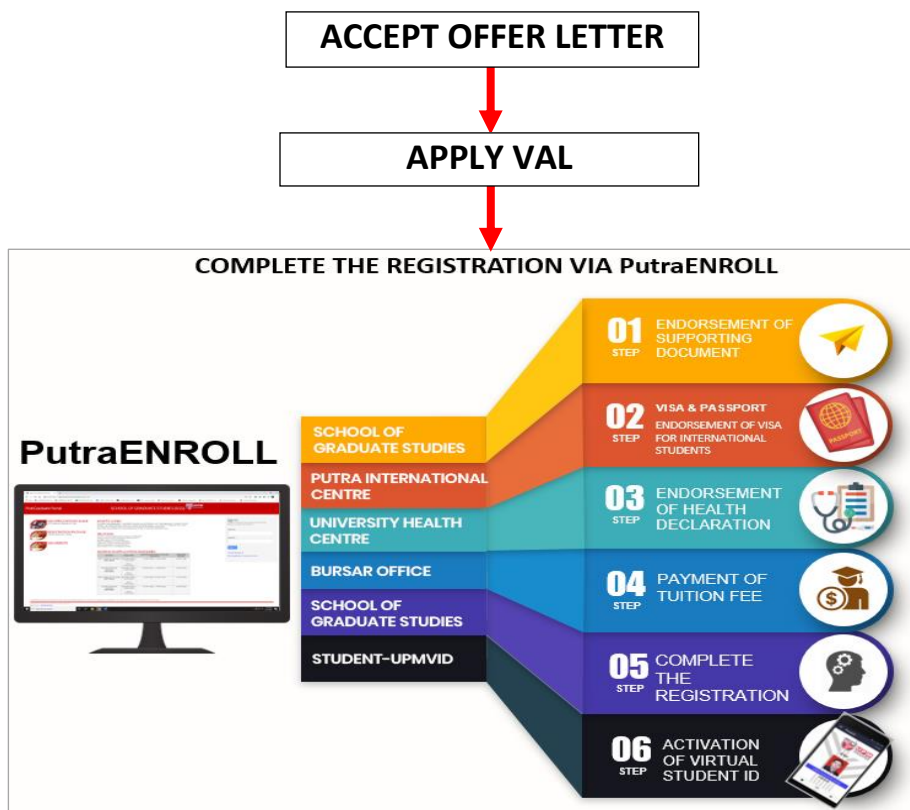
For more details, please refer to [https://sgs.upm.edu.my/new\\_students/things\\_to\\_check\\_before\\_the\\_registration\\_of\\_new\\_students-13263](https://sgs.upm.edu.my/new_students/things_to_check_before_the_registration_of_new_students-13263)

# REGISTRATION FLOW FOR NEW POSTGRADUATE STUDENTS

## LOCAL STUDENTS

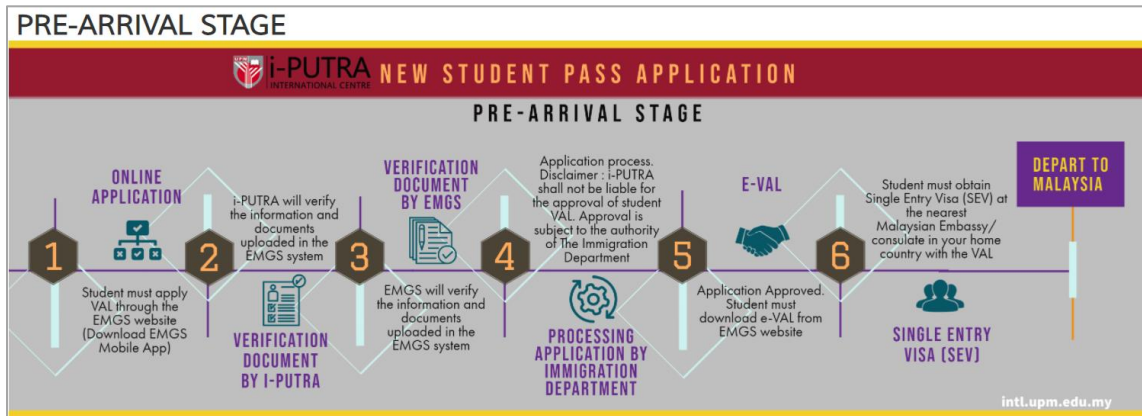


## INTERNATIONAL STUDENTS



For more details, please refer to [https://sgs.upm.edu.my/new\\_students-3940](https://sgs.upm.edu.my/new_students-3940)

## VISA AND STUDENT PASS



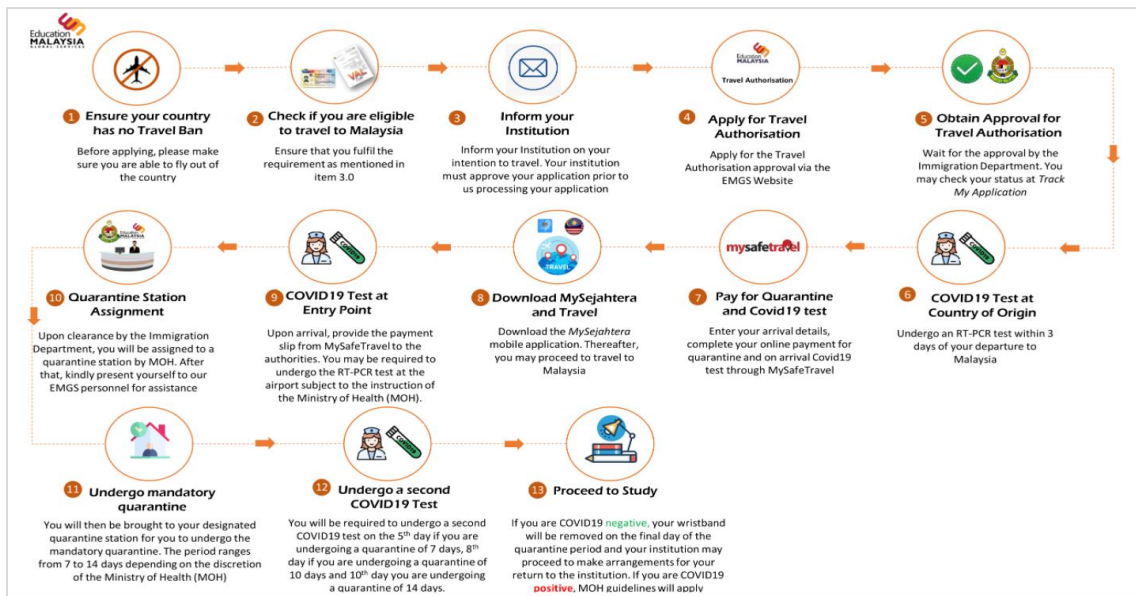
### HOW TO APPLY VISA APPROVAL LETTER (VAL)?

- Step 1:** Print offer letter from Postgraduate Application Portal at <http://sgsportal.upm.edu.my:8080/sgsportal/>
- Step 2:** Prepare documents as required by Education Malaysia Global Services (EMGS) at <https://visa.educationmalaysia.gov.my/guidelines.html>
- Step 3:** Create an account with EMGS at <https://visa.educationmalaysia.gov.my/customer/account/login/>
- Step 4:** Login to the EMGS system and fill in the required information
- Step 5:** Upload documents required by EMGS into the system
- Step 6:** Select your insurance company. For those who have yet to sign up for any insurance policy, you are recommended to choose "own group" category.
- Step 7:** Select the payment method and prepare to make payment for EMGS through PayPal/credit card/online banking
- Step 8:** Complete your application
- Step 9:** View application status through the EMGS system from time to time. You are also required to complete the Checklist for VAL Application and email all the scanned documents to [visapass\\_val@upm.edu.my](mailto:visapass_val@upm.edu.my) in one (1) folder

For more details, please refer to [https://intl.upm.edu.my/visa\\_pass/new\\_student-13219](https://intl.upm.edu.my/visa_pass/new_student-13219)

## PREPARATION TO ENTER MALAYSIA

- Step 1:** New students are advised to refer to the latest visa and travel advice from Malaysian Government published in EMGS website. [https://educationmalaysia.gov.my/news\\_update/introduction-of-the-pre-entry-checklist-emgs-connect-mobile-application/](https://educationmalaysia.gov.my/news_update/introduction-of-the-pre-entry-checklist-emgs-connect-mobile-application/)
- Step 2:** New students are also advised to refer to the latest learning and teaching modes which will be announced from time to time, that can be accessed at [https://sgs.upm.edu.my/new\\_students-3940](https://sgs.upm.edu.my/new_students-3940)
- Step 3:** If you do not find any issue(s) from steps 2 and 3, you may apply for a Single-Entry Visa (SEV) with e-VAL at the Malaysian Embassy/Consulate in your country
- Step 4:** You must enter Malaysia with a SEV before the expiry date of the VAL. However, please do not enter Malaysia earlier than seven (7) days prior to the registration period. Otherwise, it may result in additional cost for visa and pass processing.



Please refer to [https://intl.upm.edu.my/visa\\_pass/new\\_student-13219](https://intl.upm.edu.my/visa_pass/new_student-13219)

For further information, please contact Putra International Centre at [https://intl.upm.edu.my/about\\_us/section/visa\\_and\\_pass-51091](https://intl.upm.edu.my/about_us/section/visa_and_pass-51091)

For more details, please refer to [https://intl.upm.edu.my/visa\\_pass/new\\_student-13219](https://intl.upm.edu.my/visa_pass/new_student-13219)

# ENROLMENT CHECKLIST FOR NEW POSTGRADUATE STUDENTS

## 1. Download all related documents in PutraENROLL for future usage

New students must download:

- Registration Checklist for New Students
- Enrolment Confirmation Slip for New Students
- Health Examination Report Form

## 2. Activate UPM-ID

UPM-ID is a database system used to access UPM online systems such as PutraVID (Virtual Student ID), student email, hotspot, Student Portal, PutraBLAST and etc. Therefore, please activate your UPM-ID as soon as you receive your matric number. Activation link:

<https://upmid01c.upm.edu.my/> . The detailed guidelines:

[https://upmid.upm.edu.my/info/man\\_student.pdf](https://upmid.upm.edu.my/info/man_student.pdf)

- [User Guide PutraVID \(Virtual Student ID\)](#)
- [PutraVID WEB](#)
- For any enquiry, please email to [http://idec\\_helpdesk.upm.edu.my/](http://idec_helpdesk.upm.edu.my/)

## 3. Course Registration

Course registration must be made during the allocated period through Student Portal using the username and password created during the UPM-ID activation. You are advised to refer to SGS website for the course schedules or if it is not available, please refer to your advisor or respective faculty/school/institute.

- [Course Schedules](#)
- [Postgraduate Candidature Checklist](#)
- [Course Registration Guidelines](#)

## 4. Pay the Credit Fees by the deadline.

Pay the credit fee(s) before the 3<sup>rd</sup> week of the semester. Payment receipts should be mailed to [bursar.student\\_pg@upm.edu.my](mailto:bursar.student_pg@upm.edu.my)

## 5. Preparing to Enter Malaysia (page 25)

New students must enter Malaysia with SEV before the expiration date of their eVAL. Please do not enter Malaysia earlier than 7 days before the registration period. Otherwise, it may result in an additional cost for visa and pass processing.

## 6. Attend Classes

A student must attend at least 80% of the total hours of academic activities during his or her enrolled course of study. Students who fail to meet the attendance requirement of 80% without sufficient cause will be prevented from taking the final test and will receive a zero for the course's final examination.

## 7. Health Examination

All new students are required to undergo a health examination before the commencement of second semester.

New local students can do it at any MOH-certified clinic/hospital throughout Malaysia, using UPM health examination form. It must be submitted to University Health Centre (PKU) for endorsement during the verification of registration process.

