



Briefing for

New Postgraduate Students

Second Semester 2023/2024

23rd March 2024 | Saturday | 9.00 am – 1.00 pm

Introductory Session

by

Professor Dr. Zalilah Mohd Shariff

Dean School of Graduate Studies
Universiti Putra Malaysia



Vision, Mission & Niche Area

Universiti Putra Malaysia

Berilmu Berbakti | With Knowledge We Serve
AGRICULTURE • INNOVATION • LIFE



Vision

To become a university of international repute.

Education Goal

Produce Superior Graduates who are Holistic, Ihsan, Patriotic and Resilient

Mission

To make meaningful contributions to the Creation of Prosperity and Development of the Nation and the Well-Being of All Human Beings through the Exploration and Dissemination of Knowledge

Values

Ihsan, Diversity, Sustainability

Quick Facts About Universiti Putra Malaysia

Berilmu Berbakti | With Knowledge We Serve
AGRICULTURE • INNOVATION • LIFE



01

Universiti Putra Malaysia (UPM) is one of Malaysia's premier public Universities with an array of disciplines

02

Founded in 1931 and known internationally as one of the distinguished universities in the region

03

Accorded the status of "Research University" in 2006

04

Awarded Self-Accreditation status (Academic Programmes Quality) in 2010

05

Awarded Autonomy University status in 2012

3000 Hectares

Located within 30 mins to Kuala Lumpur, Putrajaya & KLIA

157

Degree Programmes

15 Faculties

11 Institutes

2 Schools

1 Academy

7,100+ Staff

100+

Student Organisations

29,000+
Students

40% Postgraduate

20% International
Students from **80**
Countries

1,700+
Academic Staff

5,300+
Non-academic Staff



**Student Mobility
Programmes**

1879 Inbound Students

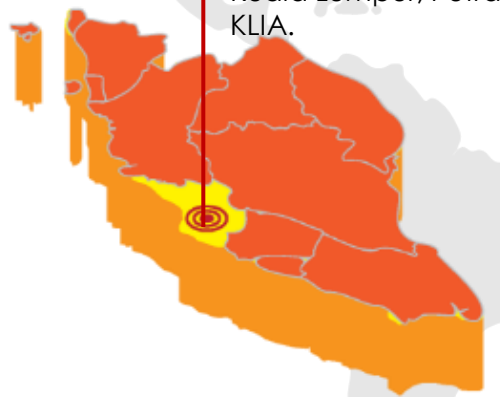
780 Outbound Students

Campuses

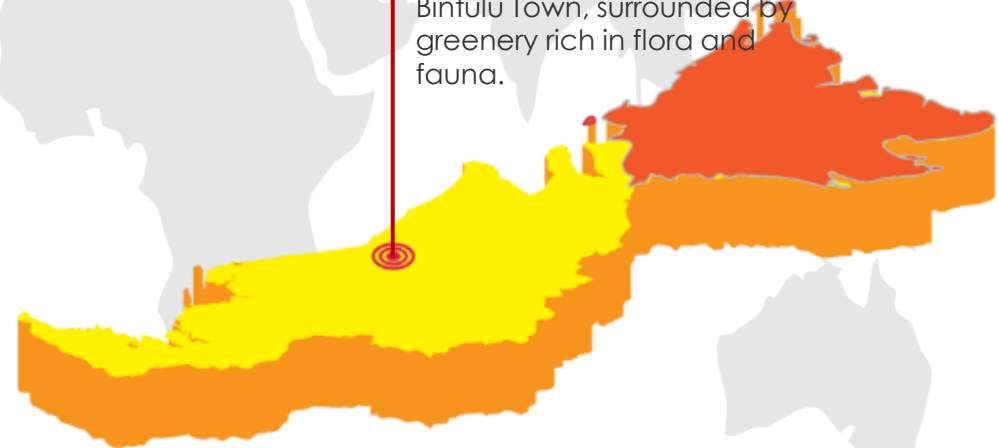
Universiti Putra Malaysia



3000 Hectares
Located within 30 mins to Kuala Lumpur, Putrajaya & KLIA.



714.178 Hectares
UPMKB is located 13 km from Bintulu Town, surrounded by greenery rich in flora and fauna.



15

Faculties

- Faculty of Agriculture
- Faculty of Science
- Faculty of Engineering
- Faculty of Educational Studies
- Faculty of Food Science and Technology
- Faculty of Forestry and Environment
- Faculty of Veterinary Medicine
- Faculty of Human Ecology
- Faculty of Modern Languages and Communication
- Faculty of Design and Architecture
- Faculty of Medicine and Health Sciences
- Faculty of Computer Science and Information Technology
- Faculty of Biotechnology and Biomolecular Sciences
- Faculty of Agricultural Science and Forestry
- Faculty of Humanities, Management and Science

11

Institutes

- Institute of Bioscience
- Institute of Nanoscience and Nanotechnology
- Malaysian Research Institute on Ageing
- Institute for Mathematical Research
- Halal Products Research Institute
- Institute for Social Science Studies
- Institute of Plantation Studies
- Institute of Tropical Forestry and Forest Products
- Institute of Tropical Agriculture and Food Security
- International Institute of Aquaculture and Aquatic Sciences
- Institute of Ecosystem Science Borneo

2

Schools

- School of Graduate Studies
- School of Business and Economics

Quick Facts About SGS

Universiti Putra Malaysia



Programmes Offered

Programme by Coursework

- 76 programmes

Programme by Research

- Master of Arts (M.A.)
- Master of Science (M.S.)
- Master of Veterinary Science (M.V.Sc.)
- Doctor of Philosophy (PhD)
- Doctor of Engineering (DEng)
- Doctor of Philosophy (PhD) by Retrospective
- Programmes by Industry (Masters/ PhD)
- International Collaborative Programmes (ICP)

More than 300 fields of study registered under the National Education Code 23 in the Malaysian Qualifications Register (MQR)

Our Customers



**The numbers are as of March 2024*

ACADEMIC, CURRICULUM & DATA



DEPUTY DEAN
Prof. Ts. Dr. Zuriati Ahmad Zukarnain
zuriati@upm.edu.my

Academic Unit

Provides academic services [e.g.: preparation of Academic Calendar, course registration (add/drop/change of course status), change of programme/field of study/faculty, the appointment of Supervisory Committee, monitoring of student progress, deferment of studies, extension of study duration, withdrawal of study, review against termination) and manages examination results, records, and convocation.

Curriculum and Data Unit

Ensures the quality & sustainability of courses for postgraduate in par with policies outlined by Department of Higher Studies (JPT), accreditation boards, and programme standards. This unit also manages students' convocation procedures and provides required postgraduates data for institution's both internal and external records.

THESIS, STUDENT AFFAIRS & MEDIA



DEPUTY DEAN
Prof. Dr. Rusmawati Said
rusmawati@upm.edu.my

Thesis Unit

Manages the process for thesis examination that includes the appointment of Thesis Examination Committee, submission of thesis to examiners, compilation of examination reports, and arrangements for Viva Voce.

Student Affairs and Media Unit

Provides learning support initiatives to enhance academic development and students' experience. Moreover, this unit caters to students' general welfare and administers social network platforms including Facebook, Instagram, Telegram and SGS official website.

ADMISSION, INSTITUTIONAL RELATIONS & FINANCIAL AID



DEPUTY DEAN
Assoc. Prof. Dr. Nitty Hirawaty Kamarulzaman
nitty@upm.edu.my

Admission Unit

Manages the processing of admission applications, registration of new students and promotion of postgraduate programmes.

Institutional Relations & Financial Aid Unit

Coordinates the linkages with both local and international institutions and promotes international academic/mobility programmes. This unit also manages international scholarships and financial assistance for students' research attachment and international presentation participation. Manages the internal resources of financial aid for postgraduate students such as fellowships, scholarships, and assistantships. Among the available schemes are Graduate Research Fellowship (GRF), Special Graduate Research Allowance Scheme (SGRA), Graduate Research Assistantship (GRA), International Graduate Student Scholarship (IGSS), Putra Alumni Scholarship Scheme (PASS) and Special Scholarship for Journalist (BKW).

Briefing

by

Assoc. Professor Dr. Nitty Hirawaty Kamarulzaman

Deputy Dean (Admission, Institutional Relations and Financial Aid)

School of Graduate Studies
Universiti Putra Malaysia



Things to do After Enrolment

School of Graduate Studies

- ❖ **Download** all related checklist from PutraENROLL for future reference and use.
- ❖ **Activate UPM-ID** → Student Portal, PutraBLAST, PutraVID
(idec_ictsupport@upm.edu.my).
- ❖ **Register Courses:** Course registration must be made **not later than the 2nd week of the semester** (sgs_academic@upm.edu.my).
- ❖ **Pay Credit Fee:** New students in Masters by coursework programme need to pay the credit fee not later than the **3rd week of the semester.**
(bursar.student_pg@upm.edu.my).
- ❖ **Attend Class:** A student shall attend not less than 80% of the total hours of the academic activities of the registered course of studies.

Things to do After Enrolment (cont.)

School of Graduate Studies

❖ Visa Procedure for New International Students

- ❑ New students must enter Malaysia with SEV before the expiration date of the eVAL.
Please follow the EMGS procedure for the documentation

❖ Health Examination

- ❑ Local new students can do it at any clinic or hospital throughout Malaysia by using our health examination form. The health examination report must be submitted to University Health Centre (PKU) for endorsement during the verification of the registration process.
- ❑ Health examinations for International new students must be carried out in the University Health Centre (PKU) after they arrived in Malaysia.

Things to do After Enrolment (cont.)

School of Graduate Studies

❖ Verification of Registration

Face to face verification of registration must be made at the School of Graduate Studies before the commencement of the third semester, otherwise your study status will be **SUSPENDED**. Below are the documents that need to be brought for verification of registration:

- Registration Checklist for New Student [Verification Purposes]
- Original Passport for International/ Identity Card for Local
- Original Certificate/Senate Letter/Completion Letter of Bachelor or/and Master's Degree
- Original Transcript of Bachelor or/and Master's Degree and necessary additional documents (refer https://sgs.upm.edu.my/content/submission_of_supporting_documents_for_admission_application-40589) to
- IELTS/TOEFL etc– If related (**for international students only**)

New Students Webpage

School of Graduate Studies

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Visit SGS website at <http://www.sgs.upm.edu.my>



Access 'NEW STUDENTS'

HOME DIRECTORY FEEDBACK SITE MAP FAQ LOCATION

Search...

EN

ABOUT US PROSPECTIVE STUDENTS **NEW STUDENTS** CURRENT STUDENTS PROGRAMME OF STUDY FINANCIAL ASSISTANCE & SCHOLARSHIPS THESIS PUTRA SARJANA OTHER INFORMATION CONTACT



» NEW STUDENTS

NEW STUDENTS

Congratulations!

There are lots of things to consider when becoming a new student and this site should make it easier to find a collection of essential information and resource on how to prepare for your next step and get ready to your start date. Please read carefully and plan your study.

New Students Webpage (cont.)

School of Graduate Studies

https://sgs.upm.edu.my/new_students-3940

There are plenty of useful information in 'NEW STUDENTS', feel free to check it out

THIRD TRIMESTER 2023/2024



- Important Dates for New Postgraduate Students
- Registration Guidelines for New Postgraduate Students (Local)
- Registration Guidelines for New Postgraduate Students (International)
- Class Schedules

SECOND SESSION 2023/2024 – MEDICAL FOR LOCAL ONLY



- Important Dates for New Postgraduate Students
- Registration Guidelines for New Postgraduate Students (Local)

SECOND SEMESTER 2023/2024



- Important Dates for New Postgraduate Students
- Registration Guidelines for New Postgraduate Students (Local)
- Registration Guidelines for New Postgraduate Students (International)
- Class Schedules

PutraENROLL



- PutraENROLL User Manual
- Declaration Form for Online Registration (Local)
- Declaration Form for Online Registration (International)

THINGS TO CHECK BEFORE THE REGISTRATION OF NEW STUDENTS



1. FINANCE RESOURCE The university is not responsible for securing any financial...more...

THINGS TO DO AFTER ENROLLING AS A NEW POSTGRADUATE STUDENT



The following are things to do after you have successfully registered no matter where you are...more...

DRESS CODE



- Dress Code

ACCOMMODATION & TRANSPORTATION



- Accommodation & Transportation
- Application to Stay on Campus for Postgraduate Students
- FAQ Entry Procedure for International Students Going Back to Campus

Briefing

by

Professor Ts. Dr. Zuriati Ahmad Zukarnain

Deputy Dean (Academic, Curriculum and Data)

School of Graduate Studies
Universiti Putra Malaysia



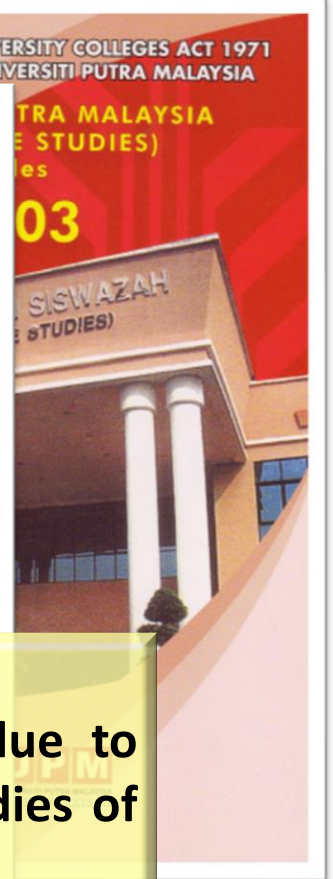
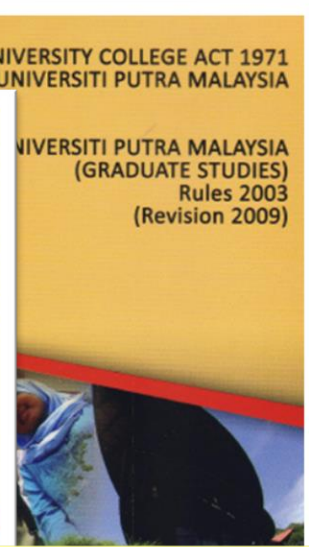
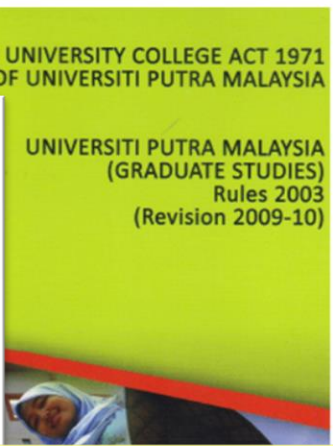
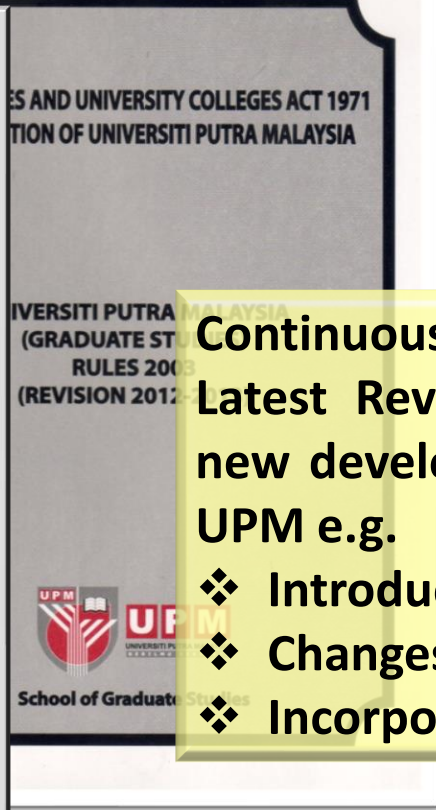
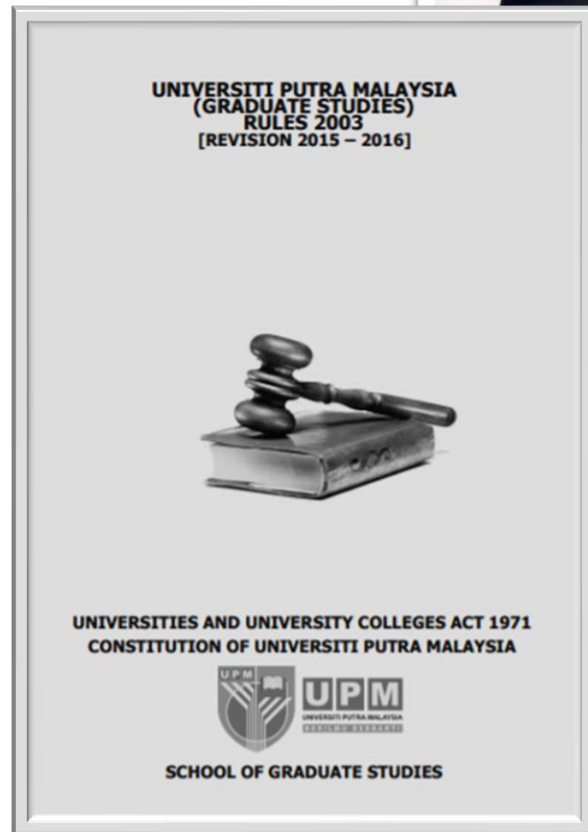


