

	<p style="text-align: center;"><b>MAIN SERVICE POSTGRADUATE</b></p> <p style="text-align: center;"><b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC &amp; INTERNATIONAL)</b></p> <p style="text-align: center;"><b>POSTGRADUATE CANDIDATURE CHECKLIST-BY COURSEWORK</b></p>
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NO.	ACTION	REMARK
1.	<p>Face to face verification of registration must be done at Counter 2, School of Graduate Studies as soon as possible or <b>before third semester</b>. Below are the documents that need to be brought during for verification of registration:</p> <ul style="list-style-type: none"> <li>a) Registration Checklist for New Student [Verification Purposes] – download from your PutraENROLL</li> <li>b) Original Passport for International/ Identity Card for Local</li> <li>c) Original Certificate/Senate Letter/Completion Letter of Bachelor or/and Master's Degree</li> <li>d) Original Transcript of Bachelor or/and Master's Degree.</li> <li>e) IELTS/TOEFL/PTE/MUET/CIEP – If related (Only for international students)</li> </ul>	
2.	<p>For those who are required to register and pass <b>PREREQUISITE COURSE</b>,</p> <ul style="list-style-type: none"> <li>a) You are not allowed to register any other courses stated in <b>No. 7 (Credit Requirements)</b> before pass the prerequisite course/s.</li> <li>b) However, you are allowed to take the prerequisite course/s with: - <ul style="list-style-type: none"> <li>• Elective course(s) that irrelevant to the student's core course(s)</li> <li>• Postgraduate Intensive English 2 (PIE2) – <b>for international student only</b></li> <li>• Malay Language Communication (LPM2100) – <b>for international student only</b></li> </ul> </li> <li>c) You are only given a maximum of two (2) semesters to pass the prerequisite course with provisional status. If you fail the prerequisite course twice, your studies will be suspended, and you will only be allowed to continue studying after passing it. However, if you fail, your candidature will be terminated in the following semester.</li> </ul> <p><b>Note:</b> You are strongly advised to refer to your advisor and Postgraduate Department at the Faculty/Institute.</p>	
3.	<p>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.</p>	

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4.	<p>For <b>INTERNATIONAL STUDENT</b>, you must:</p> <p>a) Register for <b>Malay Language Communication (LPM2100)</b> during the first semester - except those who have been granted course exemption and <b>must get M grade</b>;</p> <p><b>AND</b></p> <p>b) Register and pass <b>Postgraduate Intensive English (PIE) 2</b> within the first two (2) consecutive semesters if your English Proficiency Score is as follows:</p> <ul style="list-style-type: none"><li>• <b>Band 5.5 for IELTS (Academic Training)</b>; or</li><li>• 51 – 64 for TOEFL Internet-based; or</li><li>• <b>Band 3.5</b> (score 164 – 210) for MUET; or</li><li>• 51 – 58 for PTE Academic; 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>162 – 168 for Cambridge Linguaskill</b>; or</li><li>• <b>B2 Low of CEFR</b>; or</li><li>• <b>Its 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>												
5.	<ul style="list-style-type: none"><li>• Register for courses as advised by your faculty coordinator not later than the 2<sup>nd</sup> week of semester.</li><li>• Consult with your coordinator to ensure that the “course 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).</li></ul> <table><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><tr><td>Master</td><td>Allowed</td><td>Allowed</td><td>Not Allowed</td></tr></table>	Program	Course Code			4000 Series	5000 Series	6000 Series	Master	Allowed	Allowed	Not Allowed	
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6.	<p>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 deadlines for course registration, deferment of semester and any other candidature matters.</p>	
7.	<p>Attend all classes and Examination.</p> <ul style="list-style-type: none"> <li>• Class Week (1 until 14)</li> <li>• Exam week (14 until 16)</li> </ul>	
8.	<p>A student may <b>drop</b> any course or request to <b>change the status of course</b> from Compulsory (YW)/Elective (ELF) to Audit (AU) or vice-versa within the <b>first seven (7) weeks</b> of a semester.</p> <p><b>Transfer of programme</b> can be made before the <b>2<sup>nd</sup> week</b> of semester.</p>	
9.	<p>A student may apply for deferment at any time during the semester. However, any application made after the 7<sup>th</sup> 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> <p>A student who defers his semester:</p> <ul style="list-style-type: none"> <li>(a) before the second week of a semester, a student shall be charged the sum of RM100.00;</li> <li>(b) after the second week until the seventh week, a student shall be charged the sum of RM600.00;</li> <li>(c) after the seventh week, the student shall be charges full fees.</li> </ul>	
10.	<p>A student who <b>fails to register</b> or has <b>not paid his semester fees</b> shall be '<b>Dropped</b>' from the list of active students. The student shall not be allowed to join the lecture and sit for the examination.</p>	

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11.	A student must obtain a minimum CGPA of 3.000 and complete of at least 40 credits (based on program requirement) for graduation.	
12.	Complete the GS-05b form (Study Scheme) through student portal.	
13.	Complete the GS-17 form (completion / graduation) through student portal.	