UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

PUTRA
PERTANIAN UNTUK RAKYAT

SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سکوله ڤڠاجين سيسوازه

OATH-TAKING CEREMONY

AND BRIEFING FOR NEW POSTGRADUATE STUDENTS
FIRST SEMESTER 2024/2025

16th October 2024 | Wednesday | 8.00 am
Main Hall, Sultan Salahuddin Abdul
Aziz Shah & Culture Centre
Universiti Putra Malaysia

@sgsupm www.upm.edu.my

UPM UNIVERSITI PUTRA MALAYSIA BERILMU BERBAKTI

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Introductory Session

by

PROFESSOR DR. ZALILAH MOHD SHARIFF

Dean
School of Graduate Studies
Universiti Putra Malaysia

Vision, Mission & Niche Area

Universiti Putra Malaysia

Agriculture • Innovation • Life
With Knowledge We Serve

Vision

To become a university of international repute.

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

Education Goal

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

Values

Ihsan, Diversity, Sustainability

Quick Facts About
Universiti Putra Malaysia

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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

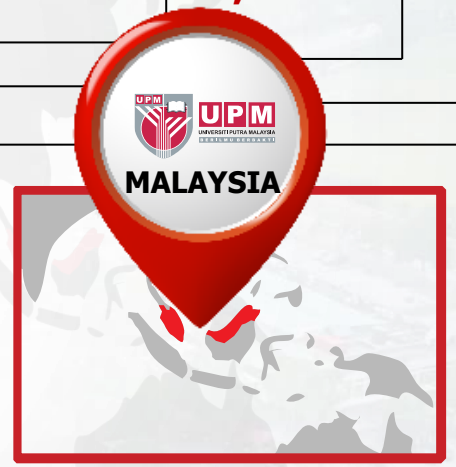
3000 Hectares
Located within 30 mins to Kuala Lumpur, Putrajaya & KLIA

157
Degree Programmes

15 Faculties
11 Institutes
2 Schools
1 Academy

100+
Student Organisations

7,100+ Staff



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

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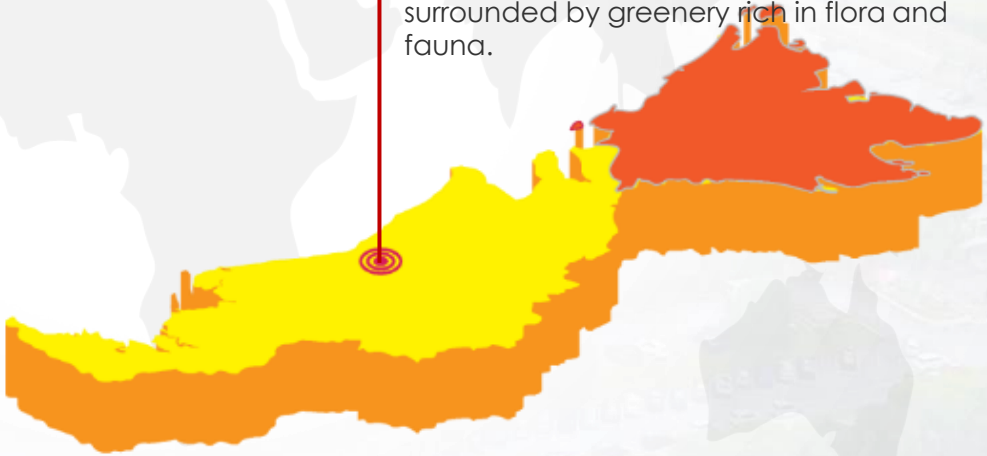
3000 Hectares

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.



Faculties/Schools/Institutes

Universiti Putra Malaysia

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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

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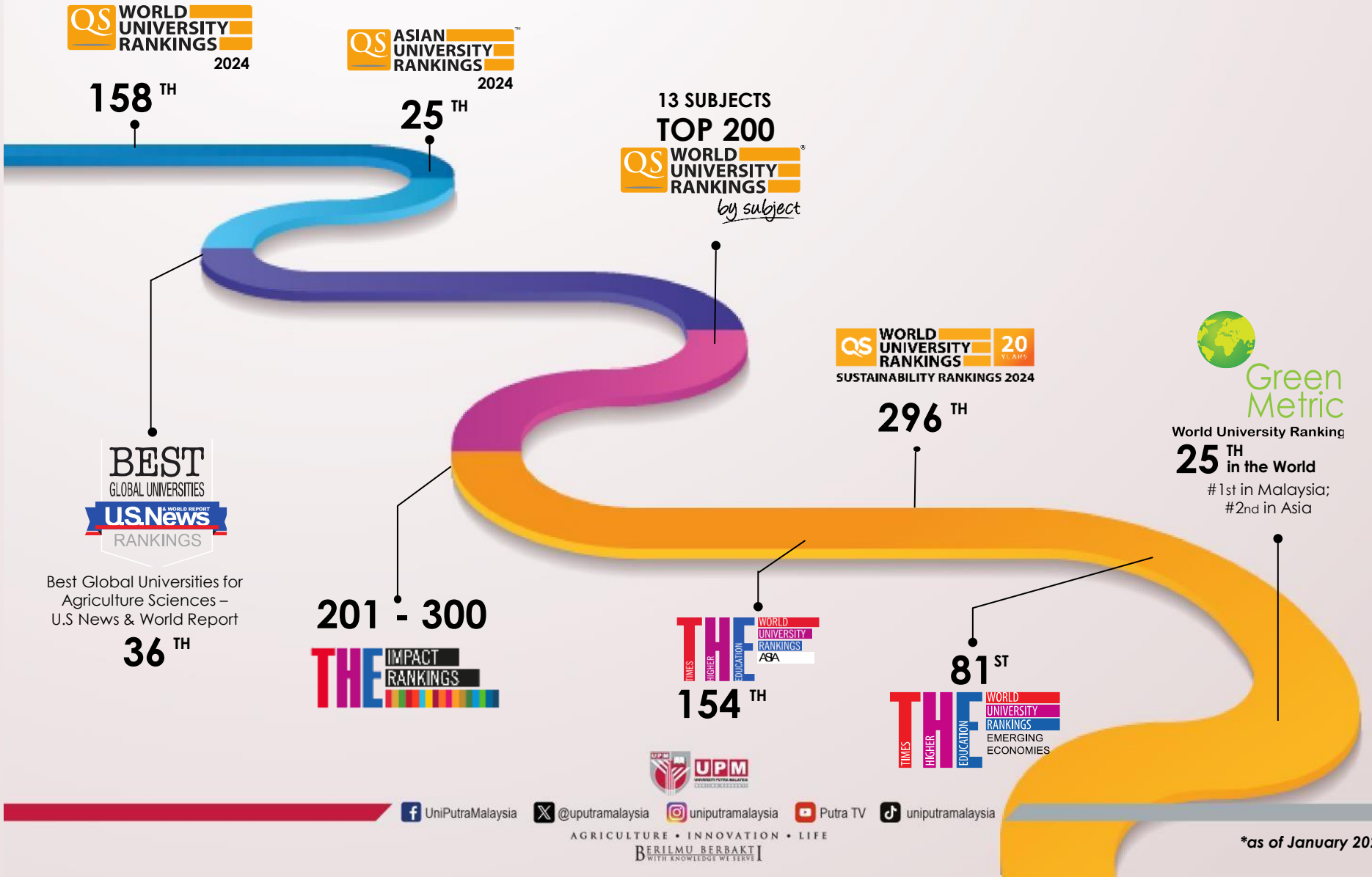
2 Schools

- School of Graduate Studies
- School of Business and Economics

INTERNATIONAL RANKING

Universiti Putra Malaysia



UPM

UniPutraMalaysia @uputramalaysia uniputramalaysia Putra TV uniputramalaysia

AGRICULTURE • INNOVATION • LIFE

BERILMU BERBAKTI WITH KNOWLEDGE WE SERVE

*as of January 2024

Quick Facts About SGS

Universiti Putra Malaysia

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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)

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

Our Customers

11,195 Total number of postgraduates

5,574 International postgraduates

5,621 Local postgraduates

5,297 Total PhD postgraduates

5,898 Total Masters postgraduates

The numbers are as of September 2024

Our Core Services

Universiti Putra Malaysia

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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 and 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).

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سکوله ڤڠاجين سيسوازه

Briefing

by

ASSOC. PROFESSOR DR. NITTY HIRAWATY KAMARULZAMAN

Deputy Dean
Admission, Institutional Relations and Financial Aid
School of Graduate Studies
Universiti Putra Malaysia

Our Team

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Things to do After Enrolment

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Download :
Download all related checklist from PutraENROLL for future reference and use

Activate UPM-ID :
New students need to activate UPM-ID before access to Student Portal, PutraBLAST, PutraVID

Activation link:
https://upmid01c.upm.edu.my/

Register Courses :
Course registration must be made **not later than the 2nd week of the semester through Student Portal**

Student Portal link:
http://sgsportal.upm.edu.my:8080/sgsportal/

Pay Credit Fee :
New students in Master by Coursework program needs to pay the credit fee not later than the **3rd week of the semester**

Email receipt to
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

Health Examination :

Local new students

- Can do at
  i. University Health Centre (PKU)
  ii. Any clinic or hospital throughout Malaysia
    - Use New Student health examination form.
    - Submit health examination report to University Health Centre (PKU) for endorsement during the verification of the registration process.

International new students

- Book the appointment through PutraENROLL
- must do at University Health Centre (PKU) after their arrival in Malaysia.

Visa Procedure for New International Students :

New students must prepare and submit completed document with original passport to i-PUTRA for student pass process.

Things to do After Enrolment (cont.)

