



**MAIN SERVICE
POSTGRADUATE**

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

POSTGRADUATE CANDIDATURE CHECKLIST - BY RESEARCH

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) consecutive 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.	<p>Register for Doctoral/Master’s Research EVERY 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" data-bbox="188 1895 983 1966"> <tr> <td data-bbox="188 1895 587 1928">Master by research</td> <td data-bbox="587 1895 983 1928">PhD</td> </tr> <tr> <td data-bbox="188 1928 587 1966">SPS5999</td> <td data-bbox="587 1928 983 1966">SPS6999</td> </tr> </table>	Master by research	PhD	SPS5999	SPS6999	
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4.	Register and pass the research methodology no later than the second semester of your study, otherwise your status will be "Suspended".																																															
5.	<p>Credit Requirements</p> <p>a) Register for courses as advised by your advisor/supervisor before the 2nd week of semester.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Master by research</th> <th colspan="2" style="text-align: center;">PhD</th> </tr> </thead> <tbody> <tr> <td colspan="2">Master students are required to complete <u>6 credit hours of coursework.</u></td> <td colspan="2">PhD students are required to complete <u>9 credit hours of coursework.</u></td> </tr> <tr> <th style="width: 50%;">Coursework</th> <th style="width: 25%;">No. of Credit</th> <th style="width: 50%;">Coursework</th> <th style="width: 25%;">No. of Credit</th> </tr> <tr> <td>Research Methodology</td> <td style="text-align: center;">3</td> <td>Research Methodology</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Elective course</td> <td style="text-align: center;">3</td> <td>Elective course</td> <td style="text-align: center;">3</td> </tr> <tr> <td></td> <td></td> <td>Elective course</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> <p>b) Register for Doctoral/Master's Research Proposal Seminar no later than the second semester of your study.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Master by research</th> <th style="width: 50%;">PhD</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">SPS5903</td> <td style="text-align: center;">SPS6903</td> </tr> </tbody> </table> <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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 15%;">Program</th> <th rowspan="2" style="width: 15%;">No. of Credit</th> <th colspan="3" style="text-align: center;">Course Code</th> </tr> <tr> <th style="width: 20%;">4000 Series</th> <th style="width: 20%;">5000 Series</th> <th style="width: 20%;">6000 Series</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">PhD</td> <td style="text-align: center;">9</td> <td style="text-align: center;">Audit only</td> <td style="text-align: center;">Allowed</td> <td style="text-align: center;">Allowed</td> </tr> <tr> <td style="text-align: center;">Master</td> <td style="text-align: center;">6</td> <td style="text-align: center;">Allowed</td> <td style="text-align: center;">Allowed</td> <td style="text-align: center;">Not Allowed</td> </tr> </tbody> </table>	Master by research		PhD		Master students are required to complete <u>6 credit hours of coursework.</u>		PhD students are required to complete <u>9 credit hours of coursework.</u>		Coursework	No. of Credit	Coursework	No. of Credit	Research Methodology	3	Research Methodology	3	Elective course	3	Elective course	3			Elective course	3	Master by research	PhD	SPS5903	SPS6903	Program	No. of Credit	Course Code			4000 Series	5000 Series	6000 Series	PhD	9	Audit only	Allowed	Allowed	Master	6	Allowed	Allowed	Not Allowed	
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6.	<p>Nominate your Supervisory Committee through GS-10a in the student portal within the first 2 semesters of study, otherwise your status will be "Suspended".</p> <p>Note: The Supervisory Committee should comprise a chairman and at least one other members for PhD and Master student.</p>																							
7.	<p>Submit your Research Progress Report (GS-11) EVERY semester through your student portal within the stipulated period. 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 date for course registration, deferment of semester or any other candidature matters.</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Master</th> <th style="text-align: center;">PhD</th> </tr> </thead> <tbody> <tr><td>Semester 1:</td><td>Semester 1:</td></tr> <tr><td>Semester 2:</td><td>Semester 2:</td></tr> <tr><td>Semester 3:</td><td>Semester 3:</td></tr> <tr><td>Semester 4:</td><td>Semester 4:</td></tr> <tr><td>Semester 5:</td><td>Semester 5:</td></tr> <tr><td>Semester 6:</td><td>Semester 6:</td></tr> <tr><td></td><td>Semester 7:</td></tr> <tr><td></td><td>Semester 8:</td></tr> <tr><td></td><td>Semester 9:</td></tr> <tr><td></td><td>Semester 10:</td></tr> </tbody> </table>	Master	PhD	Semester 1:	Semester 1:	Semester 2:	Semester 2:	Semester 3:	Semester 3:	Semester 4:	Semester 4:	Semester 5:	Semester 5:	Semester 6:	Semester 6:		Semester 7:		Semester 8:		Semester 9:		Semester 10:
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9.	<p>Sit for the Comprehensive Examination (CE) after completion of required coursework by the 4th semester for full-time mode and 6th semester for part-time mode (for PhD only).</p> <p>Note:</p> <ul style="list-style-type: none"> • The CE shall consist of both written and oral examination and you are required to pass both examinations. • You are not permitted to take the oral examination until you have passed the written examination. • The oral examination shall be conducted not later than 30 days after the written examination. 																							