- An administrative Unit that assists in course and study field structures, revision as well as the department's data management hub
- Ensures the quality & sustainability of courses for postgraduate in par with policies outlined by Department of Higher Studies (JPT), accreditation boards, and programme standards. This unit also manages students' convocation procedures and provides required postgraduates' data for institution's both internal and external records.

Graduate Studies Rules

School of Graduate Studies

Main reference for
students and
supervisors



Continuously being reviewed.
Latest Revision **2015-2016**. Changes due to
new development in the graduate studies of
UPM e.g.

- ❖ Introduction of new programmes
- ❖ Changes in programme structure
- ❖ Incorporation of new rules

Graduate Studies Rules (cont.)

School of Graduate Studies

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Visit SGS website at

<http://www.sgs.upm.edu.my>

Access 'CURRENT STUDENTS'

Welcome To The Official Portal Of
SCHOOL OF GRADUATE STUDIES

ABOUT US PROSPECTIVE STUDENTS NEW STUDENTS **CURRENT STUDENTS** PROGRAMME OF STUDY FINANCIAL ASSISTANCE & SCHOLARSHIPS THESIS PUTRA SARJANA
OTHER INFORMATION CONTACT CONVOCATION

UPM UNIVERSITI PUTRA MALAYSIA BERILMU BERBAKTI

Welcome!

NEW POSTGRADUATE STUDENTS SEMESTER 2, 2021/2022
UNIVERSITI PUTRA MALAYSIA

Registration week : 07 - 18 March 2022

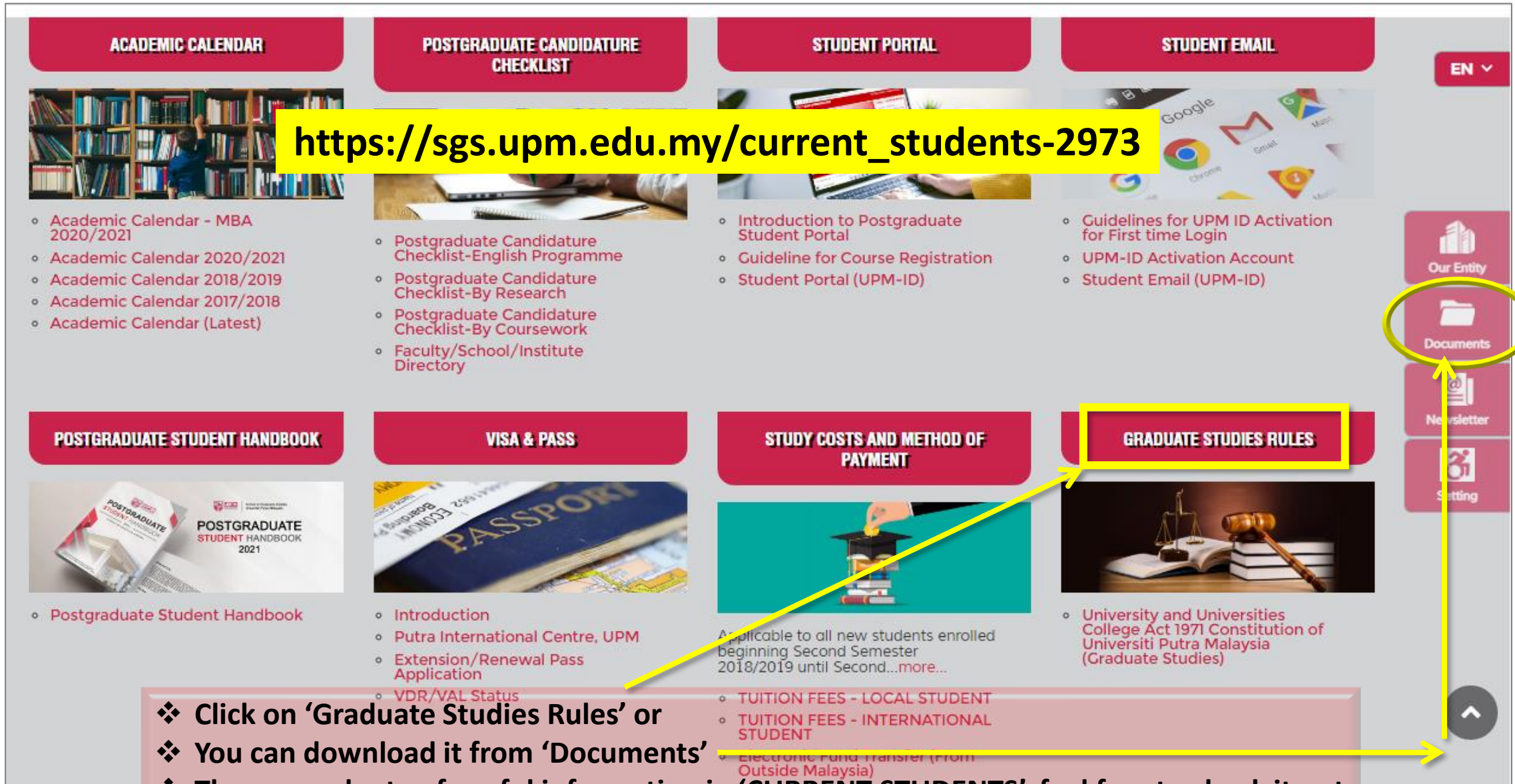
PutraENROLL
is now open for pre-registration
click here for more information.

facebook.com/UniPutraMalaysia @uputramalaysia instagram.com/uniputramalaysia youtube.com/user/bppupm

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Graduate Studies Rules (cont.)

School of Graduate Studies



https://sgs.upm.edu.my/current_students-2973

- Academic Calendar - MBA 2020/2021
- Academic Calendar 2020/2021
- Academic Calendar 2018/2019
- Academic Calendar 2017/2018
- Academic Calendar (Latest)

- Postgraduate Candidature Checklist-English Programme
- Postgraduate Candidature Checklist-By Research
- Postgraduate Candidature Checklist-By Coursework
- Faculty/School/Institute Directory

- Introduction to Postgraduate Student Portal
- Guideline for Course Registration
- Student Portal (UPM-ID)

- Guidelines for UPM ID Activation for First time Login
- UPM-ID Activation Account
- Student Email (UPM-ID)

- Postgraduate Student Handbook

- Introduction
- Putra International Centre, UPM
- Extension/Renewal Pass Application
- VDR/VAL Status

- Applicable to all new students enrolled beginning Second Semester 2018/2019 until Second...more...

- TUITION FEES - LOCAL STUDENT
- TUITION FEES - INTERNATIONAL STUDENT
- Electronic Fund Transfer (From Outside Malaysia)

- University and Universities College Act 1971 Constitution of Universiti Putra Malaysia (Graduate Studies)

EN ▾

Our Entity

Documents

Newsletter

Setting

- ❖ Click on 'Graduate Studies Rules' or
- ❖ You can download it from 'Documents'
- ❖ There are plenty of useful information in 'CURRENT STUDENTS', feel free to check it out

Graduate Studies Rules (cont.)

School of Graduate Studies

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Access: https://sgs.upm.edu.my/upload/dokumen/20170614105546SKPSI1_Buku_Peraturan_SPS_20062016.pdf

Part 1 – Preliminary

Part 2 – Study Programmes

Part 3 – Admission Requirements

Part 4 – Registration

Part 5 – Add/Drop Courses, Transfer Between Programmes, Conversion, Deferment and Withdrawal

Part 6 – Fees

Part 7 – Supervision

Part 8 – Course Evaluation

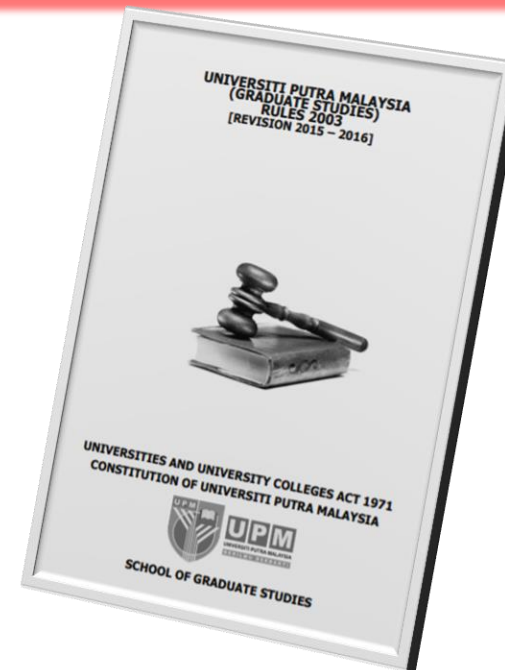
Part 9 – Examination Process

Part 10 – Study Status

Part 11 – Graduation

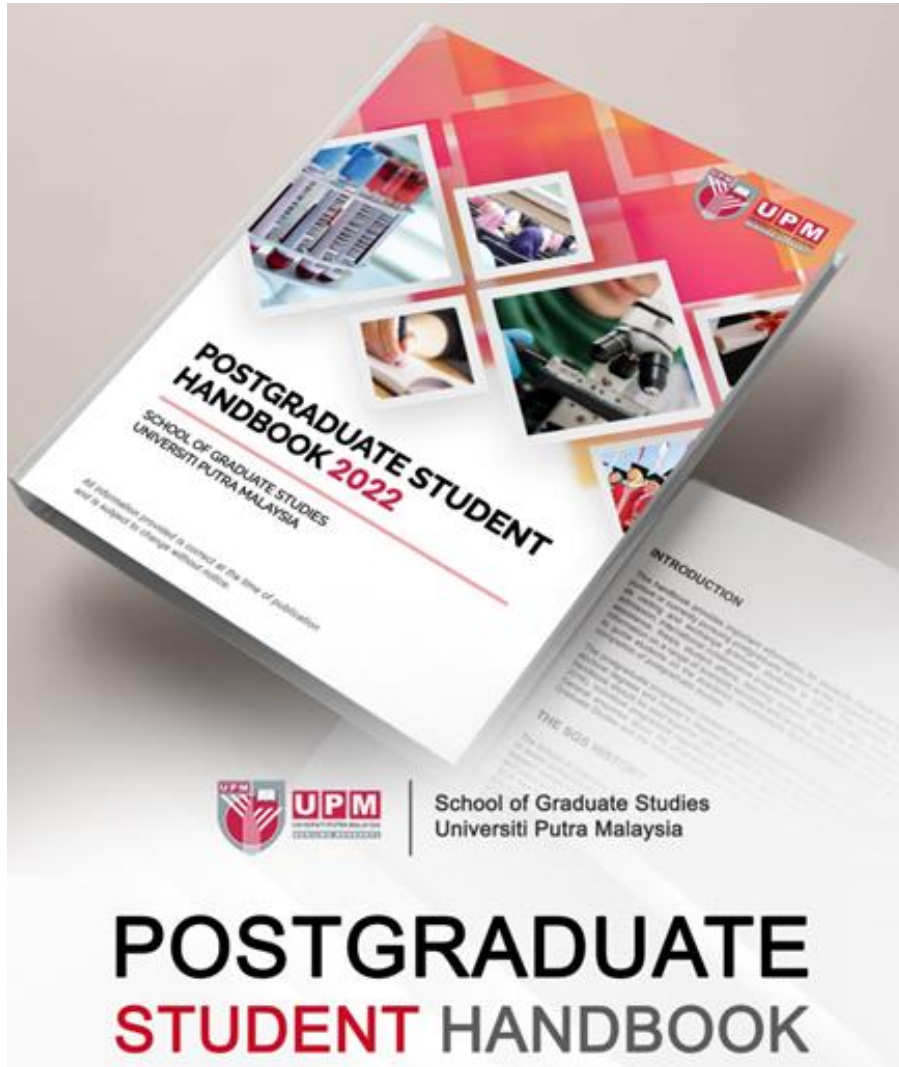
Part 12 – Scholarly Integrity

**12 Parts
60 Rules**



Postgraduate Handbook

School of Graduate Studies



- Provide information on admission, academic matters, financial assistance, thesis, student affairs, learning support, international collaborative programmes, student mobility, visa and student pass and other useful information on a range of available services and facilities on-campus.
- The handbook is designed to guide students on the academic requirements and procedures that will ensure successful completion of postgraduate studies.

Can be accessed at SGS website or at the following URL:

https://sgs.upm.edu.my/current_students/postgraduate_student_handbook-13085



SGS WEBSITE
SGS Postgraduate Information Centre



REGISTRATION PACKAGE
Download Registration Package



SGS APPLICATION'S GUIDE
SGS Postgraduate Application's Guide

ANNOUNCEMENT

TO WHOM IT MY CONCERN

With reference to the above matter.

According to Section 9 and 10 Rules Universiti Putra Malaysia (Graduate Studies) Rules 2003 (Revision 2015-2016) stated that a student is given a period of study based on the programme. The maximum study period for a Master's student is six (6) semesters while a PhD's student is ten (10) semesters. A student who does not complete his/her study within the given period will be terminated. However, a student may apply for an extension of semester.

