



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

SCHOOL OF GRADUATE STUDIES

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سکولہ قعاجین سیسوازه

PUTRA SARJANA

SCHOOL OF GRADUATE STUDIES, UNIVERSITI PUTRA MALAYSIA

Ensuring Quality in Postgraduate Education!



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BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE

INTRODUCTION

The Putra Sarjana learning-support programme was designed to help postgraduate students of Universiti Putra Malaysia in developing a range of necessary skills that they can apply in their research activities and in subsequent careers, academic or otherwise. Besides seminars, workshops that target specific skills, Putra Sarjana also encompasses training in the cognitive, affective, psychomotor, and social domains.

Postgraduate students who participate in the Putra Sarjana programme will be able to hone their abilities to lead, communicate, think critically, and solve problems. The programme will also help students develop their emotional intelligence and sense of professional ethics necessary for personal, academic and career success.

The Putra Sarjana programme is made up of four main clusters, namely academic development, professional development, ethics & moral as well as community engagement. These slots are supported by the assistance that are provided by other collaborating departments such as the Sultan Abdul Samad Library and Centre for the Advancement of Language Competence. These clusters are meant to address several research attributes that all future graduate candidates should possess namely:

● Academic Literacy

Consolidating a strong knowledge on the obtained knowledge in the form of academic writing. This roots back to the formulation of ideas, understanding the structure and conveying it in a comprehensive way.

● Research Literacy

Introducing and reinforcing existing knowledge on conducting a relevant research idea. This includes the aspect of addressing the problem that is intended to be solved at the end of the research and how it contributes to the betterment of the society. Technical elements such as collecting, interpreting and synthesizing data come along the package, as well.

● Digital Literacy

Comprehensively understanding the usage of the internet and applications in the means of studying and data acquisition. This will facilitate in producing a solid research paper that encompasses a wider range of information from various researches around the world, adding more strength to the final results.

● Global Citizenship

Relating to the larger social impact of academic research, and the pioneering of it in contributing towards communal development as a whole.

CORE SEMINARS

1

Academic Development *Pembangunan Akademik*

Exposure to postgraduates regarding academic writing (thesis, journal article, research proposal etc.), effective presentation skills, statistics and databases' usage; for referencing techniques and journals.



2

Professional Development *Pembangunan Profesional*

Exposure to postgraduate students related to leadership skills, teamwork, communication skills, negotiation skills, creative thinking, public speaking, and the use of softwares for research purposes.

3

Etiquette and Moral *Etika dan Moral*

Inculcation of the importance of ethics, integrity and personality enhancement among postgraduate students that are about to conduct their research.

4

Community Engagement *Jaringan Komuniti*

Exposure to postgraduate students in ways of developing human capital, instill the sense of respect across culture and create an internationally-competitive community.



Academic Development *Pembangunan Akademik*

1. The Basics of Research

The seminar is focused on re-introducing the foundational aspects of a research, enabling students to re-evaluate the basic premises of their research's motive. This will ensure better research that is redundant-free and aligned with its initial core objective. Students are also provided with the basic tips on how to plan their research activities to avoid any delay in terms of progress, data collection or writing.

2. Securing Grants Through an Effective Proposal

A well-constructed proposal is essential in securing a grant hence, the skill to produce an outstanding one is crucial to all the future academicians. The nature of grants is to be competitive and very objective with its field therefore, this set of seminars will focus on preparing the students with the specific elements that constitute a successful grant proposal – from writing an interesting summary, maintaining a focus on the social implications of the research to a thorough breakdown of funding allocations.

3. Manuscript Writing and Publication

This seminar will provide a detailed breakdown of the most essential aspects in writing a manuscript, and subsequently, getting it published in a peer-reviewed academic journal. Students will get to learn of the most important elements in producing a successful manuscript, and how they can replicate that success in their own prospective careers. It will greatly benefit postgraduate students who are keen to learn, practice and deepen their knowledge on the steps and tricks for getting their research published in an academic journal. The seminar will have two (2) different focuses; sciences and social sciences.

