

## **OTHER INFORMATION**

**(a) Mobility**

All postgraduate students in UPM particularly local students are encouraged to participate in any mobility (outbound) programmes abroad. It provides a great opportunity for students to become global citizens, interact with different cultures and at the same time acquire knowledge and learn distinctive skills that are useful for future development. There are two types of mobility (outbound) programme namely short-term mobility programme and long-term mobility programme. Short-term mobility programme activities include training, seminar, workshop, summer school, benchmarking visit, cultural visit and competition while for the long-term mobility programme, the activities include research attachment, credit transfer programme and internship.

**1) How do I apply for mobility (outbound) programme?**

It depends on the type of mobility activities or your interest.

- For mobility activities such as training, workshop, seminar, competition and summer school, please contact the organizer of the activities directly or please refer to the application guideline provided in the advertisement.
- For other activities such as benchmarking and cultural visit, you can propose the activities to the host university through your faculty.
- For research attachment or credit transfer programme, you are advised to contact the host university directly. Refer to the UPM Website ([www.upm.edu.my](http://www.upm.edu.my)) if you want to do your research attachment or credit transfer activity with the university that has signed MoU/MoA with UPM. Be ready with your documents (research proposal, CV, supporting letter from supervisor/faculty, certificates) so that they could process your application accordingly.
- All mobility (outbound) activities require an approval from the University. Upon receiving confirmation/invitation from the host university/organizer, please download an application form from [http://www.intl.upm.edu.my/mobility/outbound/how to apply-4093](http://www.intl.upm.edu.my/mobility/outbound/how%20to%20apply-4093) and submit to Putra International (i-Putra).

**2) Is financial assistance provided for mobility outbound programme?**

UPM provides several types of financial assistance as below:

Name	Eligibility	Amount
Financial Aid to Attend International Seminar / Conference	<ul style="list-style-type: none"> <li>• Open to LOCAL and INTERNATIONAL students.</li> <li>• Registered as a PhD student.</li> <li>• Current status is "Good Standing".</li> <li>• Never received assistantship under this scheme.</li> <li>• Not exceeded 7 semesters of study.</li> <li>• Invited as an ORAL PRESENTER.</li> <li>• The presentation related to PhD research work.</li> <li>• Application is submitted at least 40 days before the date of the seminar/conference;</li> <li>• A presentation slides for the seminar is attached when application is submitted (in English / approved by SV).</li> </ul>	<p><b>South East Asia (except Singapore and Brunei):</b> Max RM1,000.00.</p> <p><b>Asia (including Singapore and Brunei):</b> RM1,500.00</p> <p><b>Other countries:</b> RM2,000.00.</p>

<p>Financial Aid to Attend Research Attachment</p>	<ul style="list-style-type: none"> <li>• LOCAL students only.</li> <li>• Registered in Masters (by research) or PhD programme.</li> <li>• Current study status is "Good Standing".</li> <li>• Length of attachment is between 1-3 months (justification is needed if the duration exceeded three months).</li> <li>• The offer letter from the host institution must be provided when application is submitted to SGS.</li> <li>• Application form (GS-42) can be downloaded from SGS website.</li> </ul>	<p><b>South East Asia (except Singapore and Brunei):</b> Max RM3,000.00.</p> <p><b>Asia (including Singapore and Brunei):</b> RM4,000.00</p> <p><b>Other countries:</b> RM5,000.00.</p>
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In addition, you can also apply mobility scholarships provided by international agency known as University Consortium (UC) SEARCA. For more information, please refer [http://www.sgs.upm.edu.my/financial\\_assistance\\_scholarships/scholarships\\_travel\\_grant\\_by\\_uc\\_searca-8812](http://www.sgs.upm.edu.my/financial_assistance_scholarships/scholarships_travel_grant_by_uc_searca-8812).

**(b) The Pertanika Journal of Scholarly Research Reviews (PJSRR)**

The Pertanika Journal of Scholarly Research Reviews (PJSRR) is the first postgraduate journal of Universiti Putra Malaysia, and primarily features review articles or summaries of students' current state of research. These review articles consist of detailed explorations of the available literature in any fields of study. In compiling these review articles, students will be better able to acquire the knowledge and the skills necessary for both the completion of their postgraduate theses, and their future careers as researchers and educators.

**1) Focus and Scope**

The PJSRR aims at the publication of review articles in all fields of Tropical Agricultural Science, Social Sciences & Humanities and Science & Technology. The journal is a peer reviewed journal and publishes original papers in English. Papers may be theoretical, experimental or both. The contribution should be unpublished before and not under consideration for publication elsewhere.

