



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERSAKTI

PUTRA
PERTANIAN UNTUK RAKYAT

SCHOOL OF GRADUATE STUDIES

SEKOLAH PENGAJIAN SISWAZAH

سکولہ فعا جین سیسوازه

BRIEFING FOR NEW POSTGRADUATE STUDENTS

FIRST SEMESTER 2025/2026

15th Oct 2025

Wednesday | 2.00 pm - 5.00 pm



Main Hall, Sultan Salahuddin Abdul
Aziz Shah Arts & Cultural Centre,
Universiti Putra Malaysia



Introductory Session

by

PROFESSOR DR. ZALILAH MOHD SHARIFF

Dean
School of Graduate Studies
Universiti Putra Malaysia



VISION

To become a university of international repute

MISSION

To make meaningful contributions towards creation of prosperity and development of the nation and the well-being of all human beings through the exploration and dissemination of knowledge

EDUCATIONAL GOAL

Produce superior graduates who are holistic, ihsan, patriotic and resilient

VALUES

Ihsan, Diversity, Sustainability

NICHE AREA

Agriculture



Serdang

3000 Hectares

Located within 30 mins to Kuala Lumpur, Putrajaya & KLIA

Sarawak

714.178 Hectares

UPMKB is situated 13 km from the town of Bintulu and is surrounded by lush green forest rich with many different types of flora and fauna.



7,100+ Staff

1,800+
Academic Staff

5,300+
Non – academic staff

as of June 2024



Student Mobility Programmes

1341
Inbound Student

674
Outbound Student

as of June 2024



27,900+

Approximately 27,900 student population comprises both local and international students from more than 75 countries around the world

17,900+
Undergraduate students
as of May 2024

10,000+
Postgraduate Students
as of December 2024



84 Departments/ Centers

- 15** Faculties
- 23** Centers
- 11** Institutes
- 10** Residential Colleges
- 11** Offices
- 6** Divisions
- 5** Services
- 1** Academy
- 2** Schools

INTERNATIONAL RANKING

134th



2026

19 Subjects
TOP 200



By subject

24th
In the World



62nd



Asia 2025



132nd



333rd



Sustainability 2025

81st



401-600th



Information | As of June 2025

Campuses

Universiti Putra Malaysia



SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله ثعاجين سيسوازه



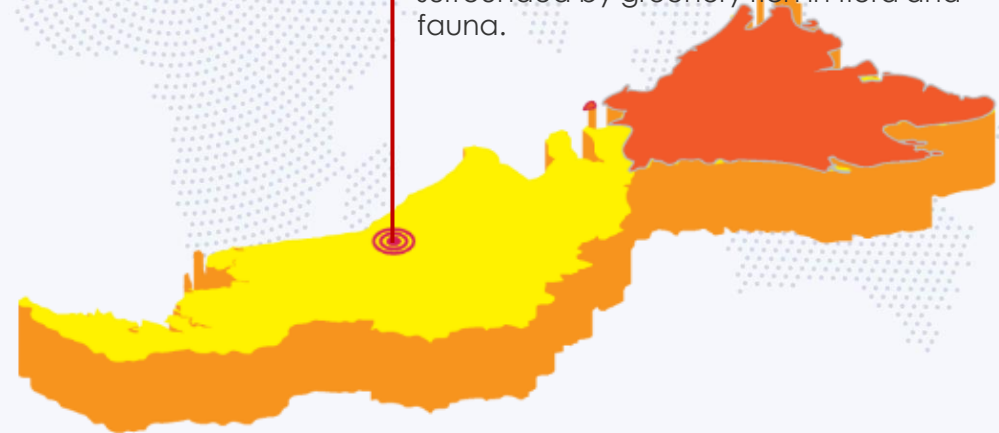
3000 Hectares

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



714.178 Hectares

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



FACULTIES, INSTITUTES & SCHOOLS



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 and Forestry Science (UPMS)
- Faculty of Humanities, Management and Science (UPMS)

Institutes

- Institute of Nanoscience and Nanotechnology (ION2)
- Malaysian Research Institute on Ageing (MyAgeing™)
- Institute for Mathematical Research (INSPEM)
- Halal Products Research Institute (IPPH)
- Institute for Social Science Studies (IPSAS)
- Institute of Plantation Studies (IKP)
- International Institute of Aquaculture and Aquatic (I-AQUAS)
- Institute of Bioscience (IBS)
- Institute of Tropical Forestry and Forest Products (INTROP)
- Institute of Tropical Agriculture and Food Security (ITAFoS)
- Institute of Ecosystem Science Borneo (UPMS)

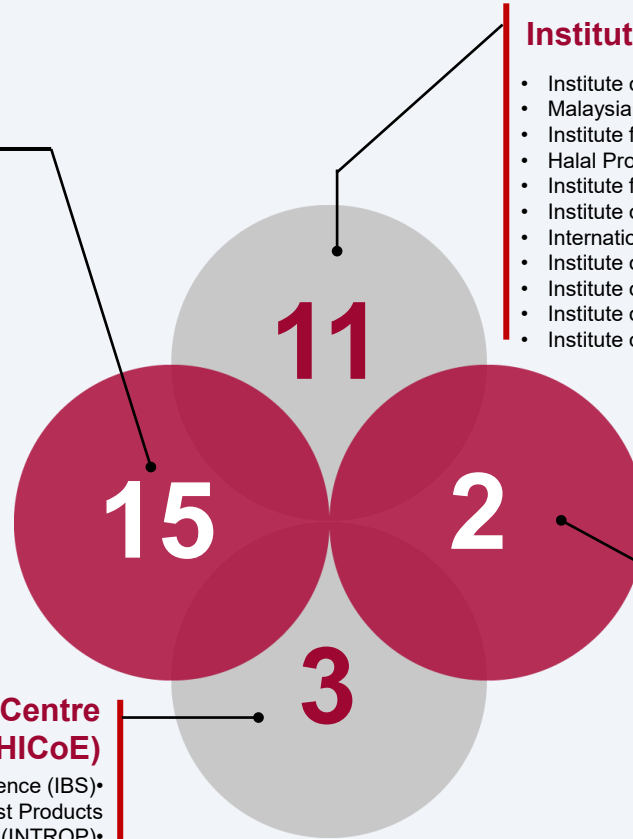


Higher Education Centre of Excellence (HiCoE)

- Institute of Bioscience (IBS)
- Institute of Tropical Forestry and Forest Products (INTROP)
- Institute of Tropical Agriculture and Food Security (ITAFoS)

Schools

- School of Graduate Studies
- School of Business and Economics



Information | As of April 2025

INTERNATIONAL ACCREDITATION: ACADEMIC PROGRAMMES



**Association of MBAs
(AMBA)**



AACSB Accredited
(Association to Advance
Collegiate Schools of Business)



EQUIS Accredited
(EFMD Quality Improvement
System)

**INTERNATIONAL
ENGINEERING
ALLIANCE**

**International Engineering
Alliance (IEA)**



Royal Society of Chemistry



**The Institute of Food
Technologists (IFT)**



**The Institution of
Environmental Sciences**

Information | As of July 2025

Programmes Offered

Programme by Coursework

- 79 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

11,824 Total number of postgraduates

5,941 International postgraduates

5,883 Local postgraduates

5,350 Total PhD postgraduates

6,474 Total Masters postgraduates

**The numbers are as of September 2025*

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 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 assists 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 Development Unit

Provides learning support initiatives to enhance academic development and students' experience. Moreover, this unit caters to students' general welfare and manages students' convocation procedures. This unit is also responsible for the postgraduate promotional event/activities (local & international)

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.