New international students must perform a health examination at the PKU itself. Book an appointment for Health Examination by logging into your Postgraduate Student Portal at <http://sgsportal.upm.edu.my:8080/sgsportal/> .

#### **8. Verify your Registration**

Face to face verification of registration must be made at the School of Graduate Studies before the commencement of the third semester, otherwise your study status will be suspended. You are advised to refer to the SGS website for the latest operating announcement. The documents that must be brought for registration verification are as listed below:

- a) Registration Checklist for New Student [verification purposes] – download from your PutraENROLL
- b) Original Passport for International/ Identity Card for Local
- c) Original Certificate/Senate Letter/Completion Letter of Bachelor or/and Master's Degree
- d) Original Transcript of Bachelor or/and Master's Degree.
- e) IELTS/TOEFL/PTE/MUET/CIEP – If related (for international students only)

#### **NOTE:**

Any changes in UPM guidelines due to the amendments in Malaysian government policies and regulations during this pandemic period, will be updated and communicated to all students as needed.

For more details, please to:

[https://sgs.upm.edu.my/new\\_students/things\\_to\\_check\\_before\\_the\\_registration\\_of\\_new\\_students-13263](https://sgs.upm.edu.my/new_students/things_to_check_before_the_registration_of_new_students-13263)

# **FREQUENTLY ASKED QUESTION (FAQ) REGARDING ADMISSION PROCEDURES/ PROCESSES**

**1. How do I apply for a postgraduate programme at UPM?**

Application for postgraduate programme at UPM can be made online at <http://sgsportal.upm.edu.my:8080/sgsportal/>. Prospective students are highly encouraged to visit the School of Graduate Studies website for additional information before applying for admission.

**2. When can I submit my application for admission to UPM?**

Admission applications are accepted throughout the year, and UPM offers seven (7) intakes per year, each following a different academic calendar.

- Dual semester for every September (First Semester) and March (Second Semester)
- Trimester for every July (First Trimester), November (Second Trimester) and March (Third Trimester).
- Semester (Medical) for every June (First Session) and December (Second Session).

If you miss the closing date for applying for admission to a semester, your application will be automatically forwarded to the following semester.

For more details, please refer to

[https://sgs.upm.edu.my/content/semester\\_and\\_online\\_application-60830](https://sgs.upm.edu.my/content/semester_and_online_application-60830).

**3. What is the minimum academic admission requirement for Master's or PhD programme in UPM?**

Generally, UPM requires a CGPA of 2.75/4.00. However, admission into a programme is also subjected to the requirements specified by the particular faculty/school/institute (refer to the faculty's/school's/ institute's website).

**4. I have a Higher National Diploma (HND). Can I use this to apply for a Master's programme at UPM?**

No. UPM only accepts a Bachelor's degree for Master's programme.

**5. I am in my final semester of undergraduate programme. Can I apply for admission for postgraduate study at UPM?**

Yes. A final semester student of his/her final year undergraduate programme can apply for Master programmes provided that your current CGPA meets the programme admission requirement. Attach a final year confirmation letter and semester results from first semester until the most recent results, as well as other supporting documents such as research proposal (if applicable), and a copy of your identity card/international passport.

**6. How do I find a research supervisor for my study programme?**

The faculty's or SGS's website can assist you to find a suitable research supervisor. Each topic of study offered by the faculty/school/institute has a 'List of Field Experts' section for your reference. The faculty will assign a research supervisor if you are unable to identify one.

**7. I have received an offer letter to study at UPM next semester. Can I defer for one (1) semester?**

Yes. You can defer to the following semester by replying to the offer via your [Postgraduate Application Portal](#). However: -

- a) If you have accepted the offer, you need to e-mail to [pg\\_admission@upm.edu.my](mailto:pg_admission@upm.edu.my) to change your response from 'ACCEPTED' to 'DEFERRED'.
- b) If you have deferred for one semester and would like to defer another, you are also required to email to [pg\\_admission@upm.edu.my](mailto:pg_admission@upm.edu.my) to update your deferment status.

Please take note that a candidate is not permitted to defer for more than two (2) semesters or one (1) academic year.

**8. I have deferred for two (2) semesters, and I am still not able to meet the minimum English Language requirement. Can I still join the English Language Programme?**

No. You must join the English Language programme before the expiry of admission offer. In other words, you only have two (2) semesters to fulfill the English language requirement before the registration. Otherwise, your offer will expire, and you have to re-apply for the programme.

**9. I was terminated from my study programme at UPM? Can I re-apply?**

Yes. The criterion for application is as follows:

Type of Programme	Criterion
Same programme/field of study	Two (2) semesters after being terminated
Different programme/field of study	The following semester

You may use the same username and password to apply at <http://sgsportal.upm.edu.my:8080/sgsportal/>.

**10. I am an international student, and I took an IELTS 6 years ago. Is the test score on still valid to be used for my admission application?**

No. The validity period for IELTS or any other English Language Proficiency Test score which is equivalent to CEFR and not for more than two (2) years.

**11. I am an international student with a degree from a Malaysian university. Can I be exempted from English requirement for admission into postgraduate programme at UPM?**

Yes. An applicant with a degree from any Malaysia public / private university is exempted from the English language proficiency criterion.

**12. I do not have any IELTS / TOEFL. Can I still apply to UPM?**

Yes. If you meet the academic admission requirements, you will be granted a provisional offer letter. However, you still need to fulfill the English language requirement before you can enroll in the programme.

**13. Can I take English programme at UPM if my IELTS / TOEFL does not meet the language requirement?**

Yes. You can join the Centre for the Advancement of Language Competence's (CALC) Postgraduate Intensive English programme or ELS Centre's Certified Intensive English Programme (CIEP). Please refer to the following link for additional information: [http://www.sgs.upm.edu.my/content/english\\_language\\_requirement-40581](http://www.sgs.upm.edu.my/content/english_language_requirement-40581)

**14. How can I complete the registration as new postgraduate students?**

Registration as new postgraduate students can be completed through PutraENROLL. The portal is accessible to anyone who have accepted the offer for the active semester. You are advised to refer to the registration guidelines and PutraENROLL user manual for more details which can be access at [https://sgs.upm.edu.my/upload/dokumen/20210614121550PutraENROLL\\_manual\\_sgs.pdf](https://sgs.upm.edu.my/upload/dokumen/20210614121550PutraENROLL_manual_sgs.pdf)

**15. I have arrived at UPM to register as a new postgraduate student, but I have not applied for VAL. Can I still register?**

No. An international student must have a valid VAL in order to proceed with programme registration. For further information, please contact Putra International Centre (i-Putra) or visit [https://intl.upm.edu.my/visa\\_pass/new\\_student-13219](https://intl.upm.edu.my/visa_pass/new_student-13219).

**16. I have just finished my Master's programme in a Malaysian university, and I have been offered a PhD programme at UPM. Do I need to go back to my home country to apply for VAL?**

In general, if you have completed your Master's programme in less than two (2) months before registering for a PhD programme, you can proceed with the registration without leaving Malaysia. However, in order to obtain a new eVAL for your PhD programme, you must apply for progression. For further information, please contact Putra International Centre (i-Putra) or visit [https://intl.upm.edu.my/visa\\_pass/new\\_student-13219](https://intl.upm.edu.my/visa_pass/new_student-13219).

## ACADEMIC MATTERS

- Registration and candidature (Supervisory Committee)
- Deferment/ Extension
- Changing current field/ level/ mode of study
- Course Registration (Add/drop course)
- Assessment
- Graduation Confirmation

## 1. REGISTRATION AND CANDIDATURE

### SUPERVISORY COMMITTEE

#### **You may nominate your Supervisory Committee by:**

- i. Login to [Student Portal](#)
  - ii. Click Form & Documents → Nomination of Supervisory Committee (GS-10a) → Complete the online form
  - iii. Choose the supervisor's name
  - iv. State the role of the main supervisor
  - v. State the additional members of supervisory committee
  - vi. Submit a hardcopy of the form to the Deputy Dean of Postgraduate in the faculty/school/institute.
- a. The application must be:
    - i. Recommended by the main supervisor/ members of the supervisory committee and supported by the faculty/school/institute
    - ii. Approved by University's Postgraduate Committee Meeting (JKPSU)
  - b. The application must be made by the end of the second semester of study, otherwise your status will be 'Suspended' in the third semester. Failure to do so by the end of the third semester, will result your study status to be automatically terminated.

#### **You may reconstitute your Supervisory Committee or add an external supervisor by:**

- i. Login to [Student Portal](#)
  - ii. Click on the Reconstitution of Supervisory Committee Form (GGS-10b)
  - iii. Download the GS-10b manual form
  - iv. Fill up the GS-10b form
  - v. Choose the external / supervisor's name (for the external supervisor's, CV must be provided to the faculty/school/institute and SGS).
  - vi. Optional, if you choose external supervisor's, please provide the following documents:
    - ✓ from Malaysia - CV and justification letter from the supervisor
    - ✓ from overseas - CV, justification letter from the supervisor and Checklist for the Appointment of Supervisory Committee Members from Abroad.
  - vii. State the role of the new external supervisor (You may refer to the Change Role of Supervisors section).
  - viii. State the justification for adding/dropping of member(s) in the supervisory committee.
  - ix. Submit the application through the Deputy Dean of Postgraduate in the faculty/school/institute.
- a. The application must be:
    - i. Recommended by the main supervisor/ members of the supervisory committee and supported by the faculty/school/institute
    - ii. Approved by JKPSU.
  - b. The application must be made within the first seven (7) weeks of the semester, not later than your 3<sup>rd</sup> semester for Master and 5<sup>th</sup> semester for PhD.

## 2. DEFERMENT/ EXTENSION

**Deferment of current study can be made, before the commencement of new semester, by the following procedure:**

- i. Login to [Student Portal](#)
  - ii. Click Form & Documents → Deferment (GS-07)
  - iii. State the justification for deferment.
  - iv. Email the written approval letter by the sponsor to the faculty/school/institute and SGS (only for students sponsored by KKM).
  - v. Submit the application
- a. The application must be:
- i. Supported by main supervisor and endorsed by faculty/school/institute
  - ii. Approved by SGS
  - iii. The application can be made at any time within the first 7<sup>th</sup> week during the semester.
- b. Exemptions based on medical grounds with supporting documents are only for the following circumstances:
- Deferment application made after the seventh week of the semester.
  - Deferment for more than two (2) semesters.
  - Deferment application by student(s) that has been required to submit thesis for re-examination
- c. An application made:
- before the first two (2) weeks of a semester, shall be charged a sum of RM100.00 (service fee)
  - after the second until the seventh week, the charges would be RM600.00 (deferment penalty).
  - after the seventh week (based on medical and other reasonable grounds), the student shall be charged full fees.

**You may apply for extension (before the following semester begins) beyond the maximum study period by:**

- i. Login to [Student Portal](#)
  - ii. Click Form & Documents → Extension of Study Period (GS-13c)
  - iii. State the justification for extension that should include your study/thesis progress
  - iv. Submit the application.
- b. The application must be:
- i. Supported by main supervisor and endorsed by the faculty/school/institute
  - ii. Approved by SGS
- c. The application must be made within four (4) weeks before registering for the maximum allocated semester.
- d. Maximum period of extension is three (3) semesters for Master's and PhD students, but each application will be approved only for one (1) semester.
- e. Refer to Section 10 UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

### 3. CHANGING CURRENT FIELD/ LEVEL OF STUDY

**You may change your programme/field of study by:**

- i. Login to [Student Portal](#)
  - ii. Click Form & Documents → Transfer Programme (GS-08)
  - iii. Click New Application
  - iv. State the justification for changing your programme.
  - v. Submit the application.
- a. The application must be made within seven (7) weeks of the current semester for immediate effect upon approval by the University's Postgraduate Committee Meeting. Otherwise, the transfer shall take effect on the following semester.
  - b. The application must be supported by supervisors (current and new – if applicable) and endorsed by both faculties/institutes (current and new).

