Postgraduate Student
HANDBOOK 2025

School of Graduate Studies
Universiti Putra Malaysia

All information provided is correct at the time of publication and is subject to change without notice.

INTRODUCTION

This handbook provides important information for students (local and international) planning to pursue or currently pursuing postgraduate studies in Universiti Putra Malaysia (UPM). This includes visiting and exchanging graduate students to UPM. The content covers information on admission, international collaborative programs, student mobility, academic matters, financial assistance, thesis, student affairs, learning support, visa and student pass. A list of available services and facilities within the campus is among the updated information provided. The handbook is designed to guide students on the academic requirements and procedures that will ensure the successful completion of their postgraduate studies.

The postgraduate programmes (research and coursework) included in this handbook comprises doctoral degrees and master's degrees offered by various faculties and institutes at UPM. This handbook should be read together with the UPM Graduate Studies Rule 2003 (Revision 2015 – 2016), individual programme regulations and other general academic regulations set by UPM. General enquiries about the programmes and admission can be directed to the School of Graduate Studies and the relevant faculties or institutes.
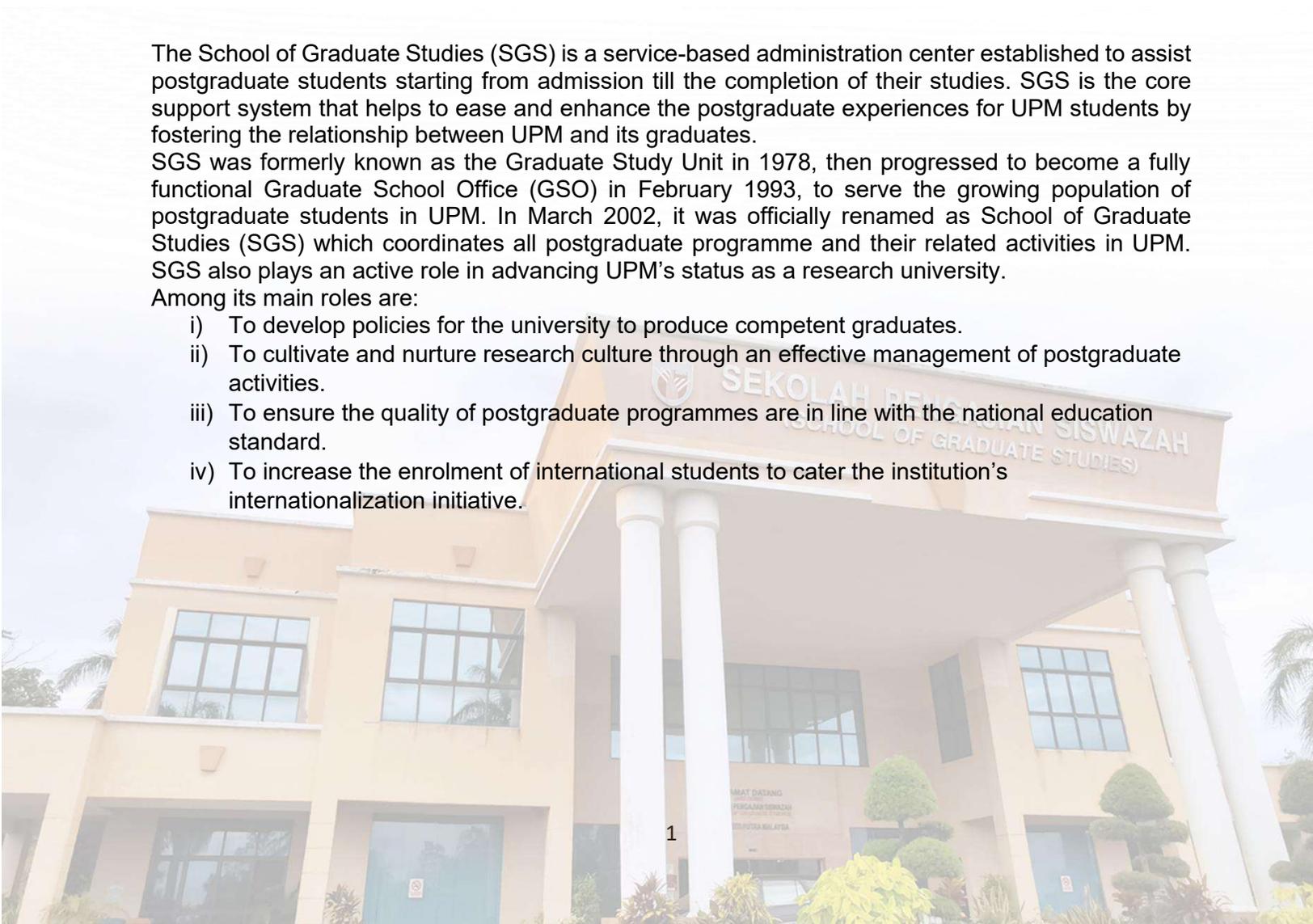
BACKGROUND OF SCHOOL OF GRADUATE STUDIES (SGS)

The School of Graduate Studies (SGS) is a service-based administration center established to assist postgraduate students starting from admission till the completion of their studies. SGS is the core support system that helps to ease and enhance the postgraduate experiences for UPM students by fostering the relationship between UPM and its graduates.
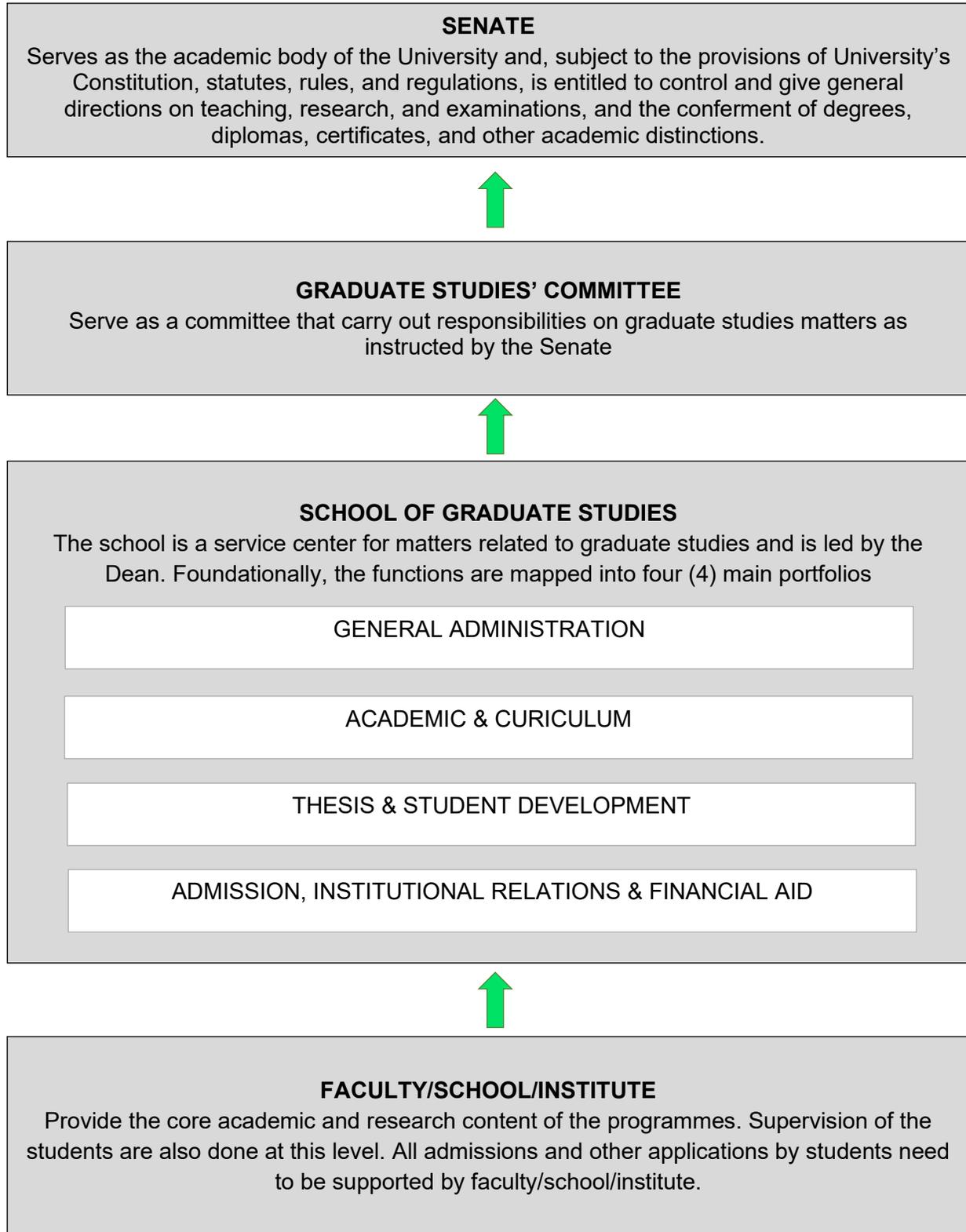
SGS was formerly known as the Graduate Study Unit in 1978, then progressed to become a fully functional Graduate School Office (GSO) in February 1993, to serve the growing population of postgraduate students in UPM. In March 2002, it was officially renamed as School of Graduate Studies (SGS) which coordinates all postgraduate programme and their related activities in UPM. SGS also plays an active role in advancing UPM's status as a research university.

Among its main roles are:

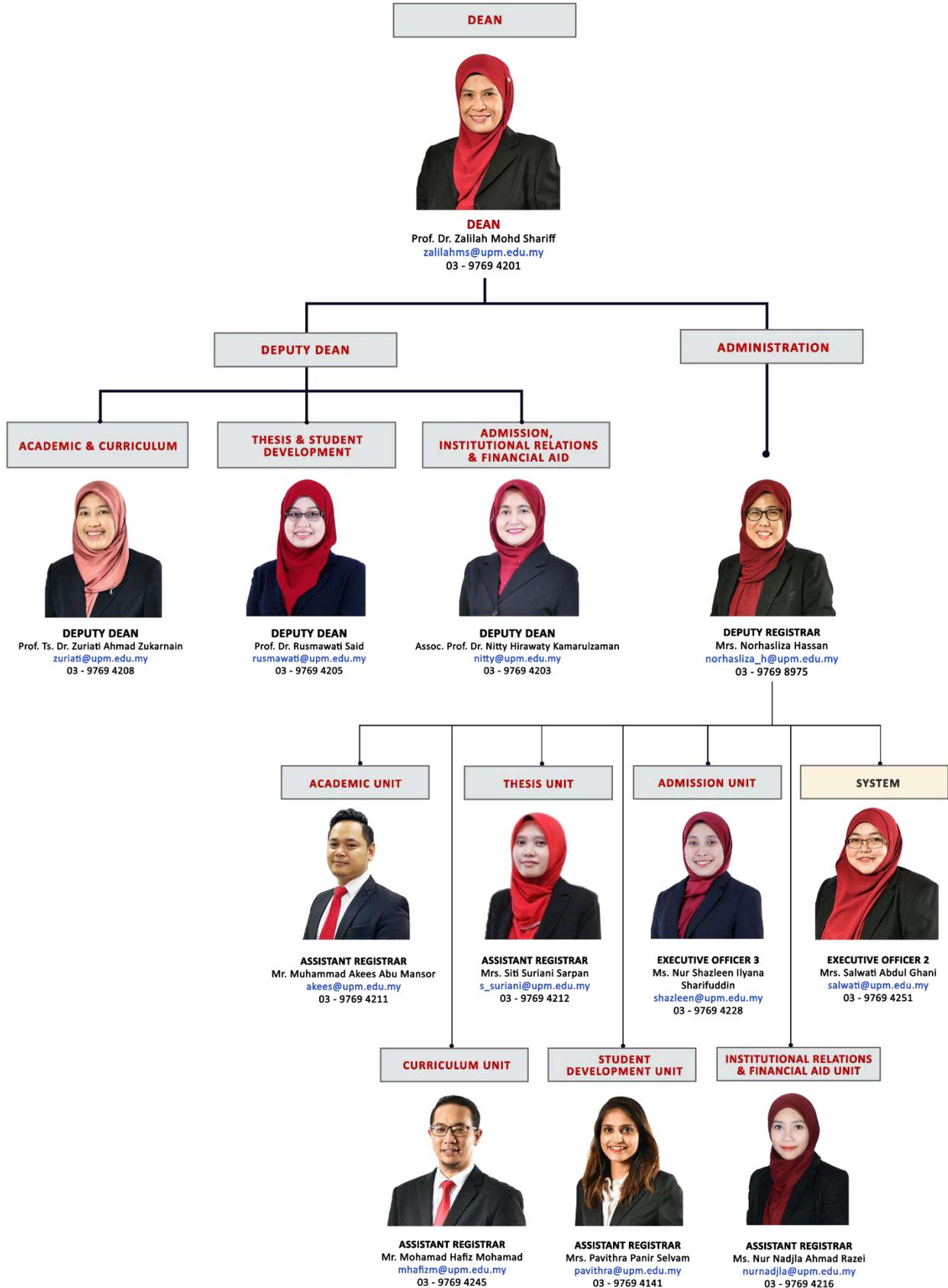i) To develop policies for the university to produce competent graduates.
ii) To cultivate and nurture research culture through an effective management of postgraduate activities.
iii) To ensure the quality of postgraduate programmes are in line with the national education standard.
iv) To increase the enrolment of international students to cater the institution's internationalization initiative.

POSTGRADUATE STUDY GOVERNANCE IN UPM

SENATE
Serves as the academic body of the University and, subject to the provisions of University's Constitution, statutes, rules, and regulations, is entitled to control and give general directions on teaching, research, and examinations, and the conferment of degrees, diplomas, certificates, and other academic distinctions.

⬆

GRADUATE STUDIES' COMMITTEE
Serve as a committee that carry out responsibilities on graduate studies matters as instructed by the Senate

⬆

SCHOOL OF GRADUATE STUDIES
The school is a service center for matters related to graduate studies and is led by the Dean. Foundationally, the functions are mapped into four (4) main portfolios

GENERAL ADMINISTRATION

ACADEMIC & CURICULUM

THESIS & STUDENT DEVELOPMENT

ADMISSION, INSTITUTIONAL RELATIONS & FINANCIAL AID

⬆

FACULTY/SCHOOL/INSTITUTE
Provide the core academic and research content of the programmes. Supervision of the students are also done at this level. All admissions and other applications by students need to be supported by faculty/school/institute.

SGS ORGANISATIONAL STRUCTURE

DEAN

DEAN
Prof. Dr. Zalilah Mohd Shariff
zalilahms@upm.edu.my
03 - 9769 4201

DEPUTY DEAN

ADMINISTRATION

ACADEMIC & CURRICULUM

THESIS & STUDENT DEVELOPMENT

ADMISSION, INSTITUTIONAL RELATIONS & FINANCIAL AID

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DEPUTY DEAN
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03 - 9769 4205

DEPUTY DEAN
Assoc. Prof. Dr. Nitty Hirawaty Kamarulzaman
nitty@upm.edu.my
03 - 9769 4203

DEPUTY REGISTRAR
Mrs. Norhasliza Hassan
norhasliza_h@upm.edu.my
03 - 9769 8975

ACADEMIC UNIT

THESIS UNIT

ADMISSION UNIT

SYSTEM

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EXECUTIVE OFFICER 3
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EXECUTIVE OFFICER 2
Mrs. Salwati Abdul Ghani
salwati@upm.edu.my
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CURRICULUM UNIT

STUDENT DEVELOPMENT UNIT

INSTITUTIONAL RELATIONS & FINANCIAL AID UNIT

ASSISTANT REGISTRAR
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mhafizm@upm.edu.my
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ASSISTANT REGISTRAR
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ASSISTANT REGISTRAR
Ms. Nur Nadjla Ahmad Razei
nurnadjla@upm.edu.my
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3

SGS ADMINISTRATION

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, monitors 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 in providing required postgraduates data for institution's both internal and external records.

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 administers social network platforms including Facebook, Instagram, Telegram and SGS official website. This unit also manages postgraduates' convocation procedures as well as the promotional events/activities for postgraduate programmes (local/international).

Admission Unit

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

Institutional Relations & Financial Aid Unit

Coordinates the linkages with both local and international institutions and promotes international academic/mobility programmes. This unit also manages international scholarships and financial assistance for students' research attachment and international presentation participation.

Manages the internal resources of financial aid for postgraduate students such as fellowships, scholarships, and assistantships. Among the available schemes are Graduate Research Fellowship (GRF), Special Graduate Research Allowance Scheme (SGRA), Graduate Research Assistantship (GRA), International Graduate Student Scholarship (IGSS), Putra Alumni Scholarship Scheme (PASS), Special Scholarship for Journalist (BKW) and Financial Incentive for Excellent Graduates (BYSC).

