



**PERKHIDMATAN UTAMA  
SISWAZAH**

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**

**LIST OF ACTIONS FOR POSTGRADUATE STUDENT UPON REGISTRATION  
(BY RESEARCH )**

NO.	ACTION	REMARK				
1.	Meet your advisor as stated in the offer letter or Postgraduate Department at the Faculty/Institute to discuss your study plan and programme requirement.					
2.	<p>For international student, you must:</p> <p>a) Register for <b>Basic Malay Language (LPM2100)</b> during the first semester - except those who have been granted an exception and <b>must get M grade</b>;</p> <p style="text-align: center;"><b>AND</b></p> <p>b) Register and pass <b>Postgraduate Intensive English (PIE) 2</b> within the first two (2) semesters if your English Proficiency Score is as follows:</p> <ul style="list-style-type: none"> <li>• <b>500-549</b> for the TOEFL Paper-based Test (Academic Version); or</li> <li>• <b>61</b> for TOEFL Internet – based; or</li> <li>• <b>Band 5.5 for IELTS (Academic Training)</b>; or</li> <li>• <b>Level 107</b> and <b>108</b> of CIEP at ELS Language Centre; or</li> <li>• <b>Level 108</b> and <b>109</b> of Placement Test result at ELS Language Centre; or</li> <li>• <b>Band 3 (160 - 179) for MUET</b>; or</li> <li>• <b>B2 CEFR equivalent test</b></li> </ul> <p><b>Note:</b> Students who fail PIE2 after two attempts shall be suspended [Rule 54 (v) b]. His candidacy shall be reinstated only if he passes PIE2 at the third attempt, otherwise his candidacy shall be terminated.</p>					
3.	<p>Register for <b>Doctoral/Master’s Research EVERY</b> semester until your thesis is submitted for examination. Get advice from your supervisor on the number of research credits (3, 6, 9, or 12) that is appropriate for your workload of the semester. You will not be allowed to submit your research progress report (<i>PU/S/BR04/GS-11</i>) at the end of semester if you fail to register for this course every semester.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="text-align: center;"><b>Master by research</b></td> <td style="text-align: center;"><b>PhD</b></td> </tr> <tr> <td style="text-align: center;"><b>SPS5999</b></td> <td style="text-align: center;"><b>SPS6999</b></td> </tr> </table>	<b>Master by research</b>	<b>PhD</b>	<b>SPS5999</b>	<b>SPS6999</b>	
<b>Master by research</b>	<b>PhD</b>					
<b>SPS5999</b>	<b>SPS6999</b>					



**PERKHIDMATAN UTAMA  
SISWAZAH**

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**

**LIST OF ACTIONS FOR POSTGRADUATE STUDENT UPON REGISTRATION  
(BY RESEARCH )**

NO.	ACTION	REMARK																						
4.	Register and pass for a <b>research methodology</b> course during the <b>first semester</b> .																							
5.	<p><b>Credit Requirements</b></p> <p>a) Register for courses as advised by your advisor/supervisor before the 2<sup>nd</sup> week of semester.</p> <table border="1" data-bbox="248 813 983 1182"> <thead> <tr> <th data-bbox="248 813 611 853">PhD</th> <th data-bbox="611 813 983 853">Master</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 853 611 1182">PhD candidates are required to complete <b>9 credit hours of coursework</b> consisting of a compulsory research methodology course (3 credit hours) and elective courses (6 credit hours).</td> <td data-bbox="611 853 983 1182">Master candidates are required to complete <b>6 credit hours of coursework</b> consisting of a compulsory research methodology course (3 credit hours) and elective courses (3 credit hours).</td> </tr> </tbody> </table> <p>b) Candidates are required to register and pass for seminar (SPS5901/6901) (1 credit) course during the first semester.</p> <p>c) Consult the advisor/supervisor to ensure that the “status” [Compulsory (YW), Audit (AU) or Elective (ELF)] and series of your registered courses are correct as this may affect your Cumulative Grade Point Average (CGPA).</p> <table border="1" data-bbox="188 1588 983 1827"> <thead> <tr> <th data-bbox="188 1588 384 1711" rowspan="2">Program</th> <th data-bbox="384 1588 555 1711" rowspan="2">Compulsory No. of Credit</th> <th colspan="3" data-bbox="555 1588 983 1644">Course Code</th> </tr> <tr> <th data-bbox="555 1644 692 1711">4000 Series</th> <th data-bbox="692 1644 829 1711">5000 Series</th> <th data-bbox="829 1644 983 1711">6000 Series</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 1711 384 1767">PhD</td> <td data-bbox="384 1711 555 1767">9</td> <td data-bbox="555 1711 692 1767">Audit only</td> <td data-bbox="692 1711 829 1767">Allowed</td> <td data-bbox="829 1711 983 1767">Allowed</td> </tr> <tr> <td data-bbox="188 1767 384 1827">Master</td> <td data-bbox="384 1767 555 1827">6</td> <td data-bbox="555 1767 692 1827">Allowed</td> <td data-bbox="692 1767 829 1827">Allowed</td> <td data-bbox="829 1767 983 1827">Not Allowed</td> </tr> </tbody> </table>	PhD	Master	PhD candidates are required to complete <b>9 credit hours of coursework</b> consisting of a compulsory research methodology course (3 credit hours) and elective courses (6 credit hours).	Master candidates are required to complete <b>6 credit hours of coursework</b> consisting of a compulsory research methodology course (3 credit hours) and elective courses (3 credit hours).	Program	Compulsory No. of Credit	Course Code			4000 Series	5000 Series	6000 Series	PhD	9	Audit only	Allowed	Allowed	Master	6	Allowed	Allowed	Not Allowed	
PhD	Master																							
PhD candidates are required to complete <b>9 credit hours of coursework</b> consisting of a compulsory research methodology course (3 credit hours) and elective courses (6 credit hours).	Master candidates are required to complete <b>6 credit hours of coursework</b> consisting of a compulsory research methodology course (3 credit hours) and elective courses (3 credit hours).																							
Program	Compulsory No. of Credit	Course Code																						
		4000 Series	5000 Series	6000 Series																				
PhD	9	Audit only	Allowed	Allowed																				
Master	6	Allowed	Allowed	Not Allowed																				
6.	<p>Nominate your Supervisory Committee through GS-10a in the student portal within the first semester of study.</p> <p><b>Note:</b> The Supervisory Committee should comprise a chairman and at least two other members for PhD student and one other member for Master student.</p>																							