4. Grammar Points

An abstract is the entry point to any study or thesis, and as such, it is essential that it contain only the most important and interesting aspects of said study. Students will learn how to construct a successful abstract, with tips on what information to include and exclude, how to parse information into concise fragments, as well as how to make the reader want to find out more about the study that abstract prefixes.

5. Organizing your Writing

This seminar explains aspects of writing that are required in producing sound academic texts, which students find difficulty in understanding or mastering. Students will also learn on how to develop paragraphs, construct a thesis statement, and make cohesive sentences/paragraphs.

6. Constructing a Critical Literature Review

One of the most vital components of a thesis is the literature review, which presents an overview of existing studies on the subject matter under study, students will learn of the intricacies involved in writing an effective literature review. This seminar illustrates such importance through a breakdown of the elements contained in an effective literature review, to outline the cohesion between relevant past studies, critically analyze the discussions and summarize the minor variations in form it takes in scientific and social scientific studies.

7. Fundamentals of Organizing and Presenting Research Findings (Social Sciences)

Comprehension is deterred when unnecessary and irrelevant information is stuffed abundantly within a thesis write-up. This seminar addresses the methods of presenting data in a systematic and coherent way that clearly delineate other sections of the thesis. Such skill will enable audiences even of a different field to understand the meaning and contribution of the particular thesis.

8. Conference Support

A well-prepared presentation with clarity and concision holds the best attention in a seminar therefore, training, and basic presentation support is as important as the research that is about to be explained. The conference support seminar facilitates students who have or are about to receive funding from UPM to present their research papers at a conference. This includes the emphasis on the rules applied to the student(s) as representatives of the University, maintaining proper conduct and standardization of presentation tools (PowerPoint slides, videos etc.).

9. Mastering Self-Editing Techniques

The Self-Editing seminar will provide prospective academicians with the basic techniques on how to edit their own writing for thesis, manuscripts and so on, without necessarily engaging the services of an external editor. This seminar will teach students how to read their own writing from a detached and objective perspective, amend their own formatting and stylistic errors, as well as avoid clichéd turns of phrase.

10. Understanding Qualitative Research's Patterns

Qualitative research involves text/speech analysis to uncover a specific pattern of a particular phenomenon hence differs from the numerical-based quantitative research conduct. In this seminar, students will be provided with a basic guide on how to design and conduct a social science research that is both interesting and precise. More specifically, the seminar will address the various types of core components (ethical considerations, conceptual framework, variables, data collection, data pre-testing and data analysis) that are available in each social science research.

11. Text Processing: LaTeX General

LaTeX is a powerful typesetting system, used for producing scientific and mathematical documents of high typographic quality. This seminar will be assistive for students who wish to have their documents created using LaTeX. They will get a brief overview of how to use and gain the requisite knowledge of the software.

12. Statistical Package for Social Sciences (SPSS)

The seminar will acquaint students in the social sciences with basic use of SPSS for the purposes of statistical analysis, data management and presentation. Students will undergo basic steps involved in statistical analysis, specifically descriptive statistics, bivariate statistics, predictions for numerical outcomes and predictions for identifying groups.

13. Statistical Analysis

13(a). Integrating SAS and Excel

Statistical Analysis Software (SAS) is an integral data analysis and management tool that can be used for basic statistical procedures, statistical analysis, econometric, time analyses, matrix manipulation as well as creating color graphics. In this seminar, students whose research relies heavily on statistical analyses can familiarize themselves with this integral software tool, along with Microsoft Excel.

13(b). Utilizing Amos and SEM

The seminar will brief students on how to identify the hypothesized relationships among variables (using SPSS Amos) of their research models in various social science domains, especially in psychology, medicine, and socioeconomics. Students will also be trained in the method of structural equation modeling (SEM), which is essential in the estimation of causal linkages using a combination of statistical data and qualitative assumptions.

14. Endnote

EndNote is a commercial reference management software package, used to manage bibliographies and references when writing essays and articles. Students attending the seminar will learn the appropriate way of utilizing the tool to efficiently, store, cite and report their citations for academic writings.