MANAGEMENT TEAM CONTACT DETAILS

Name	Details
Dean's Office	
Prof. Dr. Zalilah Mohd Shariff	**Dean** Telephone: 03-9769 4201 Email: dean.sgs@upm.edu.my / zalilahms@upm.edu.my
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Curriculum and Academic Unit	
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Thesis and Student Development Unit	
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Admission, Institutional Relations and Financial Aid Unit	
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Ms. Nur Nadjla Ahmad Razei	**Assistant Registrar** **(Institutional Relations and Financial Aid)** Telephone: 03-9769 4216 Email: nurnadjla@upm.edu.my

SPECIFIC MAILING CONTACT DETAILS

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 • Extension of study • Credit transfer/ course exemption • Transfer of programme/field of study • Conversion of programme • Add/drop course • 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 & BYSC)
sgs_intl.programme@upm.edu.my	• UPM-ICP (Joint/Dual/Double degree) • Programme by Industry • International scholarships • Financial assistance for international presentation and research attachment • Mobility programme
sgs_thesis@upm.edu.my	• Thesis submission for examination • Thesis submission after the final examination (viva voce) • Viva voce arrangement. • Appointment of Thesis Examination Committee • Publication requirements (GS-25)
sgs_putrasarjana@upm.edu.my	• Students' general welfare • Learning support programme • Convocation
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 Dependent Pass Application
idec_support@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 • Putra Virtual ID (PutraVID)
bppupm@upm.edu.my	• Housing and Placement for UPM students

OFFICE OF DEPUTY DEAN (GRADUATE STUDIES) FOR THE FACULTY/SCHOOL DEPUTY DIRECTOR FOR THE INSTITUTE

No.	Faculty/School/ Institute	Deputy Dean (Graduate Studies) / Deputy Director	Office Secretary	Officer in Charge
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POSTGRADUATE PROGRAMMES

(a)   Programme by Coursework

Currently, UPM offers more than 70 programmes by coursework across 14 faculties.

Faculty of Agriculture
1.   Master in Land Resource Management
2.   Master in Plantation Management
3.   Master in Tropical Soil Science
4.   Master in Food Security

Faculty of Biotechnology and Biomolecular Sciences
1.   Master in Biotechnology with Bioentrepreneurship

Faculty of Computer Science and Information Technology
1.   Master of Computer Science
2.   Master of Information Security
3.   Master of Software Engineering
4.   Master in Computer Network

Faculty of Design and Architecture
1.   Master of Architecture
2.   Master of Landscape Architecture
3.   Master in Tropical Urban Design
4.   Master in Sustainable Landscape Management
5.   Master in Industrial Design Innovation
6.   Master in Construction Technology Management

School of Economics and Business
1.   Master of Economics
2.   Master in Entrepreneurship
3.   Master of Finance
4.   Master of Business Administration
5.   Master in Human Resource Management and Organization

Faculty of Educational Studies
1.   Master of Education in Curriculum and Instruction
2.   Master of Education in Educational Administration
3.   Master of Education in Educational Psychology
4.   Master of Counselling
5.   Master of Education in Instructional Technology and Innovation
6.   Master in Physical and Health Education
7.   Master of Education in Sport Science
8.   Master of Education in Teaching of English as a Second Language
9.   Master of Education in Malay Language
10. Master of Education in Technical and Vocational Education
11. Master of Human Resource Development

Faculty of Modern Languages and Communication
1.   Master in Applied English Linguistics
2.   Master in Corporate Communication
3.   Master of World Literature
4.   Master of Malay Language and Linguistics

Faculty of Engineering
1.   Master in Aerospace System Design Engineering
2.   Master in Communication Engineering
3.   Master in Electrical Power Engineering
4.   Master in Emergency Response and Planning
5.   Master of Engineering Management
6.   Master of Environmental Engineering
7.   Master of Environmental Technology Management
8.   Master in Highway and Transportation Engineering
9.   Master in Innovation and Engineering Design
10. Master in Manufacturing System Engineering
11. Master in Microelectronic System Engineering
12. Master in Process Safety and Loss Prevention
13. Master in Remote Sensing and GIS
14. Master in Structural Engineering and Construction
15. Master in Water Engineering
16. Master in Food Process and Packaging Engineering Master in Computer Engineering with Technopreneurship
17. Master in Control System Engineering
18. Master in Digital Agriculture
19. Master in Computer Engineering with Technopreneurship

Faculty of Food Science and Technology
1.   Master in Food Technology
2.   Master in Food Safety and Quality Assurance
3.   Master in Functional Food Design

Faculty of Veterinary Medicine
1.   Master of Veterinary Medicine

Faculty of Forestry and Environment
1. Master of Environment

Faculty of Medicine and Health Sciences
1.   Doctor of Public Health
2.   Master of Pathology
3.   Master of Family Medicine
4.   Master of Medicine (Pediatrics)
5.   Master of Medicine (Psychiatry)
6.   Master of Medicine (Radiology)
7.   Master of Medicine (Internal Medicine)
8.   Master of Medicine (Anesthesiology)
9.   Master of Public Health
10. Master of Surgery (Orthopedics)
11. Master of Surgery (General Surgery)
12. Master in Nutritional Sciences
13. Master in Environmental and Occupational Health
14. Master in Clinical Psychology

Faculty of Human Ecology	Faculty of Science
1. Master in Politics and Government 2. Master in Community Development 3. Master in Personal Financial Planning	1. Master in Applied Statistics 2. Master in Analytical Chemistry 3. Master in Materials Physics 4. Master in Tropical Biology 5. Master in Mathematical Sciences
Faculty of Humanities, Management and Science 1. Master of Economics 2. Master in Renewable Energy	

(b)   Programme by Research

UPM also offers more than 290 fields of study for programme by research.	
Accounting	Bioresource Management
Advanced Materials	Biotechnology with Bio-entrepreneurship
Aerospace Engineering	Biotherapeutics
Aerospace System Design Engineering	Business Economics
Agribusiness	Business Law
Agricultural Economics	Biopolymer, Pulp and Paper Technology
Agricultural Extension	Cancer Biology and Oncology
Agricultural Mechanisation and Automation	Catalysis
Agricultural Policy	Cell Biotechnology
Agricultural Process Engineering	Chemical Engineering
Agricultural Technology	Chemical Pathology
Agricultural Waste Engineering	Chinese Literature
Agriculture Genomics	Clinical Nutrition
Agronomy	Clinical Pathology
Analytical and Structural Mathematics	Clinical Psychology
Analytical Chemistry	Communication Technology
Anatomy and Histology	Community Development
Animal Behavior and Welfare	Community Education and Development
Animal Biotechnology	Community Nutrition
Animal Nutrition	Computable Structures and Scientific Computing
Animal Physiology	Computational Mathematics
Animal Production	Computational Methods in Engineering
Animal Sciences	Computational Operations Research
Animal Welfare	Computer and Embedded Systems Engineering
Applied and Computational Statistics	Computer Graphics
Applied Comparative Linguistics	Computer Networks
Applied Mathematics	Corporate Communication
Applied Physics	Computer Vision
Aqua informatics	Consumer Science
Aquaculture	Control System Engineering
Aquaculture Biotechnology	Corporate Leadership
Aquaculture Engineering	Curriculum and Instruction
Aquatic Animal Health	Data Science
Aquatic Biotechnology	Database Systems
Arabic Language	Development Communication
Architectural Studies	Developmental Psychology
Automotive Engineering	Discourse Studies
Avian Medicine	Ecology

Bacteriology	Economics
Biochemical Engineering	Education in Malay Language
Biochemistry	Educational Administration
Bio-composite Technology and Design	Educational Psychology
Biodiversity and Conservation of Natural Resources	Educational Technology
Bioinformatics and System Biology	Electrical Power Engineering
Biomedical Engineering	Electronic Engineering
Bioresource and Technology	Energy
English Language	Haematology
English Literature	Halal Products Development
Entomology	Halal Product Management
Environmental Biotechnology	Halal Products Science
Environmental Economics, Planning and Management	Health and Rehabilitation
Environmental Education and Ethics	Health Education and Communication
Environmental Engineering	Health Promotion
Environmental Health	Health Service Management
Environmental Hydrology and Hydrogeology	Highway and Transportation Engineering
Environmental Policy and Governance	Horticulture
Environmental Pollution Control Technology	Hospitality
Environmental Quality and Conservation	Housing
Environmental System and Modelling	Human Anatomy
Enzyme Biotechnology	Human Communication
Epidemiology and Biostatistics	Human Computer Interaction
Epidemiology and Public Health	Human Development
Equine Medicine	Human Factors and Ergonomics
Ethnomathematics	Human Genetics
Ethnic Studies	Human Physiology
Extension Education	Human Resource Development
Engineering and Renewable Energy	Human Resource Management
Family Ecology	Immunobiology
Family Economics and Management	Immunopharmacology
Farm Structures	Industrial Biotechnology
Finance	Industrial Design
Financial Mathematics	Industrial Engineering
Fisheries Science	Industrial Hygiene
Fluid Dynamics	Information Retrieval
Food Biotechnology	Information Systems
Food Engineering	Inorganic Chemistry
Food Management	Instructional Technology and Innovation
Food Safety	Integrated Design Studies
Food Science	Intelligent Systems
Food Security and Climate Change	Islamic Education
Food Service Management	Journalism
Food Technology	Japanese Language
Forensic Science	Laboratory Animal Medicine
Forest Management and Ecosystem Sciences	Land Resource Management
Forestry	Landscape Studies
Gender and Development	Leadership Studies

Genetics	Literacy Studies
Genetics and Breeding	Literacy and Cultural Studies
Geographic Information System	Malay Language
Geospatial Engineering	Malay Literature
Geotechnical and Geological Engineering	Management
Gerontechnology	Manufacturing Systems Engineering
Green Engineering	Mariculture
Guidance and Counselling	Marine and Freshwater Ecosystem
Marine Biology	Photonics Engineering
Marine Ecology and Biodiversity	Tourism
Marketing	Toxicology
Mass Communication	Translation and Interpretation
Materials Engineering	Tropical Rainforest Ecosystem Services
Materials Science	Teaching of Malay Literature
Mathematical Cryptography	Physical Chemistry
Mathematical Physics and Engineering	Physical Education
Mathematics Education	Physics
Mechanical Engineering	Phytochemistry
Medical Biotechnology	Plant Biotechnology
Medical Gerontology	Plant Pathology
Medical Education	Plant Physiology
Medical Microbiology	Plant Science
Medical Parasitology	Plantation Technology
Medical Physics	Politics and Government
Medical Sciences	Post-Harvest Technology
Medicinal Chemistry	Process Safety and Reliability
Metabolomics	Project Management
Microbial Biotechnology	Psychology of Child Development
Microbiology	Psychological Medicine/Psychiatry
Molecular Biology and Genetic Engineering	Public Health
Molecular Biotechnology	Pure Mathematics
Molecular Imaging	Radiology and Imaging
Molecular Medicine	Remote Sensing
Moral Education	Robotic and Automation Engineering
Multimedia Computing	Ruminant Medicine
Music	Rural Advancement
Nanobiotechnology	Safety, Health and Emergency Management
Nanomedicine	Security in Computing
Nanoscience	Sensor Technology
Nanotechnology	Shariah and Halal Laws
Natural Resource Policy	Signal Processing
Neuroscience	Small Animal Medicine
Numerical Analysis	Social Gerontology
Nursing	Social Psychology
Nutrition	Sociology of Education
Nutritional Sciences	Software Engineering
Occupational Safety and Health	Soil and Water Engineering
Occupational Safety and Health Management System	Soil Science

Organic Chemistry	Sports Science
Organizational Communication	Statistics
Packaging Engineering	Stem Cell
Parallel and Distributed Computing	Structural Biology
Parasitology	Structural Engineering
Pathology	Surgery
Pest Management	Sustainable Plantation Management
Pharmacology	Sustainable Recreation and Ecotourism
Philosophy and Civilization Studies	Virology
Swine Medicine	Water Resources Engineering
Teaching of English as a Second Language	Wildlife and Exotic Animal Health
Technical and Vocational Education	Wildlife Ecology and Management
Theoretical and Computational Chemistry	Wireless Communications and Networks Engineering
Theoretical and Computational Physics	Youth Studies
Theriogenology and Cytogenetics	
Urban Planning and Design	
Vaccine and Therapeutics	

(c)   UPM International Collaborative Programme

The UPM International Collaborative programme (UPM-ICP) is a programme jointly developed by UPM with several top universities. The main objective is to promote and strengthen bilateral collaboration between UPM and its partners particularly in the areas of research and joint supervision. The programme provides an opportunity for students to study abroad and simultaneously obtain a degree from UPM and the partner university. There are several programme modes namely Joint Degree, Dual Degree, Double Degree, and Cotutelle Degree, as detailed below:

University	Programme	Area of Study
University of Newcastle, Australia	Joint PhD	Education, Engineering, Computer Science, Information Technology, Health and Medical Sciences, Science, Mathematics, Language etc.
Maejo University, Thailand	Dual PhD	Food Engineering, Agricultural Process Engineering, Bioprocess Engineering, Packaging Engineering.
Naresuan University, Thailand	Dual Master Dual PhD	Health Sciences, Medical Science, Nursing, Public Health, Agriculture, Natural Resources & Environment, Architecture, Engineering, Science, Business, Economics, Communications, Education, Social Sciences.
Ataturk University, Turkiye	Joint PhD	Industrial Engineering, Biology, Chemical Engineering, Electrical and Electronic Engineering, Food Engineering.

Sharif University of Technology, Iran	Joint Master Joint PhD	Social and Behavioral Science, Business and Administration, Physical Science, Mathematics, Engineering and Engineering Trades
Kyushu Institute of Technology, Japan	Double Master Double PhD	Engineering, Computer Science and Life Science

*Cotutelle programme is another joint supervision programme which is similar to Dual Degree programme. However, this programme requires a one-to-one agreement between the student and university. An extended period is needed for approvals of this cotutelle agreement. At the end of the programme, students will be awarded two certificates, each from UPM and partner university.

(d) Programme by Industry

Programme by Industry offers an alternative route for industry practitioners who wish to pursue a master's or doctorate degree without leaving their workplace. This programme is developed to encourage knowledge sharing among industry practitioners and academicians in producing highly knowledgeable professionals. This programme aims at inspiring innovation and enhancing competitiveness within the industry via industry-based research through collaboration with UPM. There is a wide range of fields of study available that students can choose from particularly in engineering, business and economics, agriculture, food technology, computer science, biotechnology, etc.

SERVICES PROVIDED BY THE SCHOOL OF GRADUATE STUDIES

❖ ADMISSION

❖ ACADEMIC MATTERS

❖ THESIS SUBMISSION

❖ FINANCIAL ASSISTANCE & SCHOLARSHIPS

❖ INTERNATIONAL COLLABORATIVE PROGRAMMES (ICP) AND MOBILITY

❖ STUDENT AFFAIRS

❖ COUNTER SERVICES

ADMISSION MATTERS

- Intakes and Application
- English Language Requirement
- Registration Flow and Checklist
- Student Visa and Pass
- Enrolment Checklist

ADMISSION

(a) Intakes and Application Deadlines

Academic Calendar	Programme	Semester	Application Deadline	
			International	**Local**
Dual - Semester	All Master by coursework, Master by research and PhD programmes	First Semester (October)	30 June	31 July
		Second Semester (March)	30 November	31 December
Trimester	All Master by coursework offered at: • School of Business and Economics, • Faculty of Humanities, Management and Science	First Trimester (July)	31 March	30 April
	All Master by coursework offered at: • School of Business and Economics, • Faculty of Biotechnology and Biomolecular Sciences • Faculty of Humanities, Management and Science	Second Trimester (November)	31 July	31 August
	All Master by coursework offered at the School of Business and Economics	Third Trimester (March)	30 November	31 December
Session	All Master of Medicine (Local only)	First Session (June)	-	30 April
		Second Session (December)	-	30 October

(b) Academic Requirement

An applicant should possess a relevant qualification in a related field with a minimum CGPA as follows:

CGPA	Master by coursework	Master by Research	PhD
≥2.750	√	√	√
<2.750	Subject to any other requirement specified by faculty/school/institute		

For more details, please refer to https://sgs.upm.edu.my/content/academic_requirement-40575

(c) Medical Assessment (s)

Type of Disease/Disorder	Example	Registration/ admission
• Contagious • Recovery is expected to be difficult and delayed	• HIV/AIDS • Hepatitis B • Hepatitis C	Registration/ admission is prohibited

For more details, please refer to
https://sgs.upm.edu.my/content/health_examination_requirements_for_new_students-58460