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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**MR. MOHD FIRDAUS
MASWIN**

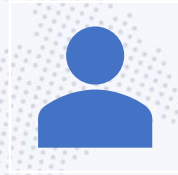
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Things to do After Enrolment

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سكوله فعاين سيسوازه



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 Student Portal
- Must do at University Health Centre (PKU) after arrival in Malaysia.



Visa Procedure for New International Students :

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

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 and Visa and Pass Counter, PUTRA International Centre
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 Score (e.g. IELTS/TOEFL etc) – **(for international students only)**

New Students Webpage

School of Graduate Studies



SCHOOL OF GRADUATE STUDIES
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سكوله فعاين سيسوازه

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

Our Entity

Documents

Newsletter

Setting

Form

» NEW STUDENTS

NEW STUDENTS

Congratulations!

New Students Webpage (cont.)

School of Graduate Studies



SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله فعاجين سيسوازه

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

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

CANDIDATES WITH PROVISIONAL OFFER



- o Actions Required for Candidates with Provisional Offer Letter

SECOND TRIMESTER 2025/2026



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

SECOND SESSION 2025/2026 – MEDICAL FOR LOCAL ONLY



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

FIRST SEMESTER 2025/2026



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

PutraENROLL



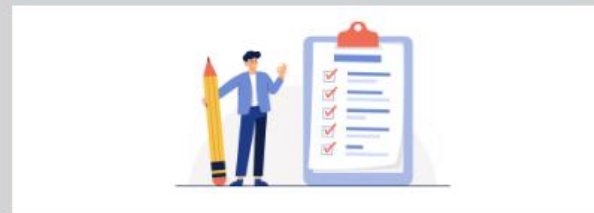
- o PutraENROLL User Manual
- o Declaration Form for Online Registration (Local)
- o Declaration Form for Online Registration (International)

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



- o Dress Code



Briefing

by

PROFESSOR TS. DR. ZURIATI ZUKARNAIN

Deputy Dean
Academic and Curriculum
School of Graduate Studies
Universiti Putra Malaysia

Our Team



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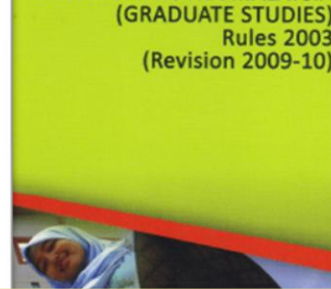
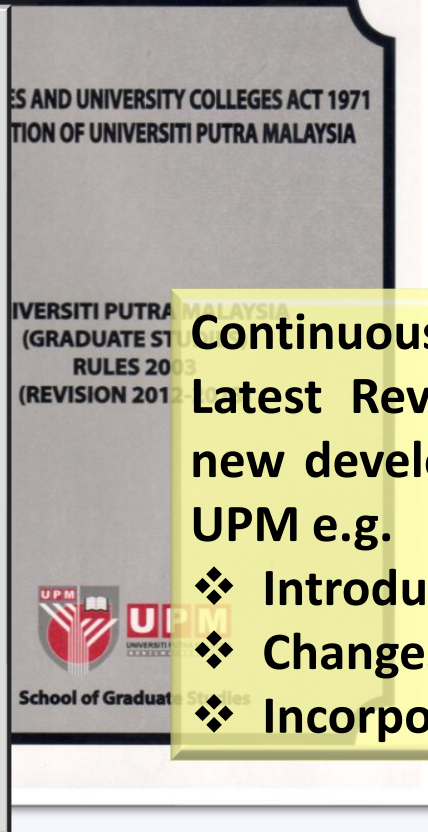
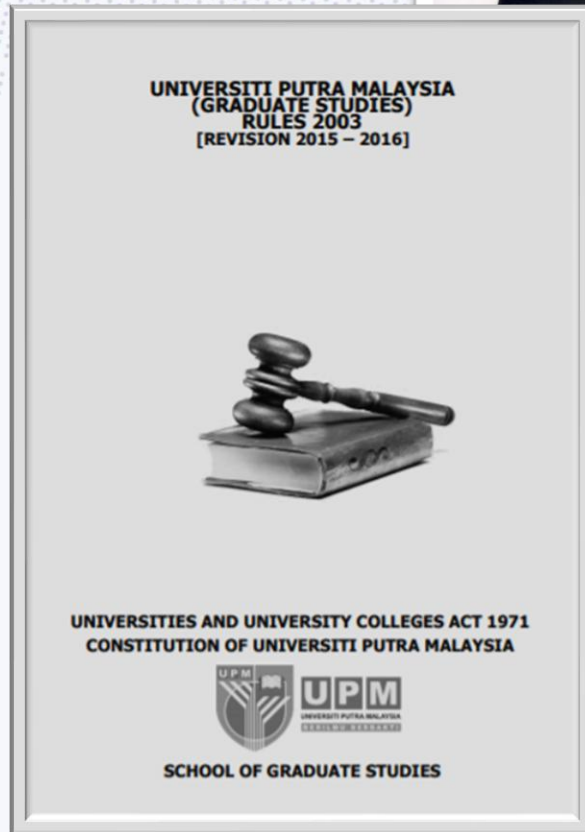


- An administrative Unit that assists in course and study field structures, revision as well as the department's data management hub
- Ensures the quality & sustainability of courses for postgraduate in par with policies outlined by Department of Higher Studies (JPT), accreditation boards, and programme standards.

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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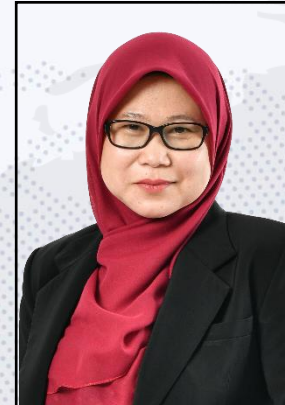
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Graduate Studies Rules (cont.)

School of Graduate Studies



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سكوله فعاجين سيسوازه

Visit SGS website at

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

UPM UNIVERSITI PUTRA MALAYSIA
SCHOOL OF GRADUATE STUDIES

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 CONVOCATION CONTACT

Our Entity
Documents
Newsletter
Setting

Welcome to
SCHOOL OF GRADUATE STUDIES

UPM UNIVERSITI PUTRA MALAYSIA
PERTANIAN UNTUK RAKYAT

SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
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Graduate Studies Rules (cont.)

School of Graduate Studies



SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله فعاين سسوازه

The screenshot shows the website interface with several menu items: ACADEMIC CALENDAR, POSTGRADUATE CANDIDATURE CHECKLIST, STUDENT PORTAL, STUDENT EMAIL, POSTGRADUATE STUDENT HANDBOOK, VISA & PASS, STUDY COSTS AND METHOD OF PAYMENT, and GRADUATE STUDIES RULES. A yellow box highlights the 'GRADUATE STUDIES RULES' link, and a yellow arrow points to the 'Documents' icon in the right-hand sidebar. A yellow banner at the top of the page contains the URL: https://sgs.upm.edu.my/current_students-2973. The 'Documents' icon is also circled in yellow.