**Applying for conversion from Masters to PhD level is possible if the following conversion requirements are met:**

- a.
  - i. Have completed at least one (1) semester but not more than two (2) semesters. Application shall be done not later than second semester of study after completion of all coursework requirements for the Master Programme);
  - ii. Have completed the coursework requirements of the programme and obtained a minimum CGPA of 3.750.
  - iii. Have produced the following based on research conducted during candidacy:
    - Published or show proof of acceptance of an article in a CIJ; or
    - Filed for a patent / copyright (industrial design / printed circuit board / utility innovation; or
    - Students of the social sciences field must publish a book chapter under the publisher listed by Thomson Reuters Web of Science (WoS) / University Publisher / Dewan Bahasa dan Pustaka / publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM) (only for Social Sciences).
  - iv. Have submitted an extended research proposal that essentially meets the scope of a PhD degree.
- b. If qualified, the conversion process is as below:
  - i. Login to [Student Portal](#)
  - ii. Click Form & Documents → Conversion (GS-09).
  - iii. Submit the application.
  - iv. The application must be:
    - Supported the by main supervisor and endorsed by faculty/school/institute
    - The faculty/school/institute must arrange for the evaluation process, which comprises the appointment of Independent Committee to evaluate the extent to which the Masters research has progressed, and the proposal for the doctoral research via a seminar presentation.

**Under certain circumstances, if there is a need to change your course structure from full-time to part-time, the following are the steps to apply for study mode changes:**

- i. Login to [SGS Website](#)
- ii. Click Useful Information → Part Time Mode
- iii. Submit the application.
- iv. Recommended by supervisor and endorsed by faculty/school/institute.

**Note:** International Students are NOT allowed to change their mode of study.

### 3. COURSE REGISTRATION

#### ADDING/DROPPING A COURSE

**Adding or dropping a course within your study can be made by the following procedure:**

- i. Login to [Student Portal](#)
  - ii. Click Registration → Add/Drop Course
  - iii. Click Add or Drop relevant course
- a. The application is subjected to the minimum and maximum credits allowed for the student.
  - b. Student(s) must add coursework course(s) within the first two (2) weeks of the semester.
  - c. Student(s) must add research course(s) (SPS5999/SPS6999/SPS5903/SPS6903) within the first seven (7) weeks of the semester.

Note:

- a. 6 credits requirements (Doctoral and Master Programme by Research) are only applicable for those students who registered starting from the First Semester 2023/2024 and onwards. If the student registered less than the credit requirements, only the grade will appear in the transcript while CGPA will not be displayed.
- b. 3 credits requirements for Research Methodology course only (Doctoral and Master Programme by Research) are applicable for those students who registered starting from the First Semester 2024/2025 and onwards. If the student registered the course as YW/ELF, the grade would appear in the transcript and CGPA will be displayed. However, if the course registered as AU, the grade would appear as 'M'/'TM' in the transcript while CGPA will not be displayed.

#### COURSE(S) EXEMPTION

**Applying for course exemption are subjected to several terms and can be done by the following steps:**

- i. Login to [Student Portal](#)
  - ii. Click Form & Documents→ Exemption of Courses (GS-04c)
  - iii. Click New Application
  - iv. State the course to be exempted and equivalent/relevant course taken.
  - v. Submit the application.
- a. The application for course exemption must be made in the first semester.
  - b. The course to be exempted should have been taken not more than five (5) years before the date of his registration at the University.
  - c. A student may apply for course exemption upon successful completion in the previous programme/course in another university. Course exemption will not be considered for students who has failed/terminated/withdraw in the previous study.
  - d. Exempted course must be replaced with another course which has the same amount of credit.
  - e. The credits to be exempted with another courses equivalent to courses offered at the University and shall be graded with at least B or a percentage of 65%.
  - f. The total number of credits that may be exempted is up to 100% for a programme by research and not more than 30% of the total credit requirement for a programme by coursework.

#### 4. ASSESSMENT

##### PROGRESS REPORT GS-11 (SPS5999/6999)- FOR PROGRAMME BY RESEARCH ONLY

##### **You may submit your progress report GS-11 by:**

- i. Login to [Student Portal](#)
  - ii. Click Form & Documents → Research Progress Report (GS-11)
  - iii. Click New Progress
  - iv. Complete the report based on research done every semester.
  - v. Submit the application.
- a. The progress report must be submitted before the deadline stated in the latest academic calendar for the current semester.
  - b. The report must be supported by the Chairman of Supervisory Committee/Advisor and endorsed by the Deputy Dean (Graduate Studies) of faculty/school/institute.

##### PROBATIONAL STUDY STATUS

- a. **A student shall be placed under probation if his/her;**
  - i. CGPA is below 3.000 but not less than 2.500;
  - ii. The student receives a 'TM' for his semester research progress grade;
  - iii. Fails Research Proposal Seminar (SPS6903/SPS5903) for the first time;
  - iv. If he fails the Comprehensive Examination for the first time.
- b. **A student shall be terminated upon:**
  - i. obtains a CGPA below 2.500 in any one semester;
  - ii. receives two "TM" grades for his research progress during the duration of his study or on recommendation of termination from his supervisor after one "TM" grade for his research progress;
  - iii. fails to attain the required minimum CGPA of 3.000 in the semester following the one in which he was placed on probation;
  - iv. fails the comprehensive examination (CE) after the second attempt unless recommended for reversal to a Masters degree programme;
  - v. fails to sit for Comprehensive Examination within four semesters for full-time and six semesters for part-time;
  - vi. fails twice in any compulsory/elective course;
  - vii. fails thrice in the Postgraduate Intensive English Programme (PIE 2);
  - viii. fails thrice in any prerequisite course for student who enrolled without a related qualification in the field or working experience
  - ix. exceeds duration of study;
  - x. fails his thesis examination;
  - xi. did not submit the thesis within a stipulated time after the thesis examination;
  - xii. violates any rule or regulation as stipulated by the University.

**c. A student shall be withdrawn from his/her study if:**

- i. His/her status is 'Dropped' for two (2) consecutive semesters and shall be given 'Withdraw' status on the following semesters.
- ii. The student may appeal for reinstatement of his/her candidature within two (2) semesters after his/her status withdrawn status take into effect. If the appeal is successful, the student is required to pay RM600.00 for each reinstatement of his/her candidature. If the 'Dropped' status of the candidature is not more than two (2) consecutive semesters, upon the successful appeal those semesters shall be considered as 'Defer' in the system.
- iii. An appeal made after lapse of the two (2) semesters shall not be considered by the University and the student may apply for new admission to the University.

**APPLYING FOR REVIEW AGAINST TERMINATION**

**You may apply for Review Against Termination by:**

- i. Login to [Student Portal](#)
- ii. Click Form & Documents → Withdrawal from Study (GS-49) (manual form)
- iii. Get endorsement by the Bursar, Library, supervisor and the Deputy Dean of faculty/school/institute
- iv. Submit the completed form to SGS by email to [sgs\\_academic@upm.edu.my](mailto:sgs_academic@upm.edu.my) or at the counter

**5. GRADUATION CONFIRMATION**

**To confirm your graduation status, please adhere to the following process:**

- i. Login to [Student Portal](#)
  - ii. Click the Study Scheme Form (GS-05b) for **programme by coursework only**.
  - iii. Click New Application
  - iv. Make payment of RM200 for Graduation Fees
  - v. Click the Graduation Form (GS-17)
  - vi. Submit the application and proof of payment for graduation fees
- a. The application must be made within two (2) weeks after the result for current semester is announced.
  - b. The application must be recommended by Programme Coordinator and supported by the faculty/school/institute.
  - c. The Senate letter and transcript can be collected at the SGS in seven (7) days after Senate endorsement.

# **FREQUENTLY ASKED QUESTION (FAQ) REGARDING ACADEMIC MATTERS**

**1) Will the deferred number of semesters be counted into the period of study?**

No, the number of semesters deferred will not be included within the study period.

**2) What are the consequences of a deferment?**

- a. For international students, the visa will be revoked, and they must leave the country upon deferment.
- b. The student(s) will not be allowed to use UPM's facilities.

# THESIS SUBMISSION MATTERS

- Notice of Thesis Submission (GS-14a)
- Appointment of the Thesis Examination Committee (GS-14b)
- Submission of Thesis for Examination (GS-15a)
- Final Examination (Viva Voce)
- Submission of Thesis After Final Examination (Viva Voce) (GS-16a)
- Submission of Final Thesis (After Senate) (GS-16b)
- Thesis Formats
- Graduation Requirements

## AN OVERVIEW OF THESIS SUBMISSION PROCESS



### 1. NOTICE OF THESIS SUBMISSION

- Application for Notification of Thesis Submission must be made at least **three (3) months before thesis submission.**
- The following **requirements are to be met** for you to be eligible to apply for Notice of Thesis Submission:
  - a. Current study status must be as 'CONTINUE'
  - b. Passed all compulsory courses with a minimum CGPA of 3.00
  - c. Fulfilled the credit requirements of 6 credits (applicable for those students who registered starting from the First Semester 2023/2024 and onwards)
  - d. Appointment of Supervisory Committee
  - e. Passed Comprehensive Examination (CE) for PhD programme
  - f. Settled all outstanding fees.
- Following are the steps to be taken to acquire Notice of Thesis Submission:
  - a. Before downloading the online Notice of Submission Thesis (GS-14a) form students are required to:
    - i. Discuss with the Supervisory Committee prior to submitting GS-14a form.
    - ii. If agreed, inform to the Deputy Dean of the Faculty/School or Deputy Director of the Institute.
    - iii. SGS will check the required information and inform InfoComm Development Centre (iDEC) to open the system.
  - b. After downloading the online Notice of Submission Thesis (GS-14a) form:
    - i. Complete online GS-14a form through [Student Portal](#) and print the form.
    - ii. Obtain approval from the Supervisory Committee.
    - iii. Submit the form to the faculty/school/institute together with thesis abstract and table of contents.

## 2. THESIS FORMATS

- The total number of words for a PhD or Master’s thesis for the examination process (excluding tables, figures, and appendices) is as follows:

Thesis	Minimum	Maximum
PhD	20,000 (~70 pages)	100,000 (~330 pages)
Master	12,000 (~40 pages)	50,000 (~170 pages)

- Students must obtain written permission from the Dean of SGS before submitting a thesis longer than the allocated length. Students should provide strong justifications to support their request.
- There are 3 styles of thesis format:

a. **Style 1** – Conventional Format

(See Appendices F1 and F2 in Guide to Thesis Preparation)

Chapter	Item
1	Introduction (including objectives)
2	Literature Review
3	Materials and Methods/Methodology
4	Results/Findings
5	Discussion
6	Summary, Conclusion and Recommendations for Future Research

b. **Style 2** – Conventional Format

(See Appendices F3 and F4 in Guide to Thesis Preparation)

Chapter	Item
1	Introduction (including objectives). The relationship between the research chapters should also be explained in this chapter.
2	Literature Review
#3-5	Research chapters. Each chapter represents a separate study that has its own Introduction (including objectives), Materials and Methods/Methodology, Results/Findings,* Discussion,* and Conclusion
6	Summary, Conclusion and Recommendations for Future Research

\* Results/Findings may be combined with Discussion in a single chapter for Style 1, or as a sub-heading within a research chapter for Style 2.

Note: More of these chapters may be added if necessary.