ENGLISH LANGUAGE REQUIREMENT
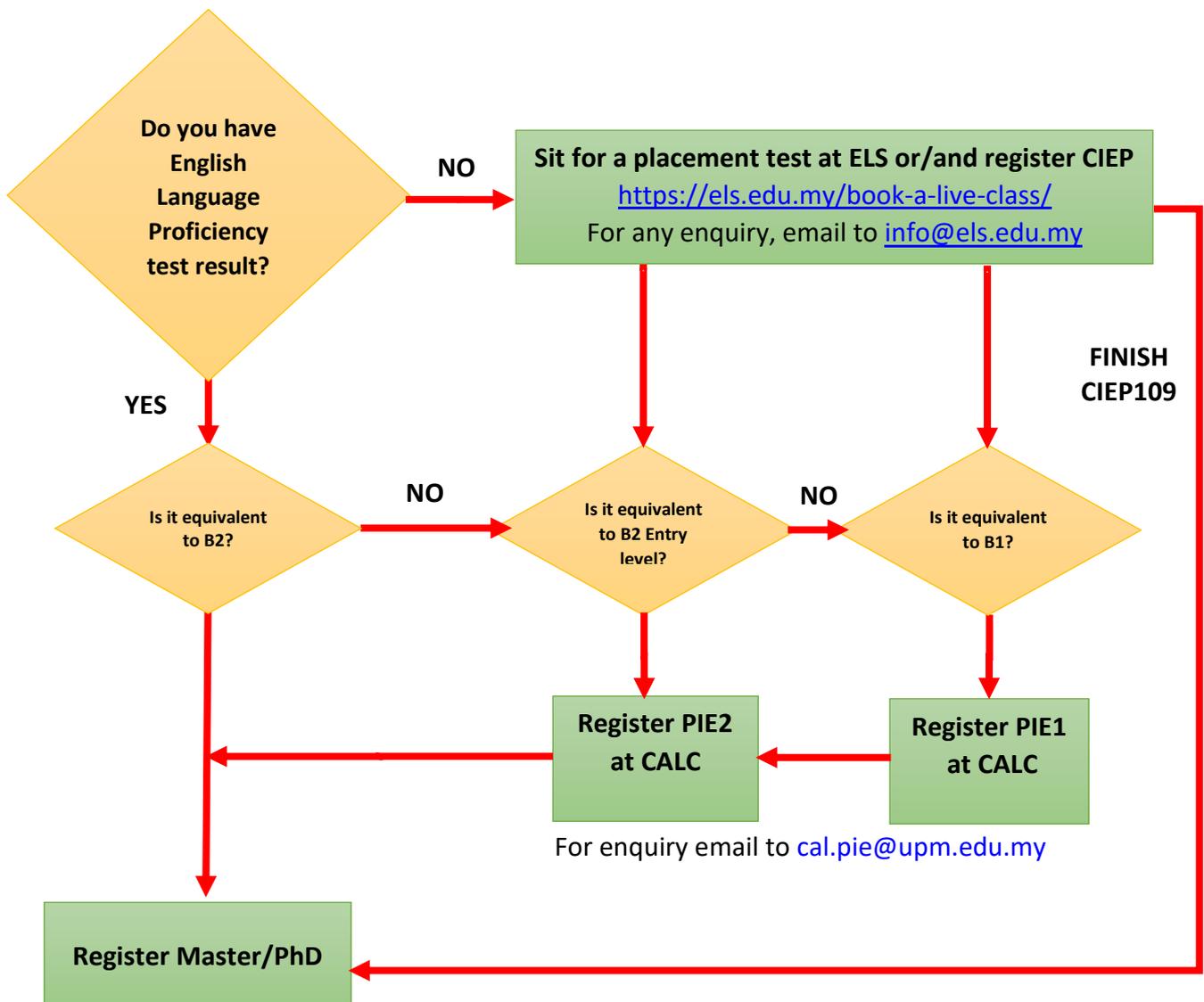
NOTE:
- B1: IELTS 5.0, Cambridge Linguaskill 154 – 161, TOEFL-IBT/Home Edition 45-50, PTE 47-50, MUET Band 3 (SCORE 123-163), CIEP105/106, Placement Test 106/107.

- B2 ENTRY: IELTS 5.5, Cambridge Linguaskill at CALC UPM 162 – 168, TOEFL-IBT/ Home Edition 51-64, PTE 51-58, MUET Band 3 (SCORE 164-210), CIEP107/108, Placement Test 108/109.

- B2: IELTS 6.0, Cambridge Linguaskill at CALC UPM 169 – 175, TOEFL-IBT/Home Edition 65-78, PTE 59-62, MUET Band 4 (SCORE 211-257), CIEP109, Placement Test 110.

#PIE: Postgraduate Intensive English
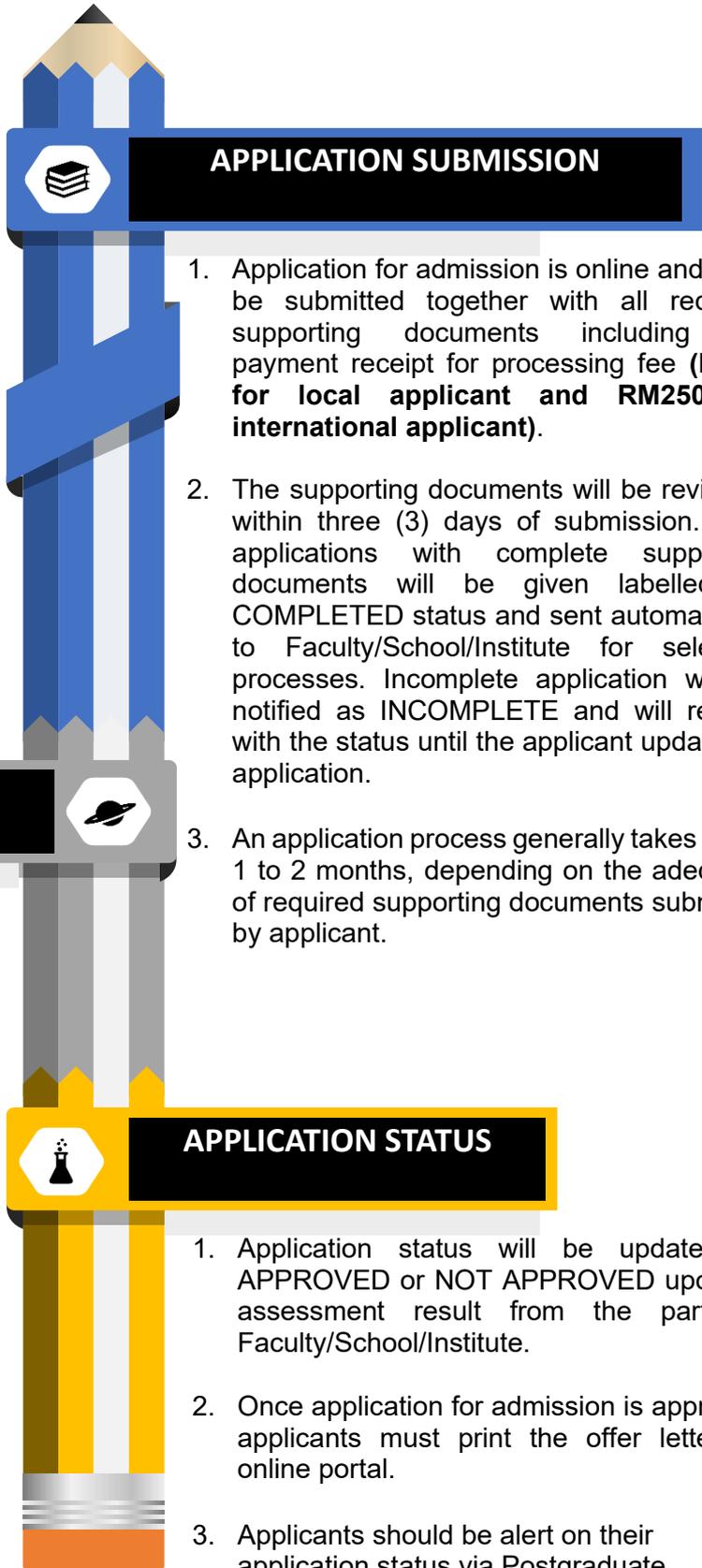#CIEP: Certified Intensive English Programme
#IELTS: International English Language Testing System

For more details, please refer to https://sgs.upm.edu.my/content/english_language_requirement-40581

ADMISSION APPROVAL PROCESS

APPLICATION SUBMISSION

Sign-up for Postgraduate Application Portal:
http://sgsportal.upm.edu.my:8080/sgsportal/Admission/RegisterApplicant.jsp

Application guideline:
https://sgs.upm.edu.my/prospective_students-2964

1. Application for admission is online and must be submitted together with all required supporting documents including the payment receipt for processing fee **(RM60 for local applicant and RM250 for international applicant)**.

2. The supporting documents will be reviewed within three (3) days of submission. Only applications with complete supporting documents will be given labelled as COMPLETED status and sent automatically to Faculty/School/Institute for selection processes. Incomplete application will be notified as INCOMPLETE and will remain with the status until the applicant update the application.

3. An application process generally takes about 1 to 2 months, depending on the adequacy of required supporting documents submitted by applicant.

APPLICATION ASSESSMENT

1. Faculties/School/Institutes are given a maximum of 30 days to assess each application.

2. Depending on the study programme applied, applicant may be interviewed via online platforms, phone call, face-to-face or any kind of test in addition to the submitted application documents.

APPLICATION STATUS

1. Application status will be updated as APPROVED or NOT APPROVED upon the assessment result from the particular Faculty/School/Institute.

2. Once application for admission is approved, applicants must print the offer letter via online portal.

3. Applicants should be alert on their application status via Postgraduate Application Portal (use own username and password).

REGISTRATION CHECKLIST FOR NEW POSTGRADUATE STUDENTS

1. **Financial Resource**
   The university is not responsible for securing any financial support to fund your studies. Therefore, you are advised to make a financial plan to avoid any delays in tuition fees payment in the future.
   - Click tuition fees for more information.
   - If your sponsoring body requests an official invoice of tuition fee, please email your offer letter to bursar.student_pg@upm.edu.my.

2. **English Language Proficiency**
   International candidates who receive a provisional offer due to English language proficiency requirements must plan accordingly. Your planning will affect finances, visa, and any other related issue(s) to the duration of the study. For example, if you choose to join our English programme, you need to spend at least one (1) semester before starting your academic programme and a separate tuition fee for the English programme is compulsorily applicable to be paid. You are required to complete the English programme, and any English language proficiency score will not be accepted once you have registered for the English programme (CIEP or PIE1).
   - Click English Language for more information.

3. **Visa Requirement (international students only)**
   The admission offer does not include student pass with it. As an international candidate, you need to apply for Visa Approval Letter (VAL) at least three (3) months before your registration date. The VAL process typically takes between 30 to 60 days.

   Candidates that have previously applied student pass to any institution in Malaysia, are required to cancel their application at the previous institution. Universiti Putra Malaysia (UPM) will be unable to apply student pass for an applicant that has registered with a different institution unless that institution has cancelled the application with EMGS. Applicants are also required to get an original release letter from the previous institution.

Candidates who are currently in Malaysia and holding a student/employment/dependent or another pass from another institution/organisation/company, please ensure that the existing pass period is cancelled by the previous institution/organisation/company before applying student pass with UPM.

   - Click visa for more information.
   - Contact: visapass_val@upm.edu.my
   *Candidates/New students that have been offered admission at UPM Bintulu Campus, may contact Mr. Ariffin Kiprawi (arfkp@upm.edu.my) for assistance on visa-related matters.

   List of Faculties/Institutes at UPM Bintulu Campus:

   1) Faculty of Agricultural and Forestry Sciences
   2) Faculty of Humanities, Management and Science
   3) Institute of Ecosystem Science Borneo

4. **PREPARE THE SUPPORTING DOCUMENTS**
   Scan all the following documents in color, original size, all pages and in pdf, jpg or jpeg format and upload them in the PutraEnroll system ((https://putraenroll.upm.edu.my/).

LOCAL	INTERNATIONAL
a) Passport-sized Photo (Blue/white background) b) Malaysian Identity Card (MyKad) – front and back c) ****Before uploading, you MUST cross or add a watermark, as shown in the example below:** d) Certificate/ Senate Letter/Completion Letter of Bachelor degree e) Transcript of Bachelor degree f) Certificate/ Senate Letter/ Master's Degree g) Transcript for Master's Degree h) Payslip/ Bank statement/scholarship offer letter	a) Passport-sized Photo (Blue/white background) b) International Passport ****Before uploading, you MUST cross or add a watermark, as shown in the example below:** c) Certificate/ Senate Letter/ Completion Letter of Bachelor degree d) Transcript of Bachelor degree e) Certificate/ Senate Letter/ Master's Degree f) Transcript of Master's Degree g) Payslip/ Bank statement/scholarship offer letter h) EMGS Approval Letter/ EVAL/Related Pass i) IELTS/TOEFL/PTE/Placement Test of CIEP etc.

For more details, please refer to
https://sgs.upm.edu.my/new_students/things_to_check_before_the_registration_of_new_students-13263

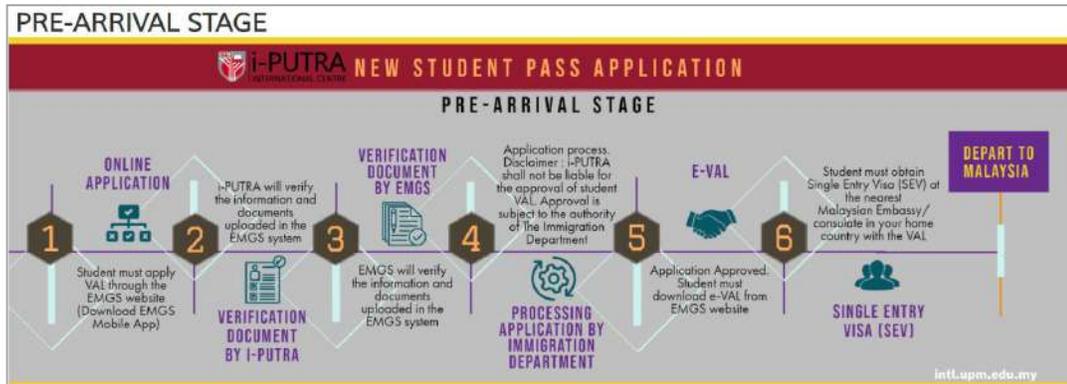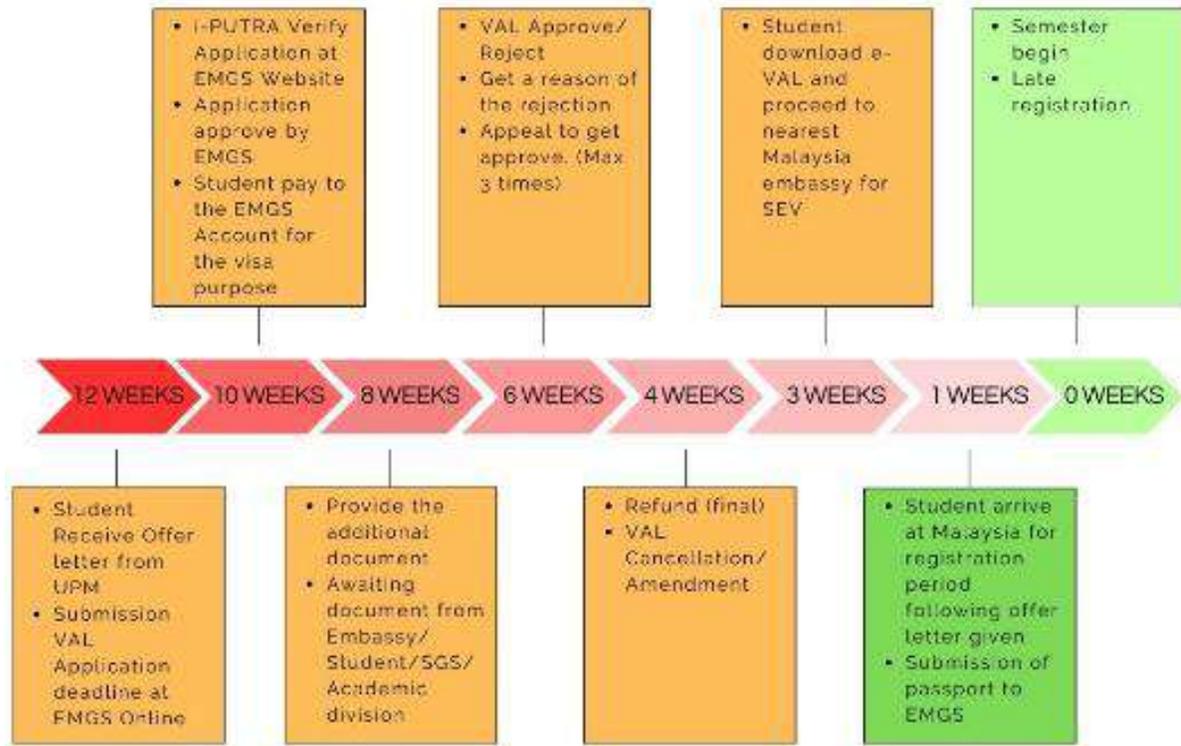# REGISTRATION FLOW FOR NEW POSTGRADUATE STUDENTS

LOCAL STUDENTS

ACCEPT OFFER LETTER

INTERNATIONAL STUDENTS

ACCEPT OFFER LETTER

APPLY VAL

For more details, please refer to https://sgs.upm.edu.my/new_students-3940

VISA AND STUDENT PASS

TIMELINE APPLICATION FOR VISA APPROVAL LETTER (VAL)
(POSTGRADUATE & UNDERGRADUATE)

- i-PUTRA Verify Application at EMGS Website
- Application approve by EMGS
- Student pay to the EMGS Account for the visa purpose

- VAL Approve/ Reject
- Get a reason of the rejection
- Appeal to get approve. (Max 3 times)

- Student download e-VAL and proceed to nearest Malaysia embassy for SEV

- Semester begin
- Late registration

| 12 WEEKS | 10 WEEKS | 8 WEEKS | 6 WEEKS | 4 WEEKS | 3 WEEKS | 1 WEEKS | 0 WEEKS |

- Student Receive Offer letter from UPM
- Submission VAL Application deadline at EMGS Online

- Provide the additional document
- Awaiting document from Embassy/ Student/SGS/ Academic division

- Refund (final)
- VAL Cancellation/ Amendment

- Student arrive at Malaysia for registration period following offer letter given
- Submission of passport to EMGS

PRE-ARRIVAL STAGE

i-PUTRA INTERNATIONAL CENTRE — NEW STUDENT PASS APPLICATION

PRE-ARRIVAL STAGE

1. **ONLINE APPLICATION** — Student must apply VAL through the EMGS website (Download EMGS Mobile App)

2. i-PUTRA will verify the information and documents uploaded in the EMGS system — **VERIFICATION DOCUMENT BY I-PUTRA**

3. **VERIFICATION DOCUMENT BY EMGS** — EMGS will verify the information and documents uploaded in the EMGS system

4. Application process. Disclaimer : i-PUTRA shall not be liable for the approval of student VAL. Approval is subject to the authority of The Immigration Department! — **PROCESSING APPLICATION BY IMMIGRATION DEPARTMENT**

5. **E-VAL** — Application Approved. Student must download e-VAL from EMGS website

6. Student must obtain Single Entry Visa (SEV) at the nearest Malaysian Embassy/ consulate in your home country with the VAL — **SINGLE ENTRY VISA (SEV)**

DEPART TO MALAYSIA

intl.upm.edu.my

HOW TO APPLY VISA APPROVAL LETTER (VAL)?