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10.	<p>All students in degree programmes by research must have published or accepted journal articles (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:</p> <table border="1" data-bbox="185 591 995 2029"> <thead> <tr> <th data-bbox="185 591 338 622">Prog.</th> <th data-bbox="344 591 689 622">Non-GRF Recipients</th> <th data-bbox="695 591 995 622">GRF/iGRF Recipients</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 631 338 1818">PhD</td> <td data-bbox="344 631 689 1818"> (i) Two journal articles published or accepted in CIJ; or at least (ii) One journal article published or accepted in CIJ and one journal article published or accepted from any of the categories below: <ul style="list-style-type: none"> • Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal). • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM). <p>For PhD by Retrospective (Registering from First Semester 2021/2022 onwards): One journal article published or accepted in CIJ based on the thesis produced for examination.</p> </td> <td data-bbox="695 631 995 1818"> (i) One journal article published or accepted in CIJ and one journal article published or accepted in JCR; or (ii) Two journal articles published or accepted in CIJ with a proof of submission for a publication of journal article in JCR with decision (i.e. one of the journal articles that is accepted/published in CIJ). </td> </tr> <tr> <td data-bbox="185 1827 338 2029">Master's</td> <td data-bbox="344 1827 689 2029"> One journal article published/accepted from any of the categories below: <ul style="list-style-type: none"> • Journal listed in CIJ. • Journal published by the University or </td> <td data-bbox="695 1827 995 2029"> One journal article published or accepted in CIJ. </td> </tr> </tbody> </table>	Prog.	Non-GRF Recipients	GRF/iGRF Recipients	PhD	(i) Two journal articles published or accepted in CIJ; or at least (ii) One journal article published or accepted in CIJ and one journal article published or accepted from any of the categories below: <ul style="list-style-type: none"> • Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal). • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM). <p>For PhD by Retrospective (Registering from First Semester 2021/2022 onwards): One journal article published or accepted in CIJ based on the thesis produced for examination.</p>	(i) One journal article published or accepted in CIJ and one journal article published or accepted in JCR; or (ii) Two journal articles published or accepted in CIJ with a proof of submission for a publication of journal article in JCR with decision (i.e. one of the journal articles that is accepted/published in CIJ).	Master's	One journal article published/accepted from any of the categories below: <ul style="list-style-type: none"> • Journal listed in CIJ. • Journal published by the University or 	One journal article published or accepted in CIJ.	
Prog.	Non-GRF Recipients	GRF/iGRF Recipients									
PhD	(i) Two journal articles published or accepted in CIJ; or at least (ii) One journal article published or accepted in CIJ and one journal article published or accepted from any of the categories below: <ul style="list-style-type: none"> • Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal). • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM). <p>For PhD by Retrospective (Registering from First Semester 2021/2022 onwards): One journal article published or accepted in CIJ based on the thesis produced for examination.</p>	(i) One journal article published or accepted in CIJ and one journal article published or accepted in JCR; or (ii) Two journal articles published or accepted in CIJ with a proof of submission for a publication of journal article in JCR with decision (i.e. one of the journal articles that is accepted/published in CIJ).									
Master's	One journal article published/accepted from any of the categories below: <ul style="list-style-type: none"> • Journal listed in CIJ. • Journal published by the University or 	One journal article published or accepted in CIJ.									