**2) How do I submit my article?**

The PJSRR uses an online manuscript submission and review system. Authors are required to register at [www.pjsrr.upm.edu.my](http://www.pjsrr.upm.edu.my) via Open Journal System (OJS) and login before submitting their manuscript online. They may also check the status of submissions after logging in.

**3) How much does it cost to publish in PJSRR?**

The PJSRR is free of charge for authors: they don't have to pay neither for the reviewing nor for the publishing processes.

**4) Publication Frequency of PJSRR?**

The PJSRR is published quarterly (3 issues per year - April, August and December).

**5) Does PJSRR provide templates and Guidelines for preparing a journal article?**

For your convenience PJSRR has developed templates to help you prepare your manuscript. Kindly access [www.pjsrr.upm.edu.my](http://www.pjsrr.upm.edu.my) for further details

**6) Does PJSRR provide English language support?**

For editors and reviewers to accurately assess the work presented in your manuscript you need to ensure the English language is of sufficient quality to be understood. If you need help with writing in English you should consider:

- Asking your supervisor to review your manuscript for clarity.
- Visiting the English language tutorial which covers the common mistakes when writing in English.
- Using a professional language editing service where editors will improve the English to ensure that your meaning is clear and identify problems that require your review

**7) What happens if my paper gets rejected?**

The PJSRR is committed to your publishing success: If your research is of good quality, then it may be suitable for another journal. Let us suggest an alternative journal within our esteemed publishing portfolio for resubmitting your manuscript (and any reviewer comments).

**8) How can I find out about the status of my journal manuscript?**

For most of our journals the corresponding author can track the article online. Article Tracking will guide you through the several stages from the moment your article has been accepted until it is published. Every step is described and will let you know whether action is required. Please log in to your personal OJS-PJSRR account to start tracking your articles. When action from your side is required, this will also be announced by e-mail.

**9) What is the elapsed time from submission to publication?**

The elapsed time from submission to publication for the articles averages 5-6 months. A decision of acceptance of a manuscript is reached in 3 to 4 months (average 14 weeks).

**10) Indexing of Journals?**

As of now the PJSRR is indexed in Google Scholar, MyJurnal, Directory of Research Journals Indexing (DRJI), i-Journals and i-Focus.

Further information on PJSRR, please email to [pjsrr@upm.edu.my](mailto:pjsrr@upm.edu.my)

**(c) Counter services**

To enable SGS to serve the students better, there are 4 Counters at the SGS's lobby. These counters are manned by staff for the following matters:

Counter	We are here to assist on:
Counter 1: Helpdesk	(a) General enquiry; (b) EPF Withdrawal; (c) Confirmation as Postgraduate Student; (d) Matric Card;
Counter 2: Admission	(a) Application status; (b) Offer Letter; (c) Deferment Letter (before registration); (d) Registration for new students;
Counter 3: Academic Matters	(a) Registration of continuing student; (b) Nomination of Supervisory Committee; (c) Research Progress Report (GS11); (d) Deferment, extension of study, transfer programme / field of study, status of study, Comprehensive Examination; (e) Senate Letter, Transcript, Certificates, Convocation.
Counter 4: Thesis	(a) Enquiry about thesis; (b) Notice of submission thesis (GS14a); (c) Submission of thesis (GS15a/GS15b/GS16a/GS16b); (d) Viva Voce; (e) Article / Journal (GS25); (f) Certification of letter for thesis submitted.