School of Graduate Studies

Verify your documents :

1. All new students must verify their documents at Counter 2, School of Graduate Studies
2. Documents needed:
    i. Registration Checklist for New Student [Verification Purposes]
    ii. Original Passport for International/ Identity Card for Local
    iii. Original Certificate of Bachelor or/and Master's Degree
    iv. Original Transcript of Bachelor or/and Master's Degree and necessary additional documents (refer to https://sgs.upm.edu.my/content/submission_of_supporting_documents_for_admission_application-40589)
    v. English Proficiency Test (e.g. IELTS/TOEFL etc) – (**for international students only**)

New Students Webpage

School of Graduate Studies

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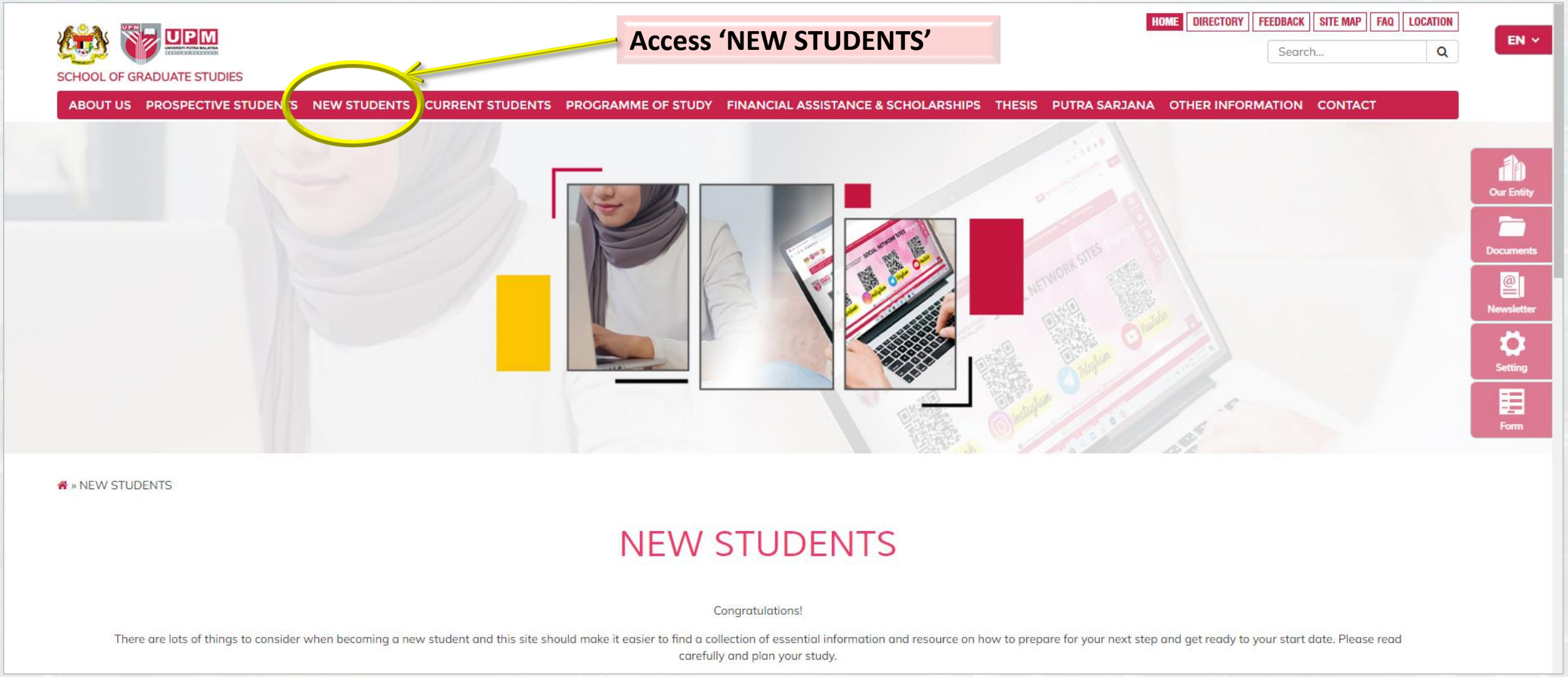
Visit SGS website at **http://www.sgs.upm.edu.my**



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

SECOND TRIMESTER 2024/2025

- 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)

FIRST SEMESTER 2024/2025

- 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
- Movement Procedure for International Students
- APPLICATION RESIDENTIAL COLLEGE FOR POSTGRADUATE STUDENTS UPM 2022

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SEKOLAH PENGAJIAN SISWAZAH
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Briefing

by

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Our Team

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Academic, Curriculum and Data

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Curiculum & Data

School of Graduate Studies

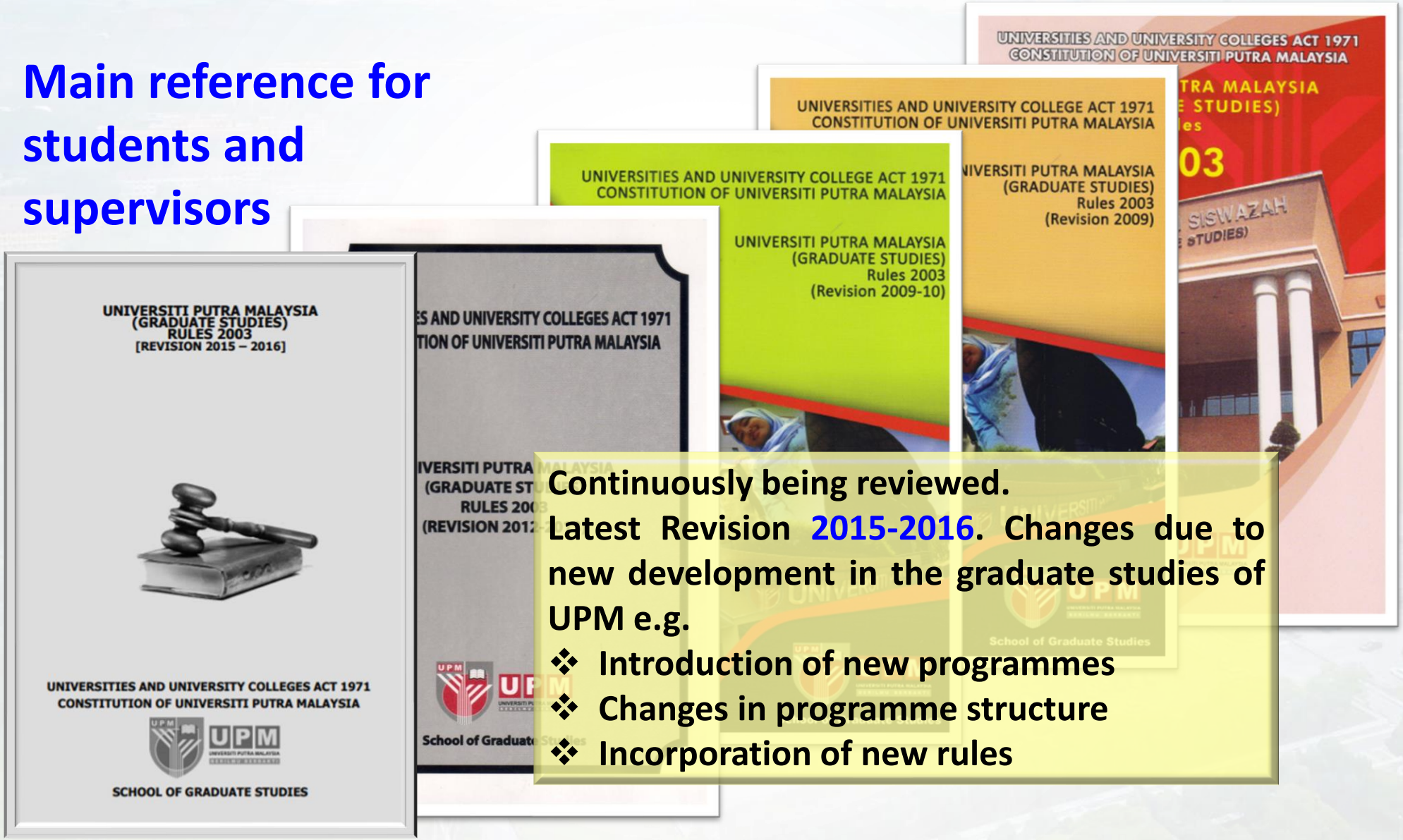
- An administrative Unit that assists in course and study field structures, revision as well as the department's data management hub