Step 1: Print offer letter from Postgraduate Application Portal at http://sgsportal.upm.edu.my:8080/sgsportal/

Step 2: Prepare documents as required by Education Malaysia Global Services (EMGS) at https://visa.educationmalaysia.gov.my/guidelines.html

Step 3: Create an account with EMGS at https://visa.educationmalaysia.gov.my/customer/account/login/

Step 4: Login to the EMGS system and fill in the required information

Step 5: Upload documents required by EMGS into the system

Step 6: Select your insurance company. For those who have yet to sign up for any insurance policy, you are recommended to choose ''own group'' category.

Step 7: Select the payment method and prepare to make payment for EMGS through PayPal/credit card/online banking

Step 8: Complete your application

Step 9: View application status through the EMGS system from time to time. You are also required to complete the Checklist for VAL Application and email all the scanned documents to visapass_val@upm.edu.my in one (1) folder

For more details, please refer to https://intl.upm.edu.my/visa_pass/new_student-13219

PREPARATION TO ENTER MALAYSIA

Step 1: New students are advised to refer to the latest visa and travel advice from Malaysian Government published in EMGS website. https://educationmalaysia.gov.my/news_update/introduction-of-the-pre-entry-checklist-emgs-connect-mobile-application/

Step 2: New students are also advised to refer to the latest learning and teaching modes which will be announced from time to time, that can be accessed at https://sgs.upm.edu.my/new_students-3940

Step 3: If you do not find any issue(s) from steps 2 and 3, you may apply for a Single-Entry Visa (SEV) with e-VAL at the Malaysian Embassy/Consulate in your country

Step 4: You must enter Malaysia with a SEV before the expiry date of the VAL. However, please do not enter Malaysia earlier than seven (7) days prior to the registration period. Otherwise, it may result in additional cost for visa and pass processing.

Please refer to https://intl.upm.edu.my/visa_pass/new_student-13219

For further information, please contact Putra International Centre at
https://intl.upm.edu.my/about_us/section/visa_and_pass-51091

For more details, please refer to https://intl.upm.edu.my/visa_pass/new_student-13219

ENROLMENT CHECKLIST FOR NEW POSTGRADUATE STUDENTS

1. **Download all related documents in PutraENROLL for future usage**
   New students must download:
   - Registration Checklist for New Students
   - Enrolment Confirmation Slip for New Students
   - Health Examination Report Form

2. **Activate UPM-ID**
   UPM-ID is a database system used to access UPM online systems such as PutraVID (Virtual Student ID), student email, hotspot, Student Portal, PutraBLAST and etc. Therefore, please activate your UPM-ID as soon as you receive your matric number. Activation link: https://upmid01c.upm.edu.my/ . The detailed guidelines: https://upmid.upm.edu.my/info/man_student.pdf
   - User Guide PutraVID (Virtual Student ID)
   - PutraVID WEB
   - For any enquiry, please email to http://idec_helpdesk.upm.edu.my/

3. **Course Registration**
   Course registration must be made during the allocated period through Student Portal using the username and password created during the UPM-ID activation. You are advised to refer your advisor or respective faculty/school/institute for the course schedules.
   - Course Schedules
   - Postgraduate Candidature Checklist
   - Course Registration Guidelines

4. **Pay the Credit Fees by the deadline.**
   Pay the credit fee(s) before the 3rd week of the semester. Payment receipts should be mailed to bursar.student_pg@upm.edu.my

5. **Preparing to Enter Malaysia (page 25)**
   New students must enter Malaysia with SEV before the expiration date of their eVAL. Please do not enter Malaysia earlier than 7 days before the registration period. Otherwise, it may result in an additional cost for visa and pass processing.

6. **Attend Classes**
   A student must attend at least 80% of the total hours of academic activities during his or her enrolled course of study. Students who fail to meet the attendance requirement of 80% without sufficient cause will be prevented from taking the final test and will receive a zero for the course's final examination.

7. **Health Examination**
   All new students are required to undergo a health examination before the commencement of second semester.

   New local students can do it at any MOH-certified clinic/hospital throughout Malaysia, using UPM health examination form. It must be submitted to University Health Centre (PKU) for endorsement during the verification of registration process.

New international students must perform a health examination at the PKU itself. Book an appointment for Health Examination by logging into your Postgraduate Student Portal at http://sgsportal.upm.edu.my:8080/sgsportal/ .

8. Verify your Registration

Face to face verification of registration must be made at the School of Graduate Studies before the commencement of the third semester, otherwise your study status will be suspended. You are advised to refer to the SGS website for the latest operating announcement. The documents that must be brought for registration verification are as listed below:

a) Registration Checklist for New Student [verification purposes] – download from your PutraENROLL
b) Original Passport for International/ Identity Card for Local
c) Original Certificate/Senate Letter/Completion Letter of Bachelor or/and Master's Degree
d) Original Transcript of Bachelor or/and Master's Degree.
e) IELTS/TOEFL/PTE/MUET/CIEP – If related (for international students only)

NOTE:

Any changes in UPM guidelines due to the amendments in Malaysian government policies and regulations during this pandemic period, will be updated and communicated to all students as needed.

For more details, please to:

https://sgs.upm.edu.my/new_students/things_to_check_before_the_registration_of_new_students-13263

FREQUENTLY ASKED QUESTION (FAQ) REGARDING ADMISSION PROCEDURES/ PROCESSES

1. **How do I apply for a postgraduate programme at UPM?**
   Application for postgraduate programme at UPM can be made online at https://sgsportal.upm.edu.my:8080/sgsportal/. Prospective students are highly encouraged to visit the School of Graduate Studies website for additional information before applying for admission.

2. **When can I submit my application for admission to UPM?**
   Admission applications are accepted throughout the year, and UPM offers seven (7) intakes per year, each following a different academic calendar.
   - Dual semester for every September (First Semester) and March (Second Semester)
   - Trimester for every July (First Trimester), November (Second Trimester) and March (Third Trimester).
   - Semester (Medical) for every June (First Session) and December (Second Session).

   If you miss the closing date for applying for admission to a semester, your application will be automatically forwarded to the following semester.

   For more details, please refer to
   https://sgs.upm.edu.my/content/semester_and_online_application-60830 .

3. **What is the minimum academic admission requirement for Master's or PhD programme in UPM?**
   Generally, UPM requires a CGPA of 2.75/4.00. However, admission into a programme is also subjected to the requirements specified by the particular faculty/school/institute (refer to the faculty's/school's/ institute's website).

4. **I have a Higher National Diploma (HND). Can I use this to apply for a Master's programme at UPM?**
   No. UPM only accepts a Bachelor's degree for Master's programme.

5. **I am in my final semester of undergraduate programme. Can I apply for admission for postgraduate study at UPM?**
   Yes, you may apply for admission to a Master's program at UPM during your final semester of your undergraduate studies, provided that your current CGPA meets the program's admission requirements. Please ensure you include a final year confirmation letter, your academic transcripts from the first semester up to the most recent, and other relevant documents such as a research proposal (if applicable) and a copy of your identity card or international passport.

6. **How do I find a research supervisor for my study programme?**
   The faculty's or SGS's website can assist you to find a suitable research supervisor. Each topic of study offered by the faculty/school/institute has a 'List of Field Experts' section for your reference. The faculty will assign a research supervisor if you are unable to identify one.

7. **I have received an offer letter to study at UPM next semester. Can I defer for one (1) semester?**
   Yes. You can defer to the following semester by replying to the offer via your Postgraduate Application Portal. However: -

   a) If you have accepted the offer, you need to e-mail to pg_admission@upm.edu.my to change your response from 'ACCEPTED' to 'DEFERRED'.
   b) If you have deferred for one semester and would like to defer another, you are also required to email to pg_admission@upm.edu.my to update your deferment status.

Please take note that a candidate is not permitted to defer for more than two (2) semesters or one (1) academic year.

8. **I have deferred for two (2) semesters, and I am still not able to meet the minimum English Language requirement. Can I still join the English Language Programme?**
    No. You must join the English Language programme before the expiry of admission offer. In other words, you only have two (2) semesters to fulfill the English language requirement before the registration. Otherwise, your offer will expire, and you have to re-apply for the programme.

9. **I was terminated from my study programme at UPM? Can I re-apply?**
    Yes. The criterion for application is as follows:

Type of Programme	Criterion
Same programme/field of study	Two (2) semesters after being terminated
Different programme/field of study	The following semester

    You may use the same username and password to apply at https://sgsportal.upm.edu.my:8080/sgsportal/.

10. **I am an international student, and I took an IELTS 6 years ago. Is the test score on still valid to be used for my admission application?**
    No. The validity period for IELTS or any other English Language Proficiency Test score which is equivalent to CEFR and not for more than two (2) years.

11. **I am an international student with a degree from a Malaysian university. Can I be exempted from English requirement for admission into postgraduate programme at UPM?**
    Yes. An applicant with a degree from any Malaysia public / private university is exempted from the English language proficiency criterion.

12. **I do not have any IELTS / TOEFL. Can I still apply to UPM?**
    Yes. If you meet the academic admission requirements, you will be granted a provisional offer letter. However, you still need to fulfill the English language requirement before you can enroll in the programme.

13. **Can I take English programme at UPM if my IELTS / TOEFL does not meet the language requirement?**
    Yes. You can join the Centre for the Advancement of Language Competence's (CALC) Postgraduate Intensive English programme or ELS Centre's Certified Intensive English Programme (CIEP). Please refer to the following link for additional information: https://www.sgs.upm.edu.my/content/english_language_requirement-40581

14. **How can I complete the registration as new postgraduate students?**
    Registration as new postgraduate students can be completed through PutraENROLL. The portal is accessible to anyone who have accepted the offer for the active semester. You are advised to refer to the registration guidelines and PutraENROLL user manual for more details which can be access at https://sgs.upm.edu.my/upload/dokumen/20210614121550PutraENROLL_manual_sgs.pdf

15. **I have arrived at UPM to register as a new postgraduate student, but I have not applied for VAL. Can I still register?**

No. An international student must have a valid VAL in order to proceed with programme registration. For further information, please contact Putra International Centre (i-Putra) or visit https://intl.upm.edu.my/visa_pass/new_student-13219

16. **I have just finished my Master's programme in a Malaysian university, and I have been offered a PhD programme at UPM. Do I need to go back to my home country to apply for VAL?**

In general, if you have completed your Master's programme in less than two (2) months before registering for a PhD programme, you can proceed with the registration without leaving Malaysia. However, in order to obtain a new eVAL for your PhD programme, you must apply for progression. For further information, please contact Putra International Centre (i-Putra) or visit https://intl.upm.edu.my/visa_pass/new_student-13219 .

ACADEMIC MATTERS

- Registration and candidature (Supervisory Committee)
- Deferment/ Extension
- Changing current field/ level/ mode of study
- Course Registration (Add/drop course)
- Assessment
- Graduation Confirmation

1. COURSE REGISTRATION

New Student Course Registration

(i) Students should refer to the study scheme provided by their faculty/school/institute and the *Postgraduate Candidature Checklist*, which can be downloaded from the School of Graduate Studies (SPS) website: https://sgs.upm.edu.my/current_students-2973. Information on course add/drop procedures and the class/lab timetable can be found on the Student Portal.

(ii) Students must register for courses online via the Student Portal, considering the following:

(a) Students must register for a minimum of six (6) credit hours and a maximum of 20 credit hours per semester. If a student wants to register for more or fewer credits than this limit, they must complete the Application to Add/Drop Course Form (PG/ACA/GS-06) manually. This form can be downloaded from the Student Portal.

(b) New students in Programme by Research can register for SPS5903 / SPS6903 / SPS5999 / SPS6999 up to Week 13 of the semester. For other courses, registration is allowed until Week 2, or a later date with support from the faculty/school/institute and approval from SPS.

(c) Students with 'Provisional' status due to incomplete prerequisite courses cannot register for core programme courses until they complete the prerequisites. However, they can register for the following at the same time as the prerequisite course:

- Elective courses not related to the core or prerequisite courses;
- SPS5999/SPS6999 (Master's / Doctoral Research) – for Programme by Research only;
- Language courses (PIE 2 / LPM 2100) – for international students;
- Research Methodology course.

For Programme by Research students, they must register the prerequisite course together with other courses listed above with a minimum total of 6 credit hours.

For Programme by Coursework students, they are allowed to register the prerequisite course together with other courses mentioned above, even with a total of less than 6 credit hours.

(d) For non-graduating (NG) students under the research attachment category, registration for SPS5999/SPS6999 with a minimum of 6 credit hours will be done by the Academic Unit, SPS based on information provided by the Institutional Relation and Financial Assistance Unit, SPS.

(e) For NG students under the semester exchange category, course registration must follow the requirements set by the respective faculty/school/institute.

(iii) Students must check their list of registered courses on the Student Portal and print the course registration slip for their records.

(iv) International students must submit the course registration slip and their passport to i-PUTRA for Student Pass processing.

Course Registration for Continuing Students

(i) Students should refer to their **study scheme**, which can be obtained from their respective **Deputy Dean's/Head of Postgraduate's Office** (faculty/school/institute), and take note of the following:

    (a) Students must refer to the **academic calendar**, which is available on the SPS website, for important academic dates related to course registration.

    (b) Course registration for continuing students opens **three (3) weeks before the new semester begins**.

    (c) Students must register for **a minimum of 6 credit hours** and **a maximum of 20 credit hours** per semester. If a student wants to register for **more or fewer** credit hours than the limit, they must fill out the **Application to Add/Drop Course Form (PG/ACA/GS-06)** manually. The form can be downloaded from the Student Portal.

    (d) Continuing students are allowed to register for **SPS5903 / SPS6903 / SPS5999 / SPS6999** up to **Week 7** of the semester. For other courses, students are only allowed to register **up to Week 2**, or later **with approval from the faculty/school/institute and SPS**.

    (e) Students must pay their **tuition fees no later than Week 7** of the semester. Failure to make payment will result in their status being changed to **'Dropped'**. Students with 'Dropped' status are **not allowed** to register for courses, attend classes, or sit for exams.

    (f) Students with **'Provisional' status** due to incomplete **prerequisite courses** are **not allowed** to register for core programme courses until the prerequisites are completed. However, they may register the prerequisite course **together with** the following:

- Elective courses **not related** to the core or prerequisite course;
- **SPS5999/SPS6999** (Master's / Doctoral Research) – *research-based programmes only*;
- Language courses (**PIE 2 / LPM 2100**) - for international students;
- **Research Methodology** course.

        For **Programme by Research students**, they must register for the prerequisite course **along with** other courses mentioned above with a **minimum total of 6 credit hours**.

        For **Programme by Coursework students**, they may register for the prerequisite course together with the courses listed above, **even if the total is less than 6 credit hours**.

(ii) Students must check their **registered courses** via the **Student Portal** and print the **course registration slip** for their records.

Adding Courses (Including Late Registration)

(i) Students must manually complete the Application to Add/Drop Course Form (PG/ACA/GS-06), which can be downloaded from the Student Portal. A penalty of RM100.00 will be charged to continuing students who register for courses starting from the first week after the semester begins.