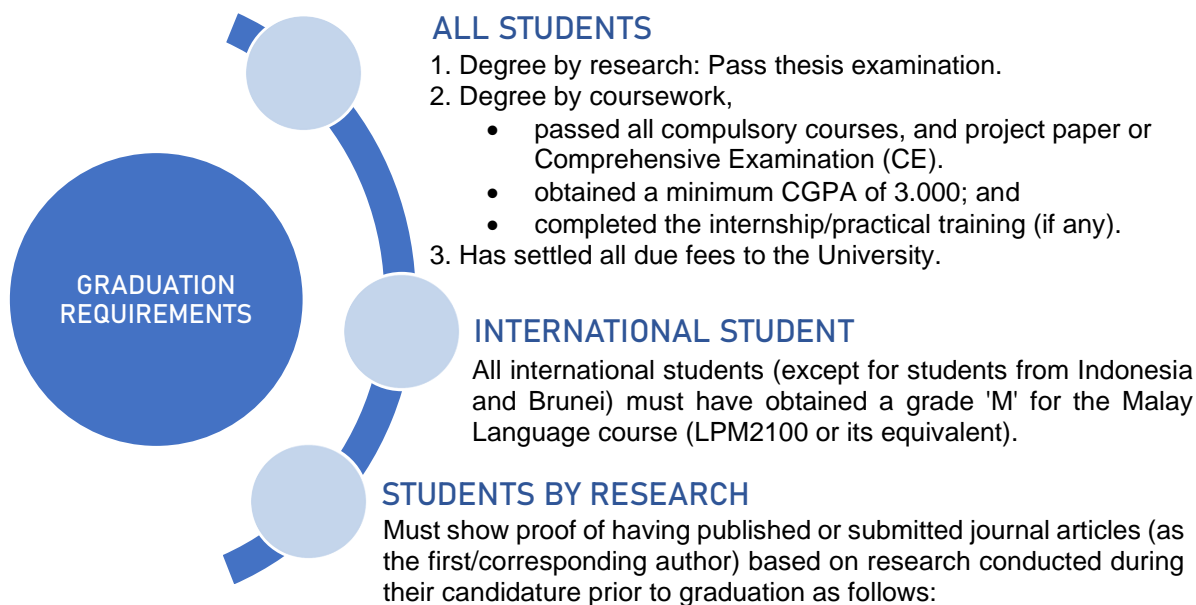
c. **Style 3** – Alternative Thesis Format  
(See Appendices F5a and F5b in Guide to Thesis Preparation)

Chapter	Item
1	General Introduction
2	Literature Review
3	Materials and Methods/Methodology
4-7	*Article 1–4 <ul style="list-style-type: none"> <li>• Copyright Permission/Acceptance Letter</li> </ul>
8	Conclusion <ul style="list-style-type: none"> <li>• Summary and Link to Articles</li> <li>• Significant Findings/Contribution</li> <li>• Recommendations</li> </ul>

*\*A minimum of two (2) articles are required for a Master’s thesis, and four (4) for a PhD thesis. Data published in the articles must not overlap.*

*\*Articles accepted/published must be original and should normally be in citation-indexed journals. Review articles are not considered as articles that count towards thesis submission.*

### 3. GRADUATION REQUIREMENTS



Programme	Students Registering before Second Semester 2016/2017	Students Registering from Second Semester 2016/2017 onwards
PhD	1 journal article published or accepted, and 1 journal article submitted	(i) 2 journal articles published or accepted (in CIJ) or at least; (ii) 1 journal article published or accepted in CIJ and 1 journal article from any of the categories below: <ul style="list-style-type: none"> <li>• Journal published by the University or scientific publisher or listed in Malaysian</li> </ul>

		<p>Journal Management System (MyJurnal).</p> <ul style="list-style-type: none"> <li>Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM).</li> </ul> <p><u>For PhD by Retrospective (registering for First Semester 2021/2022 onwards):</u> 1 journal article published or accepted (in CIJ) based on the thesis produced for examination.</p>
Master's	1 journal article submitted	<p>1 journal article accepted/ published from any of the categories below:</p> <ul style="list-style-type: none"> <li>Journal listed in CIJ.</li> <li>Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal).</li> <li>Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM).</li> </ul>

- Students in degree by research programmes, receiving the Graduate Research Fellowship (GRF) of the University must submit proof of having published journal articles (as the first/corresponding author) on research conducted during their candidature prior to graduation as follows:

Programme	Minimum Publication Requirement	
	Students Registering before Second Semester 2016/2017	Students Registering from Second Semester 2016/2017 onwards
PhD	2 journal articles published or accepted	(i) 1 journal article published or accepted in CIJ and 1 journal article published or accepted in JCR; or (ii) 2 journal articles published or accepted in CIJ with a proof of submission for a publication of journal article in JCR with decision (i.e. 1 of the journal articles that is accepted/ published in CIJ).
Master's	1 journal article published or accepted	1 journal article published or accepted (in CIJ)

- A student is required to publish journal articles with his chairman and members of Supervisory Committee. Any publication in fulfilment of the requirements must always mention the student affiliation with the University.
- A student who has filed for a patent or utility innovation or copyright or industrial design or printed circuit board based on research conducted during his candidature is equivalent to one journal article and may apply in writing to the Dean for exemption. All processes must be approved by Putra Science Park (PSP) UPM for the purpose of graduate requirements.

Programme	Publication Requirement
PhD	<ul style="list-style-type: none"> <li>• 2 journal articles published or accepted (in CIJ); or</li> <li>• 1 journal article published or accepted (in CIJ) and 1 patent or utility innovation or copyright or industrial design or printed circuit board; or</li> <li>• 2 patent or utility innovation.</li> </ul> <p><u>For Doctor of Engineering or PhD by Industry:</u></p> <ul style="list-style-type: none"> <li>• 2 patent or utility innovation or copyright or industrial design or printed circuit board.</li> </ul>
Master	<ul style="list-style-type: none"> <li>• 1 journal article published or accepted (in CIJ or other categories); or</li> <li>• 1 patent or utility innovation or copyright or industrial design or printed circuit board.</li> </ul>

*Note: CIJ – Journal in Scopus/ERA/In-cite JCR*

# **FREQUENTLY ASKED QUESTION (FAQ) REGARDING THESIS SUBMISSION MATTERS**

- 1) How long should I wait to submit my thesis for examination after submission of GS-14a?**

You must submit within six (6) months after your Thesis Examination Committee is approved by the University. Upon your GS-14a submission, the faculty/school/institute will recommend the Thesis Examination Committee (with GS-14b form) to the University for approval. The examination committee must fulfill the criteria set forth by the University.
- 2) What should I do before submitting my thesis for examination?**
  - a. Complete Submission of Thesis (GS-15a) form online through [Student Portal](#).
  - b. Print the form and get endorsement from the supervisory committee and the faculty/school/institute.
  - c. Submit the form to SGS (through email [sgs\\_thesis@upm.edu.my](mailto:sgs_thesis@upm.edu.my)), together with softcopy of thesis and Turnitin report ( $\leq 25\%$ ).
- 3) How much tuition fee do I have to pay after thesis submission?**

Your tuition fee after thesis submission is RM400 (for local student)/RM450 (for international student). However full fees will be charged if submission is made after the deadline. The deadline of thesis submission for every semester is the first day of semester begins [Note: RM500 (for local student)/RM550 (for international student) and applies to new students registering from First Semester 2021/2022 onwards].
- 4) How long do I have to wait before the examination takes place?**

The examination usually takes place within four (4) months after thesis submission. You will be notified if there are any changes with the examination session if any.
- 5) What if I need additional time to do my thesis corrections after viva?**

No more extension is allowed after the stipulated deadline. Failure to submit thesis within the informed time, will result in termination of student's candidature. Students are allowed to make an appeal for a Review Against Termination in writing to the Dean of SGS. The appeal must be through the Supervisor and the Deputy Dean of the Faculty/School or Deputy Director of the Institute.
- 6) Can I submit a thesis without any journal publication?**

Yes, you can. However, you are required to show proof of publication or acceptance of journal articles when you submit the corrected thesis after viva. The Senate will endorse the conferment of a Master's or PhD degree once all requirements for graduation (including publication) have been fulfilled.
- 7) I received a letter from a publisher who wants to publish my thesis as a book. What should I do?**

The intellectual property and copyright of the thesis are fully owned by Universiti Putra Malaysia in accordance with the Universiti Putra Malaysia (Research) Rules 2012. The publisher must obtain written permission from the supervisor and the Office of Deputy Vice-Chancellor (Research and Innovation) before the thesis can be published in any other form.

# INSTITUTIONAL RELATIONS AND FINANCIAL ASSISTANCE MATTERS

- International Collaborative Programme (ICP)
- Programme by Industry
- Students Mobility Programme (SMP)
- Financial Assistance & Scholarships

## 1. INTERNATIONAL COLLABORATIVE PROGRAMMES (ICP)

01

### Registration

- Must register every semester at both universities
- Pay fees accordingly unless exempted

02

### Compulsory Courses

Must complete compulsory coursework, seminar, Malay Language Course (for international student except from Indonesia and Brunei), and any other courses as required by the faculty/school/institute.

03

### Supervisory Committee

- Nominate supervisory committee in the first year of study.
- Host supervisor at the partner university must be included in the supervisory committee.

04

### Progress Report

- The progress report must be endorsed by both supervisors prior to submission at the end of every semester.

05

### Comprehensive Examination

Pass the Comprehensive Examination within 4 semesters of enrolment (PhD students only), either at UPM or partner university

06

### Graduation

- Produce a thesis and defend it in the oral examination (viva voce). For a double degree, two theses will be required, and two (2) viva will be conducted.
- Produce journal papers as per UPM's requirements.

## ADMISSION REQUIREMENTS

Fulfill all the requirements as stated in the enrollment checklist for normal in-campus programmes.

## ENTRY REQUIREMENTS

International Collaborative Programme (ICP) is a full-time programme offered for postgraduates that fulfill the following requirements as stated in the enrollment for normal in-campus programmes **as the following:**

- i. Register as a full-time student every semester at both universities. UPM requires the students to register and pay the fees at the beginning of the semester unless stated otherwise.
- ii. Complete compulsory coursework, seminars, Malay Language courses (for international student except from Indonesia and Brunei), and any other courses required by the faculty/school/institute.
- iii. Nominate the members of supervisory committee. The supervisor at the host university must be included when nomination is submitted to SGS.
- iv. Submit progress report (GS-11) at the end of every semester. The progress report must be discussed with both supervisors prior to submission to SGS.
- v. Pass the Comprehensive Examination within 4 semesters of enrolment (PhD students only). The process can be done either at UPM or partner university subject to agreement by both supervisors.
- vi. Produce a thesis and defend it in the oral examination (viva voce). For double degree, 2 theses will be required and 2 vivas will be conducted.
- vii. Produce journal articles as the first/corresponding author based on research conducted during student's candidature prior to the graduation. Please refer to the Graduation Requirements section for details.

**The duration outlined for the programmes are as the following:**

Programme	Duration
Master	1-3 years (1 – 6 semesters)
PhD	2-5 years (4 - 10 semesters)

**Students may apply for ICP through these two (2) available methods:**

**Option 1:** Apply the normal programme via <http://sgsportal.upm.edu.my:8080/sgsportal/> and convert to ICP programme within 1 year of enrolment. Please visit [https://sgs.upm.edu.my/upload/dokumen/20230214122603\[UPDATE\\_02\]\\_UPM\\_PG\\_APPLICATION\\_GUIDELINES.pdf](https://sgs.upm.edu.my/upload/dokumen/20230214122603[UPDATE_02]_UPM_PG_APPLICATION_GUIDELINES.pdf) for detailed information on the application guidelines.

**Option 2:** Download and complete the ICP Application form from SGS website at [https://sgs.upm.edu.my/programme\\_of\\_study/upm\\_international\\_collaborative\\_programme\\_upm\\_icp/joint\\_dual\\_double\\_degree\\_programme-30853](https://sgs.upm.edu.my/programme_of_study/upm_international_collaborative_programme_upm_icp/joint_dual_double_degree_programme-30853) and submit to the Institutional Relations Unit at [sgs\\_intl.programme@upm.edu.my](mailto:sgs_intl.programme@upm.edu.my)

**Note:**

- a. The admission approval process for ICP programme may take 1- 3 months as the process requires approval from two universities.
- b. The faster route is to apply for a normal programme and later convert to ICP programme.
- c. The application is open throughout the year. However, there are only two intakes per year which is in October (First Semester) and March (Second semester).
- d. For ICP programme, any interested applicant must identify potential supervisor in UPM and in the partner university. Both supervisors must have agreed to collaborate as supervisors to supervise the project proposed by the applicants.