In this regard, please be reminded that your period of study is almost over. Should you need additional semester to complete your studies, kindly submit the online

HELPDESK

School of Graduate Studies (SGS) Counter: 03-9769 4225
Admission Unit: 03-9769 4163/4165/4169/4218/4223 or email to pg_admission@upm.edu.my
Academic Unit: 03-9769 4219/4220 or email to sgs_academic@upm.edu.my
Financial Assistance: 03-9769 4224/4238 or email to sgs_financialaid@upm.edu.my
Thesis Unit: 03-9769 4150/4210/4221/4222 or email to sgs_thesis@upm.edu.my
Mobility Programme: 03-9769 4203/4207 or email to sgs_intl.programme@upm.edu.my

ADMISSION APPLICATION DEADLINES

INTAKES	DEADLINES	REGISTRATION DATE FOR NEW STUDENTS	SEMESTER BEGINS
FIRST SEMESTER 2021/2022 (SEP 2021)	INTERNATIONAL: 30 JUN 2021 LOCAL: 30 JUL 2021	27 SEP 2021 - 08 OCT 2021	11 OCT 2021
SECOND SEMESTER 2021/2022 (FEB 2022)	INTERNATIONAL: 16 DEC 2021 LOCAL: 15 JAN 2022	08 MAR 2022 - 19 MAR 2022	22 MAR 2022

LOGIN FOR UPM STUDENT/APPLICANT

IMPORTANT INFORMATION

For Student - Please login using UPM-ID account and make sure the UPM-ID is ACTIVE. If your UPM-ID is INACTIVE kindly activate it at UPM-ID Portal. Any change of password/forgot password can only be made at the UPM-ID portal.

For Applicant - The applicant can apply and check their status application of admission online using the username/password specified in the signup form to submit or edit application for admission.

Please Key-in Your Username

Please Key-in Your Password

LOGIN

Student UPM-ID Activation | Forgot UPM-ID Password?

Application Registration | Forgot Password?

Student UPM-ID Activation (Student Portal)

1. Access <http://sgsportal.upm.edu.my:8080/sgsportal/>
2. Click on 'Student UPM-ID Activation' or access <https://upm-id.upm.edu.my/student/public/ActivateUser>
3. Key in your:
 - a. Matric No.; and
 - b. IC no. for local students /
Passport no. for International students
4. Click on 'Activate'

Activate Account Password Self Service

To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.

Be sure to complete the process, or your account will not be activated properly.

Matric Number
IC / Passport Number

Activate Clear Cancel

UPM SCHOOL OF GRADUATE STUDIES POSTGRADUATE STUDENT PORTAL IGIMS

**SGS WEBSITE**
SGS Postgraduate Information Centre

**REGISTRATION PACKAGE**
Download Registration Package

**SGS APPLICATION'S GUIDE**
SGS Postgraduate Application's Guide

ANNOUNCEMENT
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1 For Applicant - The applicant can apply and check their status application of admission online using the username/password specified in the signup form to submit or edit application for admission.

LOGIN
[Student UPM-ID Activation](#) | [Forgot UPM-ID Password?](#)
[Applicant Account Registration](#) | [Forgot Password?](#)


Accessing Student Portal

1. Key in your registered:
 - a. Matric no.
 - b. Password
2. Click on 'LOGIN'

Note: Password reset process can be done in the student portal once you login or go to 'Forgot UPM-ID password' or access <https://upm-id.upm.edu.my/student/public/ForgottenPassword?>

Student Portal (cont.)

School of Graduate Studies

**SCHOOL OF GRADUATE STUDIES**

POSTGRADUATE STUDENT PORTAL IGIMS
Welcome Student : [Redacted]

Matric No : [Redacted]

Name : [Redacted]

Programme : [Redacted]

Faculty : [Redacted]

My Profile

Registration

Semester Result

Forms & Documents

Thesis / VIVA Info

ANNOUNCEMENT

SGS NEWS

General | Financial Assistance | Registration | Thesis | Convocation | Putra Sarjana | FAQ

Updates

COURSE REGISTRATION FOR SECOND SEMESTER 2020/2021

Dear all postgraduate students,


Please be informed that we are extending the date to key in grades for the final examination to all the lecturers until 10th March 2021 and students will not be able to register courses for Second Semester 2020/2021 until the grade for the final examination has been given.

Therefore, some of you will have a problem registering courses for Second Semester 2020/2021 as your courses for First Semester 2020/2021 have not been graded yet. We are aware of the situation and we can assure all of you will be able to register courses starting on 15th March 2021 (after the grades have been given and approved by the Senate, UPM).

Please remain calm and hopefully with this announcement will help to clarify the situation. Also, and we would like to apologise for the inconvenience.

Thank you for your understanding and patience.

Last update: 05 Mar 2021
Source: SGS. UPM

**SCHOOL OF GRADUATE STUDIES**

POSTGRADUATE STUDENT PORTAL IGIMS
Welcome Student : [Redacted]

Matric No : [Redacted]

Name : [Redacted]

Programme : [Redacted]

Faculty : [Redacted]

My Profile

Registration

Semester Result

Forms & Documents

Thesis / VIVA Info

FORMS & DOCUMENTS

APPLICATION FORMS & DOCUMENTS GUIDELINE

Forms | Documents

SPONSORSHIP <small>STUDENT APPLICATION</small>	SPONSORSHIP <small>STUDENT ACTIVITY LOG (GRF, GRA & SGRA)</small>	GS-04c <small>COURSE EXEMPTION</small>	GS-05b <small>STUDY SCHEME FOR GRADUATION</small>	GS-06 <small>ADD/DROP COURSE(S)</small>
GS-07 <small>DEFERMENT</small>	GS-08 <small>TRANSFER</small>	GS-09 <small>CONVERSION</small>	GS-10a <small>NOMINATION SUPERVISOR</small>	GS-10b <small>RECONSTITUTION OF SUPERVISORY COMMITTEE (MANUAL FORM)</small>
GS-11 <small>RESEARCH PROGRESS REPORT</small>	GS-12 <small>COMPREHENSIVE EXAMINATION RESULTS - PHD (MANUAL FORM)</small>	GS-13a <small>REVIEW OF GRADE (MANUAL FORM)</small>	GS-13b <small>REVIEW AGAINST TERMINATION</small>	GS-13c <small>EXTENSION OF STUDY PERIOD</small>
GS-14a <small>SUBMIT NOTICE OF THESIS SUBMISSION</small>	GS-15a <small>THESIS SUBMISSION FOR EXAMINATION</small>	GS-15b <small>THESIS RESUBMISSION FOR EXAMINATION</small>	GS-16a <small>SUBMISSION OF THESIS AFTER FINAL EXAMINATION (VIVA)</small>	GS-16b <small>FINAL SUBMISSION OF THESIS (MANUAL FORM)</small>

Student Portal keeps you up-to-date with the latest announcements, exam grades and upcoming deadlines so you'll always be on the ball. This way, you can spend less time and energy looking for information and more time studying!

Student Email (UPM-ID)

School of Graduate Studies

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Visit SGS website at

<http://www.sgs.upm.edu.my>



Welcome To The Official Portal Of
SCHOOL OF GRADUATE STUDIES

HOME DIRECTORY FEEDBACK SITE MAP FAQ LOCATION

Search...

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ABOUT US PROSPECTIVE STUDENTS NEW STUDENTS **CURRENT STUDENTS** PROGRAMME OF STUDY FINANCIAL ASSISTANCE & SCHOLARSHIPS THESIS PUTRA SARJANA
OTHER INFORMATION CONTACT CONVOCATION

Welcome!
NEW POSTGRADUATE STUDENTS SEMESTER 2, 2021/2022
UNIVERSITI PUTRA MALAYSIA
Registration week : 07 - 18 March 2022

PutraENROLL is now open for pre-registration
click here for more information.

AGRICULTURE • INNOVATION • LIFE
BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE

Facebook.com/UniPutraMalaysia @uputramalaysia instagram.com/uniputramalaysia youtube.com/user/bppupm

Access 'CURRENT STUDENTS'

Student Email (UPM-ID) [cont.]

School of Graduate Studies

CURRENT STUDENTS

EN ▾

Universiti Putra Malaysia (UPM) gives priority to the students' essentials and their well-being especially among current students who are studying in UPM. Hence, UPM ensures that it provides an array of technology equipment and facilities in order to guarantee that the students' welfare is well taken care of.

In line with that, various programs and non-academic related activities are carried out so as to provide a conducive environment where students can appreciate quality leisure times and subsequently creating balance between academic achievement, soft skills and sustainable living.

ACADEMIC CALENDAR



- Academic Calendar - MBA 2020/2021
- Academic Calendar 2020/2021
- Academic Calendar 2018/2019
- Academic Calendar 2017/2018
- Academic Calendar (Latest)

POSTGRADUATE CANDIDATURE CHECKLIST



- Postgraduate Candidature Checklist-English Programme
- Postgraduate Candidature Checklist-By Research
- Postgraduate Candidature Checklist-By Coursework
- Faculty/School/Institute Directory

STUDENT PORTAL



- Introduction to Postgraduate Student Portal
- Guideline for Course Registration
- Student Portal (UPM-ID)

STUDENT EMAIL



- Guidelines for UPM ID Activation for First time Login
- UPM ID Activation
- **Student Email (UPM-ID)**



Our Entity



Documents



Newsletter



Setting

POSTGRADUATE STUDENT HANDBOOK

VISA & PASS

STUDY COSTS AND METHOD OF PAYMENT

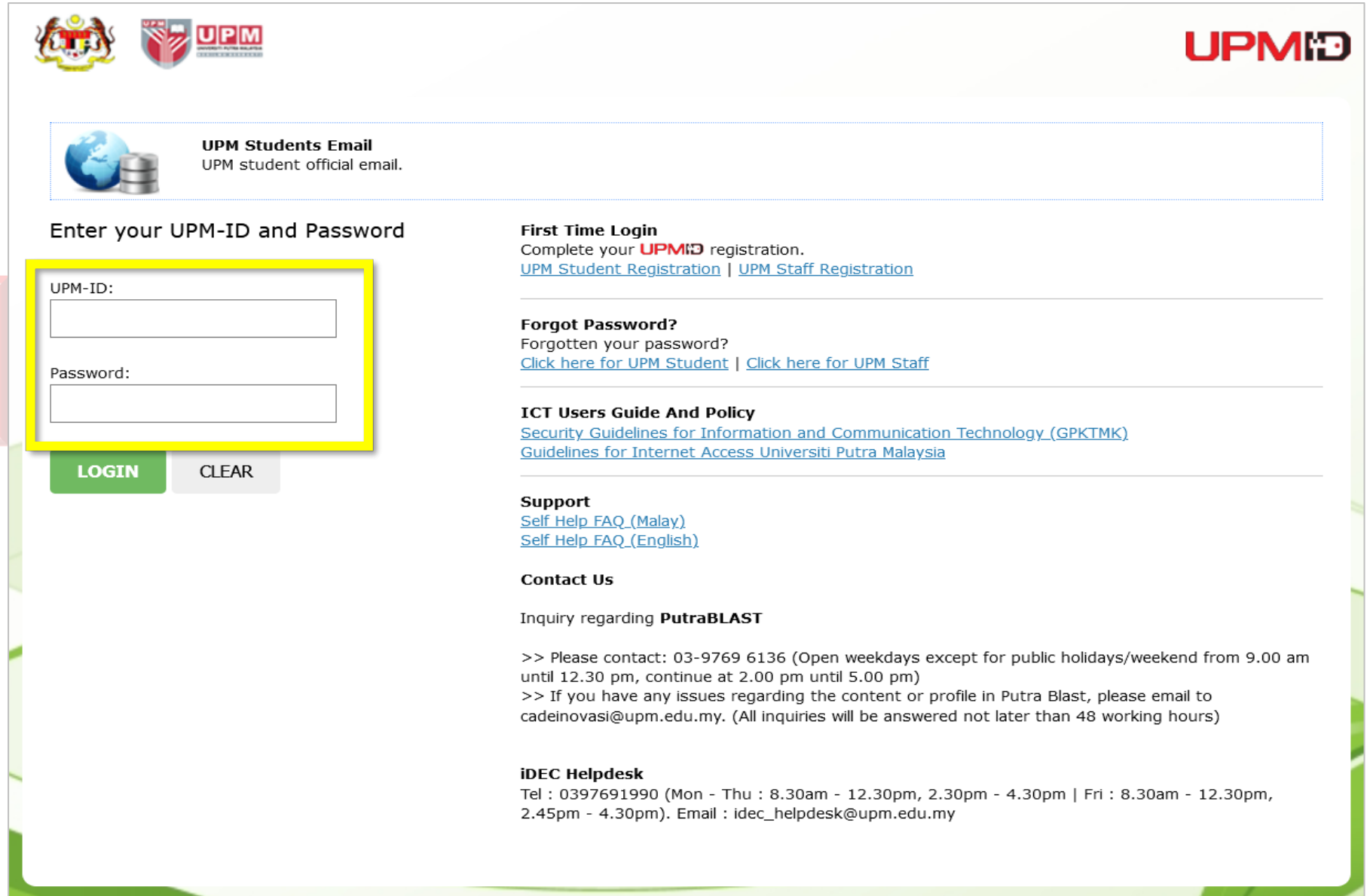
GRADUATE STUDIES RULES



Go to 'Student Email (UPM-ID)>' or
Access <http://mail.student.upm.edu.my/>

Student Email (UPM-ID) [cont.]

School of Graduate Studies



The screenshot shows the UPM-ID login interface. At the top left, there are logos for the Malaysian coat of arms and UPM. At the top right is the UPM-ID logo. Below these is a section for 'UPM Students Email' with a globe icon and the text 'UPM student official email.'. The main heading is 'Enter your UPM-ID and Password'. There are two input fields: 'UPM-ID:' and 'Password:'. Below these are 'LOGIN' and 'CLEAR' buttons. To the right of the login fields, there are several sections: 'First Time Login' with a registration link; 'Forgot Password?' with links for students and staff; 'ICT Users Guide And Policy' with links for security and internet access; 'Support' with links for self-help FAQs in Malay and English; 'Contact Us' with contact information for PutraBLAST; and 'iDEC Helpdesk' with contact details.

UPM Students Email
UPM student official email.

