



**MAIN SERVICE
POSTGRADUATE**

**OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMIC & INTERNATIONAL)**

POSTGRADUATE CANDIDATURE CHECKLIST-BY COURSEWORK

NO.	ACTION	REMARK											
1.	Meet/Contact 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 Malay Language Communication (LPM2100) during the first semester - except those who have been granted an exception and must get M grade;</p> <p>AND</p> <p>b) Register and pass Postgraduate Intensive English (PIE) 2 within the first two (2) semesters if your English Proficiency Score is as follows:</p> <ul style="list-style-type: none"> • 500-549 for the TOEFL Paper-based Test (Academic Version); or • 61 for TOEFL Internet – based; or • Band 5.5 for IELTS (Academic Training); or • Level 107 and 108 of CIEP at ELS Language Centre; or • Level 108 and 109 of Placement Test result at ELS Language Centre; or • Band 3 (160 - 179) for MUET; or • B2 CEFR equivalent test <p>Note: 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.	<ul style="list-style-type: none"> • Register for courses as advised by your faculty coordinator before the 2nd week of semester. • Consult the coordinator 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). <table border="1" data-bbox="240 1832 1031 2000"> <thead> <tr> <th rowspan="2">Program</th> <th colspan="3">Course Code</th> </tr> <tr> <th>4000 Series</th> <th>5000 Series</th> <th>6000 Series</th> </tr> </thead> <tbody> <tr> <td>Master</td> <td>Allowed</td> <td>Allowed</td> <td>Not Allowed</td> </tr> </tbody> </table>	Program	Course Code			4000 Series	5000 Series	6000 Series	Master	Allowed	Allowed	Not Allowed	
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4.	<p>Refer to the current Academic Calendar and Important Dates for the timeline and updates.</p> <p>Note: Your study status may be affected if you miss the deadlines for course registration, deferment of semester and any other candidature matters.</p>	
5.	<p>Attend all classes and Examination.</p> <ul style="list-style-type: none"> • Class Week (1 until 14) • Exam week (14 until 16) 	
6.	<p>A student may drop any course or request to change the status of course compulsory/elective to audit or vice-versa within the first seven (7) weeks of a semester.</p> <p>Transfer of programme can be made before the 2nd week of semester.</p>	
7.	<p>A student may apply for deferment at any time during the semester. However, any application made after the 7th week will only be considered based on medical grounds or any other valid reasons and supported with appropriate documents.</p> <p>Student is not permitted to defer more than two (2) semesters except on medical grounds.</p>	
8.	<p>A student who fails to register or has not paid his semester fees shall be Dropped from the list of active students.</p>	
9.	<p>A student must obtain a minimum CGPA of 3.000 and complete of at least 40 credits (based on program requirement) for graduation.</p>	
10.	<p>Complete the GS-05b form (Study Scheme) through student portal.</p>	
11.	<p>Complete the GS-17 form (completion / graduation) through student portal.</p>	