**The current breakdown for the programme fee(s) is as the following:**

Programme	Fees at UPM				Fees at Partner University
UPM-University of Newcastle (UoN) Australia	For UPM students, UPM standard fees will be charged for the whole duration of study and paid to UPM only.				Tuition fee is waived.
UPM-Maejo University (MJU), Thailand	For UPM students, UPM standard fees will be charged for the whole duration of study and paid to UPM only.				Tuition fee is waived.
UPM–Naresuan University (NU), Thailand	<b>Students</b>	<b>Cluster</b>	<b>Master (RM) Per semester</b>	<b>PhD (RM) Per semester</b>	Tuition fee is waived.
	Local	Science	2,850.00	3,650.00	
		Social Science	2,550.00	3,150.00	
	International	Science	6,700.00	8,200.00	
		Social Science	5,950.00	7,200.00	
Ataturk University, Turkey	<b>PhD</b>		<b>Amount Per Semester (RM)</b>		Tuition fee is waived.
	Local Students		RM 3,650.00		
	International Students		RM 8,200.00		
Kyushu Institute of Technology, Japan	<b>Students</b>	<b>Cluster</b>	<b>Master (RM) Per semester</b>	<b>PhD (RM) Per semester</b>	Tuition fee is waived.
	Local	Science	2,850.00	3,650.00	
		Social Science	2,550.00	3,150.00	
	International	Science	6,700.00	8,200.00	
		Social Science	5,950.00	7,200.00	
Sharif University of Technology, Iran	<b>Students</b>		<b>Amount Per Semester (RM)</b>		Standard fees will be charged
			<b>Master's</b>	<b>PhD</b>	
	Local		2,850.00	3,650.00	
International		6,700.00	8,200.00		

University of Wollongong, Australia	PhD		Tuition fee is waived
	Amount Per Semester (RM)		
	Local Students	RM 3,650.00	
International Students	RM 8,200.00		
AgroParisTech, France	For UPM students, UPM standard fees will be charged during the study period at UPM.		Standard fees will be charged
University of Montpellier, France	For UPM students, UPM standard fees will be charged during the study period at UPM.		Standard fees will be charged.
University of Paris 1 Pantheon-Sorbonne, France	For UPM students, UPM standard fees will be charged during the study period at UPM.		Standard fees will be charged

## 2. PROGRAMME BY INDUSTRY

Programme by Industry offers an alternative route for industry practitioners who wish to pursue a Masters or Doctoral degree without leaving their workplace. This programme is developed to encourage knowledge sharing among industry practitioners and academicians in producing highly knowledgeable professionals. This programme aims at inspiring innovation and enhancing competitiveness in the industry via industry-based research through collaboration with UPM.

### Programme by Industry features are:

1. The focus of the research is based on industrial issues or problems;
2. Joint supervision (at least one supervisor will be assigned from UPM and one from industry). The supervisor from industry must possess substantial experience or expertise in the areas related to the research topic;
3. Research is conducted at the industry and candidates do not have to leave their workplace.
4. Supervision and monitoring process are similar to those practiced in a conventional Master programme.

### Duration of Study:

The duration of study is 1 – 3 years for Masters and 2-5 years for PhD.

### Programme fee:

Fees breakdowns are accessible via this link [https://sgs.upm.edu.my/content/tuition\\_fees-40583](https://sgs.upm.edu.my/content/tuition_fees-40583)

**Admission requirements:**

- a. Applications are open to local and international candidates with academic qualifications that fulfil the requirements of normal Masters and PhD programmes, including specific requirements (if any); and
- b. International candidates must fulfil the UPM English language requirements as stated at [https://sgs.upm.edu.my/content/english\\_language\\_requirement-40581](https://sgs.upm.edu.my/content/english_language_requirement-40581)
- c. This programme is open to all nationalities and there are no age restrictions.
- d. The candidates must be currently employed by a private company and the employment status must remain active until completion of the programme.
- e. The candidates must obtain a written consent from the employer prior to joining the programme. The employer must also agree to provide sufficient funding to support the research activities conducted by the candidates at the workplace.
- f. Civil servants, private college/university staffs are not eligible to apply.

**Application procedure**

To apply for the programme, please follow two (2) steps as below:

**Step 1:** Identify the supervisor at UPM and at your workplace.

**Step 2:** Submit your application to UPM through the UPM online application system at <http://sgsportal.upm.edu.my:8080/sgsportal/Admission/RegisterApplicant.jsp>. Please note that the following documents must be emailed to [sgs\\_intl.programme@upm.edu.my](mailto:sgs_intl.programme@upm.edu.my) when submission is made:

- Supporting letter from employer;
- Industrial Supervisor Declaration Form

**Criteria for appointment of supervisor from the industry**

<b>Masters</b>	<b>PhD</b>
<ol style="list-style-type: none"> <li>a. Holds a senior position in the company/industry;</li> <li>b. The candidate must have good academic background with significant working experience in the related industry as follow:                             <ul style="list-style-type: none"> <li>• PhD or Master's degree holder; or</li> <li>• Bachelor's degree holder with minimum working experience of at least 5 years.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>a. Hold a senior position in the company/industry;</li> <li>b. The candidate must have good academic background with significant working experience in the related industry as follow:                             <ul style="list-style-type: none"> <li>• PhD holder; or</li> <li>• Master's degree holder with minimum working experience of at least 10 years.</li> </ul> </li> </ol>

### How is the programme implemented?

- Students who are admitted to the programme must meet all the programme requirements set by UPM such as registration, compulsory courses, progress reports, thesis and publication requirements.
- Students must Complete compulsory coursework, seminars, Malay Language courses (for international student except from Indonesia and Brunei), and any other courses required by the faculty/school/institute.
- An industry expert will be appointed to be part of the Student Supervisory Committee. The person must meet the eligibility requirements as mentioned above. He/she also must have substantial experience or expertise in the area related to the research topics proposed by the student.
- The research project proposed by the students will be conducted in the industry and the students do not have to leave their workplace.
- In order to ensure proper supervision is given to the students, the Student Supervisory Committee should always be in touch with the students either via electronic means or face-to-face meeting. Supervisors from UPM will make regular visits to students' workplaces.
- The thesis examination (viva voce) will be conducted at UPM. The appointment of Thesis Examination Committee will be based on the regulations at UPM;
- Any form of collaboration document such as LoI / NDA / MoU / MoA or any other related documents can be signed between UPM, students, and employers if the need arises. When a collaboration is established, the faculty/institute/school where the student is placed will be the anchor of the document.

### Normal Programme Vs Programme by Industry

Aspect	Normal Programme	Programme by Industry
Research topic	Research topic can be anything related to the area of study	Focus of the research is based on industrial issues or problems
Research location	Research can be conducted anywhere	Research must be conducted at workplace / industry
Employment	Not necessarily employed	Must be currently employed by a private company
Eligibility to apply	Everyone is eligible to apply	Civil servant, private college/university staff are not eligible to apply
Fee (s)	UPM Standard rate will be charged	UPM standard rate with programme management fee will be charged
Agreement	No agreement required.	If there is a need to establish a collaboration between UPM and Industry, an agreement (LoI / NDA / MoU / MoA) shall be signed and the faculty/school/institute where the student is placed will be the anchor to the agreement.
Rights to Intellectual Property	Intellectual property (IP) – 100% belongs to UPM	Intellectual property (IP) – some percentage belongs to company
Additional support(s)	Support from UPM only (financially or academically)	Support from the company / industry (financially or academically)

### 3. STUDENTS MOBILITY PROGRAMME (SMP)

A mobility programme involves the exchange of a student in or outside the country. The SMP includes international and local mobility where students may wish to embark on the semester exchange or research attachment as well as a study visit to another university/institution. Generally, there are 2 types of mobility namely **Inbound Mobility** and **Outbound Mobility** in which can be categorized as below:

Inbound and Outbound Mobility Programme	With Credit Transfer	Non-Credit Transfer
	Semester Exchange	Short Term Programme / Field Work / Study Visit
	Internship Programme	Research Attachment

#### A. INBOUND MOBILITY

Universiti Putra Malaysia's Inbound Mobility Programme is open to local and international postgraduate students from other universities/research institutes to undergo a semester exchange (to register in any graduate courses) or research attachment (to conduct part of their research in UPM) either physically or virtually. **The programme is a non-graduating programme.** Nonetheless, all postgraduate students intending to join the programme must register with UPM.

Application shall be made online via <http://sgsportal.upm.edu.my:8080/sgsportal/> and choose 'Non-graduating' Program. An offer letter will be issued upon approval by the respective faculty/school/institute. Applicants are advised to email the Institutional Relations Unit at [sgs\\_intl.programme@upm.edu.my](mailto:sgs_intl.programme@upm.edu.my) to obtain detailed information regarding the inbound mobility programme.

#### **Programme Fee(s)**

Attachment programme, the respective faculty/school/institute may charge additional bench fees and an exchange student may also be charged credit fees. Please refer to the respective faculty/school/institute for further details.

A student who is enrolled in a regular member, associate member or affiliate member of the Southeast Asian University Consortium for Graduate Education in Agriculture and Natural Resources (<https://uc.searca.org/>), may cross-enrol with the University at his/her own expense. No bench or credit fees shall be charged by UPM if the student is already paying fees at his/her home university. However, the student is required to pay a nominal fee of RM 725.00 per semester to the University. However, no fees will be charged for short visits.

#### B. OUTBOUND MOBILITY

Universiti Putra Malaysia's Outbound Mobility Programme is open for existing local and international postgraduate students to have the opportunity in enhancing their study experience at other reputable universities overseas. The programme is specifically geared to enable postgraduate students in acquiring relevant research skills as well as academic knowledge within an international research / academic culture. The experience is intended to build professional networks and become successful global professionals in their chosen careers and fields of expertise. These scholars are known as outbound scholars.

- i. Postgraduate students who will be going for their outbound mobility programme are required to obtain an approval to study abroad from the Putra International Centre (iPUTRA) prior to their departure. Applicants are required to submit the application forms and the supporting documents at least 3 months before the programme commencement. The application shall be submitted to the Mobility Section at [mobility@upm.edu.my](mailto:mobility@upm.edu.my) (Please copy your application to [sgs\\_intl.programme@upm.edu.my](mailto:sgs_intl.programme@upm.edu.my)).
- ii. Upon submission, the application will be brought to the Mobility Committee Meeting, chaired by the Deputy Vice-Chancellor (Academic and International) and joined by representatives from other PTJ in UPM. The meeting will be held once a month, (based on the availability of the mobility committee members) and the completed application form needs to be submitted to iPUTRA by 15 every month for it to be processed. Any applications received later will be brought to the next scheduled meeting.
- iii. Incomplete application forms will not be processed. Please ensure the forms and the supporting documents are prepared according to the checklist. Please visit <https://intl.upm.edu.my/mobility/outbound-8409> for detailed information on the application procedures and checklist for outbound mobility.