- 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**

Our Team

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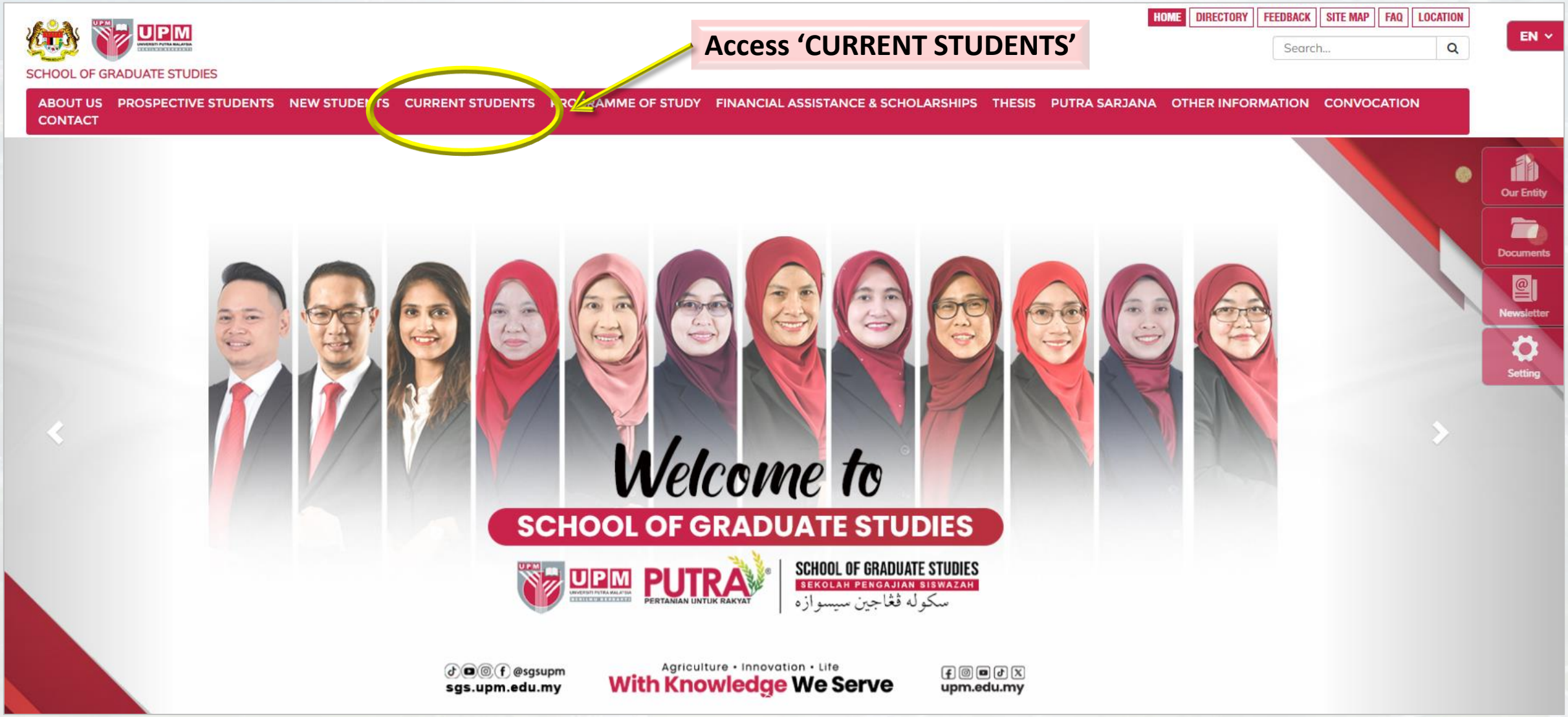
Graduate Studies Rules (cont.)

School of Graduate Studies

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



Graduate Studies Rules (cont.)

School of Graduate Studies

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

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 Account
- Student Email (UPM-ID)

EN

Our Entity

Documents

Newsletter

Setting

POSTGRADUATE STUDENT HANDBOOK

- Postgraduate Student Handbook

VISA & PASS

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

STUDY COSTS AND METHOD OF PAYMENT

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)

GRADUATE STUDIES RULES

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

- ❖ 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

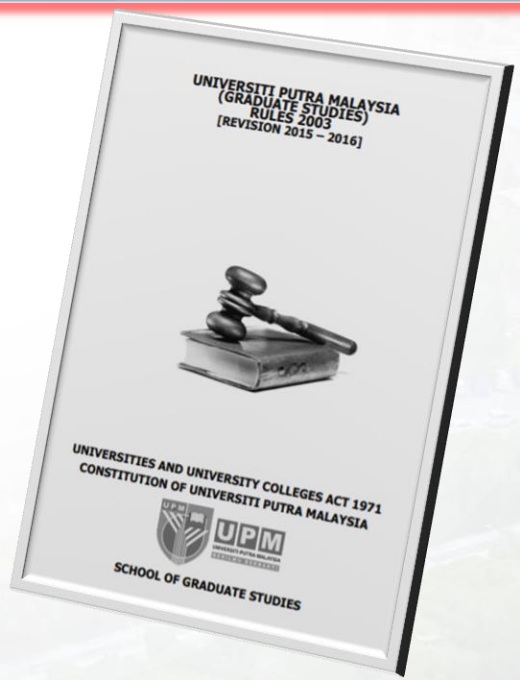
Graduate Studies Rules (cont.)

School of Graduate Studies

Access: https://sgs.upm.edu.my/upload/dokumen/201706141055 46SKPSI1_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

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- 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.

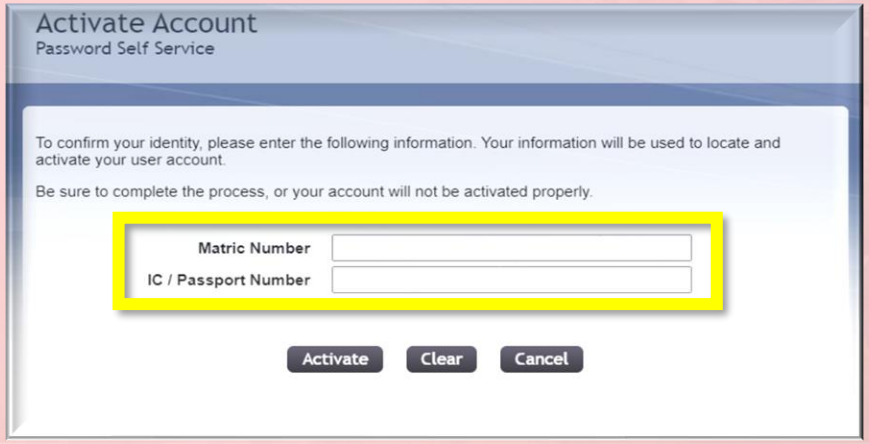
Can be accessed at SGS website or at the following URL:
https://sgs.upm.edu.my/current_students/postgraduate_student_handbook-13085

Student Portal

School of Graduate Studies

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'



Student Portal (cont.)