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

- ❖ 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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سكوله فعاجين سيسوازه

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

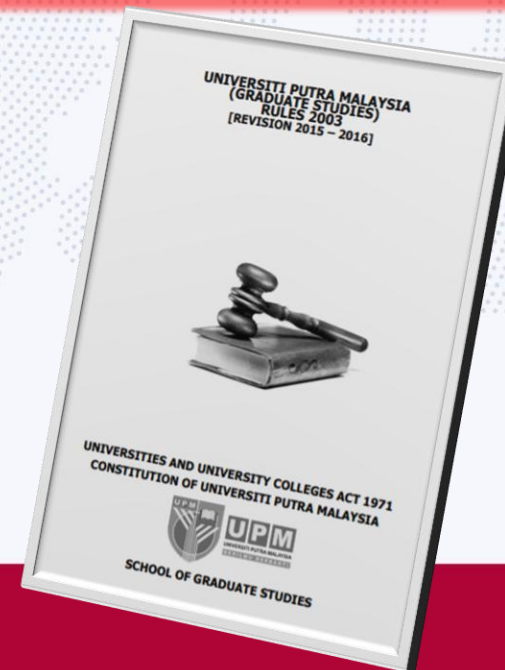
Part 9 – Examination Process

Part 10 – Study Status

Part 11 – Graduation

With Knowledge **Part 12 – Scholarly Integrity**

**12 Parts
60 Rules**





- 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

UPM SCHOOL OF GRADUATE STUDIES

POSTGRADUATE STUDENT PORTAL

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

HELPEDESK

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 4218/4220 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: 18 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?](#)

[Apply for 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**

Student Portal (cont.)

School of Graduate Studies



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PUTRA

SCHOOL OF GRADUATE STUDIES

SEKOLAH PENGAJIAN SISWAZAH

سكوله فعا جين

UPM SCHOOL OF GRADUATE STUDIES **POSTGRADUATE STUDENT PORTAL**

SGS WEBSITE
SGS Postgraduate Information Centre

REGISTRATION PACKAGE
Download Registration Package

SGS APPLICATION'S GUIDE
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HELPOESK
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ANNOUNCEMENT

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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?](#)

[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.)

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PERTANIAN UNTUK RAKYAT

SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سکولہ فعا جین سیسوازه

UPM SCHOOL OF GRADUATE STUDIES
POSTGRADUATE STUDENT PORTAL (IGMS)

Matric No : [REDACTED]

Name : [REDACTED]

Programme : [REDACTED]

Faculty : [REDACTED]

Welcome Student : [REDACTED]

ANNOUNCEMENT

SSS 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

FORMS & DOCUMENTS

APPLICATION FORMS & DOCUMENTS GUIDELINE

Forms
Documents

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

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



SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله فعاجين سيسوازه

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

A screenshot of the School of Graduate Studies (SGS) website homepage. The top navigation bar is dark red with white text. The 'CURRENT STUDENTS' link is highlighted with a yellow rectangular box. A yellow arrow points from this box down towards the main banner area. The banner features the text 'We Are Now @WhatsApp!' in large, bold letters, with a green plus sign in a speech bubble icon. Below the banner, there are images of a smartphone displaying the SGS WhatsApp business profile and a QR code labeled 'SCAN ME'. The website header includes the UPM logo, a search bar, and a navigation menu with links like HOME, DIRECTORY, FEEDBACK, etc.

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

Student Email (UPM-ID)

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

POSTGRADUATE STUDENT HANDBOOK

VISA & PASS

STUDY COSTS AND METHOD OF PAYMENT

GRADUATE STUDIES RULES



Our Entity

Documents

Newsletter

Setting

Student Email (UPM-ID) [cont.]

School of Graduate Studies



SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله فعا جين سيسوازه



UPM-ID



UPM Students Email
UPM student official email.

Enter your UPM-ID and Password

UPM-ID:

Password:

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



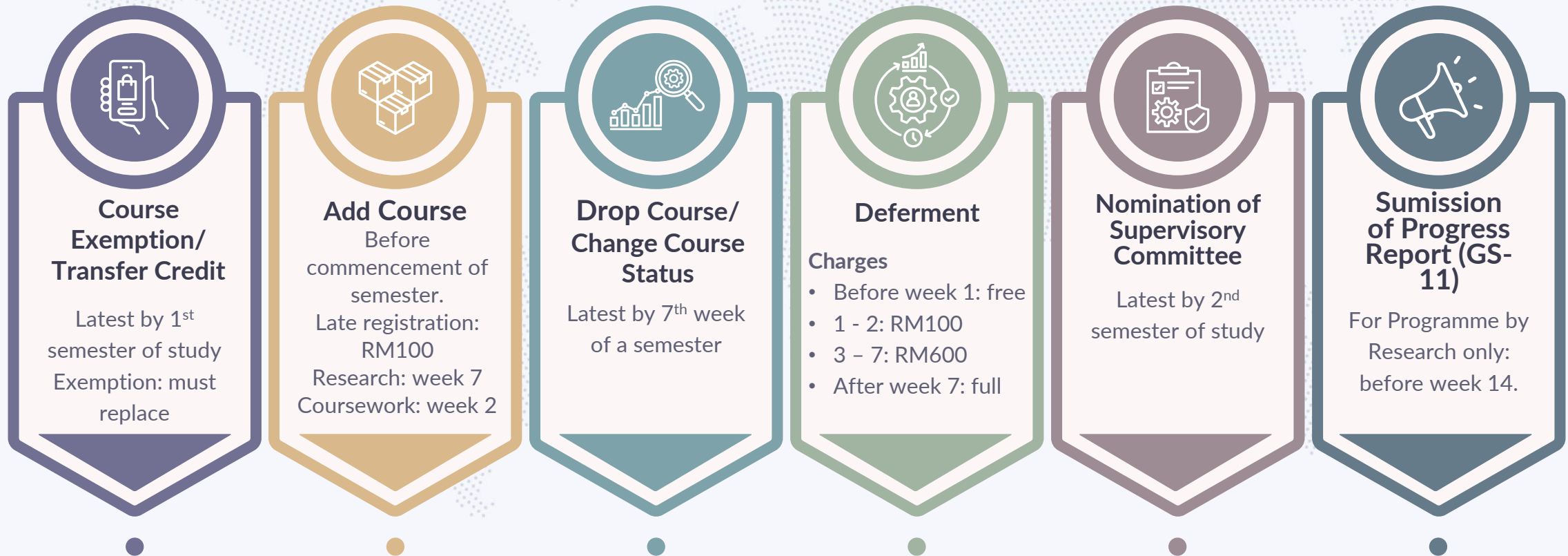
SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله فعاين سيسوازه

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

The screenshot shows a Gmail inbox with the following email entries:

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

Important Dates on Academic Process



MINIMUM & MAXIMUM DURATION

Master

Full time: 2 – 6 semesters
Part time: 4 – 8 semesters

GOT: 4 Semesters



PhD

Full time: 4 – 10 semesters
Part time: 8 – 12 semesters

GOT: 7 Semesters



Extension Master

Full time: starting 6 – 9 semesters
Part time: starting 6 – 11 semesters



Extension PhD

Full time: starting 10 – 13 semesters
Part time: starting 10 – 15 semesters



Course to be Completed for Graduation Requirements



Malay Language Communication

01

- LPM2100/equivalent
- All international except (Brunei & Indonesia)



English

02

- Students who do not meet the English requirement upon admission must register for and pass PIE within the first two consecutive semesters.