Enter your UPM-ID and Password

UPM-ID:

Password:

LOGIN **CLEAR**

First Time Login
Complete your **UPM-ID** registration.
[UPM Student Registration](#) | [UPM Staff Registration](#)

Forgot Password?
Forgotten your password?
[Click here for UPM Student](#) | [Click here for UPM Staff](#)

ICT Users Guide And Policy
[Security Guidelines for Information and Communication Technology \(GPKTMK\)](#)
[Guidelines for Internet Access Universiti Putra Malaysia](#)

Support
[Self Help FAQ \(Malay\)](#)
[Self Help FAQ \(English\)](#)

Contact Us
Inquiry regarding **PutraBLAST**

>> Please contact: 03-9769 6136 (Open weekdays except for public holidays/weekend from 9.00 am until 12.30 pm, continue at 2.00 pm until 5.00 pm)
>> If you have any issues regarding the content or profile in Putra Blast, please email to cadeinovasi@upm.edu.my. (All inquiries will be answered not later than 48 working hours)

iDEC Helpdesk
Tel : 0397691990 (Mon - Thu : 8.30am - 12.30pm, 2.30pm - 4.30pm | Fri : 8.30am - 12.30pm, 2.45pm - 4.30pm). Email : idec_helpdesk@upm.edu.my

Key in your registered:

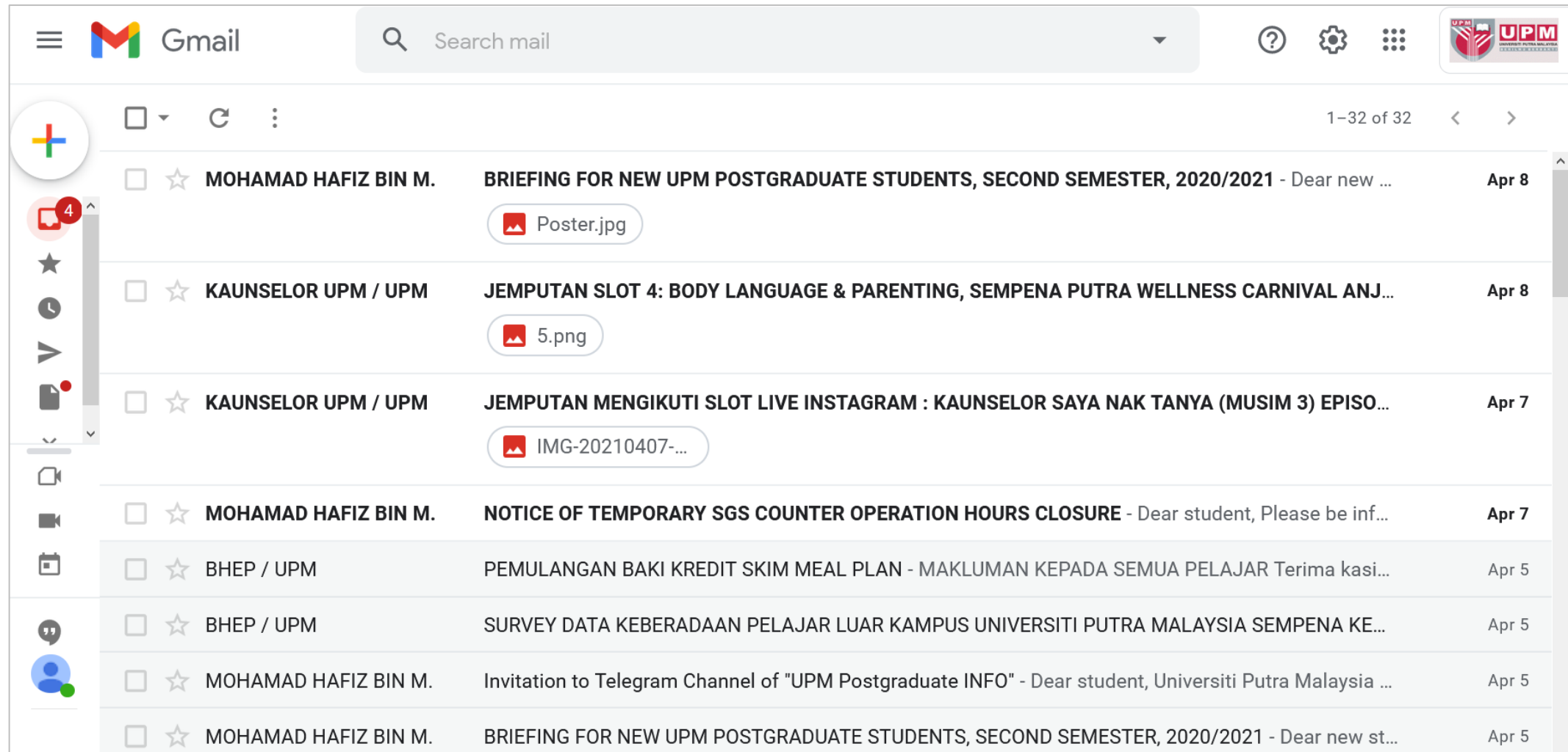
- a. Matric no.
- b. Password

2. Click on 'LOGIN'

Student Email (UPM-ID) [cont.]

School of Graduate Studies

- ❖ You have successfully logged in!
- ❖ Please check your email regularly for updates from the university

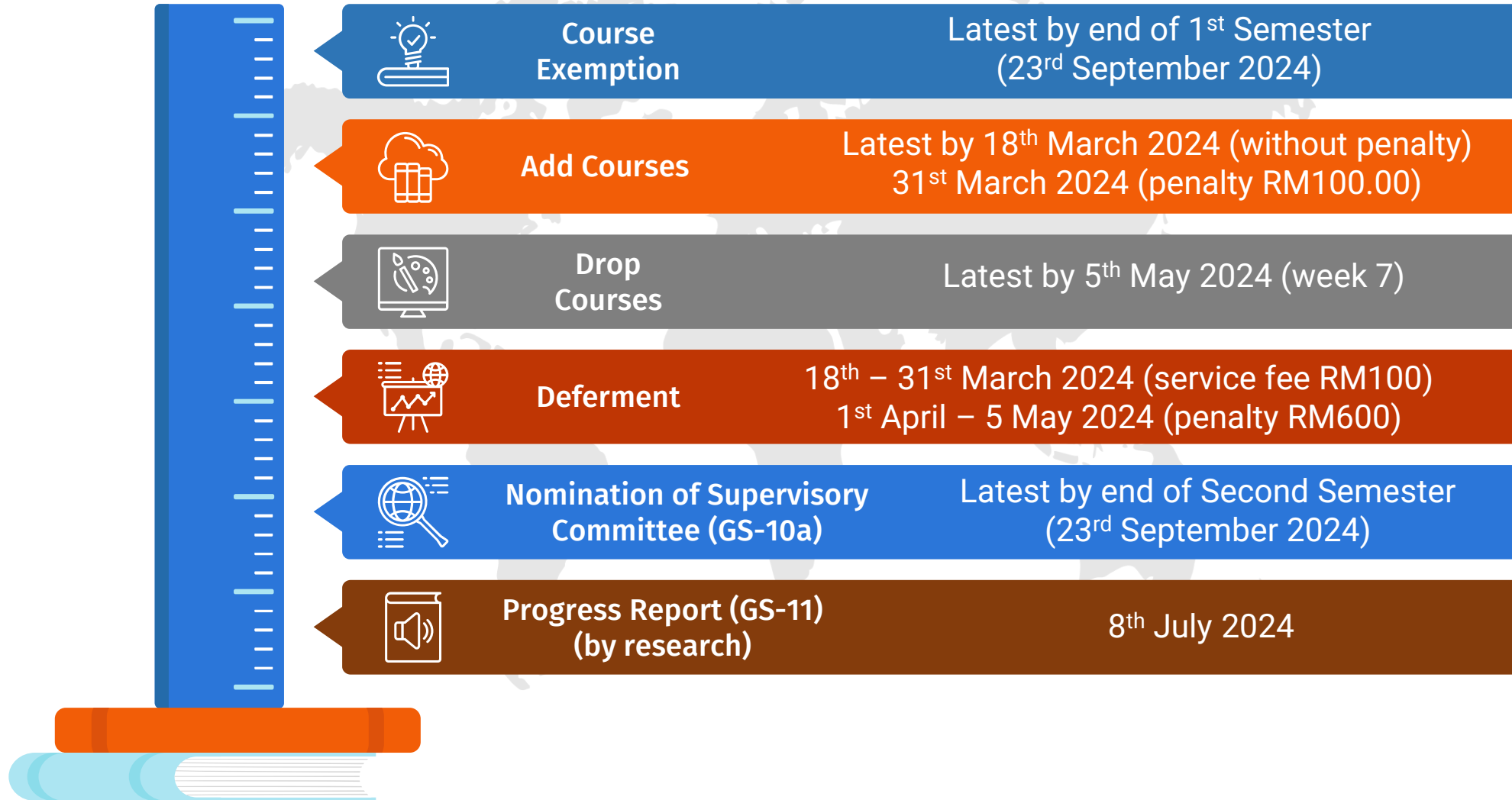


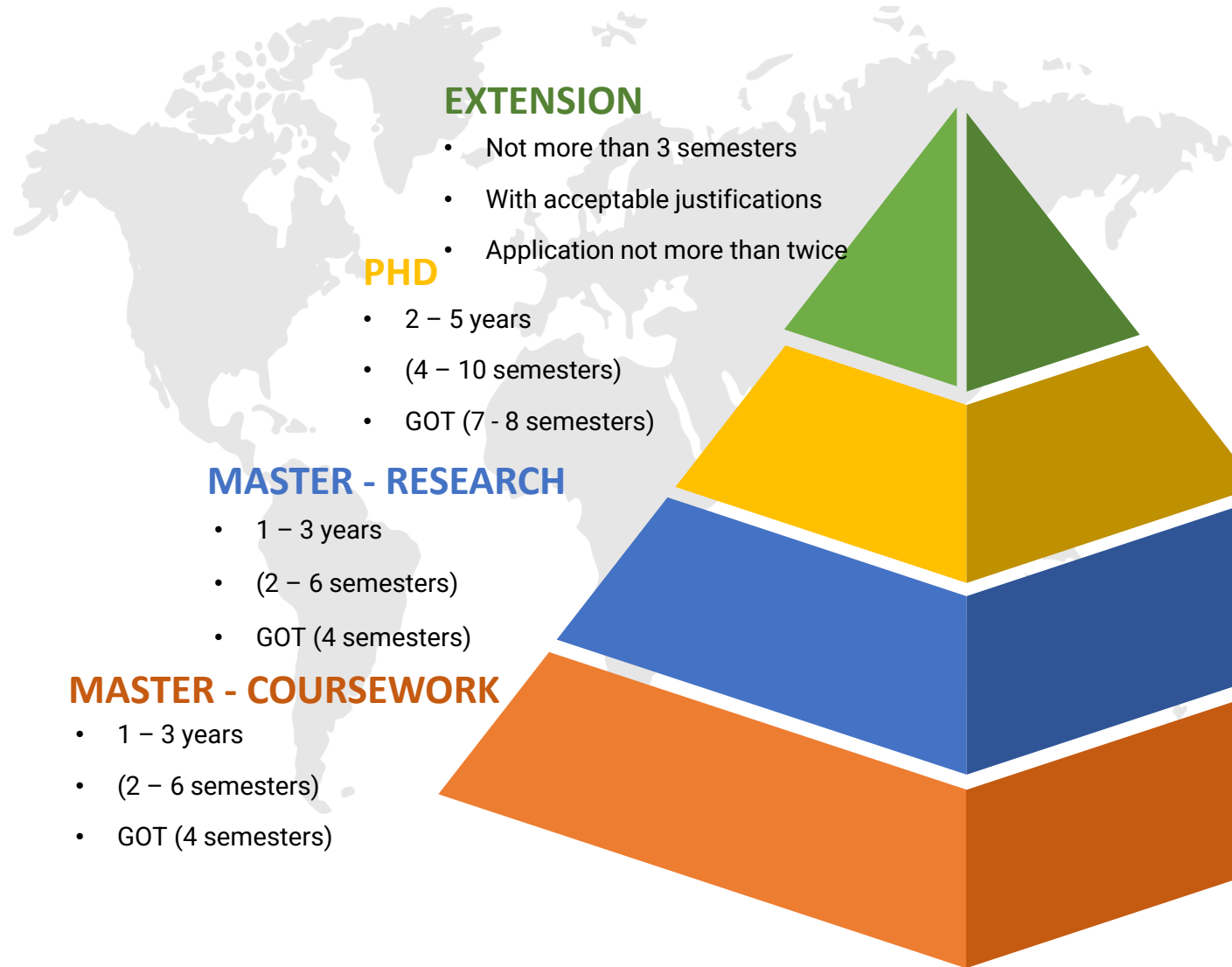
The screenshot shows a Gmail inbox interface. At the top, there is a search bar with the text "Search mail" and a "Gmail" logo. Below the search bar, there are navigation icons for home, search, and help. The inbox list contains the following emails:

Sender	Subject	Date
MOHAMAD HAFIZ BIN M.	BRIEFING FOR NEW UPM POSTGRADUATE STUDENTS, SECOND SEMESTER, 2020/2021 - Dear new ...	Apr 8
KAUNSELOR UPM / UPM	JEMPUTAN SLOT 4: BODY LANGUAGE & PARENTING, SEMPERA PUTRA WELLNESS CARNIVAL ANJ...	Apr 8
KAUNSELOR UPM / UPM	JEMPUTAN MENGIKUTI SLOT LIVE INSTAGRAM : KAUNSELOR SAYA NAK TANYA (MUSIM 3) EPISO...	Apr 7
MOHAMAD HAFIZ BIN M.	NOTICE OF TEMPORARY SGS COUNTER OPERATION HOURS CLOSURE - Dear student, Please be inf...	Apr 7
BHEP / UPM	PEMULANGAN BAKI KREDIT SKIM MEAL PLAN - MAKLUMAN KEPADA SEMUA PELAJAR Terima kasi...	Apr 5
BHEP / UPM	SURVEY DATA KEBERADAAN PELAJAR LUAR KAMPUS UNIVERSITI PUTRA MALAYSIA SEMPERA KE...	Apr 5
MOHAMAD HAFIZ BIN M.	Invitation to Telegram Channel of "UPM Postgraduate INFO" - Dear student, Universiti Putra Malaysia ...	Apr 5
MOHAMAD HAFIZ BIN M.	BRIEFING FOR NEW UPM POSTGRADUATE STUDENTS, SECOND SEMESTER, 2020/2021 - Dear new st...	Apr 5

Important Dates

School of Graduate Studies





Courses to be Registered

School of Graduate Studies

MALAY



- All international (except Brunei & Indonesia)
- LPM2100/equivalent (AU)
- Register 1st Semester
- If taken: apply for course exemption in 1st semester

ENGLISH



- For those who does not meet english requirement during admission
- Register and pass PIE (first 2 consecutive semesters)

Courses to be Registered

School of Graduate Studies



Master by Coursework.
What are the standard processes?