School of Graduate Studies

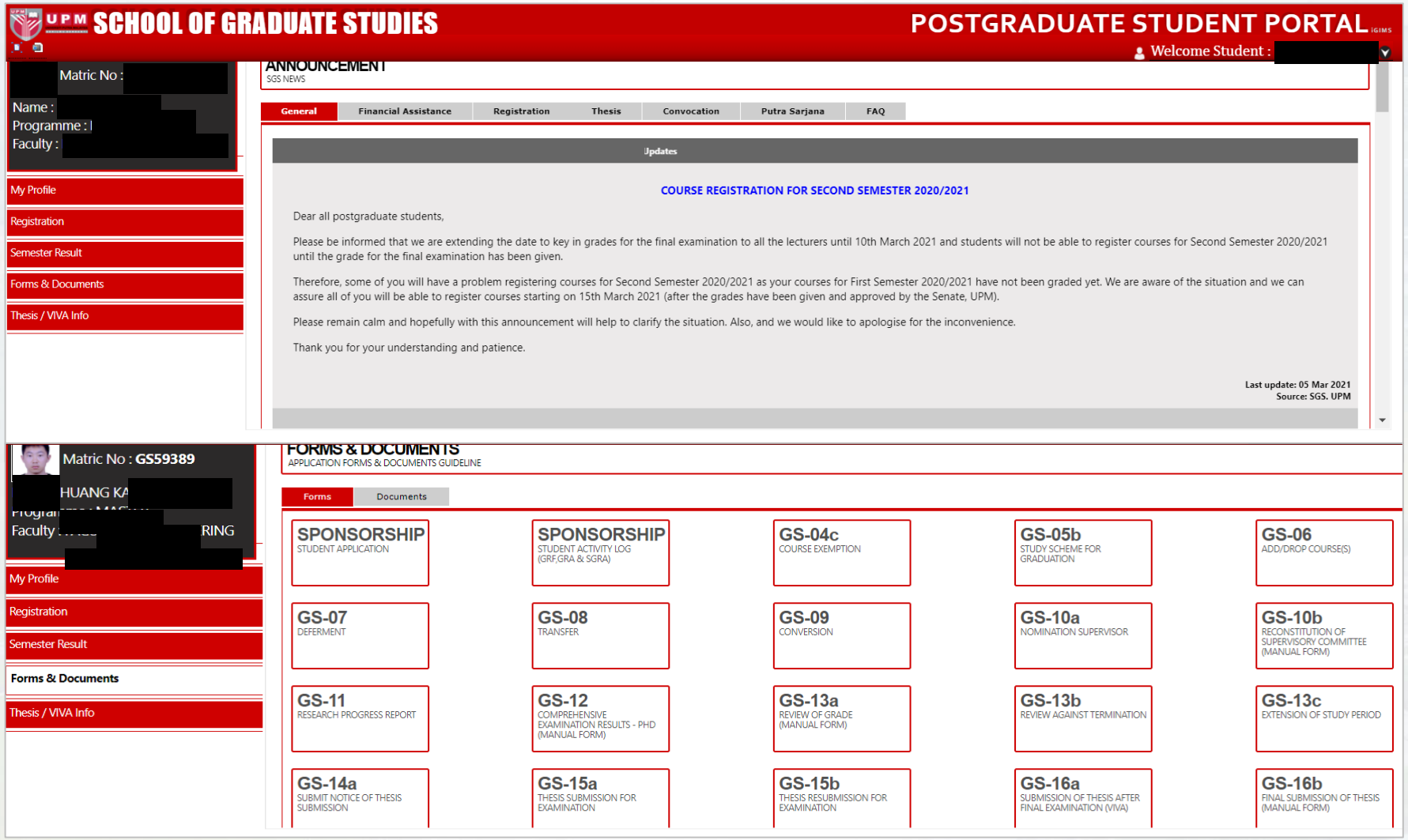
Accessing Student Portal

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

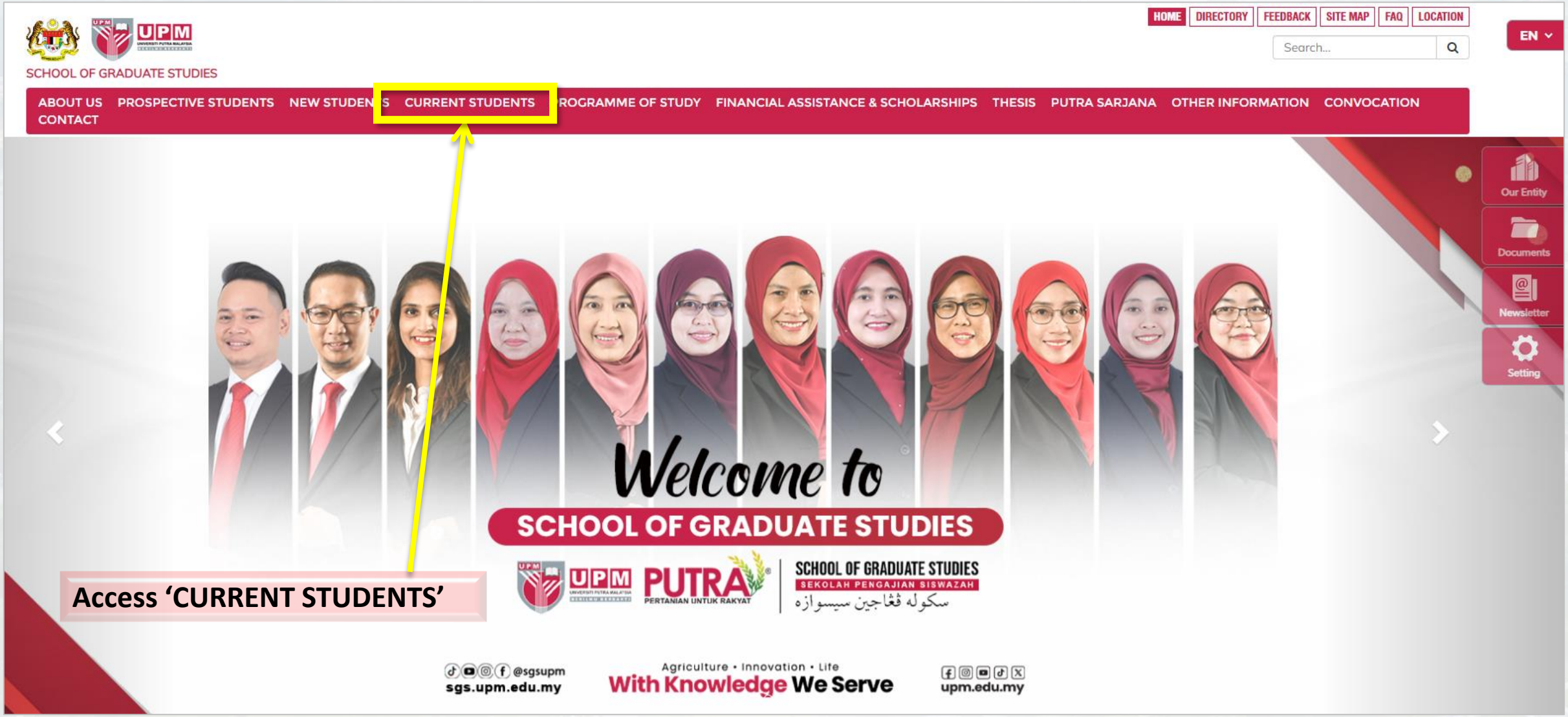


Student Portal keeps you up-to-date with the latest announcements, exam grades and upcoming deadlines so you'll always be on the ball. This way, you can spend less time and energy looking for information and more time studying!

Student Email (UPM-ID)

School of Graduate Studies

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



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.

Our Entity
Documents
Newsletter
Setting

ACADEMIC CALENDAR

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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/

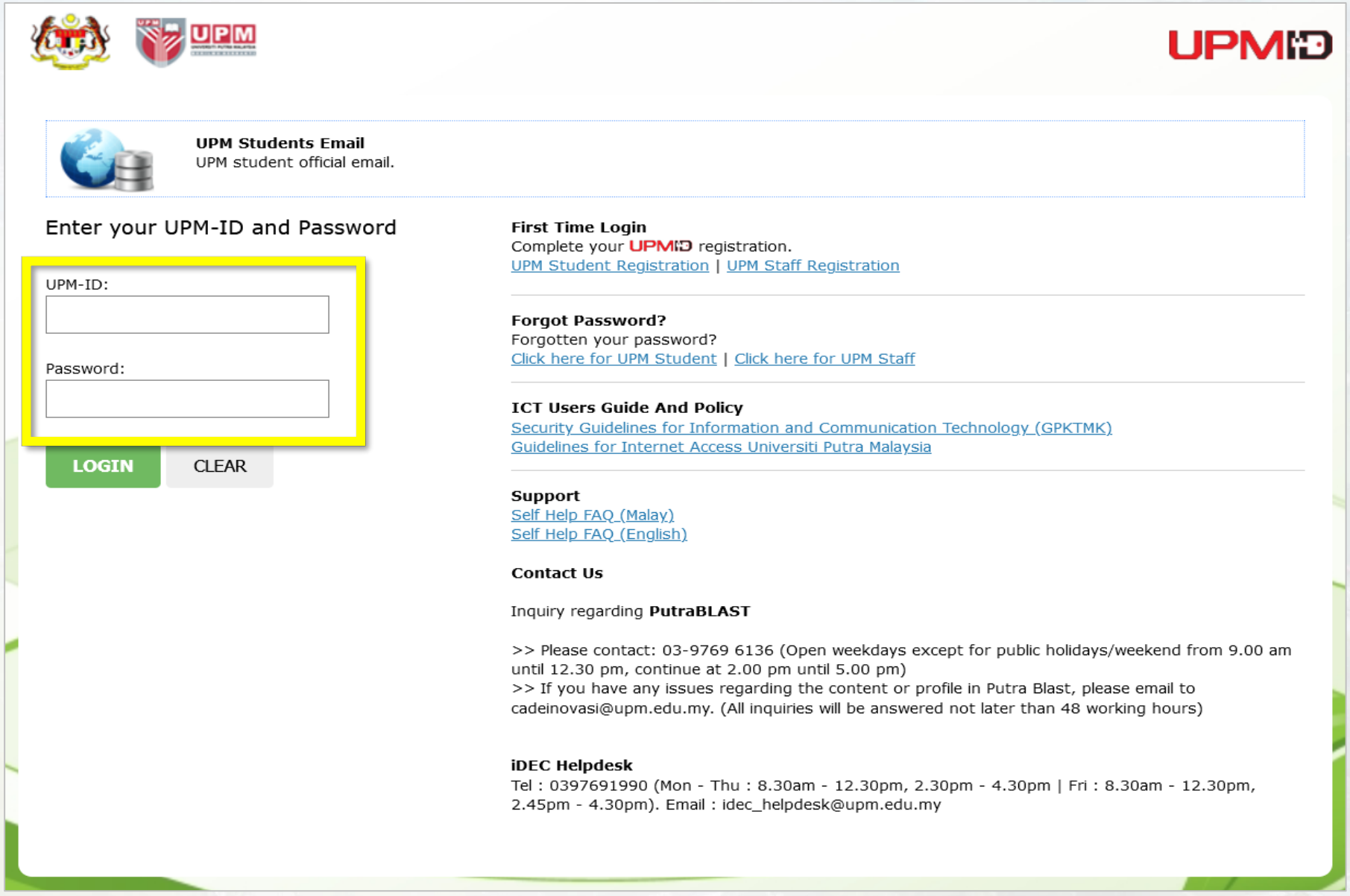
Student Email (UPM-ID) [cont.]

School of Graduate Studies

Key in your registered:

a. **Matric no.**
b. **Password**

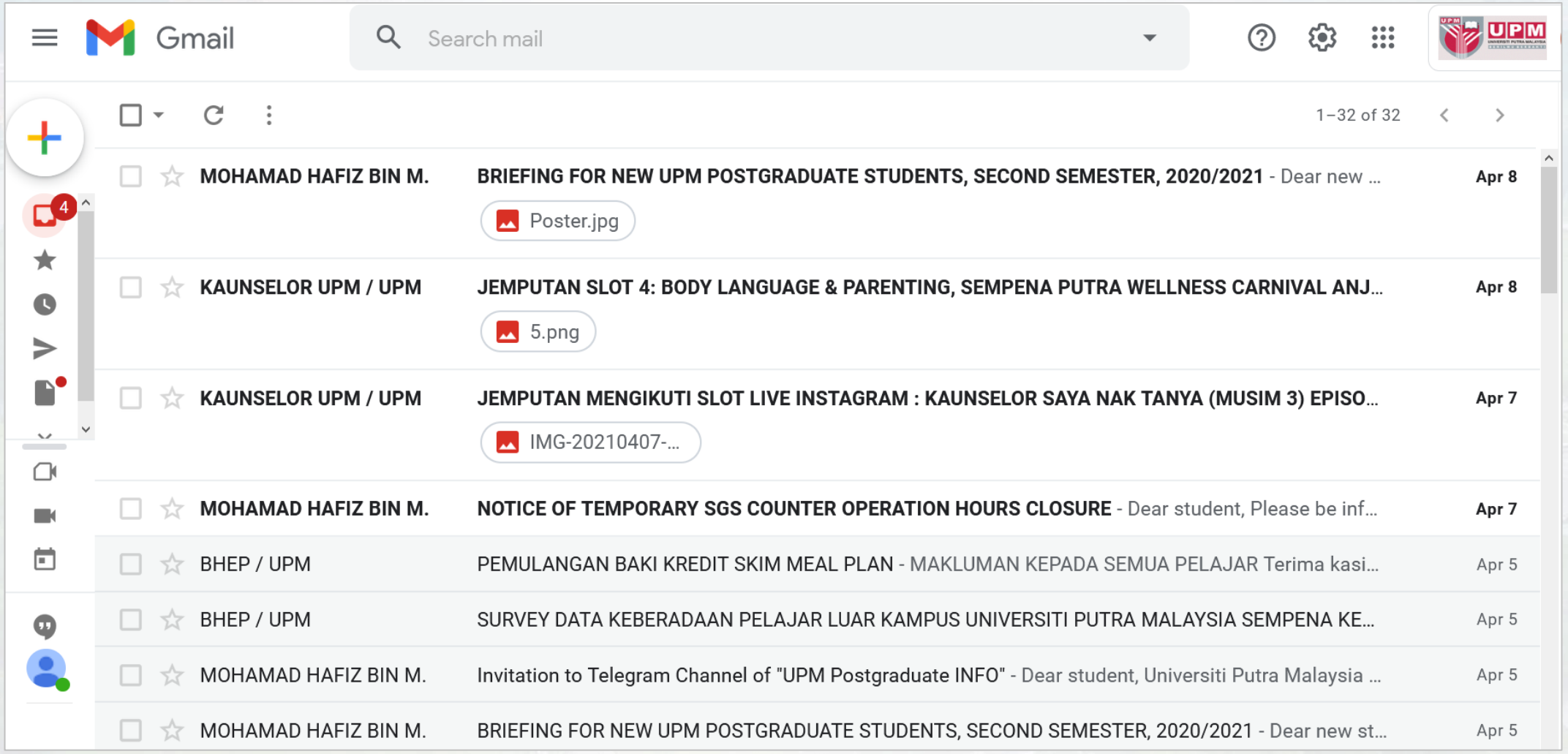
2. **Click on 'LOGIN'**



Student Email (UPM-ID) [cont.]

School of Graduate Studies

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



Important Dates

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Course Exemption	Latest by end of 1st Semester (22nd February 2025)
Add Courses	Latest by 13th October 2024 (without penalty) 27th October 2024 (penalty RM100.00)
Drop Courses	Latest by 1st December 2024 (week 7)
Deferment	14th – 27th October 2024 (service fee RM100) 28th October – 1st December 2024 (penalty RM600)
Nomination of Supervisory Committee (GS-10a)	Latest by end of Second Semester (22nd February 2025)
Progress Report (GS-11) (by research)	3rd February 2025

Duration of Study

School of Graduate Studies

EXTENSION

- Not more than 3 semesters
- With acceptable justifications
- Application not more than twice

PHD

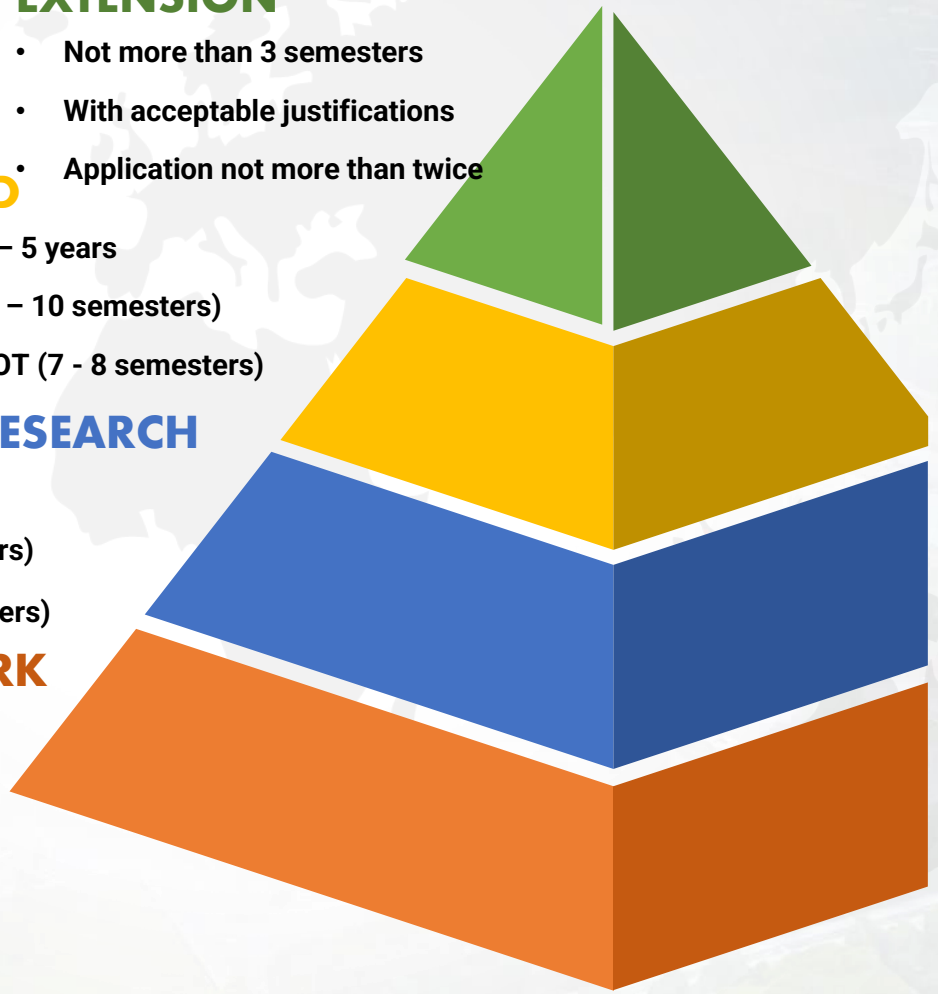
- 2 – 5 years
- (4 – 10 semesters)
- GOT (7 - 8 semesters)

MASTER - RESEARCH

- 1 – 3 years
- (2 – 6 semesters)
- GOT (4 semesters)

MASTER - COURSEWORK

- 1 – 3 years
- (2 – 6 semesters)
- GOT (4 semesters)



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

Complete the Study Scheme Form (GS05b)

SIX

Complete the Graduation Form (GS17)

PhD/Master by Research

School of Graduate Studies

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- Research Methodology
- Doctoral/Masters Research SPS6999/SPS5999
- Seminar (Research Proposal) SPS5903/SPS6903

- Within 2 semesters
- Submit GS10a form

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

- PhD
  4th Semester (Full Time)
  6th Semester (Part Time)

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

Course Registration

Supervisory Committee Nomination

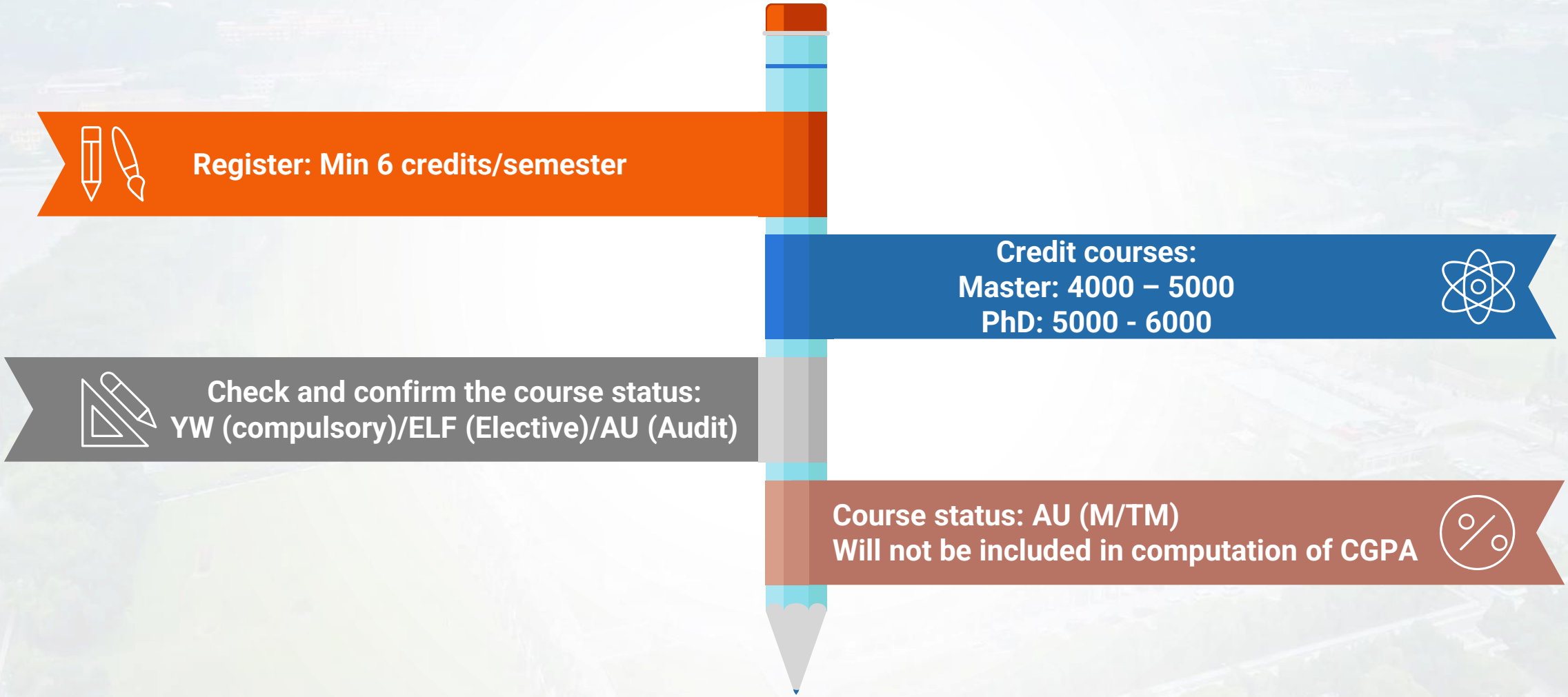
Research Progress

Comprehensive Exam

Thesis Submission

Registration

School of Graduate Studies



ACADEMIC STATUS

School of Graduate Studies

Academic Status

Dropped

- ✓ Registration:
  4th Week and 8th Week
  Fees Payment:
- ✓ 3rd Week and 8th Week