Prerequisites Course

03

Candidates without relevant qualifications or experience must complete prerequisite courses set by the Faculty and meet the minimum CGPA.



Study Scheme

04

Students must refer to the study scheme or other courses set by the Faculty to fulfill graduation and programme requirements.

Things to do for Master by Coursework Programme



STEP 1

Briefing by Programme Coordinator

Programme coordinator will give a briefing about your course and study plan.



STEP 2

Course Registration

Follow the study plan and courses required by the Faculty to graduate.

Course Code:
4000 - 5000

Check course status:
YW/ELF/AU



STEP 3

Attend Classes & Sit for Examination

Go to classes (80% attendance) and take exams as prescribed in academic calendar.



STEP 4

Complete Dissertation/Project

Finish your dissertation or project in 2 consecutive semesters



STEP 5

Fill up the Study Scheme Form (GS-05b)

Students must complete the form for the Programme Coordinator's support and Deputy Dean's endorsement.



STEP 6

Fill up the Graduation Form (GS-17)

Student must complete the form once the student receives an email from SPS confirming Senate's endorsement for degree conferment.

Things to do for Master by Research Programme



- Research Methodology
- SPS5903
- SPS5999 every semester
- Course prescribed by Faculty
- Course Code: 4000 - 5000

Fulfill Course Requirements



Latest by 2nd semester of study by completing the GS-10a

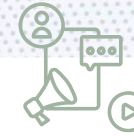
Prof.: 15
Assoc Prof.: 12
Senior Lecture: 10

Nomination of Supervisory Committee



Students must complete and submit the GS-11 form via the Student Portal each semester within the given timeline

Submit Progress Report Every Semester



- Submit the Notice of Thesis Submission (GS-14a) and the Submission of the Thesis for Examination (GS-15a).
- Sit for viva voce
- Fulfill publication requirements

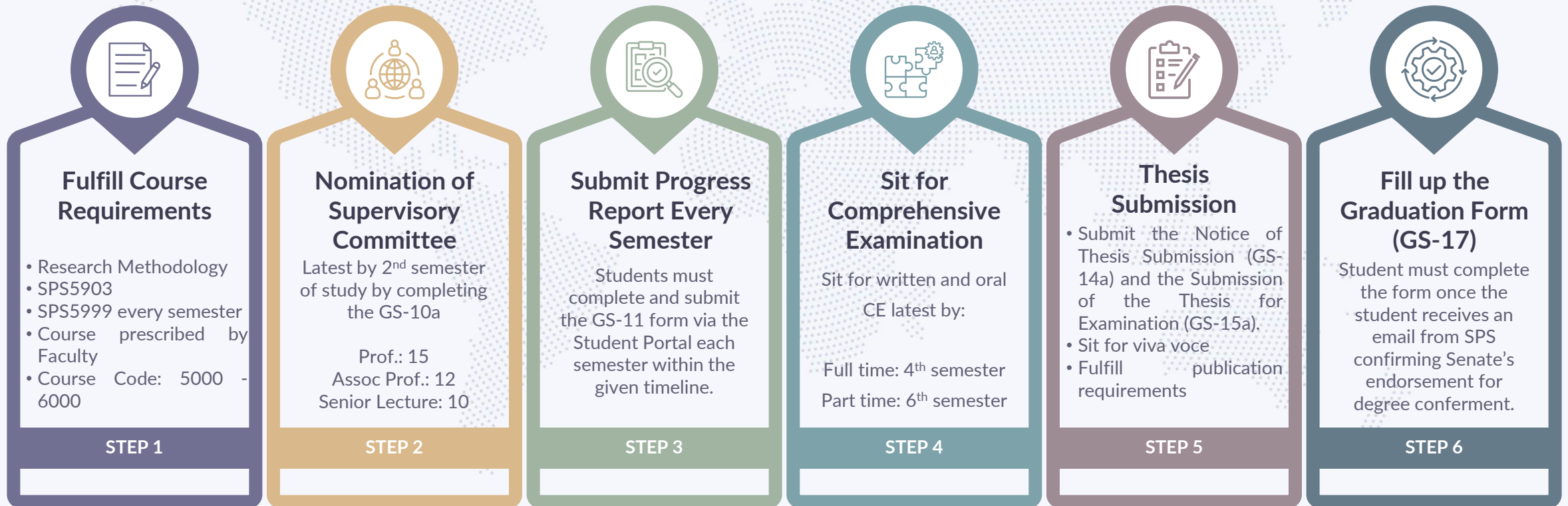
Thesis Submission



Student must complete the form once the student receives an email from SPS confirming Senate's endorsement for degree conferment

Fill up the Graduation Form (GS-17)

Things to do for PhD Programme



Suspended

- Fails PIE 2 twice; may attempt a 3rd time without registering other courses
- Fails prerequisite course twice
- Fail to complete these by end of 2nd semester/trimester:
 - Fails to submit academic certificate
 - Fails to complete & pass SPS5903/SPS6903
 - Fails to nominate Supervisory Committee
 - Fails to complete & pass Research Method course



Provisional

- Has not met the language requirement until passing PIE 2;
- Failed to submit original certificate at registration;
- Has not met prerequisite course requirement until passing it;

**student is given 2 semesters/trimesters to comply. Otherwise the study status will become 'Suspended'*



Terminated

- CGPA below 2.500 in any semester
- 2 "TM" grades for research progress
- "TM-Terminated" grade for SPS5999/SPS6999
- Fails to achieve CGPA ≥ 3.000 after probation
- Fails to achieve CGPA ≥ 3.000 after probation
- Fails CE after 2nd attempt (unless downgraded to Master's)
- Fails to sit for CE within 4 (FT) / 6 (PT) semesters
- Fails any compulsory/elective course twice
- Fails PIE 2 three times
- Fails any prerequisite course three times
- Exceeds maximum study duration
- Fails thesis examination
- Fails to submit thesis within 12 months
- Violates University rules/regulations

Dropped

- Fail to register
- Fail to pay semester fees by the 7th week of the semester.
- Fail to submit medical report to PKU by the 2nd week (for students continuing studies with a communicable disease).