15. Mendeley

Systematic collection and organization of sources is one of the key elements for a successful academic writing. Mendeley is a one of the reference tools that can help students to manage their sources and organize citations in accordance with whichever citation format they follow. It will be able to ease their processes in keeping track of their sources right from the research stage till final write-up and avoid students from inadvertently committing plagiarism.

16. Constructing a Solid Research Proposal (Science & Social Sciences)

Writing a research proposal is a methodological process which involves several stages hence, this seminar will assist students on ways to develop a well-constructed research proposal for the respective fields (Science/ Social Science). The main components such as identifying (topic/discipline/ research questions), formulating (hypothesis/ problem statement/objectives/), developing methodologies (data collection/analysis) and thesis writing will be covered across faculties. At the end of the seminar, students will be able to relate the link between their literature review and the relevance of their research hypotheses.

17. Thesis Writing: An Integration of Creativity, Organization and Critical Thinking

Thesis writing can be a difficult task for postgraduates that are not skilled enough in systematically drafting, organizing, and summarizing their ideas/findings. This seminar is focused entirely in training the attendees on the basic elements of thesis writing starting from the formulation of research ideas till the presentation of their final findings. This includes the recommended thesis structure, referencing techniques, data collection methodologies and tips on tabulating their discussions efficiently. Such a comprehensive series of seminars will assist the students to avoid redundancies and unnecessary repetition of information in their final thesis writing. Students will get real-time tips on what are the accepted formats that the examiners seek to understand the gist of their research.

18. Conquering Thesis and Viva Voce

Viva voce is usually conducted after a complete thesis is submitted, to ensure that students have a full mastery over their subject matter – enough to explain the subject verbally and defend the propositions made in their theses. This seminar aims to demystify the process, by providing students with tips on what is assessed in a viva, how to prepare, conduct during a viva voce, and how to overcome the fear and anxiety of being faced with an examination committee. The examiners' expectation and general concerns will be discussed in this seminar, to provide students the confidence that they need while presenting their thesis.

19. Preparing to Graduate on Time (GOT)

This seminar will illustrate the importance of Graduate on Time (GOT) for both the postgraduates and academicians of an institution. Speakers of different fields will be invited to share their expertise and experiences in postgraduate education. Topics such as academic advisory, research skills and requirements, motivation, and study challenges, as well as supervision will be briefly covered.

20. Scrutinizing Research Methodologies

In this seminar, students will learn the differences between qualitative and quantitative research to ensure that the research activities that they eventually carry out is precise in nature. The differences will be explained in terms of sampling, research settings, meanings and behaviors, objectivity and detachment, testing hypotheses in scientific and social scientific contexts.

Professional Development *Pembangunan Profesional*

1. The Do's and Don'ts When Choosing a PhD Programme

When a student is planning to pursue his/her postgraduate degree, deciding on a program isn't always easy. There are numerous factors to consider, from the university and its location to the costs and funding involved, to what career the postgraduate degree could lead to, and that's barely scraping the surface. This seminar will assist the indecisive students to have a little clearer picture with some suggestions on contributing factors when they are considering the postgraduate studies.

2. What to Expect from your Supervisor

The academic supervisor plays an important role throughout a postgraduate's study process, as a supporting figure. But what exactly are the 'supervision' methods in practice? What kind of support and assistance can a student expect from his/her supervisor? This seminar introduces some of the responsibilities and expectations underlying a healthy supervisory relationship, as well as explaining how the relationship developed throughout the candidature process.

3. Managing Research Expectations

The friction due to the mismatch between both supervisors and students in the research team could result in great disharmony or even worse, a set back to the research. This seminar will provide some practical suggestions in managing co-supervision as well as delegating the tasks in a team. Such an element is crucial in maintaining a healthy supervisory relationship as the student will be able to gain better clarifications, wider perspectives, skills and assistance from the dynamically functioning supervisors.

4. Prints of Being an Academician

Majority of the postgraduate students aim to end their career goals by becoming an academician however, not many could understand the misconceptions that have enveloped the career in general. This seminar will enable students to witness the realities of an academic career, which usually encompasses research publishing, teaching, administrative and community service responsibilities. It will also provide students with information on the skills and qualities necessary, apart from their grades, to become academicians.