### **Financial Assistance Available For Outbound Mobility Programme**

Name	Eligibility	Amount
Financial Assistance to Attend International-scaled Presentation	<ul style="list-style-type: none"> <li>• Applicant must be a registered PhD student with good academic standing (the status is "Continue") during application.</li> <li>• Applicant has never received financial assistance under this scheme and not receiving any other financial assistance for outbound mobility from UPM during application.</li> <li>• Priority is given to applicant who has not exceeded 6 semesters of study.</li> <li>• Applicant must have attended the Putra Sarjana presentation skills seminar organised by the School of Graduate Studies, UPM; or have registered and passed a 1-credit seminar course at the faculty/institute prior to the application.</li> <li>• Applicant must be invited as an Oral Presenter.</li> <li>• The presentation must be related to the applicant's PhD research work.</li> <li>• International applicant is only allowed to apply if the programme is organized outside their home country.</li> <li>• Only attendance to programme organized by registered association / university / research institute / academic organization / government</li> </ul>	<p>Southeast Asia (except Singapore and Brunei): Max RM1,000.00</p> <p>Asia (including Singapore and Brunei): RM1,500.00</p> <p>Other countries: RM2,000.00</p> <p>Note: Claimable after the completion of the program</p>

	<p>agency will be considered for financial support. Supervisor and faculty/institute are responsible to check and ensure that the programme is not organized by commercial organizer.</p>	
<p>Financial Aid to Undertake Research Attachment Abroad</p>	<ul style="list-style-type: none"> <li>• Applicant must be a Malaysian.</li> <li>• Applicant must be a registered Master or PhD (by research) student with good academic standing (the status is "Continue") during application.</li> <li>• Applicant has never received financial assistance under this scheme and not receiving any other financial assistance for outbound mobility from UPM during application.</li> <li>• Applicant who will be receiving financial assistance from the host institution may be considered, subject to the assessment by the committee.</li> <li>• The length of research attachment should be between 1-3 months. Justification must be provided if the duration is more than 3 months.</li> <li>• The research to be carried out during the attachment must be related to applicant's Master / PhD research.</li> <li>• Has received an official invitation letter from the host institution.</li> <li>• Applicant must have received an approval to undertake research attachment abroad from Putra International Centre (i-PUTRA).</li> </ul>	<p>Southeast Asia (except Singapore and Brunei): Max RM3,000.00</p> <p>Asia (including Singapore and Brunei): RM4,000.00</p> <p>Other countries: RM5,000.00</p> <p>Note: Claimable after the completion of the program</p>

Students may also apply mobility scholarships provided by international agency known as University Consortium (UC) SEARCA. For more information, please refer to <https://uc.searca.org/grants/student/travel>.

#### 4. FINANCIAL ASSISTANCE/ SCHOLARSHIPS

The Institutional Relations & Financial Aid Unit, SGS will be able to assist you or visit [SGS website](http://www.sgs.upm.edu.my/financial_assistance_scholarships-1893) at [http://www.sgs.upm.edu.my/financial\\_assistance\\_scholarships-1893](http://www.sgs.upm.edu.my/financial_assistance_scholarships-1893) . All scholarships are subject to availability of funds and details given here are subjected to changes at any time. Potential applicants are urged to check information regularly for updated procedures and deadlines.

## **Application Processes**

Students may refer to the advertisement posted in [SGS website](#) for the latest application deadline. Tentatively, the advertisement will open at least **two (2) months before the new semester begins**. However, Special Graduate Research Allowance Scheme (SGRA) is available all year round. Applications submitted after the deadlines will not be considered.

Instructions on applying are provided in the scholarships' advertisement which can be found at [https://sgs.upm.edu.my/financial\\_assistance\\_scholarships-1893](https://sgs.upm.edu.my/financial_assistance_scholarships-1893). Please read and follow the instructions carefully. If you need any assistance, please email to [sgs\\_financialaid@upm.edu.my](mailto:sgs_financialaid@upm.edu.my).

### **TYPES OF FINANCIAL ASSISTANCE/ SCHOLARSHIPS AVAILABLE**

No.	Type of Scholarship	Category of Applicant
1	Graduate Research Fellowships (GRF)	Local only
2	Graduate Research Assistantships (GRA)	Local and International
3	Special Graduate Research Allowance (SGRA)	Local and International
4.	International Graduate Student Scholarship (IGSS)	International only
4.	Putra Alumni Scholarship Scheme (PASS)	Local and International
5.	Special Scholarship for Journalist (BKW)	Local only
6.	Financial Incentive for Excellent Graduates (BYSC)	Local and International

**The**

**general criteria to apply for financial assistance / scholarships are as the following:**

- a. An officially registered UPM student;
- b. Current status of study must be in 'Continue; Statuses such as 'Thesis Submitted/Deferred/ Dropped/ Probation/ Suspended/ Terminated' are not eligible to apply.
- c. Successful applicant is not allowed to receive any other financial support or scholarship/fellowship and should not be engaged in any type of employment.
- d. Should not be enrolled in the UPM-ICP programme.
- e. Maximum duration of financial aid:
  - Masters: Maximum semester 4 (for SGRA: Maximum semester 6)
  - PhD: Maximum semester 6 (for SGRA: Maximum semester 10)

#### **Note:**

GRA and SGRA are funded by the research grant obtained by the student's Supervisor/Chairman/Member of the Supervisory Committee. Students who wish to be funded under these schemes are required to discuss on the availability of grants with their respective Supervisor/Member of their Supervisory Committee prior to the application.

**Other Funding Opportunities**

Other Sponsorships	Website
PTPTN (Perbadanan Tabung Pendidikan Tinggi Nasional)	<a href="http://www.ptptn.gov.my/">http://www.ptptn.gov.my/</a>
Organization for Women in Science for The Developing World (OWSD)	<a href="https://owsd.net/career-development/phd-fellowship">https://owsd.net/career-development/phd-fellowship</a>
Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA)	<a href="https://www.searca.org/scholarship/graduate-scholarship">https://www.searca.org/scholarship/graduate-scholarship</a>
Queen Elizabeth Commonwealth Scholarships	<a href="https://www.acu.ac.uk/funding-opportunities/for-students/scholarships/queen-elizabeth-commonwealth-scholarships/">https://www.acu.ac.uk/funding-opportunities/for-students/scholarships/queen-elizabeth-commonwealth-scholarships/</a>

**SUMMARY OF SCHOLARSHIP/FINANCIAL ASSISTANCE AVAILABLE UNDER UPM’S SPONSORSHIP:**

Scheme	Eligibility	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
<p>Graduate Research Fellowships (GRF)</p>	<ul style="list-style-type: none"> <li>Open to LOCAL applicants who have received an offer of admission or registered UPM student with a minimum CGPA of 3.00 (for Science and Technical Cluster) or 3.500 for (Social Science Cluster);</li> <li>Existing student must not exceed three (3) semesters for Master and five (5) semesters for PhD during application with good standing study status;</li> <li>Not enrolled in UPM-ICP programme; and</li> <li>Not a recipient of any other forms of scholarship or financial support from other agencies and not engaged in any type of employment.</li> </ul>	<p><b>Master:</b> Max semester 4</p> <p><b>PhD:</b> Max semester 6</p>	<p><b>Masters:</b> RM1,000</p> <p><b>PhD:</b> RM1,300</p>	<p>Tuition fee will be partially waived based on study clusters as follows:</p> <p><b>Masters:</b> Medicine = RM1,200 Science = RM900 Social Science = RM700</p> <p><b>PhD:</b> Medicine = RM1,600 Science = RM1,400 Social Science = RM1,200</p> <p><b>Remarks:</b> Recipients are eligible to apply for a leave of work for a maximum of 2 days per month with the consent of supervisor. Otherwise, the allowance will be deducted as RM55/day (Master) and RM68/ day (PhD).</p> <p>Recipients who are absent for 10 days or more in a month, shall not be eligible to receive allowance for that particular month.</p>	<ul style="list-style-type: none"> <li>Assist in the teaching/tutorial/laboratory of 4 hours per week for Master and 6 hours per week for PhD.</li> <li>Produce journal articles as the first/corresponding author based on research conducted during student’s candidature prior to the graduation. Please refer to the Publication Requirements for GRF section for details.</li> </ul>
<p>Graduate Research Assistantships (GRA)</p>	<ul style="list-style-type: none"> <li>Open to LOCAL and INTERNATIONAL applicants who have received an offer of admission or registered UPM student;</li> <li>Existing student must not exceed 3rd semester for Master and 5th semester for PhD during application with good standing study status;</li> <li>Not enrolled in UPM-ICP programme;</li> </ul>	<p><b>Master:</b> Max semester 4</p> <p><b>PhD:</b> Max semester 6</p>	<p>Depends on the total hours allocated to assist in teaching;</p> <p><b>3 hours / week:</b> RM1,125</p> <p><b>4 hours/ week:</b> RM1,300</p> <p><b>6 hours / week:</b> RM1,500</p>	<p>Tuition fee will be partially waived based on study clusters as follows:</p> <p><b>Masters:</b> Medicine = RM1,200 Science = RM900 Social Science = RM700</p> <p><b>PhD:</b> Medicine = RM1,600 Science = RM1,400</p>	<p>Fulfil all programme requirements and complete the study (Bound by Agreement).</p>

Scheme	Eligibility	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
	<ul style="list-style-type: none"> <li>Not a recipient of any other forms of scholarship or financial support from other agencies and not engaged in any type of employment; and</li> <li>Supervisor's research grant balance must be at least RM15,000.00 during application.</li> </ul>			Social Science RM1,200	
Special Graduate Research Allowance (SGRA)	<ul style="list-style-type: none"> <li>Open to registered LOCAL and INTERNATIONAL UPM students with 'continue' study status;</li> <li>Not a recipient of any other forms of scholarship or financial support from other agencies and not engaged in any type of employment;</li> <li>The amount of research grant must be sufficient to pay the monthly allowance throughout the period of appointment; and</li> <li>Application must be supported by the supervisor and respective faculty/school/institute.</li> </ul>	<b>Master:</b> Max semester 6  <b>PhD:</b> Max semester 10	<b>Masters:</b> RM1,800  <b>PhD:</b> RM2,300  <i>Notes: Higher monthly allowance can be considered subject to the supervisor's approval, amount of grant allocation and ceiling rate as stipulated in the sponsor's guidelines.</i>	None	None
International Graduate Student Scholarship (IGSS)	<ul style="list-style-type: none"> <li>Open to INTERNATIONAL PhD candidates;</li> <li>The applicant must have fulfilled the general application requirements for international students;</li> <li>The applicant must be a holder of a Master's degree with a minimum CGPA of 3.500;</li> </ul>	Max semester 6	N/A	30-50% of tuition fees waived (quota basis)	None

Scheme	Eligibility	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
	<ul style="list-style-type: none"> <li>• The applicant is intending to conduct research in priority areas relevant to UPM/Malaysia;</li> <li>• The applicant is not a recipient of any other types of scholarship or financial assistance and should not be engaged in any type of employment at the time of application;</li> <li>• Priority will be given to applicants from developing countries in which UPM holds strategic importance and from academic institutions that have MoU/MoAs with UPM;</li> <li>• The applicant has published at least one article in an academic journal and/or has received strong recommendations from academic institutions (e.g. Vice Chancellor, Dean, Director);</li> <li>• The applicant must have a copy of the research proposal approved by the advisor/supervisor; and,</li> <li>• The applicant must have a letter from the student's embassy verifying that the applicant is not a recipient of any financial assistance/ scholarship/ income from any agencies or government.</li> </ul>				
Putra Alumni Scholarship Scheme (PASS)- Local Applicants	<ul style="list-style-type: none"> <li>• Open to local UPM Alumni who wish to pursue study at PhD level;</li> <li>• Holds a Master's degree with a minimum CGPA of 3.50;</li> </ul>	Max semester 6	N/A	10%	None

Scheme	Eligibility	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
	<ul style="list-style-type: none"> <li>The applicant is intending to conduct research in priority areas relevant to UPM/Malaysia;</li> <li>The applicant must have a copy of the research proposal approved by the advisor/supervisor; and</li> <li>The applicant is not a recipient of any other types of scholarship or financial assistance.</li> </ul>				
Putra Alumni Scholarship Scheme (PASS) - International Applicants	<ul style="list-style-type: none"> <li>The applicant must have fulfilled the general application requirements for international students;</li> <li>The applicant must hold a Bachelor's or Master's degree with a minimum CGPA of 3.50;</li> <li>Enroll in Programme by Research only;</li> <li>The applicant must conduct research in priority areas relevant to UPM/Malaysia;</li> <li>The applicant is not a recipient of any other types of scholarship or financial assistance and should not be engaged in any type of employment at the time of application;</li> <li>Priority will be given to applicants from developing countries in which UPM holds strategic importance;</li> <li>The applicant must have a support letter from an advisor/supervisor.</li> <li>The applicant must have a copy of the research proposal approved by the advisor/supervisor.</li> </ul>	<b>Master:</b> Max semester 4  <b>PhD:</b> Max semester 6	NA	<b>Alumni:</b> 10% of the tuition fee  <b>Alumni's children:</b> 30 – 50% of the tuition fee (based on IGSS)	