**PERKHIDMATAN UTAMA  
SISWAZAH**

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**

**LIST OF ACTIONS FOR POSTGRADUATE STUDENT UPON REGISTRATION  
(BY RESEARCH )**

NO.	ACTION	REMARK																	
7.	<p>Submit your <b>Research Progress Report (GS-11)</b> <b>EVERY</b> semester through your student portal within the stipulated period. Refer to the <b>current Academic Calendar</b> and <b>Important Dates</b> for the timeline and updates.</p> <p><b>Note:</b> Your study status may be affected if you miss the date for course registration, deferment of semester or any other candidature matters.</p>																		
8.	<p>Register for <b>Doctoral/Master's Research Proposal Seminar</b> no later than the second semester of your study.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%;">Master by research</th> <th style="width: 50%;">PhD</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>SPS5903</b></td> <td style="text-align: center;"><b>SPS6903</b></td> </tr> </tbody> </table>	Master by research	PhD	<b>SPS5903</b>	<b>SPS6903</b>														
Master by research	PhD																		
<b>SPS5903</b>	<b>SPS6903</b>																		
9.	<p>Sit for the <b>Comprehensive Examination (CE)</b> after completion of required coursework by the 4<sup>th</sup> semester.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The CE shall consist of both written and oral examination and you are required to pass both examinations.</li> <li>You are not permitted to take the oral examination until you have passed the written examination.</li> </ul>																		
10.	<p>All students in degree programmes by research must have <b>published or accepted journal articles</b> based on research conducted during their candidature prior to graduation as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th rowspan="2" style="width: 15%;">Prog.</th> <th colspan="3" style="width: 85%;">Min. Publication Requirement</th> </tr> <tr style="background-color: #cccccc;"> <th style="width: 20%;">Without GRF</th> <th colspan="2" style="width: 65%;">GRF Recipient</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center; vertical-align: middle;">PhD</td> <td rowspan="2" style="vertical-align: top;">2 journal articles published @ accepted (in CIJ)</td> <td style="text-align: center; vertical-align: middle;">GRF</td> <td style="vertical-align: top;">2 journal articles published @ accepted (at least 1 in Q1 or Q2 journal)</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">iGRF</td> <td style="vertical-align: top;">2 journal articles published @ accepted (in Q1 or Q2 journal)</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">Master's</td> <td style="vertical-align: top;">1 journal articles published @ accepted (in CIJ)</td> <td style="text-align: center; vertical-align: middle;">GRF</td> <td style="vertical-align: top;">1 journal articles published @ accepted (in JCR)</td> </tr> </tbody> </table>	Prog.	Min. Publication Requirement			Without GRF	GRF Recipient		PhD	2 journal articles published @ accepted (in CIJ)	GRF	2 journal articles published @ accepted (at least 1 in Q1 or Q2 journal)	iGRF	2 journal articles published @ accepted (in Q1 or Q2 journal)	Master's	1 journal articles published @ accepted (in CIJ)	GRF	1 journal articles published @ accepted (in JCR)	
Prog.	Min. Publication Requirement																		
	Without GRF	GRF Recipient																	
PhD	2 journal articles published @ accepted (in CIJ)	GRF	2 journal articles published @ accepted (at least 1 in Q1 or Q2 journal)																
		iGRF	2 journal articles published @ accepted (in Q1 or Q2 journal)																
Master's	1 journal articles published @ accepted (in CIJ)	GRF	1 journal articles published @ accepted (in JCR)																