Probation

- CGPA between 2.500 and 2.999
- Receives a "TM" grade for research progress
- Fails CE (1st attempt)



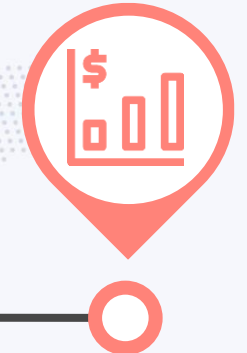
Withdraw

- Fail to register for 2 consecutive semesters
- Applies to withdraw with Dean's approval



Completed

A student completes the programme upon fulfilling all requirements (including publications for research programmes) and Senate endorsement for degree conferment



Academic Status

Postgraduate Candidature Checklist

You can access it through SGS website at:
<https://sgs.upm.edu.my/> > 'CURRENT STUDENTS' > 'Postgraduate Candidature Checklist'

English Programme

<http://bit.ly/checklistenglish>

By Research

<http://bit.ly/checklistbyresearch>

By Coursework

<http://bit.ly/checklistbycoursework>

Conferment of Degree Process

01

FULFILL PROGRAMME REQUIREMENTS

- 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)



02

ENDORSEMENT

List of students that has been 'Completed' will be endorsed by the University Graduate Studies Committee (JKPSU)



03

SENATE APPROVAL

- The Senate will approve the list of students for the conferment of degrees.
- SPS:
 - ✓ will update the status in i-GIMS
 - ✓ Prepare Senate Letter
 - ✓ Prepare transcript & academic certificate



04

AWARD OF DEGREE

- Student may refer to the website for the convocation date
- Check eligibility for nomination for University Awards





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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**ASSOC. PROF. DR. NITTY
HIRAWATY KAMARULZAMAN**
Deputy Dean
Admission, Institutional Relations
and Financial Aid



**MS. NUR NADJLA
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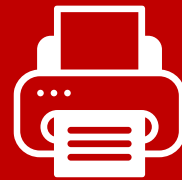


**MRS. NUR NADIAH ABDUL
RAHIM**
Executive Officer 3
nur_rahim@upm.edu.my

OTHER POSTGRADUATE PROGRAMMES



**INTERNATIONAL COLLABORATIVE
PROGRAMME (ICP)**



**PROGRAMME BY
INDUSTRY**



**NON-GRADUATING
PROGRAMME**

International Collaborative Programmes (ICP)

What is ICP?

A postgraduate programme jointly offered by UPM and partner international institutions in the form of joint, dual, or double degree.

Achievements

Since its inception, UPM has established collaborations with over 20 institutions across **Asia, Europe, Oceania, and North America**.

Through these collaborations, UPM has produced more than **50 graduates**.

Note: For existing students, conversion to this programme shall be made within the first year of study.

Partner Institutions

14

Collaborative Programmes



8

Institutions

Information | As of April 2025



**University of
Newcastle, Australia**
Joint PhD



**Kyushu Institute of
Technology, Japan**
Double Master | Double
PhD



**Sharif University of
Technology, Iran**
Joint Master | Joint PhD



Naresuan University, Thailand
Dual Master | Dual PhD



Maejo University, Thailand
Dual PhD



**Kasetsart University,
Thailand**
Dual Master | Dual PhD



IPB University
— Bogor Indonesia —

IPB University, Indonesia
Dual Master | Dual PhD



Universitas Brawijaya, Indonesia
Dual Master | Dual PhD

To be offered soon!



**National Taiwan
University, Taiwan**
Dual PhD



**Islamic Azad University
of Isfahan, Iran**
Dual Master | Dual PhD

Benefits of Enrolling

Degree Certificate Joint, Dual or Double

Attain a joint, dual, or double degree awarded by UPM and a partner institution, enhancing academic credentials and boosting student's career prospects.

International Learning Environment

Immerse in diverse academic cultures and research ecosystems through cross-border learning experiences.

World-Class Facilities

Benefit from the academic and research infrastructure of both institutions.



Cross-Cultural Competence

Develop cross-cultural competence by engaging with diverse academic communities and adapting to different learning environments.

Tuition Fee Waivers and Scholarships

Develop intercultural communication skills and global awareness through exposure to different cultures, perspectives, and international student communities.

Global Networking Opportunities

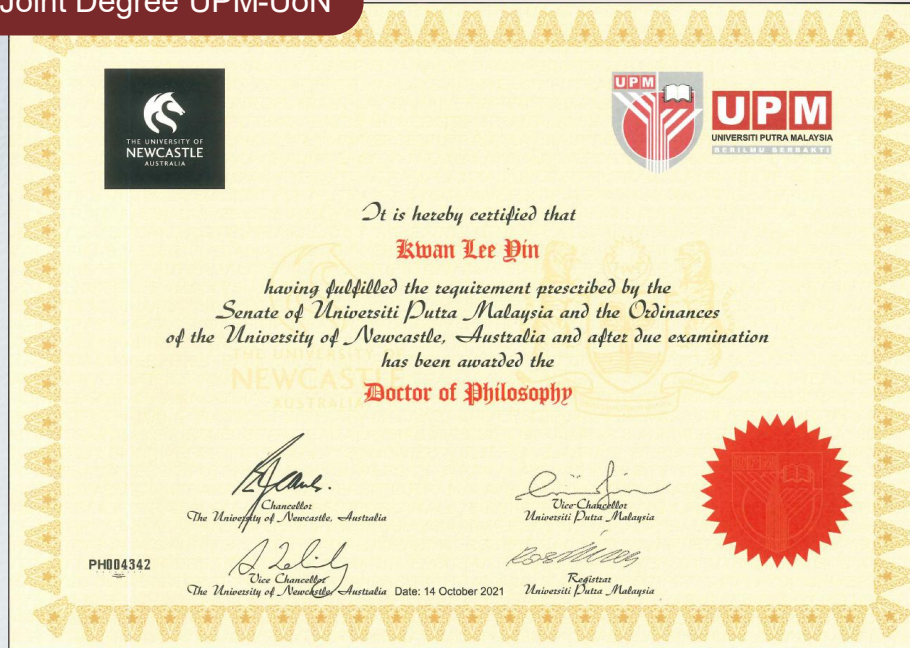
Access funding opportunities and fee exemptions offered by selected partner institutions.

Collaborative Research Programme

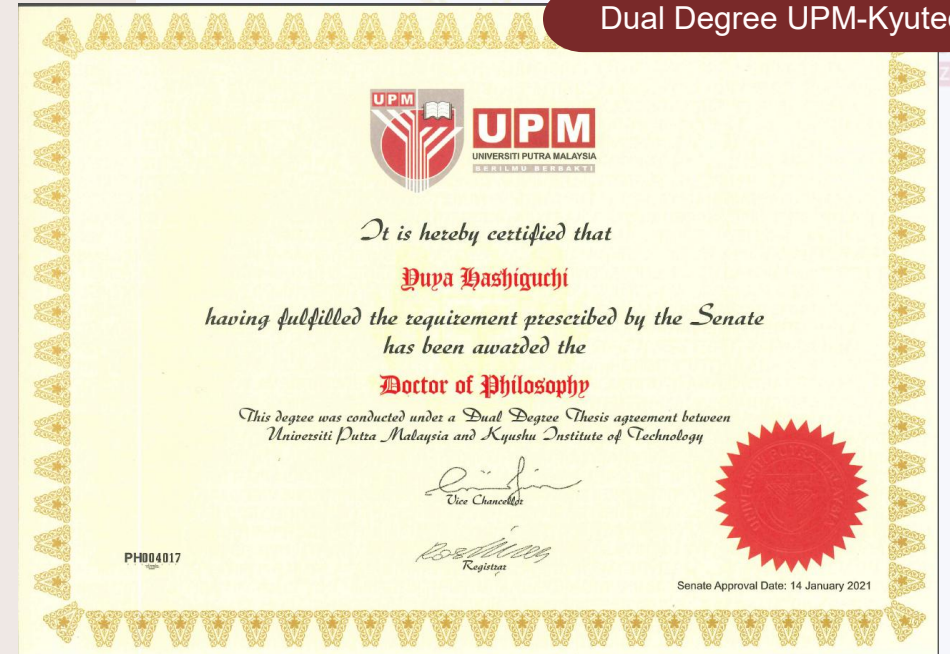
Engage in joint research, publications, and grant opportunities across institutions.