Probation

- ✓ Fails CE
- ✓ 'TM' Grade for GS-11

Terminated

* CGPA <2.50 in 1 semester
* CGPA <3.00 for 2 semesters
* 2 TM for GS-11
* Fail Comprehensive Exam (CE) twice
  - TM Terminated
* Exceed max duration of study
  - Master: 6+3
  - PhD: 10+3
* Fail twice in any compulsory/elective course
* Fail PIE2 thrice
* Fail prerequisite course thrice
** Fail Thesis Examination
  - Did not submit thesis within stipulated
  - Violates any University's rule or regulation

Provisional

- ✓ Language requirements
- ✓ Original certificate
- ✓ Pre-requisite course

Withdraw

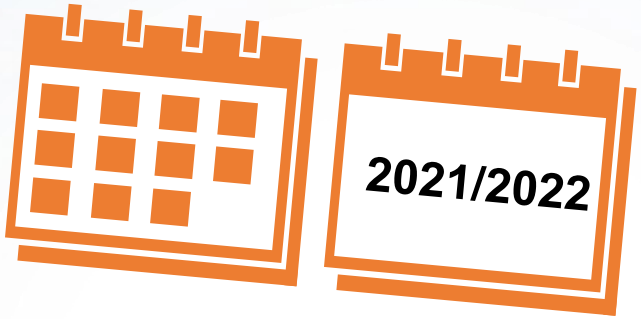
- ✓ Fails to register:
  2 semesters
  consecutively

Suspended

- ✓ Fail to send certificate latest by 2nd semester (under provisional)
- ✓ Fail to form supervisory committee by the end of second 2nd semester
- ✓ Fail to register SPS5903/SPS6903 & Research Methodology by the end of second 2nd semester
- ✓ Fail PIE2 and pre-requisite course twice

Postgraduate Candidature Checklist

School of Graduate Studies



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'

PhD/Master by Research

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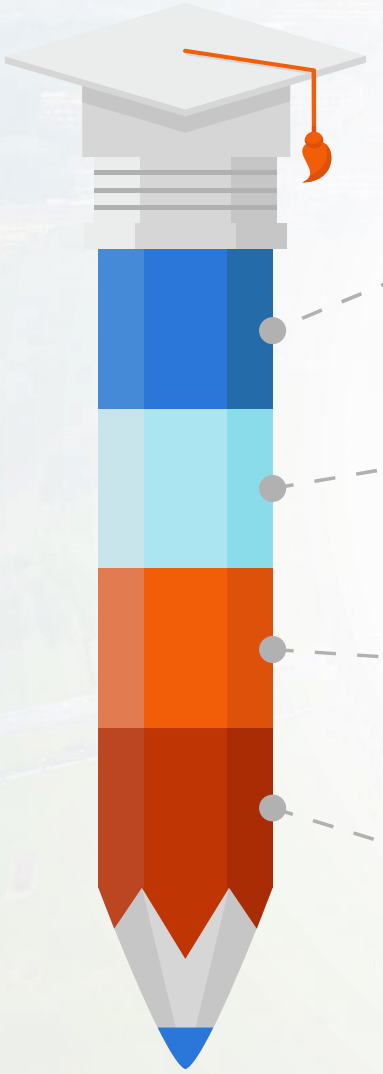

Programme Requirement

- 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

UPM UNIVERSITI PUTRA MALAYSIA BERILMU BERBAKTI
PUTRA PERTANIAN UNTUK RAKYAT
SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سکوله ڤڠاجين سيسوازه

Briefing

by

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Deputy Dean
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School of Graduate Studies
Universiti Putra Malaysia

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OTHER POSTGRADUATE PROGRAMS

INTERNATIONAL COLLABORATIVE PROGRAM (ICP)

PROGRAM BY INDUSTRY

MOBILITY PROGRAM

INTERNATIONAL COLLABORATIVE PROGRAM (ICP)

- ✓ **A postgraduate program jointly offered by UPM and a partner international university.**
- ✓ **Types of ICP: Joint/Dual/Double/Cotutelle Degree**
- ✓ **Benefits of Enrolling:**

  - ❖ Obtain a degree / degrees from two universities.
  - ❖ Tuition fee waiver and opportunity to obtain scholarship at selected partner universities.
  - ❖ Opportunity to access world class facilities.
  - ❖ Opportunity to build and expand networks as well as gaining different experience and trainings.

PARTNER UNIVERSITIES

12 COLLABORATIVE PROGRAM

9 INSTITUTE

University of Newcastle, Australia

Naresuan University, Thailand

Wollongong University, Australia

Atatürk University, Turkey

Sharif University of Technology, Iran

Kyushu Institute of Technology, Japan

University of Paris 1 Pantheon Sorbonne, France

University of Montpellier, France

Maejo University

Program Highlights:

- ✓ Full-time, research-based program
- ✓ Joint supervision between UPM and partners
- ✓ Joint examination committee for Viva Voce
- ✓ General Residential Requiremens at the Host University:
  - Master : 1 semester (6 months)
  - PhD: 2 semesters (12 months)
- ✓ Conversion to ICP : within the first year of study

EXAMPLE OF CERTIFICATE
JOINT & DUAL DEGREE

Joint Degree (UPM-University of Sheffield, England)

Dual Degree (UPM-Maejo University, Thailand)

Cotutelle Degree (UPM - Agreenium, France)

INFORMATION ON THE WEBSITE

1

2

PROGRAM BY INDUSTRY

Program Overview

An alternative route for **industry practitioners** who wish to pursue a Master's or Doctoral degree without leaving their workplace.

Research

Industry-based research through collaboration with UPM and **available to all fields of study** offered by UPM.

Program Requirements

The program requirements are **similar** to those of other MSc and PhD students. However, the **research can be conducted directly at the industry with the appointment of an industrial supervisor (The industrial supervisor must fulfil all criteria set by UPM)**.

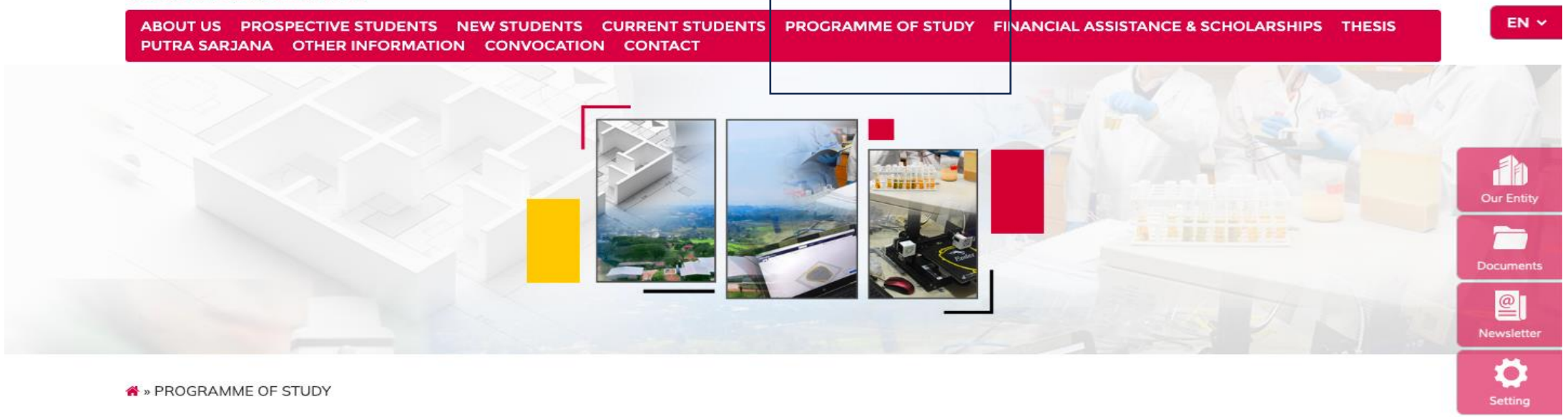
Agreement

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

Note: Conversion to Program by Industry shall be made within the first year of study.

INFORMATION ON THE WEBSITE

1



PROGRAMME OF STUDY

2

STUDENT MOBILITY PROGRAM (SMP)

- Involves the exchange of students within the country and internationally. The program includes both international and local mobility, allowing students to participate in semester exchanges, research attachments, or study visits to other universities or institutions.

- There are two types of mobility:

  1) **Inbound Mobility**
  2) **Outbound Mobility**

SMP (CONT')

INBOUND

- ✓ Enable students from foreign institutions to study at UPM.
- ✓ Category : Semester exchange (credit transfer) or research attachment.
- ✓ Application shall be made through the SGS portal.
- ❑ **Inbound Application:** http://sgsportal.upm.edu.my:8080/sgsportal/

OUTBOUND

- ✓ Enable students from a host institution to study or conduct research at foreign institutions.
- ✓ **Important!** Applications for outbound mobility must be made to the PUTRA International Office (i-PUTRA) prior to the program's commencement.
- ❑ **Outbound Application:** https://intl.upm.edu.my/mobility/outbound/application_procedure-59096

INFORMATION ON THE WEBSITE

ACCREDITION STATUS FOR MASTER SCIENCE AND PHD PROGRAMME FROM UPM

- NEC for Programme by Research

STUDENTS MOBILITY PROGRAMME (SMP)

A mobility programme involves the exchange of a student in or outside the country. The SMP includes...more...