(ii) Students must get support and comments from the course lecturer(s) or Programme Coordinator, and fill these in on the form.

(iii) The completed form, with lecturer/Programme Coordinator support, must be submitted to the Deputy Dean/Head of Postgraduate Office (faculty/school/institute) for verification.

(iv) Students must submit the verified form, along with the payment receipt, to Academic Unit, SPS or email it to sgs_academic@upm.edu.my.

(v) Students must check their updated course registration via the Student Portal.

Dropping Courses

(i) Students must manually complete the Application to Add/Drop Course Form (PG/ACA/GS-06), which can be downloaded from the Student Portal. Course drop applications are only allowed up to Week 7 after the semester begins. Applications submitted after this period will not be considered.

(ii) Students must obtain support and comments from each course lecturer or Programme Coordinator, and include them on the form.

(iii) The completed form, with the required support, must be submitted to the Deputy Dean/Head of Postgraduate Office (faculty/school/institute) for verification.

(iv) Students must then submit the verified form to Academic Unit, SPS or email it to sgs_academic@upm.edu.my.

(v) Students must check their updated course status (to confirm the dropped course) via the Student Portal.

Change of Course Status

(i) Students must manually complete the Application for Amendment of Course Status Form (PG/ACA/GS-50), which can be downloaded from the Student Portal. Applications to change course status are allowed up to Week 7 after the semester begins, and are subject to the following:

(a) Changing from Compulsory (YW) / Elective (ELF) to Audit (AU): The course will be graded as either 'Satisfactory' (M) or 'Unsatisfactory' (TM), and will not be included in the calculation of the CGPA.

(b) Changing from Audit (AU) to Compulsory (YW) / Elective (ELF): The course will be graded using A–F grading, and will be included in the CGPA calculation.

(ii) Students must obtain support and comments from their Academic Advisor / Supervisor / Programme Coordinator, and fill them in on the form.

(iii) The completed form, with the required support, must be submitted to the Deputy Dean / Head of Postgraduate Office (faculty/school/institute) for verification.

(iv) Students must then submit the verified form to Academic Unit, SPS, or email it to sgs_academic@upm.edu.my.

(v) Students must check the updated course status through the Student Portal.

2. CREDIT TRANSFER AND COURSE EXEMPTION

Credit Transfer

(i) Students must discuss with their lecturer about the possibility of **credit transfer** (if applicable), taking note of the following:

(a) **Horizontal Credit Transfer:**
For students who have taken courses at UPM or at other institutions recognised by UPM, at the same level of study.

(b) **Vertical Credit Transfer:**
Transferring credits from Master's level to PhD level is not allowed, except for students in the Integrated Programme, where final-year Bachelor's students may take Master's core courses as free electives, with approval from the Head of Department.

(ii) Students must check their eligibility for credit transfer based on the following conditions:

(a) The grade from the transferred course will not be included in the CGPA calculation. However, the credit hours will count towards the total credit requirement for graduation.
(b) The maximum number of credits that can be transferred:
- Not more than 50% of the total credit hours for Programme by Coursework
- Up to 100% of the total credit hours for Programme by Research
- Up to 30% for Integrated Programmes (subject to confirmation)
(c) Credit transfer eligibility requirements:
- The student must have obtained at least a grade 'B' or equivalent for the course.
- The course must have been taken within the last 5 years from the date of graduation.
- The student must have a 'Good Standing' status from the previous institution or programme.
- Credit transfer is not allowed for courses from failed programmes, including programmes the student withdrew from.
(d) Credit transfer applications must be submitted in the first semester of study through the online Student Portal.

(e) The course content for the subject being transferred must be verified as equivalent by the faculty/school/institute with at least 80% content similarity.

(iii)   Students must complete the Application for Credit Transfer Form (PG/ACA/GS-04a) and upload it through the Student Portal, along with a copy of the transcript and/or course syllabus (if the course was taken at another institution).

(iv)   Students can check the status of their credit transfer application via the Student Portal.

Course Exemption

(i)   Students should discuss with their lecturer about the possibility of **course exemption** (if applicable).

(ii)   Students must check their eligibility for course exemption based on the following conditions:

(a) The grade for an exempted course will not be counted in the CGPA, and the credit hours will also not count toward graduation requirements.
(b) Students who have taken Research Methodology during their Master's studies may apply for an exemption at PhD level, subject to the following:

- The credit value of the Master's Research Methodology course is equal to or greater than the credit value required at PhD level.
- The relevance and currency of the knowledge and skills from the Master's course match the needs of the PhD programme.

(c) International students who have taken Malay Language (LPM2100 or equivalent) may apply for exemption for that course.
(d) Courses approved for exemption must be replaced with another course of equal credit value, except for the Malay Language course (LPM2100 or equivalent).
(e) The student must have obtained at least a grade 'B' or equivalent for the course.
(f) The course must have been completed within five (5) years from the student's graduation date.
(g) Course exemption applications must be submitted online during the first semester of study.
(h) The student must have had 'Good Standing' status in their previous institution or programme.
(i) Course exemption is not allowed for courses taken as part of a programme that the student failed or withdrew from.
(j) The course content for exemption must be verified by the faculty/school/institute as being at least 80% equivalent to the current course.

(iii)   Students must complete the Course Exemption Form (PG/ACA/GS-04b) and submit it through the Student Portal, along with a copy of their transcript and/or course syllabus (if the course was taken at another institution).

(iv)   Students can check the status of their course exemption application via the Student Portal.

3. CHANGE OF ACADEMIC PROGRAMME

Normal Programme Transfer

(i) Students must complete the Application for Transfer Form (PG/ACA/GS-08) via i-GIMS or manually, with attention to the following:

   (a) For students in their first semester, the application can be submitted online through the Student Portal.
   (b) For students in their second semester and beyond, the application must be submitted manually using Form PG/ACA/GS-08, available from the Academic Unit, SPS.
   (c) Applications made during the first or second semester must be approved by the Dean of SPS before the decision is presented to the Graduate Appeal Committee (JKSS) and the University Graduate Studies Committee (JKPSU) meetings for notification.
   (d) Applications made in the third semester or later must go through review and approval by both JKKAPS and JKPSU.
   (e) If the transfer involves a change of Advisor/Supervisor from a different faculty/school/institute, the application must be confirmed by both faculty/school/institute involved.
   (f) International students must contact i-PUTRA for the Student Pass transfer process.
   (g) Fee adjustment will apply if a student transfers from a Research Programme to a Coursework Programme. The student will be charged per credit for any courses previously registered under the Programme by Research.
   (h) If the application is approved by Week 7 of the semester, the effective date of the transfer will be the current semester. If approved after Week 7, the effective date will take effect in the next semester. For first-semester international students, the effective date is subject to the Immigration Department of Malaysia (JIM).

(ii) Students must inform their Advisor/Supervisor/Programme Coordinator and Deputy Dean's/Head of Postgraduate's Office faculty/school/institute to verify the application via i-GIMS or manually.

(iii) Students can check the status of their programme transfer application through the Student Portal.

Change of Field of Study for Programme by Research

(i) Students must complete the Application for Transfer form (PG/ACA/GS-08) either through i-GIMS or manually, depending on the following:

   (a) For students in their first semester, the application can be submitted online via the Student Portal.

   (b) For students in their second semester and beyond, the application must be submitted manually using the PG/ACA/GS-08 form, which can be obtained from your faculty/school/institute or the SGS.

   (c) Applications made during the **first or second semester** must be **approved by the Dean of SPS** before the decision is presented to the Academic **Graduate Studies Committee (JKKAPS)** and the University Graduate Studies Committee (**JKPSU)** meetings for notification.

(d) Applications made in the **third semester or later** must go through **review and approval by both JKKAPS and JKPSU**.

(e) If the change involves an advisor/supervisor from a different **faculty/school/institute**, confirmation from both parties is required.

(f) International students must contact i-PUTRA to process their student pass transfer.

(g) If the application is approved by Week 7 of the semester, the effective date of the change will be the current semester. If approved **after Week 7**, the effective date will take effect in the next semester. For **first-semester international students**, the effective date is **subject to the Immigration Department of Malaysia (JIM)**.

(ii) Students must **inform their Advisor/Supervisor/Programme Coordinator and** Deputy Dean's/Head of Postgraduate's Office **faculty/school/institute** to verify the application via **i-GIMS or manually**.

(iii) Students can check the **status of their programme transfer application** through the **Student Portal**.

Change of Faculty/School/Institute Placement

(i) Students **must complete the Application for Transfer form (PG/ACA/GS-08)** either online through i-GIMS or manually, with attention to the following:

(a) For students in their first semester can apply online through the student portal.

(b) Students in their second semester and beyond must apply manually using the PG/ACA/GS-08 form, which can be obtained from the Academic Unit, SPS.

(c) Students applying in the first or second semester must get approval from the Dean of SPS before the application is presented to the Academic Graduate Studies Committee (JKKAPS) and the University Graduate Studies Committee (JKPSU) meetings for notification.

(d) Students applying in the third semester or later must get approval from both JKKAPS and JKPSU.

(e) The application must be confirmed by both current and new faculty/school/institute.

(f) International students must contact i-PUTRA for their student pass transfer process.

(g) If the application is approved by Week 7 of the semester, the change will take effect in the current semester. If approved after Week 7, the effective date will take effect in the next semester. For first-semester students, the effective date depends on approval from the Malaysian Immigration Department (JIM).

(ii) Students must inform their Advisor/Supervisor and the Deputy Dean/Director Office at faculty/school/institute to confirm the application via i-GIMS or manually.

(iii) Students can check the status of their faculty/school/institute placement application through the Student Portal.

4. CONVERSION/REVERSAL OF PROGRAMME STUDY

Conversion from Master's Programme to PhD

(i) Students must complete the Application for Conversion of Master's Programme to PhD form (PG/ACA/GS-09) through i-GIMS, with the following conditions:

    (a) The student must have completed at least one (1) semester and not more than two (2) semesters of study. The faculty/school/institute must ensure the application is submitted before the end of the second semester.

    (b) The student must have completed all required coursework as set by SPS and the faculty/school/institute and achieved a minimum CGPA of 3.750.

    (c) The student must show significant research achievements through at least one of the following:

- Publication or official acceptance of a paper in a refereed journal (Scopus/ERA/JCR); or
- Filing of a patent, copyright (software-based), industrial design, printed circuit board, or utility innovation; or
- For students in social sciences, publication of a book chapter with a recognized publisher listed under Thomson Reuters Web of Science (WOS), University Publisher, Dewan Bahasa dan Pustaka (DBP), or publishers recognized by MAPIM.

    (d) The student must submit a research proposal equivalent to PhD-level standards.

    (e) Applications that do not meet the above criteria will not be considered by Academic Graduate Studies Committee (JKKAPS).

    (f) If the application is approved by Week 7, the conversion will take effect in the current semester. If approved after Week 7, it will take effect in the next semester.

(ii) Students must inform their Advisor/Supervisor and the Deputy Dean/ Director Office at faculty/school/institute to confirm the application via i-GIMS.

(iii) Students must submit a PhD-level research proposal to the Deputy Dean/ Director Office at faculty/school/institute.

(iv) Students must attend a research proposal seminar presentation, as scheduled by the faculty/school/institute.

(v) Students can check the status of their conversion application through the Student Portal.

Reversal from PhD to Master's Programme

Application for Reversal of Programme Initiated by the Student

(i) The students shall initiate a discussion with their Advisor/Supervisor to justify the reasons for requesting a reversal of their programme.

(ii) The student is required to submit a formal written request for the reversal, considering the following:

(a) If the application is approved no later than Week 7 of the semester, the effective date of the reversal will be within the current semester. However, if the application is approved after Week 7, the reversal will take effect in the subsequent semester.

(b) Incomplete applications will not be forwarded to the Academic Graduate Studies Committee (JKKAPS) for consideration.

(iii)   The student must obtain a written endorsement from their Advisor/Supervisor on the formal request letter.

(iv)   The endorsed letter must then be submitted to the Deputy Dean/ Director Office at faculty/school/institute for verification and confirmation.

(v)   The verified and endorsed formal request must be submitted to the Academic Unit, SPS or via email at **sgs_academic@upm.edu.my**.

(vi)   The student is responsible for checking the status of their application via the Student Portal or by contacting the relevant email address.

Application for Reversal of Programme Initiated by the Advisor/Supervisor

(i)   The students shall initiate a discussion with their Advisor/Supervisor to review and understand the justification for the proposed reversal, with attention to the following considerations:

(a) A student may be recommended for a reversal to the Master's programme under any of the following circumstances:
- Fail Comprehensive Examination (CE);
- The Advisor/Supervisor is of the opinion that the student cannot continue studies at the PhD level;
- Significant changes have been made to the research scope compared to the originally approved scope at the time of the conversion;
- The current research project does not meet the Programme Learning Outcomes (PLO) required for PhD-level studies; and/or
- The student has changed their field of study.

(b) If the application is approved no later than Week 7 of the semester, the effective date of the reversal shall be within the current semester. However, if approval is granted after Week 7, the reversal shall take effect in the following semester.

(c) Incomplete applications will not be submitted to the Academic Graduate Studies Committee (JKKAPS) for consideration.

(ii)   The student is responsible for checking the status of the reversal application via the Student Portal or through email correspondence.

5. DEFERMENT OF STUDIES

(i) The student must first discuss their intention to defer studies with their Advisor/Supervisor.

(ii) The student must then apply for deferment by filling in the Application for Deferment of Semester Form (PG/ACA/GS-07) through the i-GIMS, while taking note of the following:

(a) Students are allowed to apply for a maximum of two (2) semesters of deferment during their study period.
(b) An additional two (2) semesters may be requested only if the student is facing health issues or provides strong justifications supported by complete documentation. For health-related cases, a medical report must be submitted to the Academic Unit, SPS for review before it is forwarded to the University Health Centre (PKU) for verification.
(c) Any deferment request that exceeds four (4) semesters in total will be subject to consideration and approval by the Deputy Vice-Chancellor (Academic and International) [TNCAA].
(d) Incomplete applications, or those without confirmation/support or supporting documents, will not be considered.
(e) The student must not be in 'Resubmission' status after completing their viva voce in the previous semester.
(f) Deferment fees and penalties based on the week of application are as follows:

- Week 1–2 after the semester begins: A service charge of RM100.00 will be applied.
- Week 3–7 after the semester begins: A penalty of RM600.00 will be applied.
- Week 8 and beyond: Applications will not be considered, except for medical reasons or valid justifications with official supporting documents. In this case, the student will still need to pay full tuition fees for the semester.

(iii) The student must inform their Advisor/Supervisor to support the application via i-GIMS.

(iv) The student must check the status of their application through the Student Portal.

6. WITHDRAWAL FROM STUDIES

(i) The student must obtain confirmation from the Bursar's Office on the Application of Withdrawal from Study Form (PG/ACA/GS-49) to verify that there are no outstanding payments owed to UPM.

(ii) The student must obtain confirmation from PSAS (Library UPM) on the form to verify that there are no borrowed books pending return.

(iii) The student must obtain support from their Advisor/Supervisor on the form, which has already been verified by the Bursar's Office and PSAS.

(iv) The student must obtain confirmation from the Deputy Dean/ Director Office at faculty/school/institute on the form that has been supported by the Advisor/Supervisor.

(v) The student must submit the form, which has been verified by the Deputy Dean/ Director Office at faculty/school/institute, to the Academic Unit, SPS, or email it to sgs_academic@upm.edu.my.

(vi) The student must check the outcome of their withdrawal application via the Student Portal and their student email.

7. EXTENSION OF STUDY PERIOD

(i) Students in their final semester will receive a notification from the Deputy Dean/ Director Office at faculty/school/institute in Week 10 of the semester. Final semester refers to:

Programme	Mode of Study	Semester Range
Masters	Full-time	Semester 7 to 9
	Part-time	Semester 7 to 11
PhD	Full-time	Semester 11 to 13
	Part-time	Semester 11 to 15

(ii) Students must complete the Application for Extension of Study Period Form (PG/ACA/GS-13c) via the Student Portal while taking note of the following:

(a) Each student is allowed to apply for an extension up to two (2) times only.
(b) The maximum extension period allowed is three (3) semesters, unless in special cases.
(c) Required Actions Based on Student Category:

Student Category	Required Action
Final semester student who applies on time and receives approval within the same semester	Submit the GS-13c form via the Student Portal before the next semester begins.
Final semester student who applies on time but receives approval after the semester ends	Submit both GS-13b and GS-13c forms via the Student Portal
Final semester student who applies after the semester ends	Submit both GS-13b and GS-13c forms and pay a penalty fee of RM50.00.
Student who has reached the maximum study duration	Submit both GS-13b and GS-13c via the Student Portal and pay RM50.00 penalty fee.