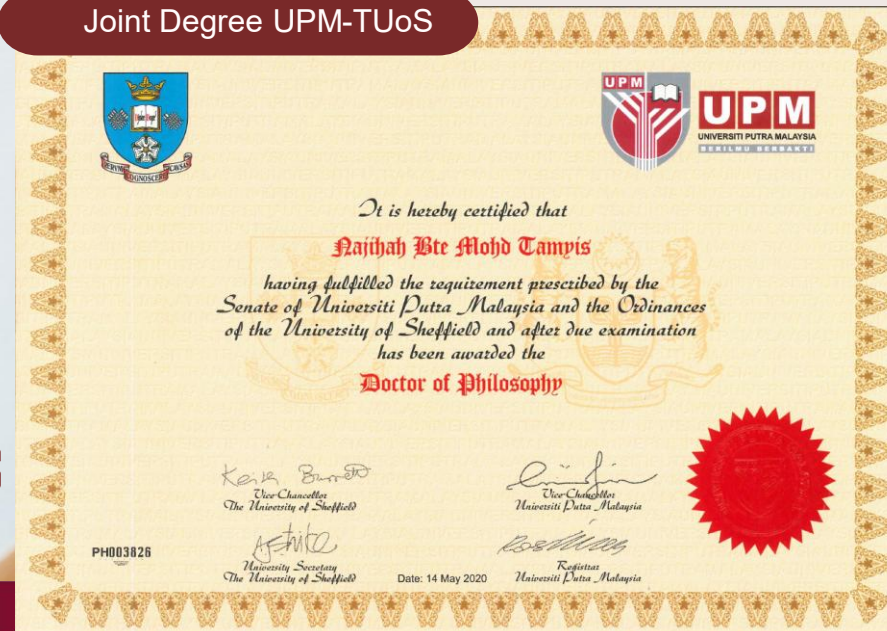
Joint Degree UPM-UoN



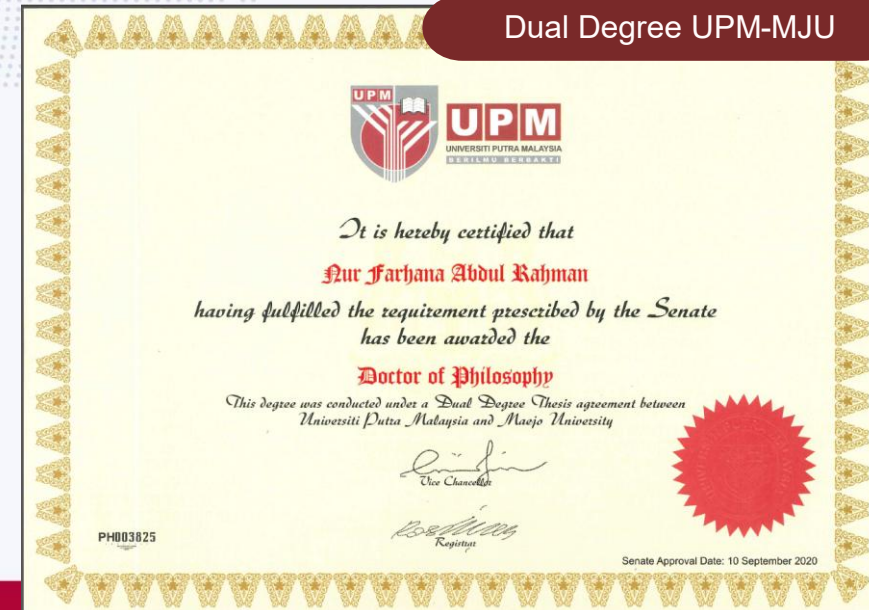
Dual Degree UPM-Kyutech



Joint Degree UPM-TUoS



Dual Degree UPM-MJU



Example of
Certificates

INFORMATION ON THE WEBSITE



SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله فعاين سيسوازه

1

SCHOOL OF GRADUATE STUDIES

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

EN ▾

A banner image showing a 3D architectural model of a building on the left and a laboratory scene with scientists in white coats on the right. A red box highlights the 'PROGRAMME OF STUDY' link in the navigation bar. On the right side, there are four red navigation icons: 'Our Entity', 'Documents', 'Newsletter', and 'Setting'.

» PROGRAMME OF STUDY

PROGRAMME OF STUDY

2

PROGRAMME BY COURSEWORK

PROGRAMME BY RESEARCH (PHD/MASTER)

UPM INTERNATIONAL COLLABORATIVE PROGRAMME (UPM ICP)

PROGRAMME BY INDUSTRY

Four red buttons representing different program types: 'PROGRAMME BY COURSEWORK' (with an image of an open book), 'PROGRAMME BY RESEARCH (PHD/MASTER)' (with an image of a laboratory), 'UPM INTERNATIONAL COLLABORATIVE PROGRAMME (UPM ICP)' (with a map of North Africa), and 'PROGRAMME BY INDUSTRY' (with an image of a modern city skyline).

PROGRAMME 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 programme 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: For existing students, conversion to this programme shall be made within the first year of study.

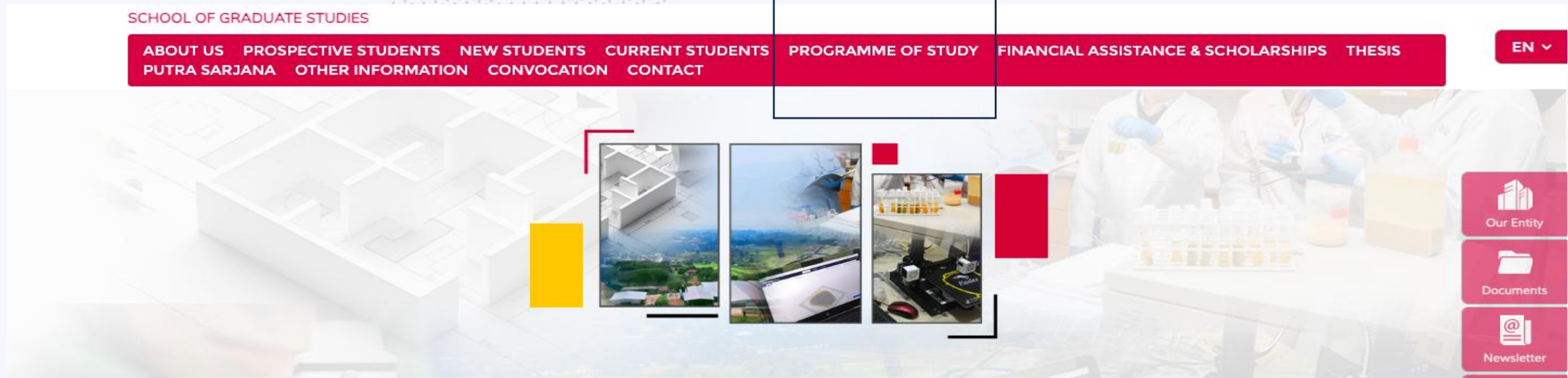
INFORMATION ON THE WEBSITE

1

SCHOOL OF GRADUATE STUDIES

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

EN ▾



» PROGRAMME OF STUDY

PROGRAMME OF STUDY

2

PROGRAMME BY COURSEWORK

PROGRAMME BY RESEARCH (PHD/MASTER)