Our Entity
Documents
Newsletter
Setting

CONTACT US

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Universiti Putra Malaysia, 43400 UPM Serdang, Selangor

Contact List by Unit

03-9769 4225
-
infosgs@upm.edu.my

HOTLINE
CONTROL CENTER (24 HOURS)
03-9769 7990 | 03-9769 7470 | 03-9769 1999

INTERNAL ONLINE SERVICES

Student Email
i-GIMS (Student)
i-GIMS (Staff)
Thesis Online System
Putra Sarjana System
e-Claim System
KM Portal
Travel Abroad Online Application
PRiMS
iCRiS

EXTERNAL LINKS

Ministry of Higher Education Malaysia
The National Higher Education Fund Corporation (PTPTN)
MyGOV Portal

QUICK LINKS

FACULTY / PTJ / ADMINISTRATION
e-iso
Dana Wakaf Ilmu
Tenders & Contracts
HiStaf

https://sgs.upm.edu.my/entiti

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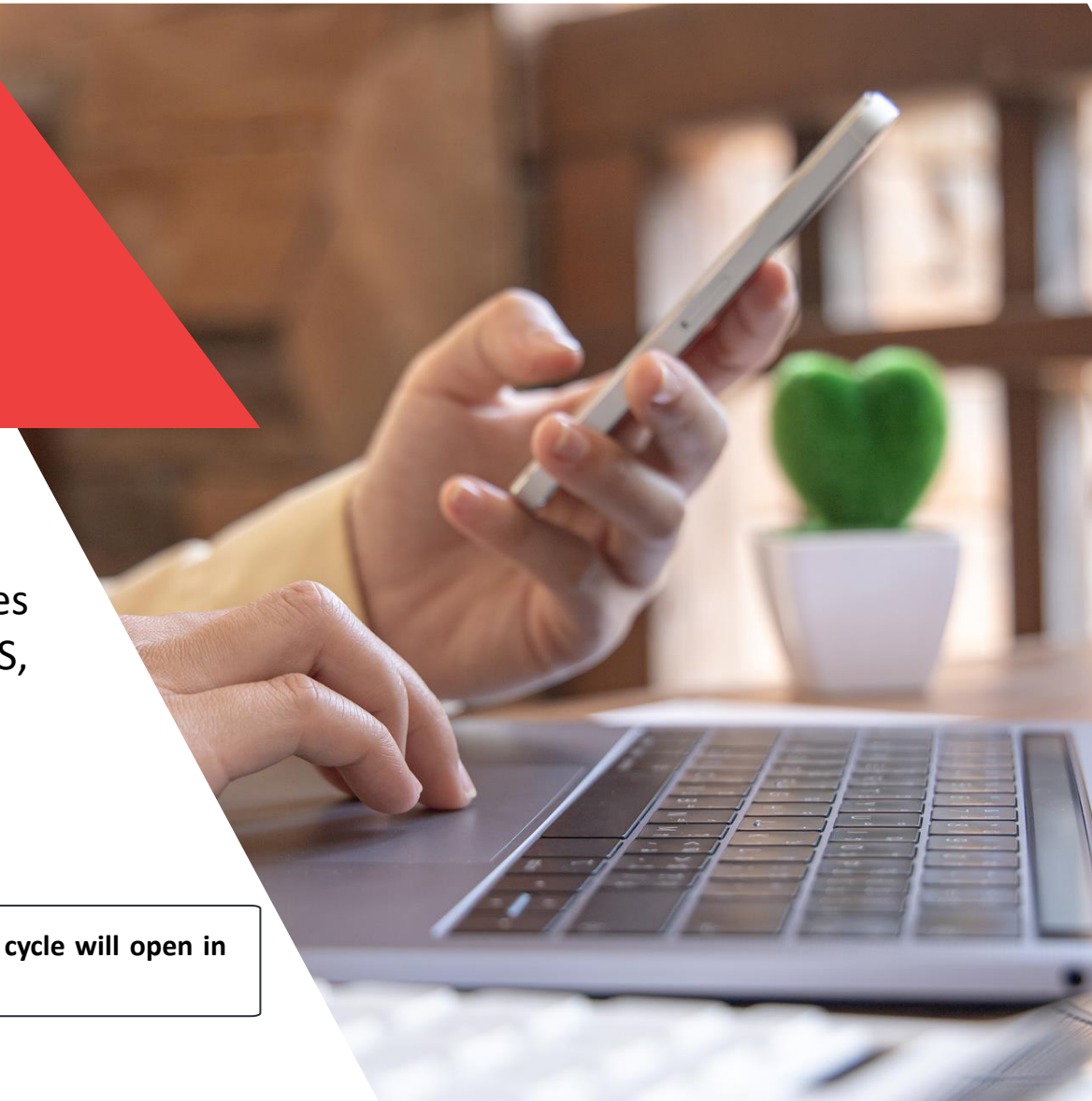
SCHOLARSHIP AND FINANCIAL ASSISTANCE

INTERNAL

Internal scholarships are funded and administered by SGS, aimed at supporting postgraduate students in their academic pursuits.

E.g. GRF, GRA, SGRA, IGSS, PASS, BKW, BYSC and Financial Aids (Research Attachment and International Presentation)



EXTERNAL

External scholarships are provided by organizations or entities outside the university. These scholarships, administered by SGS, help students with education-related expenses.

E.g. SEARCA, OWSD, and QECS

Note: Scholarships for the First Semester 2024/2025 are now closed. The next application cycle will open in January 2025 for the Second Semester 2024/2025.

INTERNAL FUNDING

Type of Scholarship / Financial Assistance	Category of Applicant	Form of Assistance	Reciprocal Obligation	Remark
Graduate Research Fellowship (GRF)	• Local only • By research	A partial tuition fee waiver and monthly allowance	Yes	Bound by agreement
Graduate Research Assistant (GRA)	• Local and International • By research	A partial tuition fee waiver and monthly allowance	Yes	Bound by agreement Funded by SV's grant
Special Graduate Research Allowance (SGRA)	• Local and International • By research	Monthly allowance	No	Funded by SV's grant (Open year-round)
International Graduate Student Scholarship (IGSS)	• International only • By research	Discount of 30-50% of the tuition fee	No	-
Putra Alumni Scholarship Scheme (PASS)	• Alumni local and international • By research	Discount of 10% on the tuition fee for alumni, or 30-50% for the children of alumni (international students only	No	-
Special Journalist Scholarship (BKW)	• Local only • By research and coursework	A partial tuition fee waiver	Yes	-
Financial Incentive for Excellent Graduates (BYSC)	• Local and international • By research and coursework	Financial support covering 30% of the tuition fee	No	-
Financial Assistance for Research Attachment and International Presentation	• Local and international • By research	One-time financial assistance based on the country where the student will be travelling to	No	-

EXTERNAL FUNDING

Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA)

PhD Research Scholarship, Joint Scholarships, Student Travel Grant, Thesis Grant and Matching Grant for Mobility

Applicant: New and existing student

The Organization for Women in Science for the Developing World (OWSD)

For women from developing countries to apply for the Full-Time or Part-Time PhD **Applicant : New (FT) and existing student (PT)**

Queen Elizabeth Commonwealth Scholarships (QECS)

For students from low- or middle-income Commonwealth Countries to pursue a Master's degree at host universities

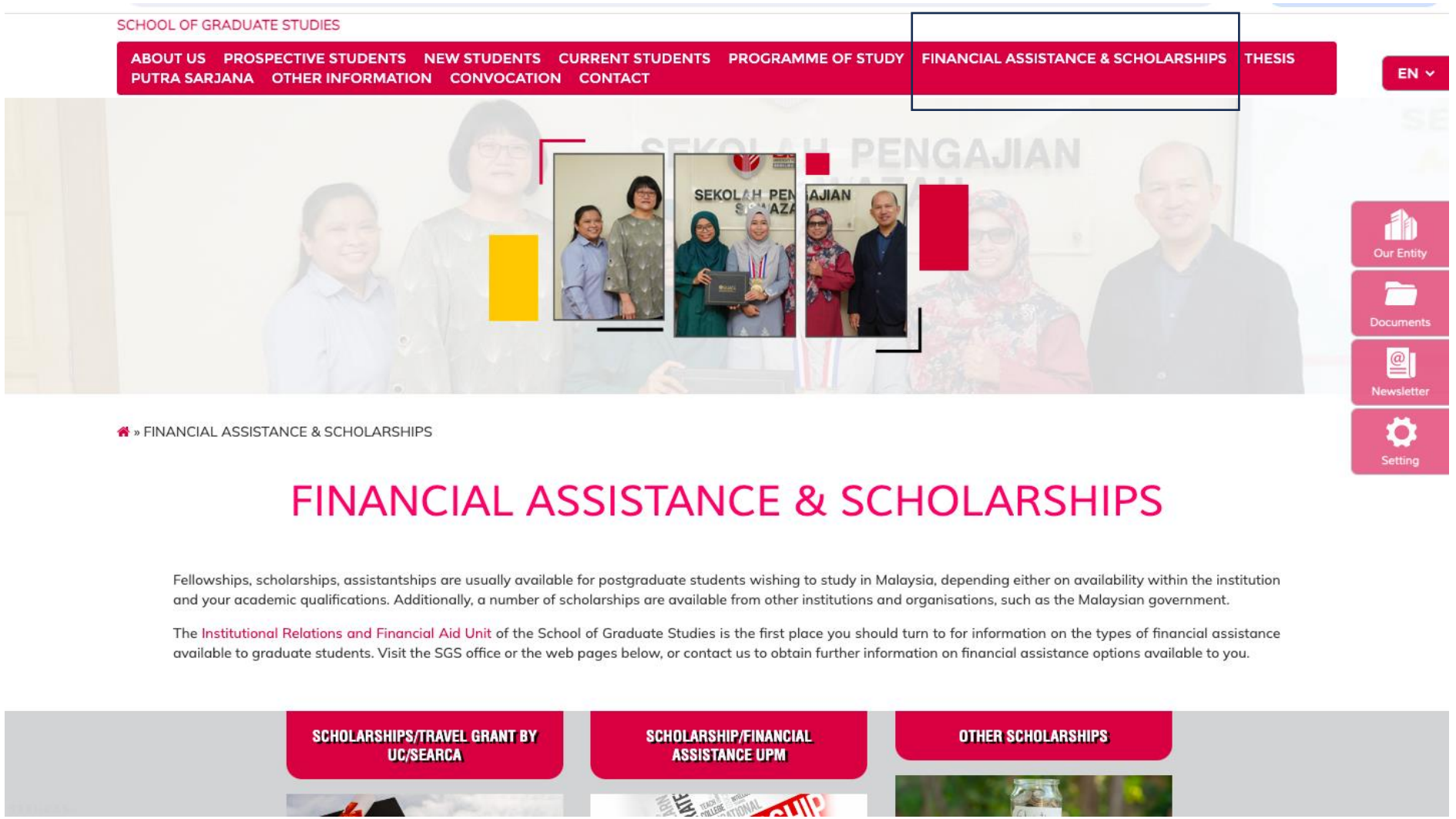
Applicant: New student

Others

Students may apply for any scholarships or financial assistance offered by external entities, either locally or internationally.

