

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) 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 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"> • Open to LOCAL and INTERNATIONAL students. • Registered as a PhD student. • Current status is "Good Standing". • Never received assistantship under this scheme. • Priority is given to applicant who has not exceeded 6 semesters of study. • Invited as an ORAL PRESENTER. • The presentation is related to PhD research work. • Application is submitted at least 40 days before the date of the seminar/conference; • A presentation slides for the seminar/conference is attached when application is submitted (in English / approved by SV). 	<p>South East 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>

	<ul style="list-style-type: none"> • International applicant is only allowed to apply if seminars / conferences are organized outside their home country. • Only attendance to seminar/conference/symposium organized by registered association / university / research institute / academic organization / government agency will be considered for financial support. 	
Financial Aid to Attend Research Attachment	<ul style="list-style-type: none"> • LOCAL students only. • Registered in Masters (by research) or PhD programme. • Current study status is "Good Standing". • Length of attachment is between 1-3 months (justification is needed if the duration exceeded three months). • The research to be carried out during the attachment must be related to applicant's Master / PhD research. • The offer letter from the host institution must be provided when application is submitted to SGS. • The completed application form must be submitted to the School of Graduate Studies at least 30 days before the attachment date. • Application form (GS-42) can be downloaded from SGS website. 	<p>South East 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>

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

(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 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 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

(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	<ul style="list-style-type: none"> • General enquiry; • EPF Withdrawal; • Confirmation as Postgraduate Student; • Matric Card
Counter 2: Admission	<ul style="list-style-type: none"> • Application status; • Offer Letter; • Deferment Letter (before registration); • Registration for new students
Counter 3: Academic Matters	<ul style="list-style-type: none"> • Registration of continuing student; • Nomination of Supervisory Committee; • Research Progress Report (GS11); • Deferment, extension of study, transfer programme / field of study, status of study, Comprehensive Examination; • Senate Letter, Transcript, Certificates, Convocation.
Counter 4: Thesis	<ul style="list-style-type: none"> • Enquiry about thesis; • Notice of submission thesis (GS14a); • Submission of thesis (GS15a/GS15b/GS16a/GS16b); • Viva Voce; • Article / Journal (GS25); • Certification of letter for thesis submitted.

(d) Academic Calendar



**SCHOOL OF GRADUATE STUDIES (SGS)
GRADUATE STUDIES ACADEMIC CALENDAR
SECOND SEMESTER 2019/2020 (FEBRUARY 10, 2020 – OCTOBER 18, 2020)**

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

Registration for new students	Registration week at One-stop location January 27, 2020 – February 07, 2020	(2 weeks)
	Late Registration Deadline Programme by coursework: February 21, 2020 Programme by research: July 10, 2020	
	(Except on Saturday, Sunday & Public Holiday)	
Online registration for continuing students via student portal	January 20, 2020 – February 09, 2020	(3 weeks)
First day of Semester	February 10, 2020	
Lecture	February 10, 2020 – Mac 17, 2020	(5 weeks, 2 days)
Movement Control Order	March 18, 2020 – April 14, 2020	(4 weeks)
Special break	April 15, 2020 – April 26, 2020	(1 week, 5 days)
Virtual/On-line lecture	Virtual/on-line lecture covers teaching and learning contents for 2 weeks and may be conducted at any time within 4 weeks: April 27, 2020 – May 24, 2020	(2 weeks)
Mid-semester break	May 25, 2020 – May 31, 2020	(1 week)
Lecture	June 1, 2020 – July 19, 2020	(7 weeks)
Study week	July 20, 2020 – July 26, 2020	(1 week)
Final Examination	July 27, 2020 – August 9, 2020	(2 weeks)
End of semester break	August 10, 2020 – October 18, 2020	(10 weeks)
Important Dates/Deadlines		
Last day to add courses	February 23, 2020	
Last day to drop courses	May 24, 2020	
Deadline for online submission of Student's Progress Report (Form GS-11) for students under programmes with thesis.	July, 26 2020	
Deadline for Second Semester 2019/2020 thesis submission (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	October 19, 2020	
<ul style="list-style-type: none"> if the thesis is submitted before the deadline the student is required to register and pay RM400 (local) or RM450 (international) only for FIRST SEMESTER 2020/2021. For submission after the deadline the student is required to pay full registration fees. 		
Deadline for review of grade application and online application for review against termination	Two weeks after the announcement of result (i.e. Date of printing of result).	
Deadline for Normal deferment for continuing students	February 23, 2020	
<ul style="list-style-type: none"> Students who defer the semester within the first two weeks after the semester start with the approval of the Dean School of Graduate Studies shall be entitled to claim for a tuition fee refund or opt to carry forward the fee to the following semester. 		
Deadline for Late deferment for continuing students	February 24, 2020 - May 24, 2020 (with penalty of RM600)	
<ul style="list-style-type: none"> A student who has registered for Second Semester 2019/2020, may apply to defer the semester not later than seven weeks after the commencement of the new semester. 	February 24, 2020 – May 24, 2020	(7 weeks)