UPM INTERNATIONAL COLLABORATIVE PROGRAMME (UPM ICP)

PROGRAMME BY INDUSTRY



NON-GRADUATING (NG) PROGRAMME

- ❑ 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

ACCREDITATION STATUS FOR MASTER SCIENCE AND PHD PROGRAMME FROM UPM



- o 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

SCHOOL OF GRADUATE STUDIES
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

PUTRA
UGroup

PORTAL
PUTRAMIUM

HR

KWSP
EPF

HiStaf

iGIMS
Staff

iGIMS
Student

PUTRA
aSS

e-ISO

ONLINE
SISWA

U-Respons

SCHOLARSHIPS & FINANCIAL ASSISTANCE



SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله فعاجين سيسوازه

INTERNAL

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

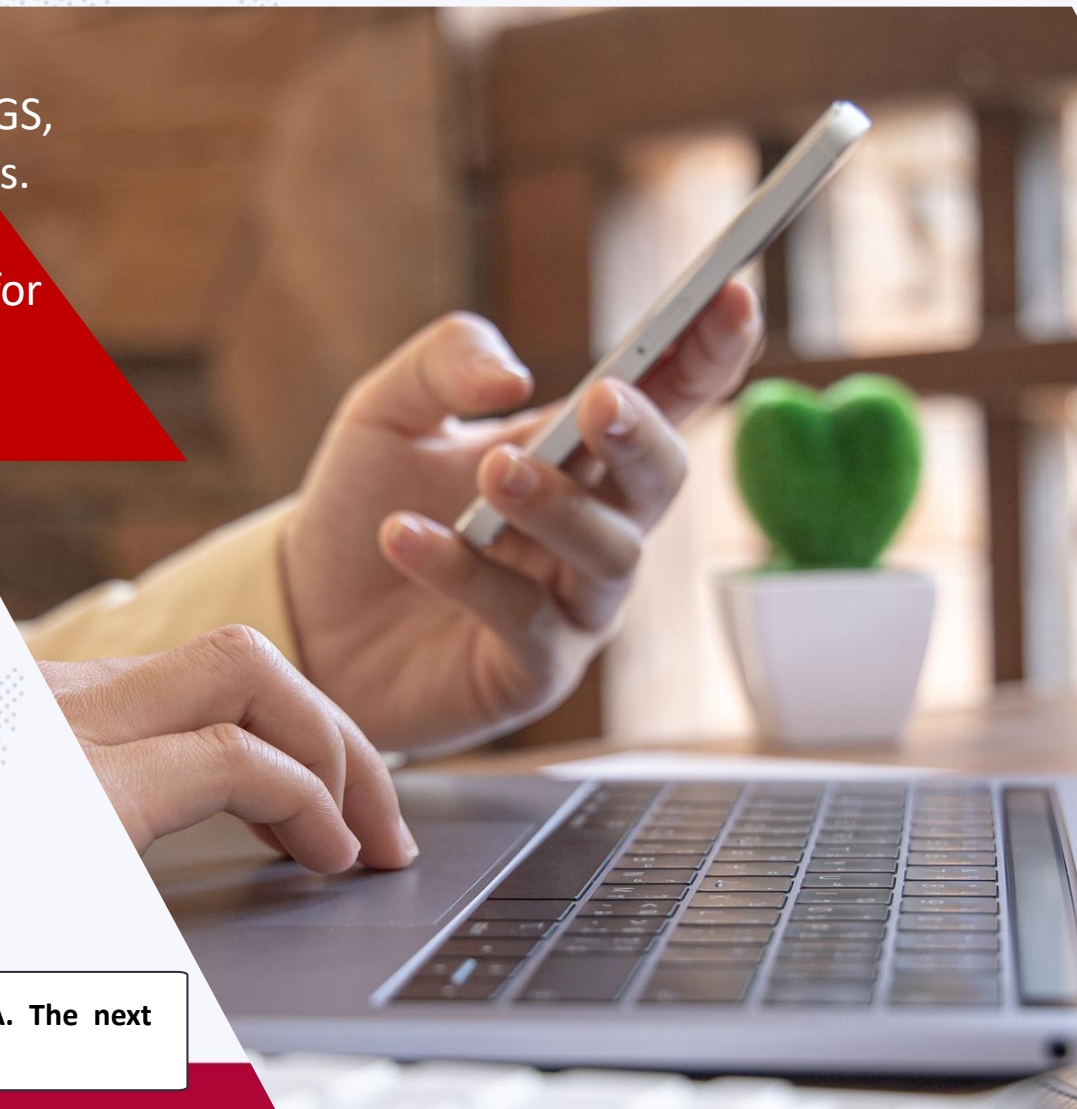
E.g.: GRF, GRA, SGRA, IGSS, PASS, BKW, BYSC and Financial Assistance for Research Attachment & International Presentation

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: Financial Assistance for the First Semester 2025/2026 are now closed, except for SGRA. The next application cycle will open in March 2026 for the Second Semester 2025/2026.



INTERNAL FUNDING

Type of Scholarship / Financial Assistance	Category of Applicant	Form of Assistance	Reciprocal Obligation	Remark
Graduate Research Fellowship (GRF)	<ul style="list-style-type: none"> Local only By research 	A partial tuition fee waiver and monthly allowance	Yes	Bound by agreement
Graduate Research Assistant (GRA)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Local and International By research 	Monthly allowance	No	Funded by SV's grant (Open year-round)
International Graduate Student Scholarship (IGSS)	<ul style="list-style-type: none"> International only By research 	Discount of 30-50% of the tuition fee	No	-
Putra Alumni Scholarship Scheme (PASS)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Local only By research and coursework 	A partial tuition fee waiver	Yes	-
Financial Incentive for Excellent Graduates (BYSC)	<ul style="list-style-type: none"> Local and international By research and coursework 	Financial support covering 30% of the tuition fee	No	-
Financial Assistance for Research Attachment and International Presentation	<ul style="list-style-type: none"> 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, MTCP



Briefing

by

PROFESSOR DR. RUSMAWATI SAID

Deputy Dean
Thesis and Student Development
School of Graduate Studies

Our Team



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- Faculty of Educational Studies
- Faculty of Agricultural Sciences and Forestry Sciences
- Faculty of Humanities, Management and Science
- Institute of Ecosystem Science Borneo
- Honarium



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Administrative Assistant

- Faculty of Engineering
- Institute of Nanoscience and Nanotechnology
- Faculty of Agriculture



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- School of Business and Economics
- Faculty of Computer Science and Information Technology



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- Faculty of Design and Architecture
- Faculty of Forestry and Environment
- Faculty of Science
- Faculty of Food Science and Technology



MRS. NATERAH SAMSUDIN
Administrative Assistant

- Faculty of Modern Language and Communication
- Institute for Social Science Studies
- Institute of Plantation Studies



MR. MUHAMMAD IRFAN IBRAHIM
Executive Officer 4

- Faculty of Medicine and Health Sciences
- Faculty of Veterinary Medicine
- Malaysian Research Institute on Ageing
- International Institute of Aquaculture and Aquatic Sciences
- Institute of Bioscience