- **ONE**
Registration of courses **3 weeks before** semester starts
- **TWO**
Add latest by 2nd week of a semester
Drop subject before 7th week of a semester
- **THREE**
 - Change the program within 1st semester
 - Deferment: 2 semesters only , Except on medical grounds
 - Week 1 – week 2 (Service Fee RM100)
 - Week 3 – week 7 (penalty RM600)
- **FOUR**
Class Week (**W1-W14**) and Exam (**W14-W16**)
- **FIVE**
Need to fulfill credit requirement determined by faculty
GS05b (Study Scheme)
- **SIX**
GS17 form (completion/ graduation)

PhD/Master by Research

School of Graduate Studies

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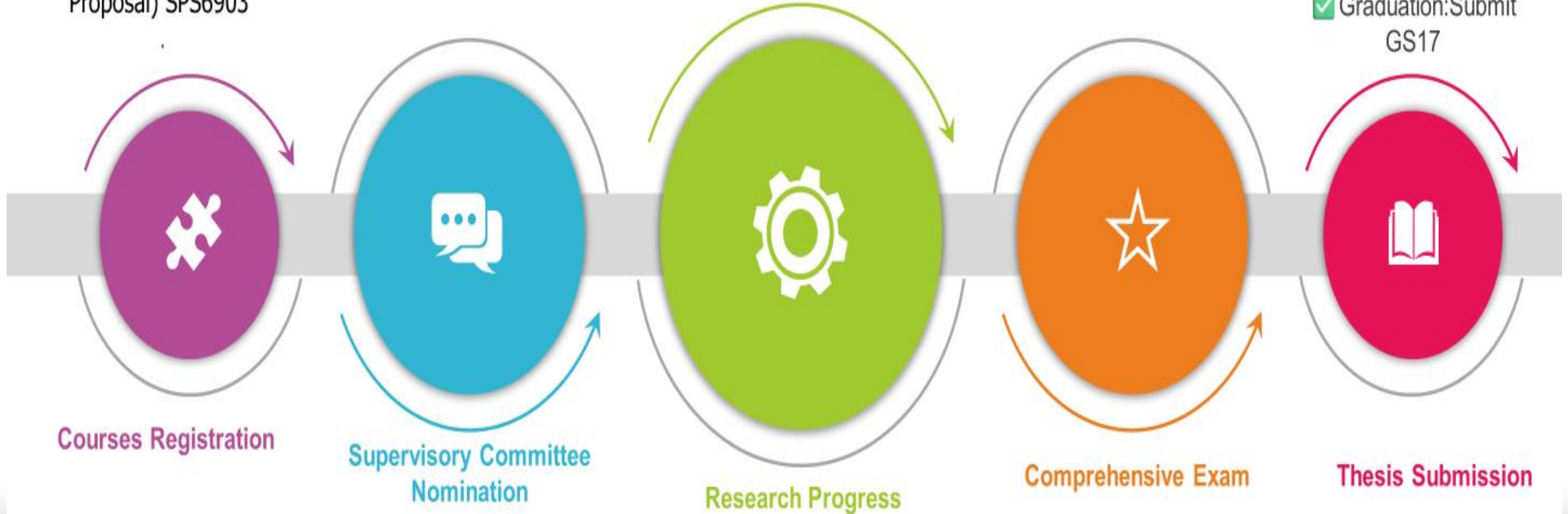
- ✓ Research Methodology
- ✓ Doctoral/Masters Research
SPS6999/SPS5999
- ✓ Seminar (Research Proposal) SPS6903

- ✓ Within 2 semesters
- ✓ Submit GS10a form.

- ✓ Every semester
- ✓ Submit GS11 form.
- ✓ Week 4-14

- ✓ Phd
4th Semester.

- ✓ Notice: Submit GS14a form
- ✓ Submit thesis: Submit GS15a(BV) and GS16a form(AV)
- ✓ Graduation: Submit GS17





Register: Min 6 credits/semester

Credit courses:
Master: 4000 – 5000
PhD: 5000 - 6000

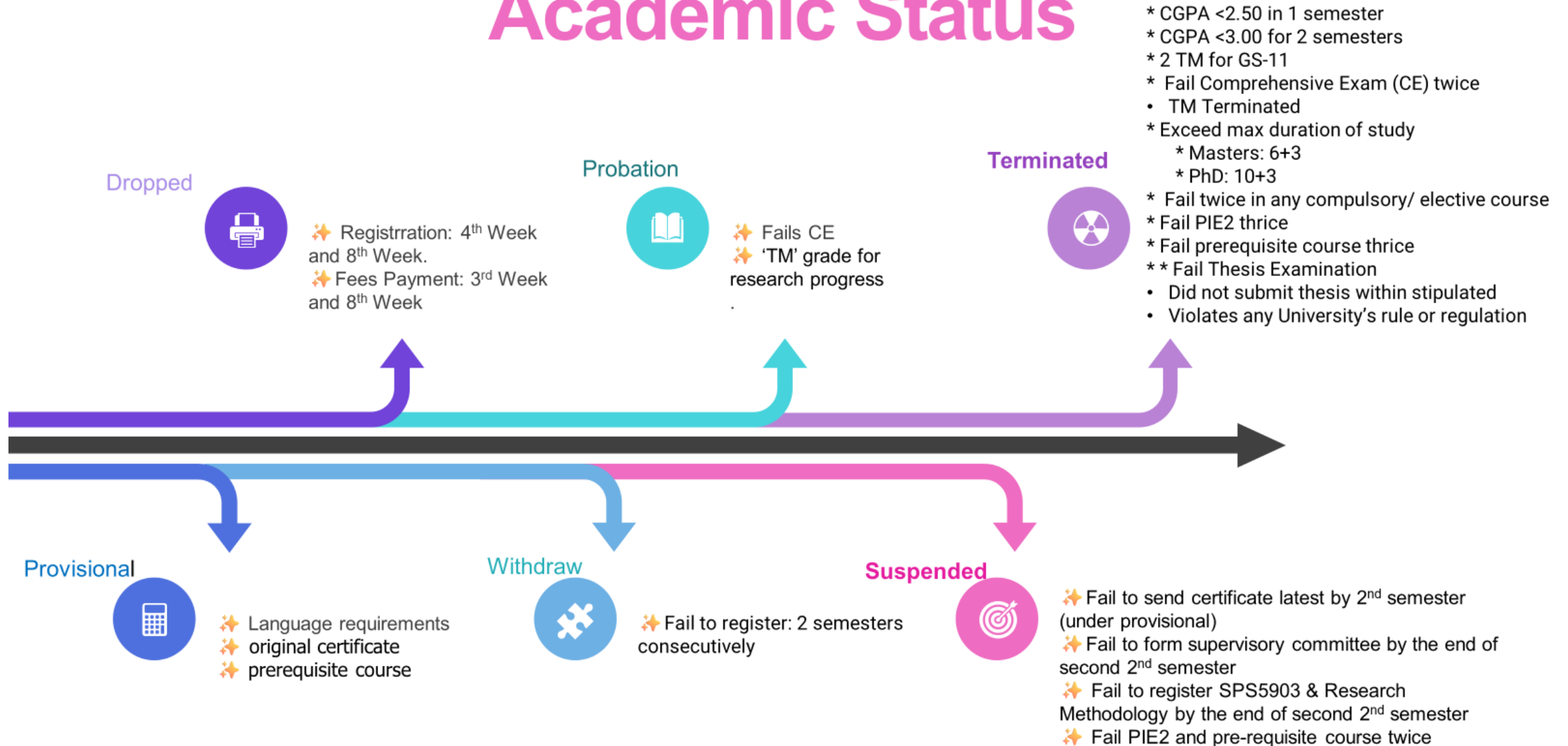


Check and confirm the course status:
YW (compulsory)/ELF (Elective)/AU (Audit)

Course status: AU (M/TM)
Will not be included in computation of CGPA



Academic Status



Postgraduate Candidature Checklist

School of Graduate Studies

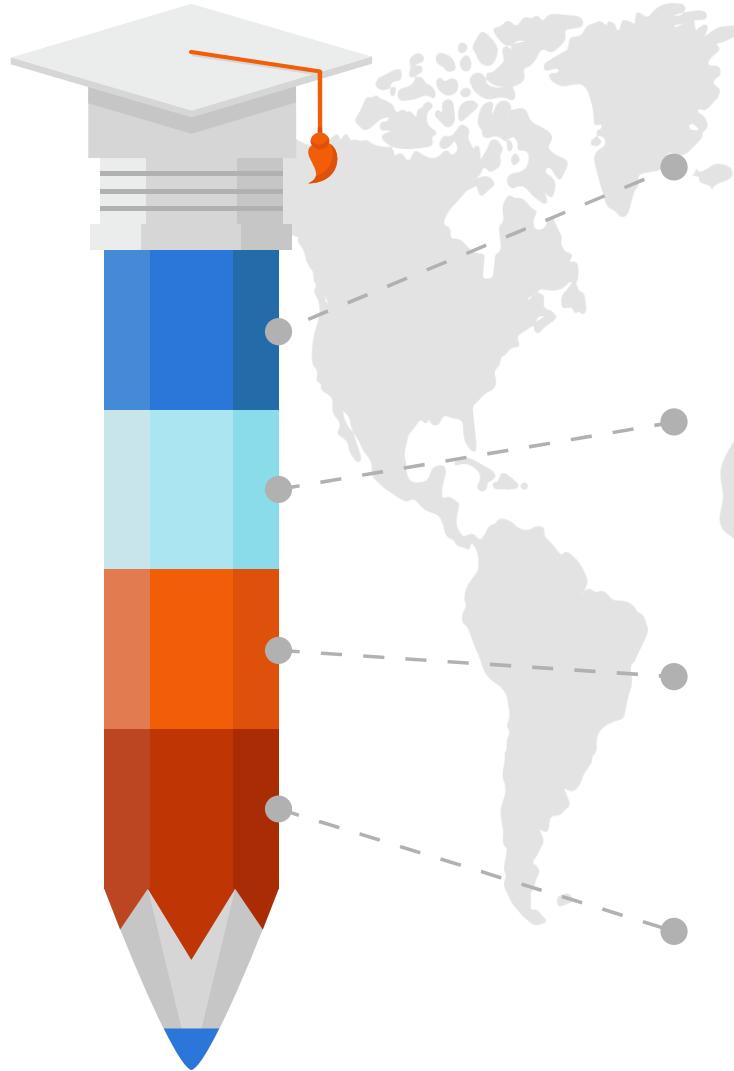
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Postgraduate Candidature Checklist	Link/URL
English Programme	http://bit.ly/checklistenglish
By Research	http://bit.ly/checklistbyresearch
By Coursework	http://bit.ly/checklistbycoursework

Or you can access it through SGS website at:

<https://sgs.upm.edu.my/> > 'CURRENT STUDENTS' > 'Postgraduate Candidature Checklist'



Programme Requirement

- Pass compulsory courses for programme
- CGPA 3.000 & above
- Research: passed thesis examination + publication requirements
- Coursework: complete internship/training (if any)
- Pass National Language Competency (LPM2100)



Endorsement

University Graduate Studies Committee



Approval

Senate



Award of Degree

Graduation

Briefing

by

Assoc. Professor Dr. Nitty Hirawaty Kamarulzaman

Deputy Dean (Admission, Institutional Relations and Financial Aid)

School of Graduate Studies
Universiti Putra Malaysia



Contents

School of Graduate Studies



International Collaborative Programme (ICP)
(Joint/Dual/Double/Cotutelle Degree)



Programme by Industry
(Master and PhD by Industry)



Student Mobility Programme (SMP)
(Semester Exchange & Research Attachment)



Financial Assistance and Scholarships
(Local and International Scholarships & Financial Aid)



UPM-International Collaborative Programme (UPM-ICP)



What is UPM-ICP?

A postgraduate programme jointly developed and offered by UPM and a partner international university.

In UPM, the ICP was first introduced in March 2009 with The University of Sheffield (TUoS) under a Joint Degree.

Benefits of Enrolling in ICP

- **CONFERNMENT OF DEGREE**
Obtain a degree / degrees from two universities.
- **TUITION FEE AND SCHOLARSHIP**
Tuition fee waiver and opportunity to obtain scholarship at selected partner universities.
- **FACILITY**
Opportunity to access world class facilities.
- **EXPERIENCE AND NETWORKING**
Opportunity to build and expand networks as well as gaining different experience and trainings.



Types of ICP Offered by UPM



JOINT
DEGREE



DUAL
DEGREE



DOUBLE
DEGREE



COTUTELLE
DEGREE



Joint Degree

A programme of study which involves a collaboration of two or more degree granting institutions that are equal standing in developing and offering the programme. This programme **leads to the conferment of one degree with one scroll by the institutions.**

Dual Degree

Two programmes of study from the same field or 'almost the same' which involve a collaboration by two degree granting institutions that are equal standing in developing and offering the programme. This programme **leads to the conferment of one degree with two scrolls by the institutions.**

Double Degree

Two programmes of study from different fields which involve a collaboration from the same institution or two degree granting institutions that are equal standing in developing and offering the programme. This programme **leads to the conferment of two degrees by the institutions (1 degree / institution).**

Cotutelle Degree

A **joint supervision** programme between two institutions. Unlike other ICP programmes, an agreement must be made for each student. **This programme leads to the conferment of one degree with two scrolls by the institutions.**





JOINT DEGREE

- ✓ **Full time - research based** programme. Conversion - not later than the 2nd semester of study.
- ✓ **Joint supervision** between UPM and partner university.
- ✓ **Joint examination committee** for thesis and **one time viva voce**.
- ✓ Produce only **one (1) thesis**.
- ✓ Residential duration at partner university:
 - Master : Min 6 months
 - PhD : Min 12 months
- ✓ Study duration:
 - Master : 1-3 years
 - PhD : 2-5 years



DUAL DEGREE

- ✓ **Full time - research based** programme. Conversion - not later than the 2nd semester of study.
- ✓ **Joint supervision** between UPM and partner university.
- ✓ **Joint examination committee** for thesis and **one time viva voce**.
- ✓ Produce only **one (1) thesis**.
- ✓ Residential duration at partner university:
 - Master : Min 6 months
 - PhD : Min 12 months
- ✓ Study duration:
 - Master : 1-3 years
 - PhD : 2-5 years