**SCHOOL OF GRADUATE STUDIES (SGS)  
ACADEMIC CALENDAR**

**SECOND SEMESTER 2018/2019 (FEBRUARY 11, 2019 – SEPTEMBER 08, 2019)**

**All students are required to register every semester  
(Inclusive of fee payment and course registration)**

Registration for <b>new students</b>	January 28, 2019 – February 08, 2019 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online registration for <b>continuing students</b> via Student Portal	January 21, 2019 – February 10, 2019	(3 weeks)
First day of Semester	February 11, 2019	
Classes	February 11, 2019 – March 31, 2019	(7 weeks)
<b>Mid-semester break</b>	<b>April 01, 2019 – April 07, 2019</b>	(1 week)
Classes	April 08, 2019 – May 26, 2019	(7 weeks)
Examination week	June 10, 2019 – June 23, 2019	(2 weeks)
<b>End of semester break</b>	<b>June 24, 2019 – September 08, 2019</b>	(11 weeks)
<b><u>Important Dates/Deadlines</u></b>		
Last day to add courses	February 24, 2019	
Last day to drop courses	March 31, 2019	
<b>Deadline for online submission of Student's Progress Report (Form GS-11)</b> for students under programmes with thesis.	June 24, 2019	
<b>Deadline for Second Semester 2018/2019 thesis submission</b> (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	September 09, 2019	
<ul style="list-style-type: none"> <li>If the thesis is submitted before the deadline the student is required to register and pay RM400 (local) or RM450 (international) only for <b>FIRST SEMESTER 2019/2020</b>.</li> <li>For submission after the deadline the student is required to pay full registration fees.</li> </ul>		
<b>Deadline for review of grade</b> application and online application for review against termination	Two weeks after Senate endorsement of results	
<b>Deadline for deferment</b> for continuing student	February 24, 2019	
<ul style="list-style-type: none"> <li>A student who has registered for First Semester 2019/2020, may apply to defer the semester no later than seventh week after the commencement of new semester.</li> <li>Students who defer the semester within the first two weeks with the approval of the Dean School of Graduate Studies shall be entitled to a tuition fee refund.</li> </ul>	February 11, 2019 – March 31, 2019	(7 weeks)
	February 11, 2019 – February 24, 2019	(2 weeks)
<b>End of Second Semester 2018/2019</b>	<b><u>August 18, 2019</u></b> After this date, the semester will change automatically to First Semester 2019/2020. Student status will be updated.	

**NOTES:**

- All international students must purchase the **HEALTH INSURANCE SCHEME FOR INTERNATIONAL STUDENTS** directly from the Insurance Company registered with UPM.
- Beginning **February 11, 2019**, a late course registration fee of **RM100.00** will be imposed.
- Failure to register and/or pay the tuition fees by **February 24, 2019** will lead to a **Dropped** status.
- All students are required to register a minimum of **6 credits and a maximum of 15 credits per semester**.
- All students in programmes by research are required to register for the **Master Research (SPS5999)/ Doctoral Research (SPS6999)** every semester.
- All international students are required to register (as Audit) and pass **Basic Malay Skills I (LPM2100)** in the first semester.
- Fees are payable through CIMBClicks.** (Please refer to [www.bursar.upm.edu.my/CIMBClicks](http://www.bursar.upm.edu.my/CIMBClicks))  
*\*All dates are subject to change*

**SCHOOL OF GRADUATE STUDIES (SGS)  
ACADEMIC CALENDAR  
FIRST SEMESTER 2019/2020 (SEPTEMBER 09, 2019 – FEBRUARY 09, 2020)**

**All students are required to register every semester  
(Inclusive of fee payment and course registration)**

Registration for <b>new students</b>	August 26, 2019 – September 06, 2019 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online registration for <b>continuing students</b> via Student Portal	August 19, 2019 – September 08, 2019	(3 weeks)
First day of semester	September 09, 2019	
Classes	September 09, 2019 – October 27, 2019	(7 weeks)
<b>Mid-semester break</b>	<b>October 28, 2019 – November 03, 2019</b>	<b>(1 week)</b>
Classes	November 04, 2019 – December 22, 2019	(7 weeks)
Examination week	December 31, 2019 – January 12, 2020	(2 weeks)
<b>End of semester break</b>	<b>January 13, 2020 – February 09, 2020</b>	<b>(4 weeks)</b>
<b><u>Important Dates/Deadlines</u></b>		
Last day to add courses	September 22, 2019	
Last day to drop courses	October 27, 2019	
<b>Deadline for online submission of Student's Progress Report (Form GS-11)</b> for students under programmes with thesis.	January 12, 2020	
<b>Deadline for First Semester 2019/2020 thesis submission</b> (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	February 10, 2020	
<ul style="list-style-type: none"> <li>If the thesis is submitted before the deadline the student is required to register and pay RM400 (local) or RM450 (international) only for <b>SECOND SEMESTER 2019/2020</b>.</li> <li>For submission after the deadline the student is required to pay full registration fees.</li> </ul>		
<b>Deadline for review of grade</b> application and online application for review against termination	Two weeks after Senate endorsement of results	
<b>Deadline for deferment</b> for continuing student	September 22, 2019	
<ul style="list-style-type: none"> <li>A student who has registered for First Semester 2019/2020, may apply to defer the semester no later than seventh week after the commencement of new semester.</li> </ul>	September 09, 2019 – October 27, 2019	(7 weeks)
<ul style="list-style-type: none"> <li>Students who defer the semester within the first two weeks with the approval of the Dean School of Graduate Studies shall be entitled to a tuition fee refund.</li> </ul>	September 09, 2019 – September 22, 2019	(2 weeks)
<b>End of First Semester 2019/2020</b>	<b>January 19, 2020</b> After this date, the semester will change automatically to Second Semester 2019/2020. Student status will be updated.	