5. Articulation and Presentation Skills

Articulation and presentation skills are crucial for students that wish to extend their career in the academic field. This seminar will outline the basic elements of clearly articulating research ideas, presentations essentials (tools, language, appearance etc.) and the importance of mastering rhetoric skills for career developments. It will also provide students with simple hands-on activities to put their existing presentation skills to the test.

6. Introduction to Teaching Practices

Participating students will be provided with an overview of good practices in teaching in terms of assistive roles during tutorials, conducting laboratory sessions, and giving lectures when they acquire teaching positions within the UPM system.

Note: UPM postgraduates receiving Graduate Research Fellowships (GRF and GRA) are compulsory to enroll in this seminar. Other students who wish to participate may contact the organizing committee for available seats.

7. How to be a Successful Researcher

There are many components that a researcher must consider in producing a successful, viable and relevant project. Students participating in this seminar will be briefed on the characteristics of a good with comparisons of several contrasting characteristics, to provide better insights on the matter.

8. Improvising Negotiation Skills

Postgraduates, of all the other students, should definitely master the art of negotiation in order to attain a common ground when it comes to handling different viewpoints in research. Therefore, this seminar shall provide students with explanations of why negotiation is necessary, and the various ways to negotiate effectively. The skills acquired in this seminar will not only be of use to them till the completion of their degree but will also be greatly beneficial in their occupational contexts.

9. Writing Effective Correspondences in English

A well-constructed message is essential in putting the information across, be it in terms of language or structure. This seminar will teach students about the necessary components involved in writing both formal and informal correspondences in English. Students will learn the protocols of writing emails, memos, and letters. These are important in various phases of students' professional windows as they encompass different engaging methods for different sets of audiences.

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10. Developing A Strong Sense of Self-Esteem

Lack of self-esteem significantly derails students' goal to obtain a graduate degree – a situation which can be worsened by them juggling with excessive tasks at hand, as well as their frequent self-comparison to intellectuals in their respective fields of study. This seminar provides students with tips to maintain a firm sense of self-esteem by managing their insecurities, demotivation, and inferiority complex at a healthy level.

11. Mastering Time Management

Given that the completion of a graduate degree can be taxing, with the intrusion of external factors (family, job, social pressure etc.), time management is a vital skill that students need to proactively adapt. This seminar will explain to students on how to get the most out of a limited time frame and allocate sufficient study hours. Students will be able to prioritize the utmost important matters in hand and have adequate time for a balanced lifestyle.

12. Stress Management

Being in graduate school is no easy walk in the park. There's always exams and quizzes on top of the ever-increasing essays and course works, and not to forget the highlight of any graduate school – the final dissertation. As for a part time student, there's work and family to juggle into the equation as well. However, the trick to managing everything well is to first manage themselves – this means to manage the stress that they are bound to have at some point in time. In this seminar students will be highlighted with helpful tips on how to manage stress effectively.

13. Getting the Job: Interviewee Skills and Resume Writing

Professional resume is used as a marketing brochure to sell one's skills and experience to a prospective employer. The brochure represents the person with the features and benefits he/she has to offer. Through this seminar, students will be provided with important and helpful tips on creating an updated and industry-relevant resume for an interview. Interviews are an inevitable element in the progression towards a career development, be it in academics, job, skills, or even social circle.

Etiquette and Moral *Etika dan Moral*

1. Academic Integrity

Academic integrity is the pulse that no student should disregard while writing their theses and on occasion, even researchers as well. Besides explaining exactly what constitutes unethical behavior in research, the scholarly integrity seminar will also shed light on the larger implications of abandoning scholarly integrity in the face of immediate career advancement, such as bringing disrepute to one's own career in the long run, the academic profession in general, and the university; and in more extreme cases, detriment to the public good.

2. Intellectual Property Protection

Intellectual property protection may seem to contradict with the idea of academic freedom; however, it is important for academicians/ students to know their rights in order to avoid being exploited. This seminar will underline the importance of protecting one's own intellectual property, as well provide students with a guide on how to secure patents and copyrights for their research products.