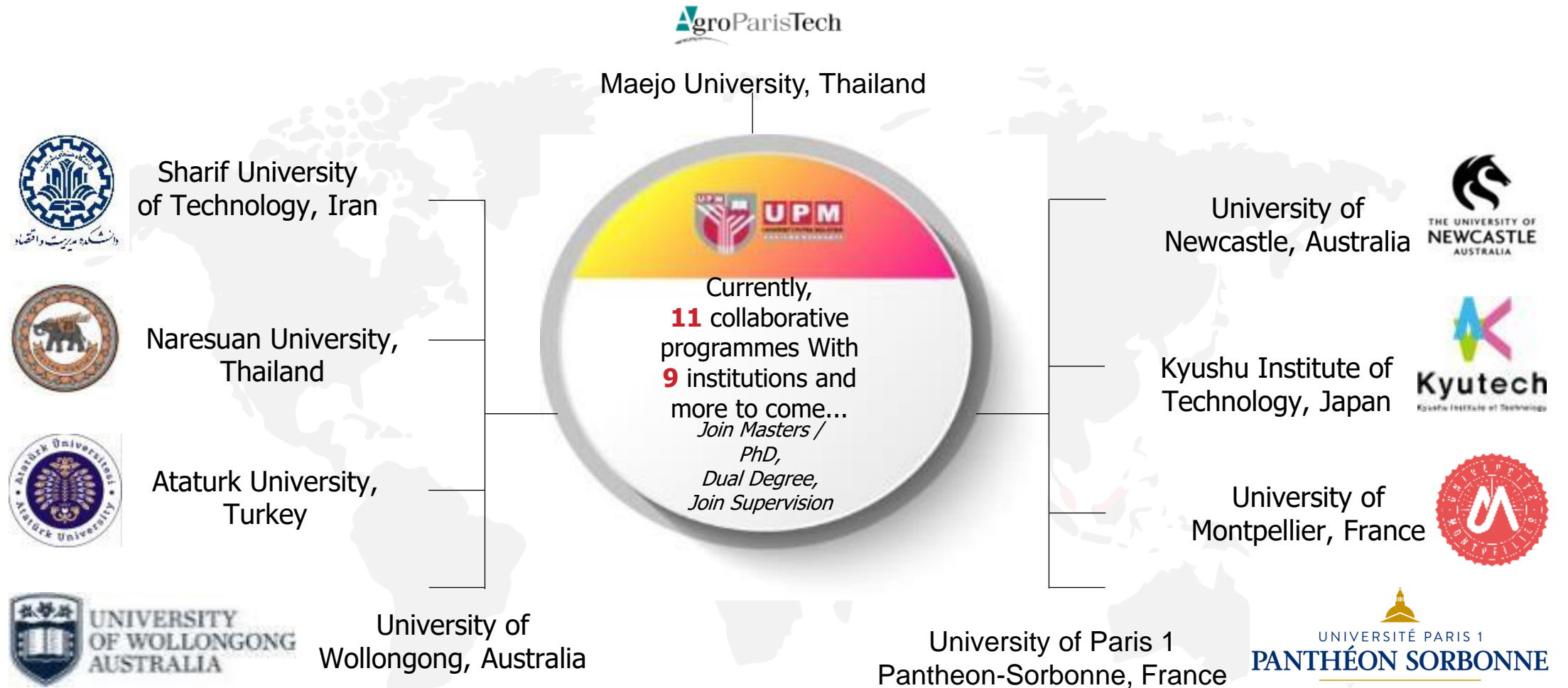
COTUTELLE DEGREE

- ✓ **Full time - research based** programme. Conversion - not later than the 2nd semester of study.
- ✓ **Joint supervision** between UPM and partner university.
- ✓ **Joint examination committee** for thesis and **one time viva voce**.
- ✓ **An agreement will be made for each student. Respective faculty/ school/ institute which the student is placed will be an anchor of the agreement.**
- ✓ Produce only **one (1) thesis**.
- ✓ Residential duration at partner university:
 - Master : Min 6 months
 - PhD : Min 12 months
- ✓ Study duration:
 - Master : 1-3 years
 - PhD : 2-5 years



DOUBLE DEGREE

- ✓ **Full time - research based** programme. Conversion - not later than the 2nd semester of study.
- ✓ **Joint supervision** between UPM and partner university.
- ✓ **Separate joint examination committee for thesis and two times viva voce**.
- ✓ Produce **two (2) theses**.
- ✓ Residential duration at partner university:
 - Master : **Min 12 months**
 - PhD : **Min 24 months**
- ✓ Study duration:
 - Master : **2-4 years**
 - PhD : **3-6 years**





University of Newcastle, Australia

All fields of study offered in UPM and UoN can be conducted under a Joint Degree.

UPM

Standard tuition fees will be charged for the whole duration of study and paid to UPM only.

UoN

Tuition fee at UoN is waived.



Kyushu Institute of Technology, Japan

- Engineering
- Computer Science
- Life Science

UPM

Standard ICP rate will be charged for the whole duration of study and paid to UPM only.

KYUTECH

Tuition fee at KYUTECH is waived.



Naresuan University, Thailand

- Health Sciences
- Medical Science
- Nursing
- Public Health
- Agriculture
- Natural Resources & Environment
- Architecture
- Engineering
- Science
- Business
- Economics
- Communications
- Social Sciences
- Education

UPM

Standard ICP rate will be charged for the whole duration of study and paid to UPM only.

NU

Tuition fee at NU is waived.



Ataturk University, Turkey

- Industrial Engineering
- Biology
- Chemical Engineering
- Electrical and Electronic Engineering
- Food Engineering

UPM

Standard ICP rate will be charged for the whole duration of study and paid to UPM only.

AU

Tuition fee at AU is waived.



Sharif University of Technology, Iran

- Social and Behavioral Science
- Business and Administration
- Physical Science
- Mathematics
- Engineering and Engineering Trades

UPM

Standard ICP rate will be charged.

SUT

SUT standard fees will be charged.



Maejo University, Thailand

Food Engineering
Agricultural Process Engineering
Engineering Bioprocess Engineering
Packaging Engineering

Standard tuition fees will be charged for the whole duration of study and paid to UPM only.

MJU

Tuition fee at MJU is waived.



University of Wollongong, Australia

Multimedia Computing

UPM

Standard ICP rate will be charged for the whole duration of study and paid to UPM only.

UoW

Tuition fee at UoW is waived



University of Montpellier, France

Ecology and Biodiversity

The payment of fee will be based on the student's residential.



University of Paris 1 Pantheon-Sorbonne, France

• Agricultural Policy

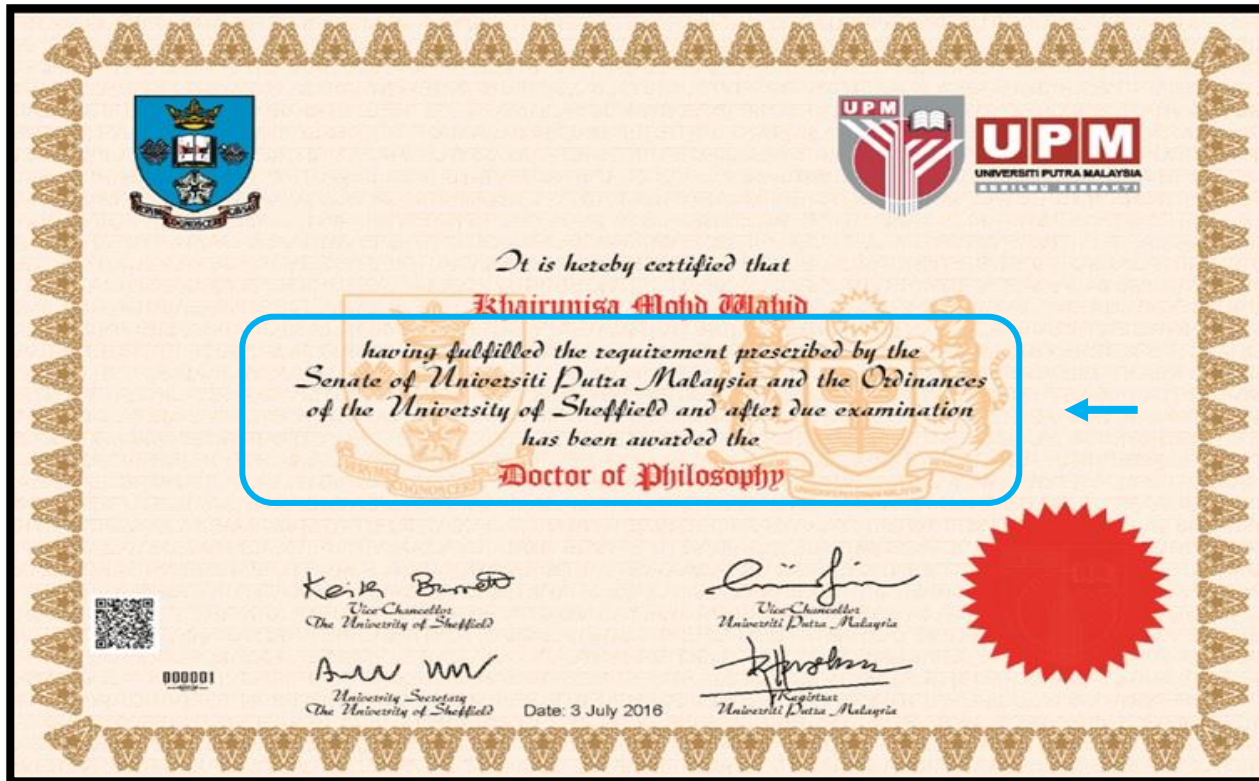
The payment of fee will be based on the student's residential.

Example of Certificates – Joint Degree

School of Graduate Studies

Joint Degree

Dual Degree

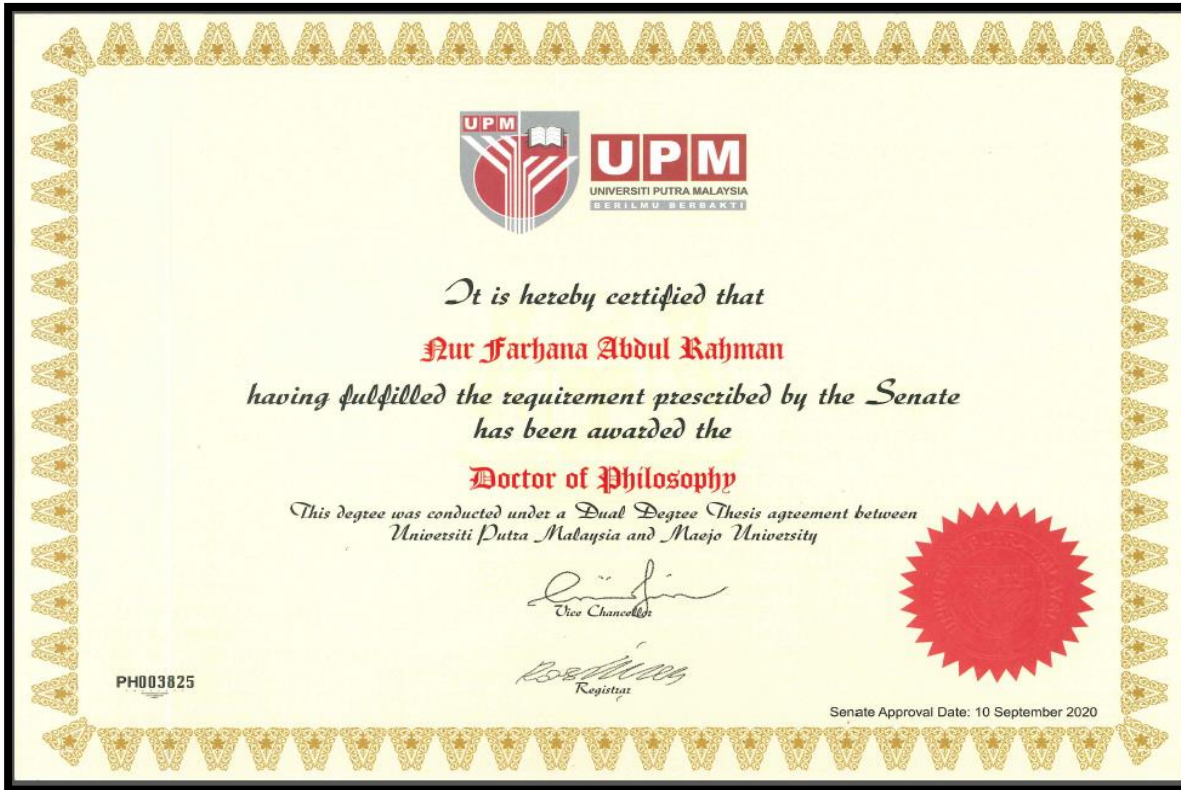


Example of Certificates – Dual Degree

School of Graduate Studies

Maejo University, Thailand

Naresuan University, Thailand



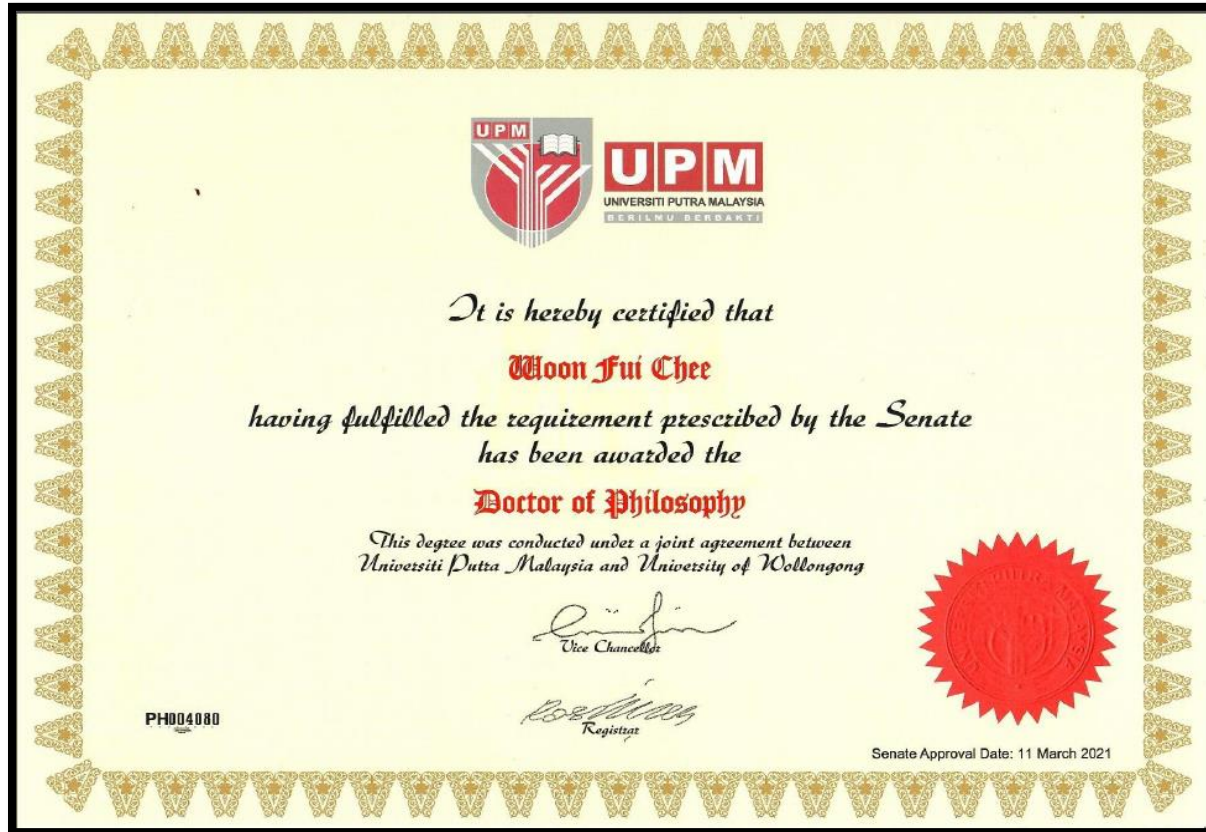
Example of Certificates – Cotutelle Degree