(d) For Students with TED Status, Academic Unit, SPS will email the student to submit the Application for Review Against Termination – Terminated (Exceeded Duration) (PG/ACA/GS-52) manually via the Student Portal. This form must be:

- Supported by the supervisor;
- Verified by the Deputy Dean/ Director Office at faculty/school/institute faculty/school/institute
- Accompanied by a copy of the current thesis draft
- Submitted with a processing fee of RM50.00 to SPS

The student's case will then be brought to the Graduate Appeal Committee (JKSS) for review and approval.

(e) Maximum Study Duration refers to:

Programme	Mode of Study	Semester Range
Masters	Full-time	9 semesters and above
	Part-time	11 semesters and above
PhD	Full-time	13 semesters and above
	Part-time	15 semesters and above

(iii)   Students must inform their supervisor/advisor to support the extension application via i-GIMS.

(iv)   Students must inform the Deputy Dean/ Director Office at faculty/school/institute to verify the application in i-GIMS.

(v)   Students can check the approval status of their extension application via the Student Portal and their student email.

8. REINSTATEMENT OF STUDY STATUS

(For Postgraduate Students with 'Dropped' Status Due to Course Registration Without Tuition Fee Payment)

(i)   Students will receive a notice from the Academic Unit, SPS with the following important notes:

(a) A student's status will be changed to 'Dropped' if the tuition fees are not paid within seven (7) weeks from the commencement of the semester.
(b) Students with 'Dropped' status are not allowed to:

- Attend classes
- Sit for the final examination
- Submit thesis for examination

***as long as there are outstanding fees owed to UPM.**

(c) If the reinstatement request is submitted after the semester ends, the student will be charged a late reinstatement penalty of RM600.00 per deferred semester. All courses registered in that semester will be automatically dropped and must be re-registered in the following semester.

(ii)   Students must settle their outstanding tuition fees at the UPM Bursar's Office. If the student is under scholarship/sponsorship, a sponsorship extension letter must be submitted to Institutional Relation and Financial Assistance Unit, SPS to update the sponsorship details in i-GIMS.

(iii)   Students must submit a copy of the payment receipt to the Academic Unit, SPS or email to: sgs_academic@upm.edu.my

(iv)   Students must check the updated study status via the Student Portal. The status should be reflected as 'Continue' once the reinstatement process is complete.

(For Postgraduate Students with 'Dropped' Status Due to Non-Registration of Courses and Non-/Late Payment of Fees)

(i)   The student must manually complete the Application to Add/Drop Course form (PG/ACA/GS-06), which can be downloaded from the Student Portal.

(ii)   The student must obtain support and signature from the course lecturer or programme coordinator on the form.

(iii)   The student must obtain verification and justification (support or not support) from the Deputy Dean/ Director Office at faculty/school/institute.

(iv)   The student must **pay a late registration penalty of RM100.00** (only applicable to students who register late) at the **UPM Bursar's Office**.

(v)   The completed form along with the payment receipt must be submitted to the Academic Unit, SPS or email to: sgs_academic@upm.edu.my

(vi)   The student must check the **updated study status ('Continue')** and confirm that the courses have been **successfully registered by** the Academic Unit, SPS via the **Student Portal**.

(For International Postgraduate Students with 'Dropped' Status Due to Infectious Disease and Failure to Submit Medical Report to University Health Centre – PKU – Each Semester)

(i)   Students must undergo a health check-up in their home country and submit a medical report to the University Health Centre (PKU) every semester, with the following notes:

(a) The student's status will be changed to 'Dropped' if the medical report is not submitted within seven (7) weeks after the semester begins.

(b) Students will not be allowed to register for any courses until PKU confirms that the student is medically fit to continue their studies for the semester.

(c) Students are not allowed to be physically present on campus throughout the duration of their studies while under this status.

(ii)   Students must check their study status update in the Student Portal, where the status should change from 'Dropped' to 'Continue' once the medical report is accepted and clearance is given.

9. **UPDATING OF STUDENT STATUS TO WITHDRAW**

(i) Students will receive a final reminder to register before Week 1 of the semester. If no action is taken, the Academic Unit, SPS will update the student's status from **'Dropped' to 'Withdrawn'** if the student remains in **'**Dropped' status for two (2) consecutive semesters. The 'Withdrawn' status will be backdated to the first semester in which the student was marked as 'Dropped'. Students may apply for reinstatement of their study status no later than the second 'Dropped' semester. Applications after this period will not be considered.

(ii) The student must prepare a formal letter requesting reinstatement and obtain support from their Advisor/Supervisor or Programme Coordinator.

(iii) The student must get the endorsement of the Deputy Dean/ Director Office at faculty/school/institute on the letter.

(iv) The student must email the UPM Bursar's Office to request their fee ledger and outstanding balance.

(v) The student must pay all outstanding fees and submit proof of payment to the Academic Unit, SPS.

(vi) The student must check the updated study status in the Student Portal to confirm that their status has been reinstated.

10. **APPLICATION PROCESS FOR CHANGING STUDY MODE FROM FULL-TIME TO PART-TIME – (Applicable to Local Students Only)**

(i) The student must complete the Application Form for Part-Time Study Mode (PG/ACA/GS-66) manually. The form can be downloaded from the SPS website.

(ii) The student must obtain support from their Advisor, Supervisor, or Programme Coordinator.

(iii) The student must get the endorsement from the Deputy Dean/ Director Office at faculty/school/institute.

(iv) The completed application must be submitted to the the Academic Unit, SPS, or emailed to sgs_academic@upm.edu.my

(v) The student can check the outcome of the application via their student email.

11. **NOMINATION/RECONSTITUTION OF STUDENT SUPERVISORY COMMITTEE**

Appointment of Student Supervision Committee Members

(i) The student must complete the Nomination of Supervisory Committee Form (PG/ACA/GS-10a) via the Student Portal, taking note of the following:

(a) The nomination of the Supervision Committee must be completed by the second (2nd) semester of study.
(b) Failure to do so may result in the student's status being changed to 'Suspended'.

(ii) After submitting the form online, the student must print the PG/ACA/GS-10a form and obtain signatures from all proposed committee members.

(iii) The signed form must be submitted to the Deputy Dean/ Director Office at faculty/school/institute.

(iv) The student should check the approval status of the nominated committee members via the Student Portal and student email within two (2) months from the submission date to the Deputy Dean/ Director Office at faculty/school/institute.

Reconstitution of Student Supervisory Committee Members

(i) The student must discuss the proposed changes to the Supervision Committee with their current Supervisor.

(ii) The student must complete the Reconstitution of Supervisory Committee Form (PG/ACA/GS-10b) manually, which can be accessed from the Student Portal, with the following considerations:

(a) The PG/ACA/GS-10b form must be signed by all current supervisory committee members, and all newly proposed supervisory committee members.
(b) Reconstitution must be completed no later than Semester 3 for Master's students dan Semester 5 for PhD students
(c) If the application is approved by Week 11 of the semester, the changes will take effect in the current semester. If approval is granted after Week 11, the changes will take effect in the following semester. In this case, the original Chairperson must submit the Progress Report (PG/ACA/GS-11) in i-GIMS.
(d) For students who have already appointed a supervisory committee and later transfer to ICP or PSI, they must reappoint their supervisory committee to meet the new programme requirements.

(iii) The students must obtain signatures from both all current committee members and all newly proposed committee members

(iv) The completed form must be submitted to the Deputy Dean/ Director Office at faculty/school/institute.

(v) The student must check the status of the reconstitution application via the Student Portal and student email within two (2) months from the submission date to the Deputy Dean/ Director Office at faculty/school/institute.

12. COMPREHENSIVE EXAMINATION (CE)

(For PhD Students in Research-Only Programme)

(i)   The student must discuss with their Supervisor and/or Supervisory Committee to ensure that all necessary requirements are fulfilled before being allowed to sit for the CE. Please take note of the following:

    (a) Students are allowed to sit for the CE only after completing all compulsory courses. The CE must be taken within 4 semesters for Full-Time students and 6 semesters for Part-Time students. Failure to do so will result in the student's status being changed to 'Terminated – GB'.

    (b) The CE must include both a written and an oral examination, and the student must obtain at least a grade B equivalent in both components to pass.

    (c) Students are not allowed to proceed to the oral exam unless they have passed the written exam. The oral examination must be conducted no later than 30 days after the written exam.

    (d) The CE will be conducted either by the student's Supervisory Committee or a special committee appointed by the **faculty/school/institute**.

    (e) If a student is unable to take the CE within the required time due to medical reasons or other emergency circumstances, they must submit a formal request for an extension with supporting documents, subject to the approval of the Dean.

    (f) Students are allowed a maximum of two (2) attempts to pass the CE. The second attempt must be taken within 60 days of the first exam. If the student fails the second attempt, their studies will be terminated or the student may be recommended for reversal to a Master's programme.

(ii)   The student must consult their Supervision Committee to set the examination date.

(iii)   The student must sit for the written examination on the scheduled date.

(iv)   The student must sit for the oral examination as scheduled after passing the written component.

(v)   The student may check their CE results via student email and the Student Portal.

13. FINAL EXAMINATION PROCEDURES

(i)   Students must refer to the **date, time, and venue** of their final examinations for the courses registered in the current semester.

(ii)   Students must attend and sit for the examination in accordance with the following **examination rules**:

    (a) Students may only enter the examination hall with permission from the lecturer/invigilator.

(b) Students are not allowed to enter the examination hall 30 minutes after the exam has started.
(c) During the first 30 minutes, students are not allowed to leave the hall unless permitted by the lecturer.
(d) Students are not allowed to leave the hall 15 minutes before the exam ends.
(e) Students must always show their matric card during the examination. Students who fail to do so will not be allowed to sit for the exam.
(f) Students must complete all required information on the exam paper correctly.
(g) Students are strictly prohibited from cheating, bringing notes, talking, smoking, or bringing food into the exam hall. Violations may lead to disciplinary action.
(h) Students must follow the appropriate dress code during the examination.
(i) Students who fail to attend the final examination will receive a Grade 'F'.
(j) If the student provides a valid reason, they may be allowed to sit for a replacement examination with the Dean's approval.
(k) The replacement examination must be conducted within two (2) weeks from the original exam date.
(l) Students who have not paid their tuition fees will not be allowed to sit for the exam. Programme by Research students will receive a 'TM' grade and will not be allowed to submit their thesis or attend the viva voce.
(m) Examination results will be announced on the Student Portal once approved by the University Senate.

(iii) Students must check their examination results on the **Student Portal** according to the date stated in the **academic calendar**.

The grading system is as follows:

Grade	Marks	Grade Point
A	80–100	4.000
A−	75–79	3.750
B+	70–74	3.500
B	65–69	3.000
B-	60–64	2.750
C+	55–59	2.500
C	50–54	2.000
C-	47–49	1.750
D+	44–46	1.500
D	40–43	1.000
F	0–39	0.000
M		Satisfactory
TM		Unsatisfactory
TM (GB)		Unsatisfactory (Fail and Terminated)
TL		Incomplete
S		Ongoing
AU		Audit
N		Grade Not Recorded

14. RE-SIT EXAMINATION FOR STRUCTURED COURSES

(i)   Students must complete the **Re-sit Examination Application Form (PG/ACA/GS-51)**, which is available through the **Student Portal**, with attention to the following:

      (a) Only students with **'Probation'** or **'Terminated'** status are eligible to apply.
      (b) The **highest possible grade** awarded through a re-sit is **grade 'B'**.
      (c) Incomplete applications **will not** be processed or considered for grade changes.
      (d) Re-sit examinations must be conducted within **two (2) weeks** after the official release of examination results.
      (e) For students with **'Terminated' (GB)** status, the new grade will be brought to the **Graduate Appeal Committee** (JKSS) for review and approval.

(ii)   Students must submit the completed form to the **Deputy Dean/ Director Office at faculty/school/institute**.

(iii)   Students can check the outcome of their application through the **Student Portal** and via their **student email**.

15. GRADE REVIEW

(i)   Students must complete the **Grade Review Form (PG/ACA/GS-13a)**, which is available on the Student Portal, and take note of the following:

      (a) If the student's academic status is **'Terminated GB'**, any revised grade will be presented at the **Graduate Appeal Committee (JKSS)** for consideration and approval.
      (b) The grade review request must be submitted within **two (2) weeks** from the date the results are officially released.
      (c) For **programme by Coursework students in their final semester** who have received a **'Terminated GB'** status, they may apply to **repeat the semester** by submitting a request to the **Dean of the SPS** for consideration by the JKSS.

(ii)   Students must make a **payment of RM50.00** to the **UPM Bursar's Office** for each course reviewed.

(iii)   Students must submit the completed form along with the **payment receipt** to the **Deputy Dean/ Director Office at faculty/school/institute** for further processing.

(iv)   Students can check the outcome of their application via **email** and the **Student Portal**.

16. REPLACEMENT OF MARKS AND GRADES

(i)   Students must register for the repeated course in i-GIMS, with the following conditions:

    (a) Marks and grades can only be replaced for courses (including projects and case studies) where the student received a grade F. The new mark and grade will replace the F grade in the calculation of the student's CGPA. However, the original F grade will still appear on the academic transcript for that semester. Students are only allowed to repeat the course once.

    (b) Students are allowed to repeat any course once only, but the new grade will not replace the original grade in the CGPA calculation. The original grade will be retained in the academic transcript.

(ii)   Students must attend classes and sit for exams according to the scheduled dates and times.

(iii)   Students must check their results according to the current academic calendar.

17. REPEATING THE FINAL SEMESTER

(i)   Students must re-register for the failed courses in the following semester.

(ii)   Students are required to attend classes and complete all assignments for the registered courses.

(iii)   Students must sit for the final examinations of the registered courses.

(iv)   Students will receive their examination results one day after Senate endorsement.

18. REVIEW AGAINST TERMINATION

(i)   Students (with a status of Terminated GB) will receive a termination notice via email from the Academic Unit, SPS, due to any of the following reasons:

    (a) CGPA below 2.500 in any semester;
    (b) Receiving a "TM" grade twice for research progress throughout the study period;
    (c) Failing to obtain a minimum CGPA of 3.000 in the semester following a 'Probation' status;
    (d) Failing the CE on the second attempt, unless recommended for conversion to a Master's program;
    (e) Failing to sit for the CE within four semesters (full-time) or six semesters (part-time);
    (f) Failing twice in any core or elective course;
    (g) Failing three times in the PIE 2 course;
    (h) Failing three times in any prerequisite course, for students admitted without a relevant qualification or work experience;
    (i) Exceeding the allowed maximum study duration;
    (j) Failing the thesis examination;
    (k) Failing to submit the corrected thesis within the given timeframe after the thesis examination.

(ii)   Students who wish to appeal must complete the Review Against Termination Form (PG/ACA/GS-13b) via the Student Portal, subject to the following conditions:

   (a) The appeal must be submitted within two (2) weeks from the date results are officially released.
   (b) For cases involving failure to submit thesis corrections within the given time, the appeal must be made within one (1) month from the date the status changes to 'Terminated GB'.
   (c) Students must pay a RM50.00 processing fee and obtain a supporting letter from their Deputy Dean/ Director Office **at faculty/school/institute.**
   (d) For students terminated due to exceeding the maximum study duration, the Academic Unit, SPS will email instructions to complete the Application for Review Against Termination – Terminated (Exceeded Duration) Form (PG/ACA/GS-52) manually via the Student Portal. This form must be endorsed by the supervisor and verified by the Deputy Dean/ Director Office **at faculty/school/institute**. The application must be submitted with a copy of the thesis draft and accompanied by a RM50.00 processing fee. The case will be reviewed by the Graduate Appeal Committee (JKSS) for consideration and approval.

(iii) Students must submit the supporting letter and payment receipt to the Academic Unit, SPS or by email at sgs_academic@upm.edu.my

(iv)   Students will receive the outcome of the JKSS Meeting via email from the Academic Unit, SPS. The decision will be communicated within seven (7) working days after Senate endorsement.

(v)   Students must take the necessary action as stated in the official notification letter from the Academic Unit, SPS, based on the decision made by the JKSS.

19. STUDENTS ELIGIBLE FOR GRADUATION

   Programme by Coursework

(i)   Students must complete the Study Scheme for Graduation Form (PG/ACA/GS-05b) in the Student Portal. The Program Coordinator and Deputy Dean/ Director Office **at faculty/school/institute** will receive a notification via i-GIMS for verification. Students should take note of the following:

   (a) Graduation requirements for Master's and PhD programs:
      • Pass all compulsory or equivalent courses required by the program.
      • Achieve a CGPA of 3.000 or above.
      • Complete any required practical training (if applicable).
      • International students must fulfil the Bahasa Melayu proficiency requirement as specified.

      • Students must verify the spelling of their name before Senate endorsement. Any request to change the name after this stage will not be accepted, unless through a certificate reprint process with a fee of RM500.00.

   (b) For ICP students, the Institutional Relation and Financial Assistance Unit (PIBK), SPS will notify the partner institution once the student has fulfilled all graduation requirements at UPM.

(c) For NG (Non-Graduating) students, the Deputy Registrar (UPIBK) will issue a Completion Letter once the student has completed the program at UPM. The letter will be sent by email or as a printed copy.