Scheme	Eligibility	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
	<ul style="list-style-type: none"> <li>The applicant has published at least one article in an academic journal and/or has received strong recommendations from academic institutions (e.g., Vice Chancellor, Dean, Director);</li> <li>The applicant must have a letter from the student's embassy verifying that the applicant is not a recipient of any financial assistance/ scholarship/ income from any agency or government.</li> <li>For UPM Alumni, the applicant must Graduate on Time (GOT).</li> </ul>				
Special Scholarship for Journalist (BKW)	<ul style="list-style-type: none"> <li>Journalist who has received an admission offer at UPM for Master (by Coursework or Research) or PhD in the <b>Social Science Cluster</b>;</li> <li>Existing students must have not exceeded (two) 2 semesters with good standing study status during application; and</li> <li>The applicant is not a recipient of any other types of scholarship or financial assistance.</li> </ul>	<p><b>Master by Coursework:</b> Max semester 3</p> <p><b>Master of Science:</b> Max semester 4</p> <p><b>PhD:</b> Max semester 6</p>	NA	<p><b>Master by Coursework:</b> RM500 per semester</p> <p><b>Master of Science:</b> RM700 per semester</p> <p><b>PhD:</b> RM1,200 per semester</p>	<p><b><u>Linkages</u></b> To link UPM academicians with the Media Perdana activities including BERNAMA.</p> <p><b>3 linkages for Master and 6 linkages for PhD throughout study period.</b></p> <p><b><u>Local Writing:</u></b> To write local articles or reports on UPM activities and to be published in various media of communication as an initiative to increase the visibility of UPM.</p> <p><b>2 writings for Master and 3 writings for PhD throughout study period.</b></p> <p><b><u>International Writing</u></b> To write international articles or reports on UPM activities and to be published in various media of communication as an initiative to increase the visibility of UPM.</p>

Scheme	Eligibility	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
					<p><b>1 writing for Master and 2 writings for PhD throughout study period.</b></p>
Financial Incentive for Excellent Graduates (BYSC)	<ul style="list-style-type: none"> <li>• Open to local and international full-time candidates, whether new or existing students who have received an offer or are currently studying at Master's or PhD level (coursework or research mode) at UPM from any of the following categories:                             <ol style="list-style-type: none"> <li>a) Muslim; and</li> <li>b) Asnaf; or</li> <li>c) Fisabilillah; or</li> <li>d) Disabled (OKU)</li> </ol> </li> <li>• New students must fulfill the following criteria:                             <ol style="list-style-type: none"> <li>a) Master: Possess a Bachelor's Degree with a CGPA of 3.50 and above or equivalent; or</li> <li>b) PhD: Possess a Master's Degree and have produced at least one publication in Scopus Journal or CIJ.</li> </ol> </li> <li>• Existing students must not exceed the second semester for the particular semester with a min CGPA of 3.50 and a 'continue' status at the time of application.</li> <li>• Not enrol under UPM-ICP or Programme by Industry.</li> </ul> <p>Not a recipient of any other types of scholarships or financial assistance from other agencies/institutes/bodies.</p>	<p><b>Master by Coursework:</b> Max semester 4</p> <p><b>Master of Science:</b> Max semester 4</p> <p><b>PhD:</b> Max semester 6</p>	N/A	30% of the tuition fee	<p style="text-align: center;"><b>None</b></p>

# **FREQUENTLY ASKED QUESTION (FAQ) REGARDING INSTITUTIONAL RELATIONS AND FINANCIAL ASSISTANCE & SCHOLARSHIP MATTERS**

## INTERNATIONAL COLLABORATIVE PROGRAMME (ICP)

### 1. What is the difference between Joint, Dual, and Double Degree programmes?

#### Joint Degree:

Upon graduation students will receive only one certificate with both universities' logos on the certificate.

#### Dual Degree:

Upon graduation students will receive one degree with two certificates issued by each university. A linking statement is stated on both certificates to indicate that the degree was obtained through a collaboration between two universities.

#### Double Degree:

Upon graduation students will receive two degrees with two certificates issued by each university. A linking statement is stated on both certificates to indicate that the degree was obtained through a collaboration between two universities.

### 2. Do I need to register as a student with the partner university where UPM signed the ICP agreement?

Yes, you need to register in person at the partner University.

### 3. How long do I need to spend at the partner University?

In general, the minimum duration is 6 months for a Master and 12 months for a PhD. However, for some ICP programmes different minimum duration is imposed:

University	Master	PhD
Kyushu Institute of Technology	1 year	2 years
Sharif University of Technology	1 year	2 years (at SUT) 1 year (at UPM)

### 4. How will the viva be conducted?

For joint/ dual degree, in general only 1 viva will be conducted, either at UPM or partner university. The examination process will be arranged by the university where the thesis is submitted. A joint Examination Committee will be formed which consist of 1 examiner from UPM, 1 examiner from the host university and 1 examiner from independent university. However, the viva for Joint PhD programme with University of Newcastle, Australia will be conducted at UPM and therefore the thesis must also be submitted to UPM.

For Double Degree, the student will be required to produce 2 theses. 1 thesis will be submitted to UPM and partner university. Each university will form a separate Joint Examination Committee to examine the thesis.

## PROGRAMME BY INDUSTRY

### 1. I am a government employee. Can I enroll into this programme?

This programme is only open for those from the industry. Civil servants or staff from private colleges / universities are not eligible to apply.

### 2. Do I have to leave the workplace to attend classes for this programme?

You are still required to attend classes for the compulsory courses like research methodology, seminar and Malay language (international students only). However, the courses may be offered in an intensive mode.

### 3. Why is the fee expensive as compared to a normal PhD programme?

Your Main Supervisor from UPM will make regular visits to your workplace. The cost of his / her visit is included in the fee.

### 4. Can I choose my Industrial Supervisor from another company?

Yes, you can but the person must be from the same industry and meets the criteria set by the University.

### 5. What are the roles and responsibilities of an Industrial Supervisor?

The Industrial Supervisor is responsible to assist the Main Supervisor from UPM to monitor your research work at the workplace.

### 6. What if the Industrial Supervisor is relocated/resigned from his/her current responsibilities?

You need to appoint a new supervisor with your employer's approval and supported by your Main Supervisor from UPM.

### 7. What if I change the company or relocate to a different location?

Your Industrial Supervisor can remain the same. However, a new agreement (if any) needs to be signed with your new company and your previous company needs to issue a withdrawal letter to indicate that it agrees to release its rights. If there is any conflict, it must be resolved before UPM issues a letter agreeing to the change and your research will be put on hold until the issue is resolved.

### 8. What happens if the company that I am working for ceases its operation?

You need to switch to a normal programme. If you choose to continue with Programme by Industry, item 7 above is applied.

## FINANCIAL ASSISTANCE AND SCHOLARSHIPS

### 1. I am an international student. Can I apply for Graduate Research Fellowship (GRF)?

No. Graduate Research Fellowship (GRF) is only for local Master/PhD UPM student.

### 2. I am a GRF recipient, what happen if I decided to withdraw from the study programme?

You are found to breach the contract. In the event of a breach of contract, the scholarship will be terminated, and you are required to re-pay all costs and expenses incurred throughout the offer.

### 3. What are the terms and conditions that may cause students under Graduate Research Fellowship (GRF) or Graduate Research Assistantship (GRA) to breach the contract?

Below are the terms and conditions that may cause students under GRF or GRA to breach the contract:

- i. Students who are found to be behaving inappropriately as students, or not performing their duties properly;
- ii. In UPM's opinion, students do not comply with the rules or laws enforced from time to time;
- iii. Students who are subject to any disciplinary action by UPM;
- iv. Students who are found to be involved in activities that are against the objectives of GRF/GRA Scholarship funding;
- v. Students obtain 'Terminated' status;
- vi. Students withdraw their study voluntarily;
- vii. Students leave UPM before completing their studies;
- viii. Students violate the Country laws;
- ix. Students change their study programme or field of study without UPM's consent
- x. Students are found to be working or receiving scholarships/ allocations/ loans/ financial assistance/ awards from other agency, institution or body without UPM's consent;
- xi. Students failed to fulfil publication requirements before the students complete their study programme – for GRF only;
- xii. Students are found to be involved in corruption;
- xiii. Students are found to have personal interests and conflicts in obtaining University scholarships/financial aid for their own benefit.

**4. How is the appointment of Special Graduate Research Allowance (SGRA) is made?**

The appointment for SGRA will be depending on the date of application received by SGS as follows:

Date of Application Received by SGS	Effective Date of Appointment
Not later than the 15th day of the month	From the 1st day of the current month
After the 15th of the month	From the 1st day of the following month

# STUDENTS' AFFAIRS AND MEDIA MATTERS

- Learning Support Programme (Putra Sarjana)
- 3 Minutes Thesis (3MT)
- Students Association
- Social Media and News Platforms

The Student Affairs and Media unit in SGS assists the Student Affairs Division (BHEP) under the purview of the Deputy Vice Chancellor (Student Affairs and Alumni) Office. It essentially manages matters related to the welfare of postgraduate students such as accident and death response(s), student group insurance policies, student disciplinary committee and disabled students' needs.

## 1. LEARNING SUPPORT PROGRAMME (PUTRA SARJANA)

Putra Sarjana is a proactive approach to help graduates in developing a range of skills which they can apply in their studies and career pursuits. Besides research skills, Putra Sarjana also provides training within cognitive, affective, psychomotor, and social domains. The programme comprises 4 clusters, namely Academic Development, Professional Development, Ethics and Morals, and Community Linkages.

Students who participate in the Putra Sarjana programme will be able to enhance their skills to lead, communicate, think critically and in problem solving. The programme will also help students to develop their emotional intelligence and sense of professional ethics which are necessary for personal, academic and career success. Students attending the seminar will be given a e-certificate and the materials presented by the guest speaker through their student email.

The list of seminars and workshops offered throughout the semester can be accessed at [http://www.sgs.upm.edu.my/dokumen/SKPSI1\\_BUKU\\_PUTRA\\_SARJANA\\_2014.pdf](http://www.sgs.upm.edu.my/dokumen/SKPSI1_BUKU_PUTRA_SARJANA_2014.pdf).

Registration can be made online or by contacting our secretariat at (603) 9769 4142 or [sgs\\_putrasarjana@upm.edu.my](mailto:sgs_putrasarjana@upm.edu.my), once the slots are open for access. The list of seminars can also be accessed through student portal at <http://sgsportal.upm.edu.my:8080/sgsportal/>.