End of Second Semester 2019/2020

September 27, 2020

After this date, the semester will change automatically to First Semester 2020/2021. Student status will also be updated.

NOTES:

- After **February 9, 2020**, a late registration fee of **RM100.00** for continuing student will be imposed for course registration.
- Late registration deadline for continuing student by **May 24 2020**
- Registered but failure to pay tuition fee by **February 23, 2020** will lead to a **Dropped** status.
- Failure to register and pay the tuition fees by **February 23, 2020** 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 **Masters Research (SPS5999) / PhD 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)

***All dates are subject to change**

update: April 8, 2020

(e) Accommodation

TYPE	NAME	DETAILS	PRICERANGE	PERSON IN CHARGE
On Campus	Kolej/Hostel	Dormitory Room 2-4(person max) Sharing bathroom	RM 9/ day	Mr. Azlan Ibrahim Head of Students Accommodation Section, Student Affairs Division Tel: +603 89471325 Email : zlan_ibrahim@upm.edu.my
	UPM Guest House	10 pax per apartment Air conditioned Fully Furnished 3 shared rooms Shared bathroom Washing machine	RM 500 – RM 700/month	Mrs. Rozlinawati Abdul Wahab Tel : =603 8946 7972 Email : upm@guesthouse@upm.edu.my
	KMR OnePutra Residence	Air conditioned Fully Furnished Shared/single rooms Shared bathroom Washing machine	RM 500 – RM 1,200/month	KMR One Putra Residence, UPM Tel : +603 8959 9146 Fax : +603 8947 1165 Email : oneputreresidence@gmail.com
Off Campus	Private Condominium/ Apartment around UPM	N.A	RM 500 – RM 1,500/month	Link to more rental house/room: 1.www.iproperty.com.my/rent/ 2.www.hostel hunting.com/my/en 3.www.mudah.my *Arrangement is to be made by student

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

(f) University Health Center

Phone : +603 9769 7332 (Emergency – 24 hours)
: +603 9769 7304 / 7342
Operating Hours : Monday – Friday (8.00 am – 8.45 pm)
: Saturday & Sunday (9.00 am – 11.45 pm)
Website : <https://pku.upm.edu.my/>

(g) Library

Phone : +603 9769 8642
Email : lib@upm.edu.my
Operating Hours : Monday – Friday (8.30 am – 10.30 pm)
: Saturday & Sunday (8.30 am – 3.30 pm)
Closed : Saturday (1st & 3rd week)
: Public Holiday
Website : <https://lib.upm.edu.my/>

(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 9769 1999 / 7990 / 7470 (Emergency)
Operating Hours : 24 hours

2) Other Emergency Contact Numbers

Serdang police Station : +603-9769 2222
Seri Kembangan Police Station : +603-9769 6122
Serdang Fire Brigade : +603-9769 7635, +603-894 17636, +603-894 16281

(j) Travel to UPM

Please be informed that 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).