(ii) Once the student's academic status is changed to 'Completed', the student must fill in the Particulars for Graduation Form (PG/ACA/GS-17) and make a payment of RM200.00 to the UPM Bursar's Office.

(iii) Students must obtain confirmation from the Bursar's Office and the Library, and submit one (1) copy of the PG/ACA/GS-17 form to the Academic Unit, SPS, or via email at sgs_academic@upm.edu.my for record purposes.

Programme by Research

(i) Students must submit the Thesis Submission After Final Examination (Viva Voce) Form (PG/TSS/GS-16a) and Information on Publication During Candidature Form (PG/TSS/GS-25) to the Thesis Unit, SPS. These are required to change the student's status from 'Thesis Submitted' to 'Completed'. Only students who have fulfilled the publication requirements will be brought to the Senate for approval. Please take note of the following:

(a) Graduation requirements for Master's and PhD programs:
- Pass all compulsory or equivalent courses required by the program.
- Achieve a CGPA of 3.000 or above.
- For research programs, students must pass the thesis examination (Viva Voce).
- International students must fulfil the Malay Language proficiency requirement as specified.
- Programme by Research students must fulfil publication requirements (i.e., publish or submit a journal article as specified).
- Students must verify the spelling of their name before Senate endorsement. Name changes will not be allowed after this, except through a certificate reprint with a RM500.00 fee.

(b) For ICP students, the Institutional Relation and Financial Assistance Unit (PIBK), SPS will inform the partner institution once the student has completed all graduation requirements at UPM.
(c) For NG (Non-Graduating) students, the PIBK, SPS will issue a Completion Letter and provide it to the student via email or printed copy.

(ii) Once the student's academic status is changed to 'Completed', the student must complete the Particulars for Graduation Form (PG/ACA/GS-17) and pay RM200.00 to the UPM Bursar's Office.

(iii) Students must obtain clearance from the Bursar's Office and the Sultan Abdul Samad Library (PSAS), and submit one (1) copy of the PG/ACA/GS-17 form to the Academic Unit, SPS or email it to sgs_academic@upm.edu.my. Please take note of the following:

(a) The Senate Letter and academic transcript will be available for collection two (2) weeks after the Senate's approval.

(b) The degree certificate will only be issued after the academic attire (borrowed for Convocation) is returned in good condition. Any late return or damage will incur a penalty fee.

(c) In special cases, such as international students returning to their home country who will not attend Convocation, certificates may be collected earlier from the SPS office, provided that the student completes the Request Form for Early Collection of Senate Letter, Transcript, and Certificate before the Convocation ceremony.

20. REQUEST FOR ADDITIONAL COPIES

Academic Certificate

(i)   Students may request for a reprint of their academic certificate from the Academic Unit, SPS under the following circumstances:

(a) For damaged certificates:
- The original certificate must be returned.
- A RM500.00 reprint fee must be paid
(b) For lost certificates:
- Students must submit a copy of their passport, a police report, and the payment receipt for RM500.00.
(c) For name correction or rearrangement on the certificate:
- Students must submit an application along with a copy of their passport to the Academic Unit, SPS.
- After receiving approval, students must pay the RM500.00 reprint fee.

(ii)   Students must submit proof of RM500.00 payment to the UPM Bursar's Office for verification.

(iii) Students will receive a payment confirmation email from the Bursar's Office, which will also be forwarded to the Academic Unit, SPS to proceed with the reprinting.

(iv) Students may collect the new academic certificate at the Academic Counter, SPS, after 60 working days

Transcript

(i)   Students must submit a **transcript reprint request** to the Academic Unit, SPS.

(ii)   Students must submit a payment receipt for RM10.00 to the UPM Bursar's Office for verification.

(iii) A payment confirmation email will be sent by the Bursar's Office and copied to the Academic Unit, SPS for processing.

(iv) Students may collect the reprinted transcript at the Academic Counter, SPS, after 14 working days.

21. ACADEMIC ROBE LOAN (GRADUATION ROBE)

(i)   Students will receive a notification about the convocation date and academic robe collection process via their official student email (@student.upm.edu.my).

(ii)   Before collecting the robe at the counter, students must complete the following:

    (a) Academic Robe Collection Form via eSMP;
    (b) Graduate Tracer Study Form;
    (c) Particulars for Graduation Form (PG/ACA/GS-17).

(iii)   Students will collect the academic robe from the Academic Unit, SPS.

(iv)   During collection, students must check the robe on the spot to ensure there are no damages, defects, or mistakes in the type of robe given. If the robe or mortarboard is lost or damaged, students will be charged according to the current replacement rate.

22. PREPARATION FOR UPM CONVOCATION CEREMONY

(i)   Students must arrive at the PKKSSAAS Hall (or any other location specified by the Convocation Secretariat) on the date and time scheduled.

(ii)   Students must follow the official dress code and adhere to UPM's convocation ceremony protocols.
(Reference link: https://sgs.upm.edu.my/convocation-3845)

23. RETURN OF ACADEMIC ROBE

(i)   Students must return the academic robe within the specified period in order to collect their academic certificate after attending the convocation ceremony.

    (a) A late return penalty of RM10.00 will be charged starting from the 3rd day after the convocation session.
    (b) An additional RM5.00 will be charged for each subsequent day of delay.

24. UNIVERSITY AWARD NOMINATION

(i)   Students must submit the nomination form and a soft copy of their thesis to their respective faculty/centre (PTJ).

(ii)   Students will receive an interview invitation via email or another suitable method.

(iii)   Students must attend the interview session as scheduled.

(iv)   Students will receive the interview results via email or another appropriate channel.

(v)   Students must attend the official photography session arranged by BAKD. For international students who are overseas, a soft copy of their photo must be submitted.

(vi)   Students must attend the designated convocation session to receive the University Award.

FREQUENTLY ASKED QUESTION (FAQ) REGARDING ACADEMIC MATTERS

1) **Will the deferred number of semesters be counted into the period of study?**
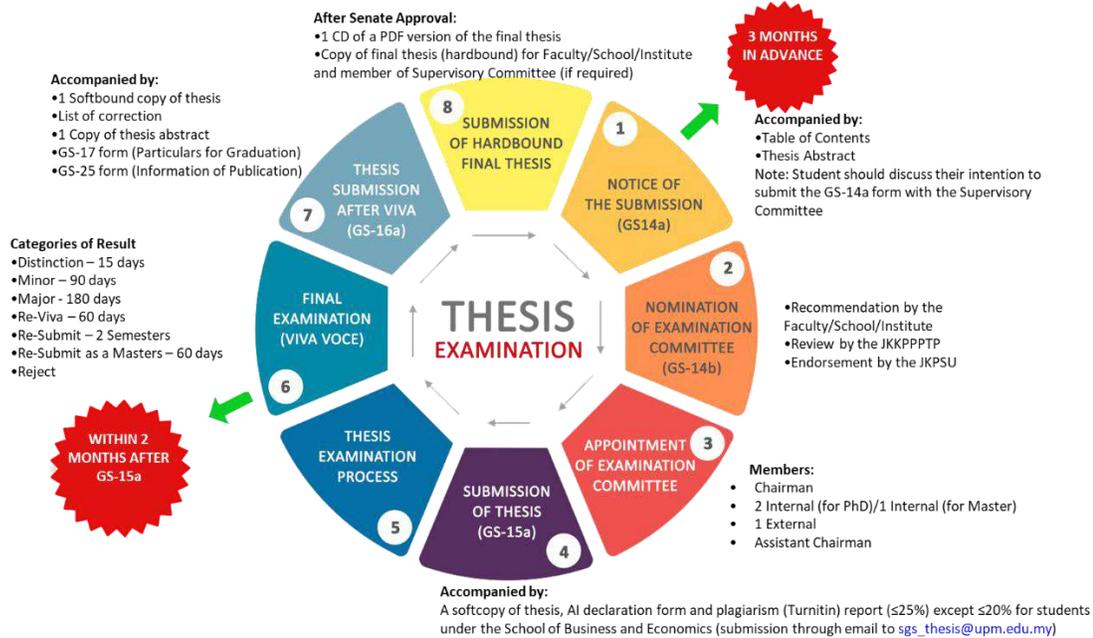   No, the number of semesters deferred will not be included within the study period.

2) **What are the consequences of a deferment?**
   a. For international students, the visa will be revoked, and they must leave the country upon deferment.
   b. The student(s) will not be allowed to use UPM's facilities.

THESIS SUBMSISSION MATTERS

- Notice of Thesis Submission (GS-14a)
- Appointment of the Thesis Examination Committee (GS-14b)
- Submission of Thesis for Examination (GS-15a)
- Final Examination (Viva Voce)
- Submission of Thesis After Final Examination (Viva Voce) (GS-16a)
- Submission of Final Thesis (After Senate) (GS-16b)
- Thesis Formats
- Graduation Requirements

AN OVERVIEW OF THESIS SUBMISSION PROCESS

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

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

THESIS EXAMINATION

8 SUBMISSION OF HARDBOUND FINAL THESIS

7 THESIS SUBMISSION AFTER VIVA (GS-16a)

6 FINAL EXAMINATION (VIVA VOCE)

5 THESIS EXAMINATION PROCESS

4 SUBMISSION OF THESIS (GS-15a)

3 APPOINTMENT OF EXAMINATION COMMITTEE

2 NOMINATION OF EXAMINATION COMMITTEE (GS-14b)

1 NOTICE OF THE SUBMISSION (GS14a)

3 MONTHS IN ADVANCE

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 JKKPPPTP
- 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 and plagiarism (Turnitin) report (≤25%) except ≤20% for students under the School of Business and Economics (submission through email to sgs_thesis@upm.edu.my)

*Updated as of February 28th,2025

1. NOTICE OF THESIS SUBMISSION

- Application for Notification of Thesis Submission must be made at least **three (3) months before thesis submission.**
- The following **requirements are to be met** for you to be eligible to apply for Notice of Thesis Submission:
    a. Current study status must be as 'CONTINUE'
    b. Passed all compulsory courses with a minimum CGPA of 3.00
    c. Passed the Research Methodology subject
    d. Appointment of Supervisory Committee
    e. Passed Comprehensive Examination (CE) for PhD programme
    f. Settled all outstanding fees.

- Following are the steps to be taken to acquire Notice of Thesis Submission:

a. Before downloading the online Notice of Submission Thesis (GS-14a) form students are required to:
    i. Discuss with the Supervisory Committee prior to submitting GS-14a form.
    ii. If agreed, inform to the Deputy Dean of the Faculty/School or Deputy Director of the Institute.
    iii. SGS will check the required information and inform InfoComm Development Centre (iDEC) to open the system.
b. After downloading the online Notice of Submission Thesis (GS-14a) form:
    i. Complete online GS-14a form through Student Portal and print the form.
    ii. Obtain approval from the Supervisory Committee.
    iii. Submit the form to the faculty/school/institute together with thesis abstract and table of contents.

2. THESIS FORMATS

- The total number of words for a PhD or Master's thesis for the examination process (excluding tables, figures, and appendices) is as follows:

Thesis	Minimum	Maximum
PhD	20,000 (~70 pages)	100,000 (~330 pages)
Master	12,000 (~40 pages)	50,000 (~170 pages)

- Students must obtain written permission from the Dean of SGS before submitting a thesis longer than the allocated length. Students should provide strong justifications to support their request.

- There are 3 styles of thesis format:

a. **Style 1** – Conventional Format
(See Appendices F1 and F2 in Guide to Thesis Preparation)

Chapter	Item
1	Introduction (including objectives)
2	Literature Review
3	Materials and Methods/Methodology
4	Results/Findings
5	Discussion
6	Summary, Conclusion and Recommendations for Future Research

b. **Style 2** – Conventional Format
(See Appendices F3 and F4 in Guide to Thesis Preparation)

Chapter	Item
1	Introduction (including objectives). The relationship between the research chapters should also be explained in this chapter.
2	Literature Review
#3-5	Research chapters. Each chapter represents a separate study that has its own Introduction (including objectives), Materials and Methods/Methodology, Results/Findings,* Discussion,* and Conclusion
6	Summary, Conclusion and Recommendations for Future Research

* Results/Findings may be combined with Discussion in a single chapter for Style 1, or as a sub-heading within a research chapter for Style 2.

Note: More of these chapters may be added if necessary:

c. **Style 3** – Alternative Thesis Format
(See Appendices F5a and F5b in Guide to Thesis Preparation)

Chapter	Item
1	General Introduction
2	Literature Review
3	Materials and Methods/Methodology
4-7	*Article 1–4

		• Copyright Permission/Acceptance Letter
8	Conclusion	
	• Summary and Link to Articles	
	• Significant Findings/Contribution	
	• Recommendations	

A minimum of two (2) articles are required for a Master's thesis, and four (4) for a PhD thesis. Data published in the articles must not overlap.

Articles accepted/published must be original and should normally be in citation-indexed journals. Review articles are not considered as articles that count towards thesis submission.

3. GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS

ALL STUDENTS

1. Degree by research: Pass thesis examination.
2. Degree by coursework,
   - passed all compulsory courses, and project paper or Comprehensive Examination (CE).
   - obtained a minimum CGPA of 3.000; and
   - completed the internship/practical training (if any).
3. Has settled all due fees to the University.

INTERNATIONAL STUDENT

All international students (except for students from Indonesia and Brunei) must have obtained a grade 'M' for the Malay Language course (LPM2100 or its equivalent).

STUDENTS BY RESEARCH

Must show proof of having published or submitted journal articles (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:

Programme	Students Registering before Second Semester 2016/2017	Students Registering from Second Semester 2016/2017 onwards
PhD	1 journal article published or accepted, and 1 journal article submitted	(i) 2 journal articles published or accepted (in CIJ) or at least; (ii) 1 journal article published or accepted in CIJ and 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). For PhD by Retrospective (registering for First Semester 2021/2022 onwards): 1 journal article published or accepted (in CIJ) based on the thesis produced for examination.
Master's	1 journal article submitted	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 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).

- Students in degree by research programmes, receiving the Graduate Research Fellowship (GRF) of the University must submit proof of having published journal articles (as the first/corresponding author) on research conducted during their candidature prior to graduation as follows:

Programme	Minimum Publication Requirement	
	Students Registering before Second Semester 2016/2017	Students Registering from Second Semester 2016/2017 onwards
PhD	2 journal articles published or accepted	(i) 1 journal article published or accepted in CIJ and 1 journal article published or accepted in JCR; or (ii) 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. 1 of the journal articles that is accepted/ published in CIJ).
Master's	1 journal article published or accepted	1 journal article published or accepted (in CIJ)

- 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.

Programme	Publication Requirement
PhD	• 2 journal articles published or accepted (in CIJ); or • 1 journal article published or accepted (in CIJ) and 1 patent or utility innovation or new plant variety or copyright or industrial design or printed circuit board; or • 2 patent or utility innovation. For Doctor of Engineering or PhD by Industry: • 2 patent or utility innovation or new plant variety or copyright or industrial design or printed circuit board.
Master	• 1 journal article published or accepted (in CIJ or other categories); or • 1 patent or utility innovation or new plant variety or copyright or industrial design or printed circuit board.

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

FREQUENTLY ASKED QUESTION (FAQ) REGARDING THESIS SUBMISSION MATTERS

1) How long should I wait to submit my thesis for examination after submission of GS-14a?
You must submit within six (6) months after your Thesis Examination Committee is approved by the University. Upon your GS-14a submission, the faculty/school/institute will recommend the Thesis Examination Committee (with GS-14b form) to the University for approval. The examination committee must fulfill the criteria set forth by the University.

2) What should I do before submitting my thesis for examination?
a. Complete Submission of Thesis (GS-15a) form online through Student Portal.
b. Print the form and get endorsement from the supervisory committee and the faculty/school/institute.
c. Submit the form to SGS through email sgs_thesis@upm.edu.my, together with softcopy of thesis, AI declaration form, and Turnitin report (≤25%) except ≤20% for students under the School of Business and Economics.

3) How much do I have to pay after thesis submission?
Your tuition fee after thesis submission is RM400 (for local student)/RM450 (for international student). However full fees will be charged if submission is made after the deadline. The deadline of thesis submission for every semester is the first day of semester begins [Note: RM500 (for local student)/RM550 (for international student) and applies to new students registering from First Semester 2021/2022 onwards].

4) How long do I have to wait before the examination takes place?
The examination usually takes place within four (4) months after thesis submission. You will be notified if there are any changes with the examination session if any.

5) What if I need additional time to do my thesis corrections after viva?
No more extension is allowed after the stipulated deadline. Failure to submit thesis within the informed time, will result in termination of student's candidature. Students are allowed to make an appeal for a Review Against Termination in writing to the Dean of SGS. The appeal must be through the Supervisor and the Deputy Dean of the Faculty/School or Deputy Director of the Institute.

6) Can I submit a thesis without any journal publication?
Yes, you can. The University Senate, in its meeting on 17 October 2019 (Senate Minutes 666.09), approved the exemption of research-based graduate students from fulfilling the publication requirement for graduation.