MRS. NUR SYAKIRAH BAHARUDIN
Executive Officer 5

- Faculty of Human Ecology
- Faculty of Biotechnology and Biomolecular Sciences
- Halal Products Research Institute
- Institute for Mathematical Research
- Institute of Tropical Agriculture and Food Security
- Institute of Tropical Forestry and Forest Products



MS. SHARIFAH SAIDINATUL AMIRA SYED GHAZALI JALALUDIN
Administrative Assistant

- Thesis Submission After Viva Voce
- Collection of Approval Sheet



MRS. SITI NURHASNI RAMLI
Operational Assistant

Counter Staff

effective 23rd September 2025

Thesis Examination Process

School of Graduate Studies



SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله فعاين سيسوازه

After Senate Approval:

- Softcopy of final thesis in pdf format and email to sgs_thesis@upm.edu.my
- Softcopy of final thesis for Faculty/School/Institute and member of Supervisory Committee (if required)

**3 MONTHS
IN ADVANCE**

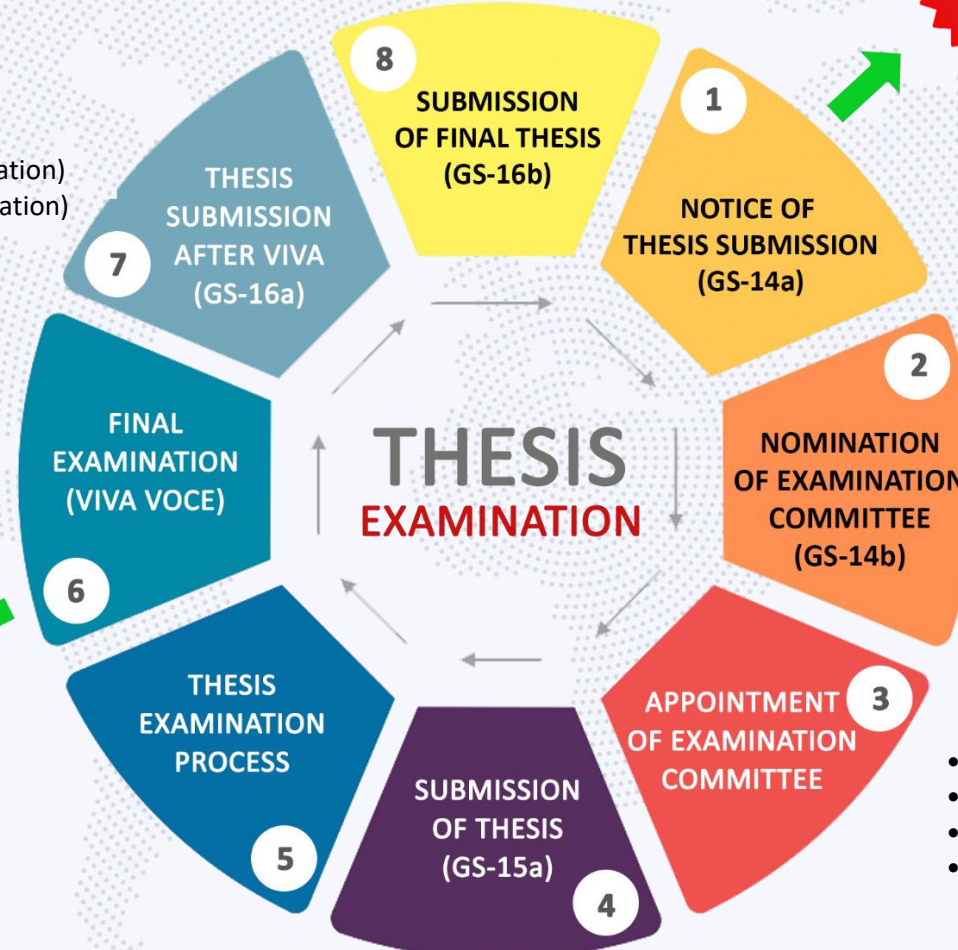
Accompanied by:

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

Categories of Result

- Distinction – 15 days
- Minor – 90 days
- Major - 180 days
- Re-Viva – 60 days
- Re-Submit – 2 Semesters
- Re-Submit as a Masters – 60 days
- Reject

**WITHIN 2
MONTHS AFTER
GS-15a**



Accompanied by:

- Table of Contents
- Thesis Abstract

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

- Recommendation by the Faculty/School/Institute
- Review by the JKKPPTP
- Endorsement by the JKPSU

Members:

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

Accompanied by:

A softcopy of thesis, AI declaration form, Plagiarism (Turnitin) report ($\leq 25\%$) except $\leq 20\%$ for students under the School of Business and Economics (submission through email to sgs_thesis@upm.edu.my)

update 2nd October 2025

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	<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"><input type="checkbox"/> Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal).<input type="checkbox"/> 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 new plant variety 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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Thesis and Student Development
School of Graduate Studies

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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



SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله قضاجين سيسوازه

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



Speaker
Prof. Ts. Dr. Goh Yong Meng
Deputy Director,
Office Research Grant Division,
Research Management Centre,
Universiti Putra Malaysia

SECURING GRANTS THROUGH AN *Effective* PROPOSAL

ONLY 300 PLACES ARE AVAILABLE!

Attendance Confirmation

<https://shorturl.at/ahokQ>

THESIS LITERATURE MATRIX:

Litmaps.AI, Google Scholar and Literature Writing

Attendance Confirmation

Dr. Thea Voranen Kareson
Chief Librarian / Librarian
Influencing by OUPRM

11th October 2023 | Wednesday
10.00 am - 12.00 pm

Only 300 places are available!

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

COMMUNITY LINKAGES

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



Putra Sarjana (Learning Support Programme)

School of Graduate Studies



SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
سكوله فعا جين سيسوازه



**SCAN HERE TO SELECT YOUR
PREFERRED COURSES IN 2025**

Putra Sarjana (Student Clubs/ Associations)

School of Graduate Studies



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

Putra Sarjana (Student Clubs/ Associations)

School of Graduate Studies



PUTRA
PERTANIAN UNTUK RAKYAT

SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH
مَكْتَبَةُ فَتَا جِينِ سِيَسْوَا زَهْ



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 Philosophy (PhD)
- ❖ Resides in Malaysia and easy to be contacted via 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?

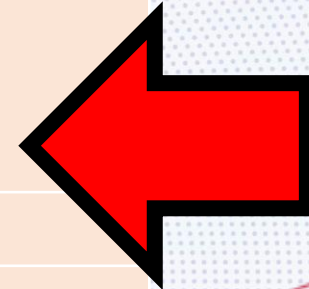
- ❖ Certificate of appointment and appreciation.
- ❖ PGSA appreciation ceremony
- ❖ Alumni and industrial linkages
- ❖ Support and priority for University prizes/awards
- ❖ Appointed as a part of the organizing committee in major University/national-scaled postgraduate events

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



Official Website for Contact Info

Social Network Sites

School of Graduate Studies



 @sgsupm

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.



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

PUTRA
PERTANIAN UNTUK RAKYAT

SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH

سکولہ فعا جین سیسوازه

Agriculture • Innovation • Life

With Knowledge We Serve

Thank you!