**NOTES:**

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- Beginning **September 09, 2019**, a late course registration fee of **RM100.00** will be imposed.
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- All students are required to register a minimum of **6 credits and a maximum of 15 credits per semester**.
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**\*All dates are subject to change**



**(e) Accommodation**

TYPE	NAME	DETAILS	PRICE RANGE	PERSON IN CHARGE
On Campus	Kolej/Hostel	Dormitory Room 2 - 4 (person max) Sharing bathroom	RM9 / day	Mr. Azlan Ibrahim Head of Students Accommodation Section, Student Affairs Division Tel: +603 8947 1325 Email: zlan_ibrahim@upm.edu.my
	UPM Guest House	10 pax per apartment Air conditioned Fully Furnished 3 shared rooms Shared bathroom Washing machine	RM500 - RM700 /month	Mrs. Rozlinawati Abdul Wahab Tel: +603 8946 7972 Email: upmguesthouse@upm.edu.my
	KMR OnePUTRA Residence	Air conditioned Fully Furnished Shared /single rooms Shared bathroom Washing machine	RM500 - RM1,200 /month	KMR One PUTRA Residence, UPM Tel: +603 8959 9146 Fax: +603 8947 1165 Email: oneputraresidence@gmail.com
Off Campus	Private Condominium / Apartment around UPM	N.A	RM500 - RM1,500 /month	Link to more rental house/room: 1. <a href="http://www.iproperty.com.my/rent/">www.iproperty.com.my/rent/</a> 2. <a href="http://www.hostelhunting.com/my/en">www.hostelhunting.com/my/en</a> 3. <a href="http://www.mudah.my">www.mudah.my</a> *Arrangement is to be made by student

\* UPM does not arrange for OFF CAMPUS accommodation and students are required to make their own enquiries and bookings with the home owners. The above information is not meant to promote or endorse any 3rd party accommodations.

**(f) University Health Center**

Phone : +603 8946 7332 (Emergency – 24 hours)  
: +603 8946 8867 / 7342  
Operating Hours : Monday – Friday (8.00 am – 8.45 pm)  
: Saturday & Sunday (9.00 am – 11.45 pm)

**(g) Library**

Phone : +603 8946 8642  
Email : [lib@upm.edu.my](mailto:lib@upm.edu.my)  
Operating Hours : Monday – Friday (8.30 am – 10.30 pm)  
: Saturday & Sunday (8.30 am – 3.30 pm)  
Closed : Saturday (1<sup>st</sup> & 3<sup>rd</sup> week)  
: Public Holiday

## (h) 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 for an unlimited ride per month. The pass shall be presented to the bus driver at all time.

### 2) GRAB:

The fare depends on distance of journey.

## (i) Security and Emergency

### 1) Bilik Gerakan Polis Bantuan Kecemasan , UPM

Phone : +603 8947 1999 (Emergency)

Operating Hours : 24 hours

### 2) Other Emergency Contact Numbers

Serdang police Station : +603-8948 2222

Seri Kembangan Police Station : +603-8948 6122

Serdang Fire Brigade : +603-8941 7635, +603-894 17636, +603-894 16281

## (j) Travel to UPM

Students are required to plan their journey in advance. For night arrival, students are advised to check-in and overnight at nearby hotels due to specific UPM accommodation's operation hours.

### 1) KLIA Express (KLIA/KLIA 2) to KL Sentral Station

First train : 4.55 am

Last train : 12.55 am

### 2) KTM Komuter to Serdang Station, then take a taxi to UPM

First train : 6.00 am

Last train : 11.00 pm

### 3) KLIA Limo, taxi, Grab from KLIA/KLIA 2 to UPM

Operation hours: 24 hours

### 4) Shuttle bus from KLIA / KLIA 2 to TBS, then take a taxi to UPM

Operation hours: 4.15am – 12.00pm – 1.00am

Note: The Universiti Putra Malaysia reserves the right to amend the information in this handbook without any prior notice. Such amendments will be reflected in the online version of this handbook available at the School of Graduate Studies homepage ([www.sgs.upm.edu.my](http://www.sgs.upm.edu.my))