**PERKHIDMATAN UTAMA  
SISWAZAH**

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**

**LIST OF ACTIONS FOR POSTGRADUATE STUDENT UPON REGISTRATION  
(BY RESEARCH )**

NO.	ACTION	REMARK
	<p><b>Note:</b> A student who has filed for a patent based on research conducted during his candidature may apply in writing to the Dean of School of Graduate Studies for exemption. 1 patent is equivalent to 1 journal article.</p>	
11.	<p><b>Notice of Thesis Submission (GS-14a)</b> A student must give notice of intention to submit his thesis at least 3 months in advance, accompanied by:</p> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Thesis Abstract</li> </ul> <p>The requirements for notice of thesis submission:</p> <ul style="list-style-type: none"> <li>• study status must be 'Continue';</li> <li>• passed all compulsory courses with a minimum CGPA of 3.00;</li> <li>• appointment of Supervisory Committee;</li> <li>• passed Comprehensive Examination (CE) for PhD programme; and</li> <li>• Settled all outstanding fees.</li> </ul>	
12.	<p><b>Nomination of Examination Committee (GS-14b)</b></p> <ol style="list-style-type: none"> <li>a) Recommendation by the Faculty/Institute</li> <li>b) Review by the JKKPPPTP</li> <li>c) Endorsement by the University Graduate Studies Committee (JKPSU)</li> </ol> <p>Members of Examination Committee:</p> <ol style="list-style-type: none"> <li>a) Chairman</li> <li>b) 2 internal (for PhD)/1 internal (for Master)</li> <li>c) 1 external</li> <li>d) Assistant Chairman</li> </ol> <p><b>Note:</b> The Examination Committee must fulfil the criteria set forth by the University.</p>	
13.	<p><b>Thesis Submission for Examination (GS-15a)</b></p> <ol style="list-style-type: none"> <li>a) Complete GS-15a form online through student portal.</li> <li>b) Print the form and get endorsement from the Supervisory Committee and the Faculty/Institute.</li> <li>c) Submit the form to SGS, together with 4 copies (for PhD)/3 copies (for Master) and plagiarism report (i.e. Turnitin).</li> </ol> <p><b>Note:</b> The student shall submit the thesis only after appointment of the Examination Committee.</p>	



**PERKHIDMATAN UTAMA  
SISWAZAH**

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**

**LIST OF ACTIONS FOR POSTGRADUATE STUDENT UPON REGISTRATION  
(BY RESEARCH )**

NO.	ACTION	REMARK
14.	<p><b>Thesis Examination Process</b> The thesis shall be examined based on the quality of the study conducted and the thesis presented for evaluation, and defence of the thesis during the viva voce, both of which the student must pass.</p> <p><b>Note:</b> The examination usually takes place within 3 months after thesis submission.</p>	
15.	<p><b>Final Examination (Viva Voce)</b> The acceptance of thesis may be categorised as follows:</p> <ul style="list-style-type: none"> <li>a) Distinction – 15 days</li> <li>b) Minor – 30 days</li> <li>c) Major – 60 days</li> <li>d) Re-Submit – 2 semesters (with <b>GS-15b form</b>)</li> <li>e) Re-Submit as a Masters – 60 days</li> <li>f) Re-Viva – 60 days</li> <li>g) Reject</li> </ul>	
16.	<p><b>Thesis Submission After Viva (GS-16a)</b> Students must submit a GS-16a form within the prescribed time accompanied by:</p> <ul style="list-style-type: none"> <li>a) 1 soft bound copy of thesis (B5 format)</li> <li>b) List of corrections</li> <li>c) 1 copy of thesis abstract</li> <li>d) GS-17 form (particulars for graduation)</li> <li>e) GS-25 form (information for publication)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Students must apply for extension in writing to the Dean of SGS through the Chairman of the Supervisory Committee should they require a longer time.</li> <li>• Failure to submit thesis within the prescribed time, will result in termination of student candidature.</li> <li>• Student must comply with the publication requirements before going through University Graduate Studies Committee (JKPSU) and Senate.</li> </ul>	
17.	<p><b>Submission of Hard Bound Final Thesis (GS-16b)</b> Upon endorsement by the Senate, the student shall submit the following to the SGS:</p> <ul style="list-style-type: none"> <li>a) 2 hard bound copies of thesis (for Library and Faculty/Institute)</li> <li>b) copies for each member of Supervisory Committee</li> <li>c) 1 CD of a PDF version of final thesis</li> </ul>	