School of Graduate Studies

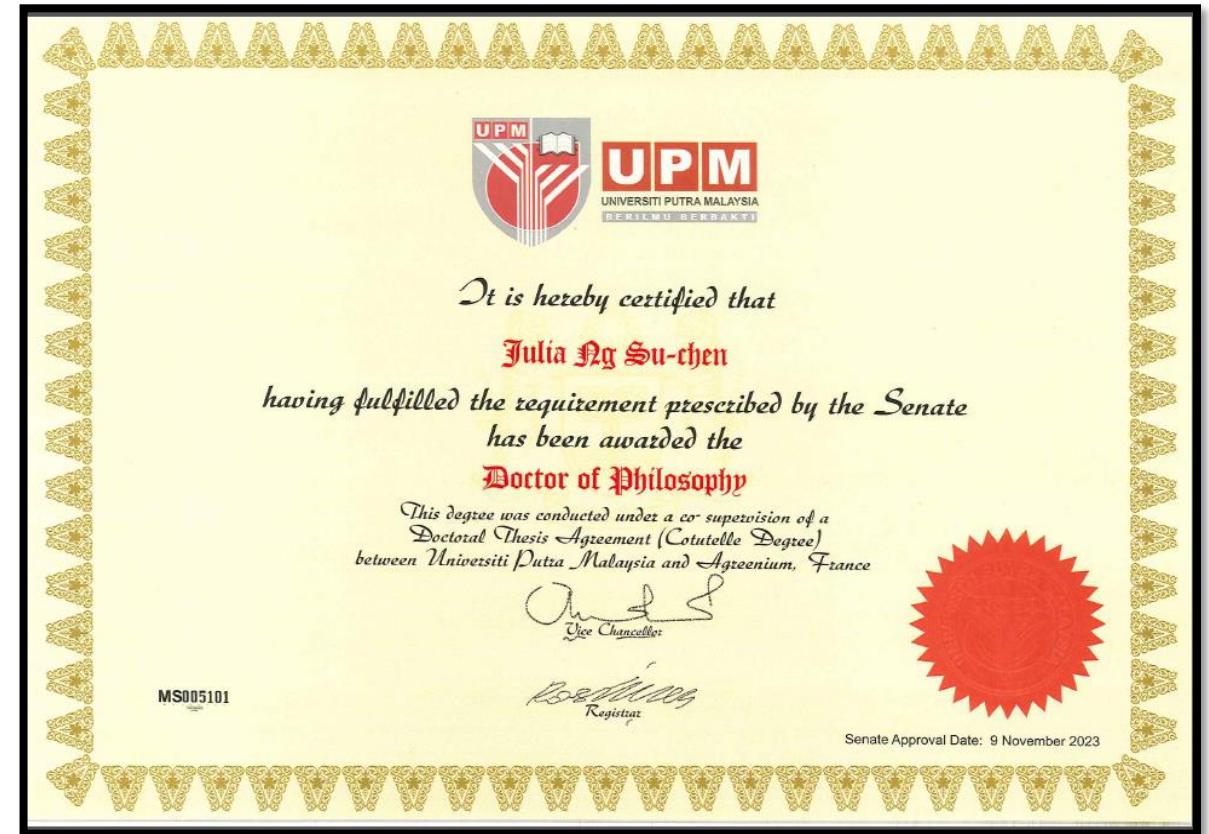
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WITH KNOWLEDGE WE SERVE



Programme by Industry

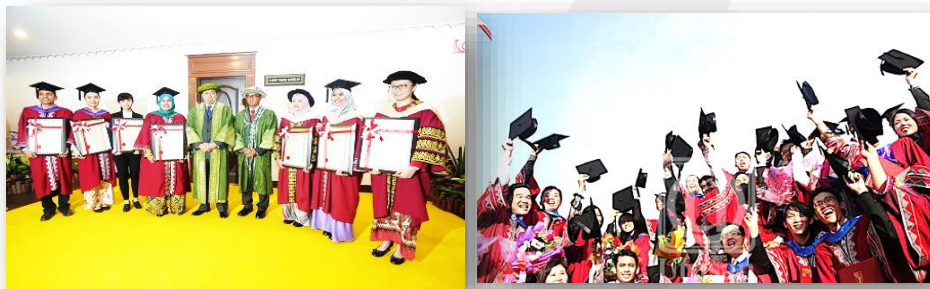
Background

Master by Industry and PhD by Industry.

Offers an **alternative route for industry practitioners** who wish to pursue a master or a doctoral degree without leaving their workplace.

Aims at **inspiring innovation and enhancing competitiveness at the industry** via industry-based research through collaboration with UPM.

Developed to **encourage knowledge sharing among industry practitioners and academicians** in producing highly knowledgeable professionals.



A **wide range of fields of study** are available – engineering, business and economics, agriculture, food technology, forestry, computer science, health sciences, biotechnology, etc.

Programme by Industry (cont.)

School of Graduate Studies



Programme requirements:
Registration, coursework, submission of progress reports, CE (for PhD), viva, thesis and publication.



Residential requirement: At least one (1) month



Implementation of Programme

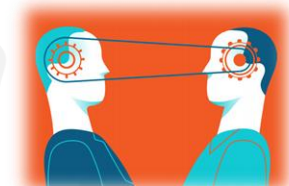
MoU/MoA/LoI shall be signed if the need arises between student, UPM, and industry. The respective faculty will be the anchor of the agreement.



The **viva voce** will be conducted at UPM.



Joint supervision between UPM and industrial supervisor.



The research project **will be conducted at the industry.**

Admission Requirements

- ❖ Applications are open to local and international candidates with academic qualifications that **fulfill the requirements of normal Master and PhD programmes**, including specific requirements (if any) and International candidates must fulfill the **UPM English Requirements**.
- ❖ The candidates must be **currently employed by a private company** only. Civil servant, private college/university staff are not eligible to apply. Civil servants and private college/university staff are not eligible to apply.
- ❖ Must obtain a **written consent from the employer** prior to joining the programme. The employer must also agree to **provide sufficient funding to support the research activities** conducted by the candidates at the workplace.

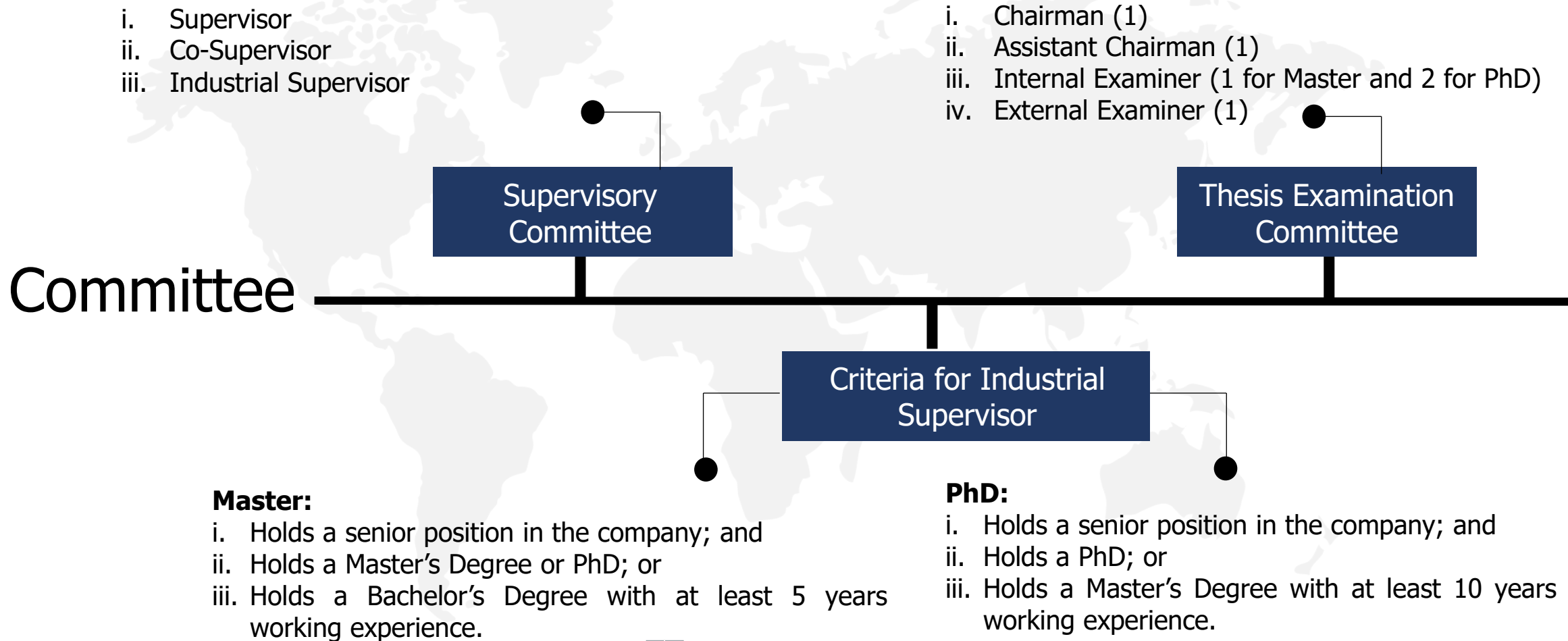
Duration of Study

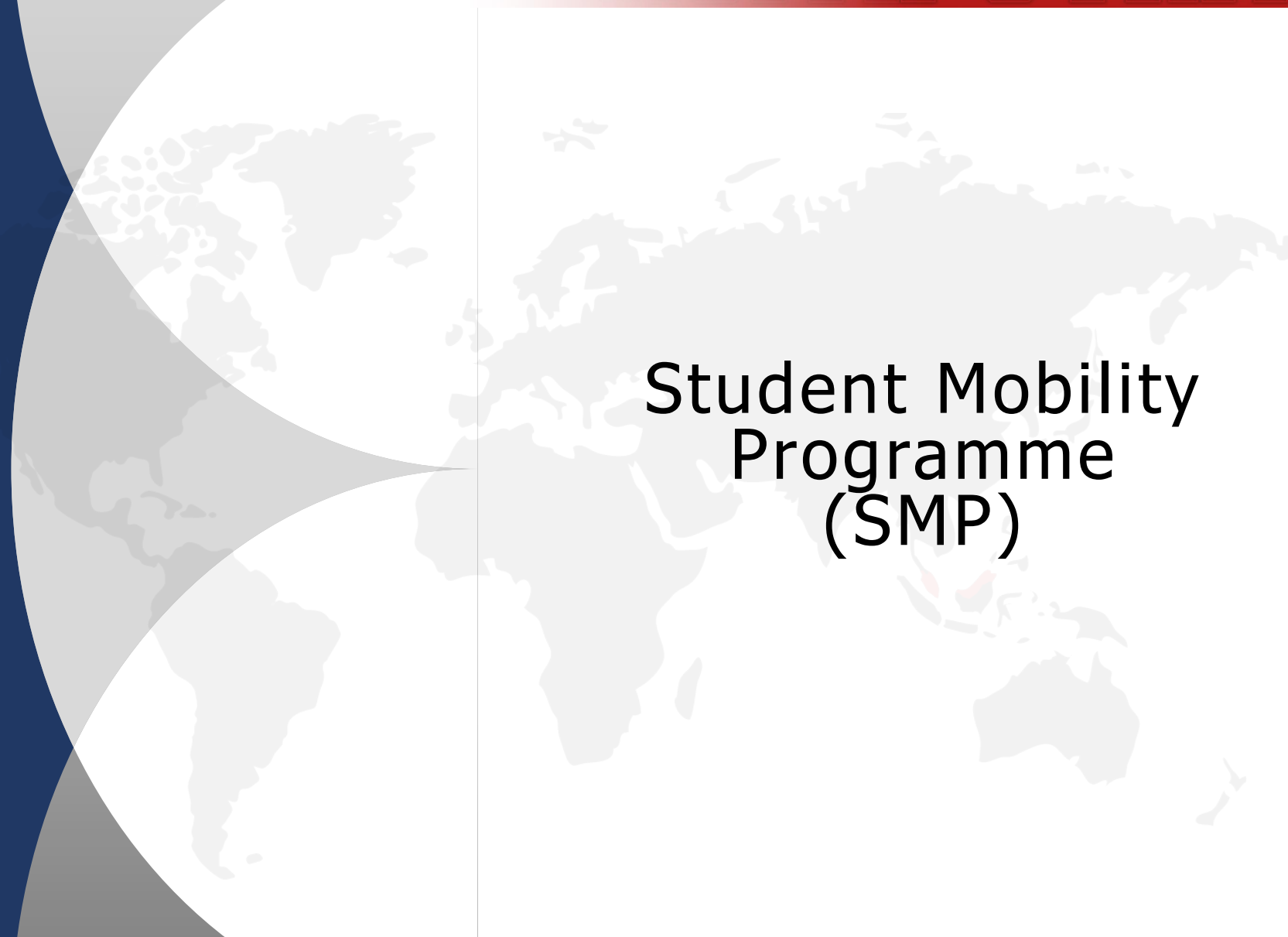
- ❖ Master : 1 to 3 years
- ❖ PhD : 2 to 5 years

Fee Structure

Cluster	Local	International
Medical	RM13,250	RM27,900
Science and Technology	RM12,050	RM27,850
Social Science	RM11,250	RM25,900

Cluster	Local	International
Medical	RM31,500	RM64,650
Science and Technology	RM29,100	RM60,200
Social Science	RM27,500	RM50,500





Student Mobility Programme (SMP)

Student Mobility Programme (SMP)

School of Graduate Studies

A mobility programme involves the exchange of a student in or outside the country. The SMP includes international and local mobility where students may wish to embark on the semester exchange or research attachment as well as a study visit to another university/institution. Generally, there are two (2) types of mobility namely **Inbound Mobility** and **Outbound Mobility** in which can be categorized as below:


Inbound and Outbound Mobility Programme	With Credit Transfer	Non-Credit Transfer
	Semester Exchange	Short Term Programme / Field Work / Study Visit
	Internship Programme	Research Attachment



SEMESTER EXCHANGE

✓ Open for **local and international students from other universities** to have academic experience at UPM by enrolling in the **graduate courses**.

✓ **Non graduating** programme but must be officially registered with UPM.


 **FEES** ✓ **RM 725.00** per semester with additional **credit fees** charged by the faculty.



RESEARCH ATTACHMENT

✓ Open for **local and international students from other universities** to conduct part of their **research** at UPM.

✓ **Non graduating** programme but must be officially registered with UPM.

 **FEES** ✓ **RM 725.00** per semester with additional **bench fees** charged by the faculty/institute.

How to Apply?

1. Online application through <http://sgsportal.upm.edu.my:8080/sgsportal/>;
2. Choose the Non-Graduating programme and preferred semester;
3. SGS issues an official offer letter upon endorsement by the host faculty/institute.

Outbound Mobility

School of Graduate Studies

- ❖ Postgraduate students who will be going for their outbound mobility programme are required to get an approval to study abroad from the **Putra International Centre (i-PUTRA)** prior to their departure.
- ❖ Applicants are required to submit the application forms and supporting documents at least three (3) months before the programme commences. The application shall be submitted to the Mobility Section at mobility@upm.edu.my.
- ❖ Please visit <https://intl.upm.edu.my/mobility/outbound-8409> for detailed information on the application procedures and checklist for outbound mobility.





Financial Assistance

School of Graduate Studies

Financial Assistance By UPM



Fellowships

❖ Graduate Research Fellowship (GRF)

Note: For international students, the equivalent GRF is the International Graduate Research Fellowship (IGRF). However, this fellowship is currently unavailable.