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	<p>scientific publisher or listed in Malaysian Journal Management System (MyJurnal).</p> <ul style="list-style-type: none"> Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM). <p>Note:</p> <ul style="list-style-type: none"> A student is required to publish journal articles with his chairman and members of Supervisory Committee. Any publication in fulfilment of the requirements must always mention the student affiliation with the University. A student who has filed for a patent or utility innovation or copyright or industrial design or printed circuit board based on research conducted during his candidature is equivalent to one journal article and may apply in writing to the Dean for exemption. All processes must be approved by Putra Science Park (PSP) UPM for the purpose of graduate requirements. Student must comply to the publication requirements before going through University Graduate Studies Committee (JKPSU) and Senate. Failure to fulfill the requirement will affect the conferment of the degree. For a PhD, it will be postponed for two (2) years while for a Master is one year after submission of the GS-16a form. CIJ – Journal in Scopus/ERA/In-cite JCR 	
11.	<p>Notice of Thesis Submission (GS-14a)</p> <p>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"> Table of Contents Thesis Abstract <p>The requirements for notice of thesis submission:</p> <ul style="list-style-type: none"> study status must be 'Continue'; passed all compulsory courses with a minimum CGPA of 3.00; appointment of Supervisory Committee; 	



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	<ul style="list-style-type: none"> • passed Comprehensive Examination (CE) for PhD programme; and • Settled all outstanding fees. <p>Note: Students are required to submit a hard copy of the GS-14a form to the office of Deputy Dean (Graduate Studies) at the Faculty/School or Deputy Director at the Institute.</p>	
12.	<p>Nomination of Examination Committee (GS-14b)</p> <ul style="list-style-type: none"> a) Recommendation by the Faculty/Institute b) Review by the JKKPPPTP c) Endorsement by the University Graduate Studies Committee (JKPSU) <p>Members of Examination Committee:</p> <ul style="list-style-type: none"> a) Chairman b) 2 internal (for PhD)/1 internal (for Master) c) 1 external d) Assistant Chairman <p>The Examination Committee must fulfil the criteria set forth by the University.</p>	
13.	<p>Thesis Submission for Examination (GS-15a)</p> <ul style="list-style-type: none"> a) Complete GS-15a form online through student portal. b) Print the form and get endorsement from the Supervisory Committee and the Faculty/Institute. c) Submit the form together with softcopy of the thesis (A4 format) and plagiarism report (i.e. Turnitin) ($\leq 30\%$), to SGS through email sgs_thesis@upm.edu.my. <p>The student shall submit the thesis only after appointment of the Examination Committee.</p>	
14.	<p>Thesis Examination Process</p> <p>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. The examination usually takes place within 4 months after thesis submission.</p>	



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15.	<p>Final Examination (Viva Voce)</p> <p>The acceptance of thesis may be categorised as follows:</p> <ul style="list-style-type: none"> a) Distinction – 15 days b) Minor – 3 months c) Major – 6 months d) Re-submit – 2 semesters (with GS-15b form) e) Re-submit as a Masters – 60 days f) Re-viva – 60 days g) Reject 	
16.	<p>Thesis Submission After Viva (GS-16a)</p> <p>Students must submit a GS-16a form within the prescribed time accompanied by:</p> <ul style="list-style-type: none"> a) 1 soft bound copy of thesis (B5 format) b) List of corrections c) 1 copy of thesis abstract d) GS-17 form (particulars for graduation) e) GS-25 form (information for publication) f) plagiarism report (i.e., Turnitin) ($\leq 30\%$) <ul style="list-style-type: none"> • No more extension and failure to submit thesis within the prescribed time, will result in termination of student candidature. • Student must comply with the publication requirements before going through University Graduate Studies Committee (JKPSU) and Senate. <p>Failure to fulfill the requirement will affect the conferment of the degree. For a PhD, it will be postponed for two (2) years while for a Master is one year after submission of the GS-16a form.</p>	
17.	<p>Submission of Hard Bound Final Thesis (GS-16b)</p> <p>Upon endorsement by the Senate, the student shall submit the following to the SGS:</p> <ul style="list-style-type: none"> a) 2 hard bound copies of thesis (for Library and Faculty/Institute) b) copies for each member of Supervisory Committee <p>1 CD of a PDF version of final thesis</p>	