## 2. THREE MINUTES THESIS COMPETITION (3MT)

3MT is a competition where PhD students present their research project ideas to a non-specialist audience in just three minutes with the aid of a single static PowerPoint slide. For more information, please visit [https://sgs.upm.edu.my/putra\\_sarjana/upm\\_3mt-12109](https://sgs.upm.edu.my/putra_sarjana/upm_3mt-12109)

**Only active/continuing PhD students are allowed to participate. This applies to students in semester 3 students and onwards.**

Details regarding 3MT and participation can be gained by contacting the following platforms:

3MT Level	Office	Contact
Faculty/school/institute	Deputy Dean (Graduate Studies)	<a href="https://sgs.upm.edu.my/content/office_of_deputy_dean_graduate_studies_for_the_faculty_school_and_deputy_director_for_the_institute-62140?L=en">https://sgs.upm.edu.my/content/office_of_deputy_dean_graduate_studies_for_the_faculty_school_and_deputy_director_for_the_institute-62140?L=en</a>
University <ul style="list-style-type: none"> <li>• Heats</li> <li>• Final</li> </ul>	School of Graduate Studies	<a href="mailto:sgs_putrasarjana@upm.edu.my">sgs_putrasarjana@upm.edu.my</a>

### 3. STUDENTS ASSOCIATION

The School of Graduate Studies mediates and facilitates several postgraduate students' associations to ensure a better connectivity between the management and students. It mainly focuses on welfare, academic matters, and extra-curricular activities. These associations vary in terms of levels, Universities, Faculties, and independent clubs registered under the Student Affairs Division (BHEP) UPM. The pool of talents can be further enhanced through the active and direct participation of postgraduates in these registered clubs/ associations.

One of the recent student bodies that was formed and being managed by the School of Graduate Studies is the Postgraduate Student Ambassadors (PGSA). A total of 50, carefully selected student representatives will be appointed across faculties/school/institutes to be the mediating personnel of information between the University authorities and fellow postgraduates. These ambassadors, consisting of both local and international students, are given the privilege of being SGS's utmost priority in terms of event/ programme participation, industry attachment opportunities as well as knowledge transfer programme. Following are the criteria and requirements to be appointed as a Postgraduate Ambassador of SGS:

- i. nominations are only to be made by the faculty/school/institutes' postgraduate office,
- ii. student must possess a minimum CGPA of 3.50 and above;
- iii. must have AT LEAST two (2) semesters left to complete his/her studies;
- iv. must be a student with ACTIVE study status (Continue);
- v. free from any form of disciplinary or criminal case/allegations and,
- vi. currently residing in Malaysia and accessible for contact.

### 4. SOCIAL MEDIA AND NEWS PLATFORMS

Subscribe to SGS social media platforms (Facebook, Instagram, Telegram and YouTube) to keep yourself updated with the latest announcements related to UPM postgraduate studies. The following are the links to the mentioned social media platforms:



<https://www.facebook.com/sgsupm/>



<https://www.instagram.com/sgsupm/?hl=e>



[https://www.youtube.com/channel/UCwu\\_KyYPBdm0OIYKDL2blwA](https://www.youtube.com/channel/UCwu_KyYPBdm0OIYKDL2blwA)



<https://t.me/UPMPGINFO>

# **FREQUENTLY ASKED QUESTION (FAQ) REGARDING STUDENT'S AFFAIRS AND MEDIA MATTERS**

**1. In the event of any accident (accident, fire, theft, etc.), or should any immediate assistance be required, who can I contact?**

Please contact the Student Affairs Division at 03-9769 6075 or email to [bhep@upm.edu.my](mailto:bhep@upm.edu.my) for further assistance.

**2. If an accident occurs outside the university area, or during the semester break, am I eligible to apply for welfare assistance?**

Yes, you are eligible to apply for welfare assistance if you are an active UPM student.

**3. How do I get counselling services at Counselling Division?**

You can get a walk-in counselling service or contact the Counselling Division Office at 03-9769 2082 to make an appointment. Also, they can be contacted via WhatsApp at 011-5665 6221.

**4. Are the details of the counselling session between me and the counsellor confidential?**

Yes, all discussions during a face-to-face counselling session with a counsellor are 'CONFIDENTIAL' unless such information is harmful to the safety of clients and others or is subject to legal action. Clients are also protected by the Counsellor Act 1998 (Act 580).

**5. If I came to see the Counsellor for an opinion, would I be perceived as a problematic student?**

No. It is a general misconception as every client that visits the UPM Counselling Division for a session is an individual that is looking for a second opinion to better him/herself as a solution.

**6. Is there any student financial assistance besides scholarship in UPM?**

You may apply for Zakat from Centre for Management of Waqf, Zakat and Endowment (WAZAN) that can be made at [https://wazan.upm.edu.my/kandungan/permohonan\\_bantuan\\_zakat\\_pelajar\\_atas\\_talian-44695?L=en](https://wazan.upm.edu.my/kandungan/permohonan_bantuan_zakat_pelajar_atas_talian-44695?L=en). For further enquiries please contact WAZAN via WhatsApp at 010-7898566.

# OTHER SERVICES / INFORMATION

## 1. COUNTER SERVICES

SGS provides a total of six (6) counters to ensure a better service for students regarding the following matters:

Counter	We Are Here to Assist On:
Counter 1: Helpdesk Location: Ground floor	<ul style="list-style-type: none"> <li>• General enquiries;</li> <li>• EPF Withdrawal;</li> <li>• Postgraduate status Endorsement documents;</li> <li>• Matric Card matters</li> </ul>
Counter 2: Admission matters Location: Ground floor	<ul style="list-style-type: none"> <li>• Application status;</li> <li>• Registration for new students</li> </ul>
Counter 3: Academic matters Location: Ground floor	<ul style="list-style-type: none"> <li>• Course registration</li> <li>• Nomination of Supervisory Committee (GS-10a/ GS-10b)</li> <li>• Research Progress Report (GS-11);</li> <li>• Deferment (GS-07)</li> <li>• Extension of Study (GS-13c)</li> <li>• Transfer Programme / Field of Study (GS-08)</li> <li>• Study Status</li> <li>• Comprehensive Examination (GS-12)</li> <li>• Senate Letter</li> <li>• Transcript</li> <li>• Certificates</li> <li>• Convocation (GS-17)</li> </ul>
Counter 4: Thesis matters Location: Ground floor	<ul style="list-style-type: none"> <li>• Enquiry about thesis;</li> <li>• Notice of submission thesis (GS-14a);</li> <li>• Submission of thesis (GS-15a/ GS-15b/ GS-16a/ GS-16b);</li> <li>• Viva Voce;</li> <li>• Publication Requirement (GS-25);</li> <li>• Certification of letter for thesis submitted.</li> </ul>
Financial Aid/ Scholarships Location: 1 <sup>st</sup> floor matters	<ul style="list-style-type: none"> <li>• Enquiry about financial aid</li> <li>• Submission of GRA/GRF agreement</li> </ul>
International Collaborative Programme (ICP)/ Mobility matters Location: 1 <sup>st</sup> floor	<ul style="list-style-type: none"> <li>• Enquiry about ICP / Programme by Industry / Mobility</li> <li>• Financial assistance for outbound and international seminar</li> </ul>

## 2. ACADEMIC CALENDAR

There are three (3) academic calendars outlined for UPM postgraduate studies, as the following:

Calendar	URL
Graduate Studies Academic Calendar	Sem 1 2023/2024 : <a href="https://rb.gy/i319a">https://rb.gy/i319a</a> Sem 2 2023/2024 : <a href="https://rb.gy/1g5ri">https://rb.gy/1g5ri</a>
Master of Business Administration (MBA) Academic Calendar	First Trimester 2023/2024 : <a href="https://rb.gy/95it6">https://rb.gy/95it6</a> Second Trimester 2023/2024 : <a href="https://rb.gy/087an">https://rb.gy/087an</a> Third Trimester 2023/2024 : <a href="https://rb.gy/xkme0">https://rb.gy/xkme0</a>
Master of Medicine Academic Calendar	First Session 2023/2024 : <a href="https://rb.gy/out37">https://rb.gy/out37</a> Second Session 2023/2024 : <a href="https://rb.gy/dr393">https://rb.gy/dr393</a>

## 3. ACCOMODATION

Type	Name	Details
On Campus	Residential colleges (For first year students)	<a href="https://rb.gy/iw8sn">https://rb.gy/iw8sn</a> E-mail: <a href="mailto:bppupm@upm.edu.my">bppupm@upm.edu.my</a> Office number: 03-9769 1316
	UPM Guest House <i>*Depends on availability*</i>	<a href="mailto:upmguesthouse@upm.edu.my">upmguesthouse@upm.edu.my</a> - Studio (short term) & - Apartment (long term)
	KMR One Putra Residence	KMR One Putra Residence, UPM Tel: +603 8959 9146 Hotline: 016-2246009 Email: <a href="mailto:oneputraresidence@gmail.com">oneputraresidence@gmail.com</a>
	University Housing Complex <i>*Depends on availability*</i>	E-mail: <a href="mailto:kpu.upm2020@gmail.com">kpu.upm2020@gmail.com</a>  *Apartment based accomodation
Off Campus	UROOM (Off-campus accommodation)	Tel / Whatsapp : +6012-424 3438 Website: <a href="https://uroom.com.my">https://uroom.com.my</a>

\*UPM does not provide/ manages for OFF CAMPUS accommodation, as students are required to make their own enquiries and book with the homeowner. The above information is solely to ease the students and not meant to promote/endorse any 3rd party accommodations.

### i. University Health Centre

<b>Telephone</b>	<ul style="list-style-type: none"> <li>+603 9769 7332 (Emergency – 24 hours)</li> <li>+603 9769 7304 / 7342</li> </ul>
<b>Operating Hours</b>	<ul style="list-style-type: none"> <li>Monday-Thursday (8.00 am–12.30 pm and 2.00 pm–4.30 pm)</li> <li>Friday (8.00 am–11.45 am and 2.45 pm–4.30 pm)</li> </ul>
<b>Closed</b>	Weekend and public holiday
<b>Website</b>	<a href="https://pku.upm.edu.my/">https://pku.upm.edu.my/</a>

ii. **Library**

<b>Telephone</b>	• +603 9769 8642
<b>Operating Hours</b>	• Monday – Friday (8.30 am – 10.30 pm) • Saturday & Sunday (8.30 am – 3.30 pm)
<b>Closed</b>	Saturday (1 <sup>st</sup> & 3 <sup>rd</sup> week) and public holiday
<b>Website</b>	<a href="https://lib.upm.edu.my/">https://lib.upm.edu.my/</a>

iii. **Transportation**1) **UPM Bus Service:**

Students who wish to use the bus service are required to purchase a monthly pass at only RM15, available at the Bursar Payment Counter, Ground Floor, Main Administration Building, UPM. With a valid pass, students are entitled to unlimited rides per month. The pass shall always be presented to the bus driver.

2) **e-Hailing services**

Solely based on students' own expenses and booking, whereby it will be dealt with through their personal phones and no special reservation(s) will be made by any of the University officers.

3) **UPM MRT station**

As one of the latest forms of transportation mode being introduced within UPM area, this facility provides the privilege for UPM students to travel to Kuala Lumpur or Putrajaya areas with ease. The Kwasa Damansara and Putrajaya lines provide a great number of stops for students who are living outside the campus to commute for their classes on the campus. Students can also travel to and from the MRT station using the MRT buses that are readily available at the MRT entrance itself.

iv. **Security and Emergency**

## 1) Auxiliary Police Security Service Center (APSeC) UPM

<b>Telephone</b>	• +603 9769 1999/ 7990/ 7470
<b>Operating Hours</b>	24 hours

## 2) Other Emergency Contact Numbers

<b>Serdang police Station</b>	+603-9769 2222
<b>Seri Kembangan Police Station</b>	+603-9769 6122
<b>Serdang Fire Brigade</b>	• +603-9769 7635, • +603-894 17636, • +603-894 16281

**\*IN CASE OF EMERGENCY**

- Don't panic and be calm.
- Contact the **APSeC** at **03-9769 1999/ 7990/ 7470** or the Police/Ambulance at 999.
- Do not approach the accident/emergency area unless necessary.
- Assist the victims (if necessary) before other resource(s) arrives.
- Follow the instructions provided by the security team members.

POSTGRADUATE STUDENTS

# HANDBOOK

School of Graduate Studies, Universiti Putra Malaysia



[www.sgs.upm.edu.my](http://www.sgs.upm.edu.my)

**School of Graduate Studies**

*Universiti Putra Malaysia*

43400 Serdang

Selangor Darul Ehsan

Malaysia