3. Avoiding Plagiarism

The wrongful appropriation of another's ideas, or plagiarism, is by far the gravest error students could possibly commit in writing their thesis. In this seminar, students will be reminded and taught exactly what constitutes plagiarism. They will also learn how to steer clear of unintentional plagiarism by citing and referencing accurately, as well as paraphrasing and summarizing cited excerpts.

4. Scientific Research Ethics *Human (JKEUPM) / Animal (IACUC)

In this seminar, students will be given a reminder on the ethics governing their conduct when carrying out their research activities. Knowledge of these ethical boundaries will help students steer clear of cherry-picking data that conveniently suits their hypotheses, especially if this inaccurate data can have grievous consequences on, at best, the process of scientific inquiry and examination, and at worse, on public interest and safety.

This seminar will also highlight ethics of scientific testing on humans and animals which include the basics principles of human and animal welfare, costs and benefits of procedures involving live human and animal subjects; particularly in terms of whether a given study can be deemed significant enough that it warrants some form of harm being committed upon these subjects.

5. Zero Tolerance Towards Sexual Harassment Policy

The act of sexual harassment is an absolute offense in any context or viewpoint, regardless of gender or social status. In that case, all postgraduates of UPM should know the available protection that the University has enforced towards sexual harassments. In this seminar, attendees will be exposed to all the lawful regulations, disciplinary actions, applied policies and rightful claims that UPM students have in this matter.

Community Engagement *Jaringan Komuniti*

1. Enhancing Intercultural Communication

Catering to students from over 60 countries, UPM has its own emphasis for the students in understanding intercultural communication. Therefore, this seminar will address the possible issues rooting from miscommunication, adhering to herd mentality, and reacting to predetermined country-based assumptions. The values to empathize, adapt, adopt and respect other cultures will be highlighted throughout the seminar.

2. Real Life Industrial Linkages/ Activities

Hands-on activities are important for students to relate their theoretical knowledge with the practical aspects of their academic courses, in terms of industrial unit operations, process and design concepts, and impact of its activities on health, safety, environment and society. Such exposure could give a clearer hint on how the actual industry works at a cellular level.

SUMMARY OF SEMINARS BY CLUSTERS

ACADEMIC DEVELOPMENT	The Basics of Research
	Securing Grants Through an Effective Proposal
	Manuscript Writing and Publication
	Grammar Points
	Organizing your Writing
	Constructing a Critical Literature Review
	Fundamentals of Organizing and Presenting Research Findings (Social Sciences)
	Conference Support
	Mastering Self-Editing Techniques
	Understanding Qualitative Research's Patterns
	Text Processing: LaTeX
	Statistical Package for Social Sciences (SPSS)
	Integrating SAS and Excel
	Utilizing Amos and SEM
	Endnote
	Mendeley
	Constructing a Solid Research Proposal (Science & Social Sciences)
	Thesis Writing: An Integration of Creativity, Organization and Critical Thinking
	Conquering Thesis and Viva Voce
	Preparing to Graduate on Time (GOT)
PROFESSIONAL DEVELOPMENT	Scrutinizing Research Methodologies
	The Do's and Don'ts When Choosing a PhD Programme
	What to Expect from your Supervisor
	Managing Research Expectations
	Prints of Being an Academician
	Articulation and Presentation Skills
	Introduction to Teaching Practices
	How to be a Successful Researcher
	Improvising Negotiation Skills
	Writing Effective Correspondences in English
	Developing A Strong Sense of Self-Esteem
	Mastering Time Management
	Stress Management
ETIQUETTE AND MORAL	Getting the Job: Interviewee Skills and Resume Writing
	Academic Integrity
	Intellectual Property Protection
	Avoiding Plagiarism
	Scientific Research Ethics
COMMUNITY ENGAGEMENT	*Human (JKEUPM) / Animal (IACUC)
	Zero Tolerance Towards Sexual Harassment Policy
	Enhancing Intercultural Communication
	Real Life Industrial Linkages/ Activities