E.g. PTPTN, MARA, JPA, MIS

INFORMATION ON THE WEBSITE



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سکوله ڤڠاجين سيسوازه

Briefing

by

PROFESSOR DR. RUSMAWATI SAID

Deputy Dean
Thesis, Student Affairs and Media
School of Graduate Studies

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Agriculture • Innovation • Life
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- Institute of Social Science Studies

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- Institute of Tropical Forestry and Forest Products
- School of Business and Economics

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- Faculty of Modern Language and Communication

MR. MUHAMMAD IRFAN IBRAHIM
Executive Officer 4

- Faculty of Medicine and Health Sciences
- Faculty of Veterinary Science
- Malaysia Research Institute on Ageing
- Institute of Aquaculture and Aquatic Sciences
- Halal Product Research Institute

MRS. NUR SYAKIRAH BAHARUDIN
Executive Officer 5

Counter Staff

Thesis Examination Process

School of Graduate Studies

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After Senate Approval:

1) 1 CD of a PDF version of the final thesis
2) Copy of final thesis (hardbound) for Faculty/School/Institute and member of Supervisory Committee (if required)

Accompanied by:

1) 1 Softbound copy of thesis
2) List of correction
3) 1 Copy of thesis abstract
4) GS-17 form (Particulars for Graduation)
5) GS-25 form (Information of Publication)

Categories of Result

1) Distinction – 15 days
2) Minor – 90 days
3) Major - 180 days
4) Re-Viva – 60 days
5) Re-Submit – 2 Semesters
6) Re-Submit as a Masters – 60 days
7) Reject

WITHIN 2 MONTHS AFTER GS-15a

3 MONTHS IN ADVANCE

Accompanied by:

1) Table of Contents
2) Thesis Abstract

Note: Student should discuss their intention to submit the GS-14a form with the Supervisory Committee

1) Recommendation by the Faculty/School/Institute
2) Review by the JKKPPPTP
3) Endorsement by the JKPSU

Members:

1) Chairman
2) 2 Internal (for PhD)/1 Internal (for Master)
3) 1 External
4) Assistant Chairman

Accompanied by:

A softcopy of thesis and Turnitin report (≤25%) except ≤20% for students under the School of Business and Economics

(submission through email to sgs_thesis@upm.edu.my)

Updated by 7th October 2024

Graduation Requirements

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	❖ 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: ❑ 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)	❖ 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: ❖ 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*

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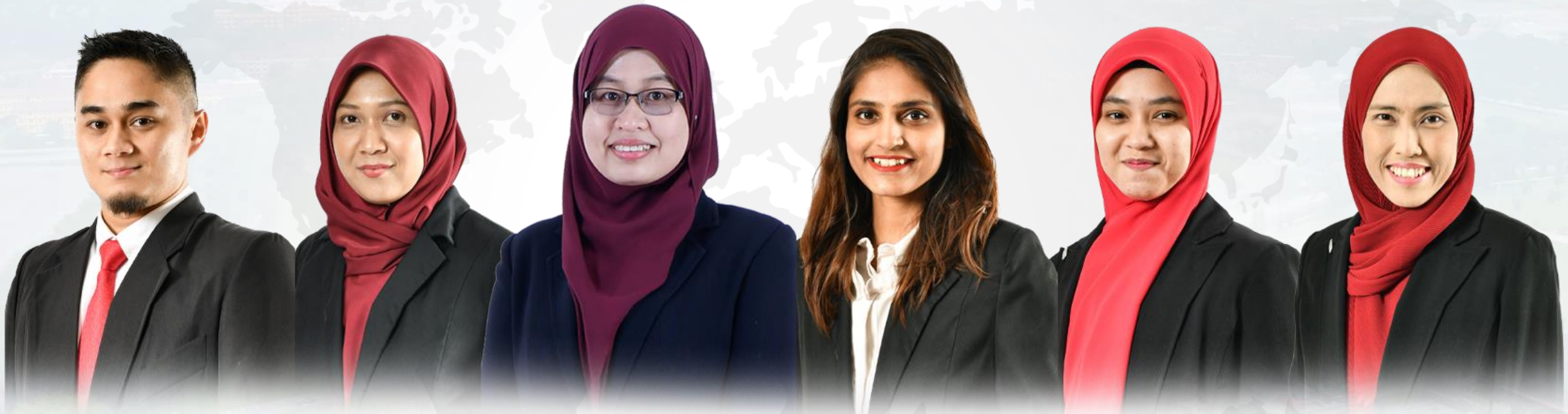

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Student Affairs

- 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 programs, student ambassadors, associations and many more.
- Conducts exciting annual events such as:
  - Three Minutes Thesis (3MT) Competition
  - Briefing & New Students' Oath Taking
  - Community projects
  - Industry linkages and many more!

Putra Sarjana (Learning Support Programme)

School of Graduate Studies

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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
  - Offered free for current UPM postgraduate students
  - Provided with e-certificate upon participation

Putra Sarjana (Learning Support Programme)

School of Graduate Studies

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.

ETHICS AND MORALS

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

PROFESSIONAL DEVELOPMENT

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

COMMUNITY LINKAGES

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

Putra Sarjana (Learning Support Programme)

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SCAN HERE TO SELECT YOUR PREFERRED COURSES IN 2025

Putra Sarjana (Student Clubs/ Associations)

School of Graduate Studies

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What is Postgraduate Student Ambassadors (PGSA) ?

- A pool of ambassadors that are annually appointed by the School of Graduate Studies (SGS) from every faculty/school/institute as the Student representative of the faculty/school/institute

PGSA
POSTGRADUATE STUDENTS AMBASSADOR
UNIVERSITI PUTRA MALAYSIA

Putra Sarjana (Student Clubs/ Associations)

School of Graduate Studies

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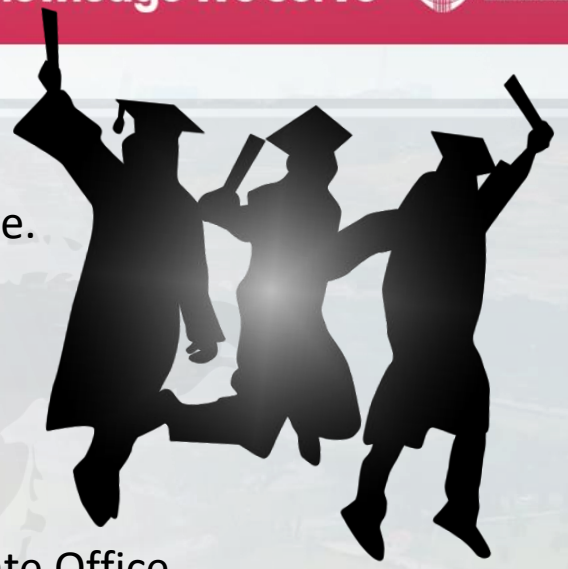

How do I qualify to be appointed as a PGSA?

- Enrolled at least in his/her second semester and has at least 2 more semesters to graduate.
- CGPA not less than 3.50
- Open to both local and international students
- Open to both Masters and Doctor of Philospohy (PhD)
- Resides in Malaysia and easy to be contacted cia phone calls
- Has NEVER committed/ involved/ convicted for any sort of criminal instances
- Endorsed by his/her Supervisor and the faculty's Deputy Dean/Director of the Postgraduate Office

How do I benefit as a PGSA?

- Certificate of appointment and appreciation.
- PGSA appreciation ceremony
- Alumni and industrial linkages
- Support and priority for University prizes/awards
- Appointed as a part of the organizing committee in major University/national-scaled postgraduate events

PGSA
POSTGRADUATE STUDENTS AMBASSADOR
UNIVERSITI PUTRA MALAYSIA

Contact / SGS Group Email

School of Graduate Studies

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Contact	Services Provided
pg_admission@upm.edu.my	❖ Admission application ❖ Deferment of admission ❖ English requirements ❖ Registration for new students
sgs_academic@upm.edu.my	❖ 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	❖ Dual/Joint degree ❖ Financial assistance for seminar/conference and research attachment ❖ Non-graduating programme
sgs_thesis@upm.edu.my	❖ 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	❖ Students' general welfare ❖ Learning support programme ❖ SGS social network sites
bursar.student_pg@upm.edu.my	❖ Tuition fees ❖ Dropped status due to outstanding fees
visapass@upm.edu.my	❖ 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

SEKOLAH PENGAJIAN SISWAZAH

CONTACT

Official Website for Contact Info

Social Network Sites

School of Graduate Studies

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Instagram

YouTube

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Students are encouraged to follow SGS social networking sites **(Facebook, Instagram, Telegram, and YouTube)** to receive the latest announcements and updates related to UPM postgraduate studies.

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Thank You

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