Assistantships

❖ Graduate Research Assistantship (GRA)

❖ Special Graduate Research Allowance Scheme (SGRA)

Scholarships

❖ International Graduate Student Scholarship (IGSS)

❖ Putra Alumni Scholarship Scheme (PASS)

❖ Special Scholarship for Journalist (BKW)

❖ Financial Incentive for Excellent Graduates (BYSC)

❖ Fee Exemption Incentive For Sponsors Scheme (FEISS)

❖ UC-SEARCA, QECS, OWSD – International scholarship



Others

❖ Attending research attachment Abroad

❖ Attending International Presentation



Visit SGS website at <http://www.sgs.upm.edu.my>



Welcome To The Official Portal Of
SCHOOL OF GRADUATE STUDIES

Access 'FINANCIAL ASSISTANCE & SCHOLARSHIPS'

HOME DIRECTORY FEEDBACK SITE MAP FAQ LOCATION

Search... Q

EN

ABOUT US PROSPECTIVE STUDENTS NEW STUDENTS CURRENT STUDENTS PROGRAMME OF STUDY **FINANCIAL ASSISTANCE & SCHOLARSHIPS** THESIS PUTRA SARJANA
OTHER INFORMATION CONTACT CONVOCATION

Consequences of GRADUATE RESEARCH FELLOWSHIP (GRF) BREACH OF CONTRACT

How do the recipients of GRF breach their contract?

- Behave inappropriately;
- Does not carry out tasks well;
- Does not adhere to the laws and regulations;
- Charged with any disciplinary action;
- Involved in activities contrary to the objectives of the fellowship;
- Obtain "Probation" or "Fail and Terminated" status;
- Withdraw from study;
- Leave UPM before completing study;
- Violate the law of this country;
- Change programme of study without the consent of UPM;
- Work or receive any other Scholarship/ Allocation/ Financial Assistance/ Award from any other agencies, institution or bodies without permission from UPM;
- Fail to produce and publish before completing study:
 - For Master : At least one (1) journal paper or accepted to be published in JCR
 - For PhD : Produce and publish two (2) journal papers or accepted to be published (one in CIJ and one of them in Q1 or Q2)
- The recipient's supervisor applies to terminate the award granted (for reasons other than graduation) before the semester ends.

What is the implication of breach of contract? Recipient of GRF is responsible to reimburse all the cost and expenses incurred by UPM, including tuition fees and allowances, or as claimed by UPM (including legal fees issued by UPM) in ensuring the reimbursement of any amount spent by UPM as stated in the Agreement sign by both parties.

For more information, please email sgs_financialaid@upm.edu.my.

facebook.com/UniPutraMalaysia @uputramalaysia instagram.com/uniputramalaysia youtube.com/user/bppupm

4 QUALITY EDUCATION

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WITH KNOWLEDGE WE SERVE

#UNSDG

Types of Financial Assistance	Details	Category of Applicant	Duration of Sponsorship	Tuition Fee Waiver	Monthly Allowance	Reciprocal Obligations
Graduate Research Fellowship (GRF)	Funded from the university fund	<ul style="list-style-type: none"> Local Master and PhD Programme by research 	Master: <ul style="list-style-type: none"> Max sem 4 PhD: <ul style="list-style-type: none"> Max sem 6 	Masters: Medicine = RM1,200 Science = RM900 Social Science = RM700 PhD: Medicine = RM1,600 Science = RM1,400 Social Science = RM1,200	Masters: RM1,000 PhD: RM1,300	<ul style="list-style-type: none"> Assist in the teaching/ tutorial/ laboratory of 4 hours per week for Master and 6 hours per week for PhD. Produce journal articles as the first/ corresponding author prior to the graduation. Bound by Agreement.
Graduate Research Assistantship (GRA)	Funded by the Advisor/ Supervisor/ Member of the Supervisory Committee's research grant	<ul style="list-style-type: none"> Local and International Master and PhD Programme by research 	Master: <ul style="list-style-type: none"> Max sem 4 PhD: <ul style="list-style-type: none"> Max sem 6 	Masters: Medicine = RM1,200 Science = RM900 Social Science = RM700 PhD: Medicine = RM1,600 Science = RM1,400 Social Science = RM1,200	Depends on the total hours allocated to assist in teaching; 3 hours / week: RM1,125 4 hours/ week: RM1,300 6 hours / week: RM1,500	<ul style="list-style-type: none"> Assist in teaching/ tutorial/ practical activities/ laboratory works for a period of not exceeding 6 hours per week including semester break. Bound by Agreement.

Financial Assistance

School of Graduate Studies

Types of Financial Assistance	Details	Category of Applicant	Duration of Sponsorship	Tuition Fee Waiver	Monthly Allowance	Reciprocal Obligations
Special Graduate Research Assistantship (SGRA)	Funded by the Advisor/ Supervisor/ Member of the Supervisory Committee's research grant	<ul style="list-style-type: none"> Local and International Master and PhD Programme by research 	Master: Max sem 6 PhD: Max sem 10	n/a	Masters: RM1,800 PhD: RM2,300 Notes: Can be considered for higher allowance subject to the sv's approval, amount of grant allocation and ceiling rate as stipulated in the sponsor's guidelines.	No
International Graduate Student Scholarship (IGSS)	Student with excellent academic records from countries within Southeast Asia, South Asia, Central Asia, the Middle East, and Africa	<ul style="list-style-type: none"> International PhD Programme by research 	Max sem 6	30-50% tuition fee waiver (quota basis)	No	No
Putra Alumni Scholarship Scheme (PASS)	For UPM Alumni	Local: <ul style="list-style-type: none"> For Alumni PhD International: <ul style="list-style-type: none"> For Alumni and Alumni's children Master and PhD Note: Programme by research	Local: Max sem 6 International: Master: Max sem 4 PhD: Max sem 6	Alumni: 10% of the tuition fee Alumni's children: 30 – 50% of the tuition fee	No	No

Types of Financial Assistance	Details	Category of Applicant	Duration of Sponsorship	Tuition Fee Waiver	Monthly Allowance	Reciprocal Obligations
Biasiswa Khas Wartawan (BKW)	For Journalist	<ul style="list-style-type: none"> Local Master and PhD Programme by Coursework and Research 	<p>Master by Coursework: Max sem 3</p> <p>MSc: Max sem 4</p> <p>PhD: Max sem 6</p>	<p>Master by Coursework: RM500 per sem</p> <p>MSc: RM700 per sem</p> <p>PhD: RM1,200 per sem</p>	No	<p>Linkages: 3 linkages for Master and 6 linkages for PhD.</p> <p>Local Writing: 2 writings for Master and 3 writings for PhD throughout study period.</p> <p>International Writing: 1 writing for Master and 2 writings for PhD throughout study period.</p>
Financial Incentive for Graduate Students (BYSC)	<p>a) Muslim; and</p> <p>b) Asnaf; or</p> <p>c) Fisabilillah; or</p> <p>d) Disabled (OKU)</p>	<ul style="list-style-type: none"> Local and International Master and PhD Programme by Coursework and Research 	<p>Master by Coursework: Max sem 3-4 (depends on student's offer letter)</p> <p>MSc: Max sem 4</p> <p>PhD: Max sem 6</p>	30%	No	No

Types of Financial Assistance	Details	Category of Applicant	Duration of Sponsorship	Amount	Reciprocal Obligations
Attending Research Attachment	To attend research attachment abroad	<ul style="list-style-type: none"> Local Master and PhD 	One-off (claim basis)	Southeast Asia (except Singapore and Brunei) : RM3,000 Asia (including Singapore and Brunei): RM4,000 Other countries: RM5,000	No
Attending International Presentation	To attend conference / seminar abroad as an oral presenter	<ul style="list-style-type: none"> Local and International PhD 	One-off (claim basis)	Southeast Asia (except Singapore and Brunei) : RM1,000 Asia (including Singapore and Brunei): RM1,500 Other countries: RM2,000	No

Note:

Fee Exemption Incentive For Sponsors Scheme (FEISS) – for sponsors only.

Publication Requirements under GRF

Master

One (1) journal article published or accepted in CIJ.

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PhD

- One (1) journal article published or accepted in CIJ and one (1) journal article published or accepted in JCR; or
- Two (2) journal articles published or accepted in CIJ with a proof of submission for a publication of journal article in JCR with decision.

CIJ – Journal in Scopus/ERA/In-cite JCR

JCR – Journal Citation Reports



International Grants and Scholarships

School of Graduate Studies

University Consortium Grants

Note : For existing UPM students

- ❖ University Consortium (UC) Student Travel Grants
- ❖ University Consortium (UC) Matching Grant for Mobility
- ❖ University Consortium (UC) Student Thesis Grant for Production of Thesis
- ❖ University Consortium (UC) Student Thesis Grant for Research Activities/Publication Fees



SEARCA Scholarships

Note : For prospective students

- ❖ DAAD SEARCA Scholarship
- ❖ Agropolis Foundation - SEARCA Scholarship
- ❖ UPM - SEARCA Scholarship



How to Apply?

<https://uc.searca.org/grants> | <https://www.searca.org>

**Subject to the terms and conditions*

QECS



Please visit : <https://www.acu.ac.uk/funding-opportunities/for-students/scholarships/queen-elizabeth-commonwealth-scholarships/>

Note : For prospective students

- ❖ Fully funded **Master's degree** scholarship to serve the low or middle-income country of the Commonwealth:
Bangladesh, eSwatini, Ghana, Kenya, Mauritius, Pakistan, Rwanda, Tanzania, Uganda, the West Indies (Jamaica, Barbados or Trinidad), Zambia and etc.
- ❖ Hosted by member institutions in 12 countries including **Malaysia**.

OWSD



Note : For prospective students

- ❖ Fellowships for **women** scientist from the Least Develop Countries (LDCs) to study a **PhD** in 9 universities, including Malaysia.
- ❖ Two types; **Full-time PhD Fellowship** and **Sandwich Fellowship**.
- ❖ Covers:
Return air travel, tuition fees, living expenses, medical insurance, visa-related expenses, travel allowance for international conference.

Please visit: <https://owsd.net/career-development/phd-fellowship>

For Inquiries and Concerns

MAILING ADDRESS

Institutional Relations and Financial Aid Unit
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Universiti Putra Malaysia
43400 UPM Serdang.

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Contact us



Briefing

by

Professor Dr. Rusmawati Said
Deputy Dean (Thesis, Student Affairs and Media)
School of Graduate Studies
Universiti Putra Malaysia



Thesis Examination Process

School of Graduate Studies



PUBLICATION REQUIREMENT

All students in degree programmes by research must show proof of having published or accepted journal articles (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:

Programme	Minimum Publication Requirement	
	Without GRF	GRF/iGRF Recipient
PhD	<ul style="list-style-type: none"> ❖ Two (2) journal articles published or accepted in CIJ; or at least ❖ One (1) journal article published or accepted in CIJ and one (1) journal article 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) 	<ul style="list-style-type: none"> ❖ One (1) journal article published or accepted in CIJ and one (1) journal article published or accepted in JCR; or ❖ Two (2) 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 (1) of the journal articles that is accepted/published in CIJ).

Graduation Requirements (cont.)

School of Graduate Studies

Programme	Minimum Publication Requirement (Social Sciences)	
	Without GRF	GRF/iGRF Recipient
Master's	One (1) journal article accepted/published from any of the categories below: <ul style="list-style-type: none">❖ Journal listed in CIJ.❖ Journal published by the University or scientific publisher or listed in MyJurnal (Malaysian Journal Management System).❖ 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).	One (1) journal article published or accepted in CIJ.

Note:

- 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
- CIJ – Journal in Scopus/ERA/In-cite JCR

Briefing

by

Professor Dr. Rusmawati Said
Deputy Dean (Thesis, Student Affairs and Media)
School of Graduate Studies
Universiti Putra Malaysia



Student Affairs

School of Graduate Studies



- ❖ Assisting the Student Affairs Division (BHEP) under the purview of the Deputy Vice Chancellor (Student Affairs and Alumni) managing matters related to welfare of **active** postgraduate students such as:
 - ❑ accident and death management involves local and international postgraduate students
 - ❑ provides facilities for bus and small transport service (in campus)
 - ❑ student disciplinary management

- ❖ Manages postgraduates' extra-curricular activities through programmes, student ambassadors, associations and many more.
- ❖ Conducts exciting annual events such as:
 - ❑ Three Minutes Thesis (3MT) Competition
 - ❑ Community projects
 - ❑ Industry linkages and many more!



What is Putra Sarjana?

- ❖ A learning support programme designed to develop a range of necessary skills that can apply in:
 - ❑ Research activities and subsequent careers
 - ❑ Academics or otherwise



COURSES LISTED IN PUTRA SARJANA PROGRAMMES

ACADEMIC DEVELOPMENT

- How to be a Successful Researcher
- Manuscript Writing and Publication
- Grammar Points
- Presentation Skills
- The Viva Voce
- Etc.

PROFESSIONAL DEVELOPMENT

- Academic Careers
- Introduction to Teaching
- Effective Correspondence in English
- Time Management
- Getting the Job: Interviewee Skills and Resume Writing
- Etc.

ETHICS AND MORALS

- Academic Integrity
- Avoiding Plagiarism
- Intellectual Property Protection
- Scientific Research Ethics
- Etc.

COMMUNITY LINKAGES

- Industrial Talk/Linkage
- Career Talk
- CEO Talk
- Alumni Talk
- Etc.



Contact / SGS Group Email

School of Graduate Studies

Contact	Services Provided
pg_admission@upm.edu.my	<ul style="list-style-type: none">❖ Admission application❖ Deferment of admission❖ English requirements❖ Registration for new students
sgs_academic@upm.edu.my	<ul style="list-style-type: none">❖ Deferment of semester❖ Add/drop subject❖ Academic candidature❖ Supervision❖ Examination❖ Graduation (Transcript, Senate Letter, Certificate)❖ Confirmation Letter
sgs_financialaid@upm.edu.my	Financial assistance/scholarships (GRF, SGRA, GRA, IGSS, PASS & BKW)
sgs_intl.programme@upm.edu.my	<ul style="list-style-type: none">❖ Dual/Joint degree❖ Financial assistance for seminar/conference and research attachment❖ Non-graduating programme
sgs_thesis@upm.edu.my	<ul style="list-style-type: none">❖ Thesis submission for examination❖ Thesis submission after the final examination (viva voce)❖ Viva voce arrangement❖ Appointment of examiners❖ Publication Requirements (GS-25)
sgs_putrasarjana@upm.edu.my	<ul style="list-style-type: none">❖ Students' general welfare❖ Learning support programme❖ SGS social network sites
bursar.student_pg@upm.edu.my	<ul style="list-style-type: none">❖ Tuition fees❖ Dropped status due to outstanding fees
visapass@upm.edu.my	<ul style="list-style-type: none">❖ New application for Student Pass❖ Extension/Renewal Pass❖ New/Renewal Dependant Pass Application
idec_helpdesk@upm.edu.my	UPM-ID student email (e.g GS12345@student.upm.edu.my) issues
cadeinovasi@upm.edu.my	Putra Blast (content or profile) issues

Social Network Sites

School of Graduate Studies



 @sgsupm

SGS social network sites (**Facebook, Instagram, Telegram and Youtube**) are encouraged for students to obtain the latest announcements/updates related to UPM postgraduates or studies .

Thank You

 @sgsupm

For further enquiries, please contact
us at sgs_putrasarjana@upm.edu.my
Student Affairs and Media Unit
School of Graduate Studies
Universiti Putra Malaysia