The exemption is subject to the following conditions:
a. Master's Programme: Students are permitted to graduate after a minimum period of one (1) year from the date of submission of thesis corrections following a successful viva voce.
b. Doctor of Philosophy (PhD) Programme: Students are permitted to graduate after a minimum period of two (2) years from the date of submission of thesis corrections following a successful viva voce.

This exemption also applies to Graduate Research Fellowship (GRF) recipients. However, GRF recipients who do not fulfil the publication requirement will be deemed to have committed a breach of contract, and appropriate action will be taken in accordance with the terms and conditions of the fellowship.

7) I received a letter from a publisher who wants to publish my thesis as a book. What should I do?

The intellectual property and copyright of the thesis are fully owned by Universiti Putra Malaysia in accordance with the Universiti Putra Malaysia (Research) Rules 2012. The publisher must obtain written permission from the supervisor and the Office of Deputy Vice-Chancellor (Research and Innovation) before the thesis can be published in any other form.

INSTITUTIONAL RELATIONS AND FINANCIAL AID MATTERS

- International Collaborative Programme (ICP)
- Programme by Industry
- Students Mobility Programme (SMP)
- Financial Assistance & Scholarships

1. INTERNATIONAL COLLABORATIVE PROGRAMMES (ICP)

01

Registration
- Must register every semester at both universities
- Pay fees accordingly unless exempted

02

Compulsory Courses
Must complete compulsory coursework, seminar, Malay Language Course (for international student except from Indonesia and Brunei), and any other courses as required by the faculty/school/institute.

03

Supervisory Committee
- Nominate supervisory committee in the first year of study.
- Host supervisor at the partner university must be included in the supervisory committee.

04

Progress Report
- The progress report must be endorsed by both supervisors prior to submission at the end of every semester.

05

Comprehensive Examination
Pass the Comprehensive Examination within 4 semesters of enrolment (PhD students only), either at UPM or partner university

06

Graduation
- Produce a thesis and defend it in the oral examination (viva voce). For a double degree, two theses will be required, and two (2) viva will be conducted.
- Produce journal papers as per UPM's requirements.

<u>ENTRY REQUIREMENTS</u>

International Collaborative Programme (ICP) is a full-time programme offered for postgraduates that fulfill the following requirements as stated in the enrollment for normal in-campus programmes:

    a.   Have obtained a full offer of admissions (Master/PhD) to Universiti Putra Malaysia
    b.   Enrolled in Full-Time, Research-based programme
    c.   Currently in the First or Second semester of studies, with 'Continue' status
    d.   Fulfil the English language requirements (English language proficiency score equivalent to B2 of the Common European Framework of Reference for Languages (CEFR); or as required by each partner university

The duration outlined for the programmes are as the following:

Programme	Duration
Master	1-3 years (1 – 6 semesters)
PhD	2-5 years (4 - 10 semesters)

Note: An additional year may be required for the Double Degree Programme.

<u>APPLICATION PROCEDURES</u>

    a.   Apply for the normal Masters/PhD programme and obtain an offer of admissions to UPM
    b.   Identify a supervisor from the partner university that are relevant to your field of study. They must have agreed to collaborate with your supervisor from UPM to supervise your proposed research project
    c.   Submit the application documents to the Institutional Relations and Financial Aid Unit via email at sgs_intl.programme@upm.edu.my;

- Duly accomplished <u>UPM-ICP Application Form</u>
- A certified copy of Bachelor / Master degree certificate;
- A certified copy of Bachelor / Master degree transcript;
- A certified copy of Identification Card/Passport;
- A certified copy of TOEFL/IELTS result(s);
- Two copies of <u>UPM-ICP Referee's Report</u>;
- Research proposal;
- Letter of scholarship/sponsorship award (if any);
- Passport-sized photograph.

<u>Note:</u>
    a.   The admission approval process for ICP programme may take 1- 3 months as the process requires approval from two universities.
    b.   Any interested applicant must identify potential supervisor in UPM and in the partner university. Both supervisors must have agreed to collaborate as supervisors to supervise the project proposed by the applicants.

The current breakdown for the programme fee(s) is as the following:

Partner Institution	Programme	Fees at UPM	Fees at Partner University
University of Newcastle (UoN) Australia	Joint PhD	UPM standard fees will be charged for the whole duration of study and paid to UPM only	Tuition fee is waived
Kyushu Institute of Technology, Japan	• Double Master • Double PhD		
Naresuan University (NU), Thailand	• Dual Master • Dual PhD		
Sharif University of Technology, Iran	• Joint Master • Joint PhD		
Maejo University (MJU), Thailand	Dual PhD		
IPB University, Indonesia	• Dual Master • Dual PhD		
Universitas Brawijaya (UB), Indonesia	• Dual Master • Dual PhD		
Kasetsart University (KU), Thailand	• Dual Master • Dual PhD		

2. PROGRAMME BY INDUSTRY

Programme by Industry offers an alternative route for industry practitioners who wish to pursue a Masters or Doctoral degree without leaving their workplace. This programme is developed to encourage knowledge sharing among industry practitioners and academicians in producing highly knowledgeable professionals. This programme aims at inspiring innovation and enhancing competitiveness in the industry via industry-based research through collaboration with UPM.

Programme by Industry features are:

1. The focus of the research is based on industrial issues or problems;
2. Joint supervision (at least one supervisor will be assigned from UPM and one from industry). The supervisor from industry must possess substantial experience or expertise in the areas related to the research topic;
3. Research is conducted at the industry and candidates do not have to leave their workplace.
4. Supervision and monitoring process are similar to those practiced in a conventional Master programme.

Duration of Study:

The duration of study is 1 – 3 years for Masters and 2-5 years for PhD.

Programme fee:

Fees breakdowns are accessible via this link https://sgs.upm.edu.my/content/tuition_fees-40583

Admission requirements:

a. Applications are open to local and international candidates with academic qualifications that fulfil the requirements of normal Masters and PhD programmes, including specific requirements (if any); and
b. International candidates must fulfil the UPM English language requirements as stated at https://sgs.upm.edu.my/content/english_language_requirement-40581
c. This programme is open to all nationalities and there are no age restrictions.
d. The candidates must be currently employed by a private company and the employment status must remain active until completion of the programme.
e. The candidates must obtain a written consent from the employer prior to joining the programme. The employer must also agree to provide sufficient funding to support the research activities conducted by the candidates at the workplace.
f. Civil servants, private college/university staffs are not eligible to apply.

Application procedure

To apply for the programme, please follow two (2) steps as below:

Step 1: Identify the supervisor at UPM and at your workplace.
Step 2: Submit your application to UPM through the UPM online application system at http://sgsportal.upm.edu.my:8080/sgsportal/Admission/RegisterApplicant.jsp. Please note that the following documents must be emailed to sgs_intl.programme@upm.edu.my when submission is made:

- Supporting letter from employer;
- Industrial Supervisor Declaration Form

Criteria for appointment of supervisor from the industry

Masters	PhD

a. Holds a senior position in the company/industry;
b. The candidate must have good academic background with significant working experience in the related industry as follow:
 	
   • PhD or Master's degree holder; or
   • Bachelor's degree holder with minimum working experience of at least 5 years.
	a. Hold a senior position in the company/industry;
	b. The candidate must have good academic background with significant working experience in the related industry as follow:
	
	   • PhD holder; or
	   • Master's degree holder with minimum working experience of at least 10 years.

How is the programme implemented?

- Students who are admitted to the programme must meet all the programme requirements set by UPM such as registration, compulsory courses, progress reports, thesis and publication requirements.

- Students must complete compulsory coursework, seminars, Malay Language courses (for international student except from Indonesia and Brunei), and any other courses required by the faculty/school/institute.
- An industry expert will be appointed to be part of the Student Supervisory Committee. The person must meet the eligibility requirements as mentioned above. He/she also must have substantial experience or expertise in the area related to the research topics proposed by the student.
- The research project proposed by the students will be conducted in the industry and the students do not have to leave their workplace.
- In order to ensure proper supervision is given to the students, the Student Supervisory Committee should always be in touch with the students either via electronic means or face-to-face meeting. Supervisors from UPM will make regular visits to students' workplaces.
- The thesis examination (viva voce) will be conducted at UPM. The appointment of Thesis Examination Committee will be based on the regulations at UPM;
- Any form of collaboration document such as LoI / NDA / MoU / MoA or any other related documents can be signed between UPM, students, and employers if the need arises. When a collaboration is established, the faculty/institute/school where the student is placed will be the anchor of the document.

Normal Programme Vs Programme by Industry

Aspect	Normal Programme	Programme by Industry
Research topic	Research topic can be anything related to the area of study	Focus of the research is based on industrial issues or problems
Research location	Research can be conducted anywhere	Research must be conducted at workplace / industry
Employment	Not necessarily employed	Must be currently employed by a private company
Eligibility to apply	Everyone is eligible to apply	Civil servant, private college/university staff are not eligible to apply
Fee (s)	UPM Standard rate will be charged	UPM standard rate with programme management fee will be charged
Agreement	No agreement required.	If there is a need to establish a collaboration between UPM and Industry, an agreement (LoI / NDA / MoU / MoA) shall be signed and the faculty/school/institute where the student is placed will be the anchor to the agreement.
Rights to Intellectual Property	Intellectual property (IP) – 100% belongs to UPM	Intellectual property (IP) – some percentage belongs to company
Additional support(s)	Support from UPM only (financially or academically)	Support from the company / industry (financially or academically)

3. STUDENTS MOBILITY PROGRAMME (SMP)

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

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

A. INBOUND MOBILITY

Universiti Putra Malaysia's Inbound Mobility Programme is open to local and international postgraduate students from other universities/research institutes to undergo a semester exchange (to register in any graduate courses) or research attachment (to conduct part of their research in UPM) either physically or virtually. **The programme is a non-graduating programme**. Nonetheless, all postgraduate students intending to join the programme must register with UPM.

Application shall be made online via http://sgsportal.upm.edu.my:8080/sgsportal/ and choose 'Non-graduating' Program. An offer letter will be issued upon approval by the respective faculty/ school/institute. Applicants are advised to email the Institutional Relations Unit at sgs_intl.programme@upm.edu.my to obtain detailed information regarding the inbound mobility programme.

Programme Fee(s)

Attachment programme, the respective faculty/school/institute may charge additional bench fees and an exchange student may also be charged credit fees. Please refer to the respective faculty/school/institute for further details.

A student who is enrolled in a regular member, associate member or affiliate member of the Southeast Asian University Consortium for Graduate Education in Agriculture and Natural Resources (https://uc.searca.org/), may cross-enrol with the University at his/her own expense. No bench or credit fees shall be charged by UPM if the student is already paying fees at his/her home university. However, the student is required to pay a nominal fee of RM 725.00 per semester to the University. However, no fees will be charged for short visits.

B. OUTBOUND MOBILITY

Universiti Putra Malaysia's Outbound Mobility Programme is open for existing local and international postgraduate students to have the opportunity in enhancing their study experience at other reputable universities overseas. The programme is specifically geared to enable postgraduate students in acquiring relevant research skills as well as academic knowledge within an international research / academic culture. The experience is intended to build professional networks and become successful global professionals in their chosen careers and fields of expertise. These scholars are known as outbound scholars.

i. Postgraduate students who will be going for their outbound mobility programme are required to obtain an approval to study abroad from the Putra International Centre (iPUTRA) prior to their departure. Applicants are required to submit the application forms and the supporting documents at least 3 months before the programme commencement. The application shall be submitted to the Mobility Section at mobility@upm.edu.my (Please copy your application to sgs_intl.programme@upm.edu.my).

ii. Upon submission, the application will be brought to the Mobility Committee Meeting, chaired by the Deputy Vice-Chancellor (Academic and International) and joined by representatives from other PTJ in UPM. The meeting will be held once a month, (based on the availability of the mobility committee members) and the completed application form needs to be submitted to iPUTRA by 15 every month for it to be processed. Any applications received later will be brought to the next scheduled meeting.

iii. Incomplete application forms will not be processed. Please ensure the forms and the supporting documents are prepared according to the checklist. Please visit https://intl.upm.edu.my/mobility/outbound-8409 for detailed information on the application procedures and checklist for outbound mobility.

<u>Financial Assistance Available For Outbound Mobility Programme</u>

Name	Eligibility	Amount
Financial Assistance for International Presentation	1. The applicant must be a registered PhD student at UPM with "Continue" status and has not exceeded six (6) semesters of study at the time of application. 2. The applicant must not have previously received financial assistance under this scheme and must not be receiving any other outbound mobility financial assistance from UPM at the time of application. 3. The applicant receiving financial assistance from the organizer may be considered, subject to further evaluation by the selection committee. 4. The applicant must have registered for and successfully passed a 1-credit seminar course at their respective faculty/ school/ institute prior to submitting the application. 5. The presentation must be directly related to the applicant's PhD research work. 6. International students may only apply if the programme is held outside their home country. 7. The applicant must be officially invited as an Oral Presenter by the organizer.	• Southeast Asia (except Singapore and Brunei): Max RM1,000.00 • Asia (including Singapore and Brunei): RM1,500.00 • Other countries: RM2,000.00 Note: Claimable after the completion of the program

	8. Only programmes organized by a registered association, university, research institute, academic organization, or government agency will be considered for financial support. It is the responsibility of the supervisor and faculty/institute to verify that the programme is not organized by a commercial entity. 9. The applicant must obtain official approval to go abroad from the Putra International Centre (i-PUTRA). 10. Application must be submitted to SGS prior to the programme.	
Financial Aid for International Research Attachment	1. Applicant must be a Malaysian citizen. 2. The applicant must be a registered Master's or PhD (by research) student at UPM with "Continue" status at the time of application. 3. The applicant must not have previously received financial assistance under this scheme and must not be receiving any other outbound mobility financial assistance from UPM at the time of application. 4. The applicant receiving financial assistance from the organizer may be considered, subject to further evaluation by the selection committee. 5. The duration of the research attachment must be a minimum of one (1) month and not exceed three (3) months. A justification is required if the proposed duration exceeds three months. 6. The research to be conducted during the attachment must be related with the applicant's Master's or PhD research work 7. The applicant must have received an official invitation letter from the host institution. 8. The applicant must obtain approval to go abroad from the Putra International Centre (i-PUTRA). 9. Application must be submitted to SGS prior to the programme.	Southeast Asia (except Singapore and Brunei): Maximum RM3,000.00 *(subject to the duration of the programme)* Asia (including Singapore and Brunei): RM4,000.00 *(subject to the duration of the programme)* Other countries: RM5,000.00 *(subject to the duration of the programme)* Note: Claimable after the completion of the program

Students may also apply for mobility scholarships provided by international agency known as University Consortium (UC) SEARCA. For more information, please refer to https://uc.searca.org/grants/student/travel.

4. FINANCIAL ASSISTANCE/ SCHOLARSHIPS

The Institutional Relations & Financial Aid Unit, SGS will be able to assist you or visit SGS website at http://www.sgs.upm.edu.my/financial_assistance_scholarships-1893 . All scholarships are subject to availability of funds and details given here are subjected to changes at any time. Potential applicants are urged to check information regularly for updated procedures and deadlines.

Application Processes
Students may refer to the advertisement posted in SGS website for the latest application deadline. Tentatively, the advertisement will open at least **two (2) months before the new semester begins**. However, Special Graduate Research Allowance Scheme (SGRA) is available all year round. Applications submitted after the deadlines will not be considered.

Instructions on applying are provided in the scholarships' advertisement which can be found at https://sgs.upm.edu.my/financial_assistance_scholarships-1893. Please read and follow the instructions carefully. If you need any assistance, please email to sgs_financialaid@upm.edu.my.

TYPES OF FINANCIAL ASSISTANCE/ SCHOLARSHIPS AVAILABLE

No.	Type of Scholarship	Category of Applicant
1	Graduate Research Fellowships (GRF)	Local only
2	Graduate Research Assistantships (GRA)	Local and International
3	Special Graduate Research Allowance (SGRA)	Local and International
4.	International Graduate Student Scholarship (IGSS)	International only
4.	Putra Alumni Scholarship Scheme (PASS)	Local and International
5.	Special Scholarship for Journalist (BKW)	Local only
6.	Financial Incentive for Excellent Graduates (BYSC)	Local and International

The general criteria to apply for financial assistance / scholarships are as the following:

a. An officially registered UPM student;
b. Current status of study must be in 'Continue; Statuses such as 'Thesis Submitted/Deferred/ Dropped/ Probation/ Suspended/ Terminated' are not eligible to apply.
c. Not employed, or employed without a fixed income, not receiving any scholarships, loans, financial assistance, or other financial assistance from any agency, institution, or organization.
d. Maximum duration of financial aid:
   • Masters: Maximum semester 4 (for SGRA: Maximum semester 6)
   • PhD: Maximum semester 6 (for SGRA: Maximum semester 10)

Note:
GRA and SGRA are funded by the research grant obtained by the student's Supervisor/Chairman/Member of the Supervisory Committee. Students who wish to be funded under these schemes are required to discuss on the availability of grants with their respective Supervisor/Member of their Supervisory Committee prior to the application.

Other Funding Opportunities

Other Sponsorships	Website
PTPTN (Perbadanan Tabung Pendidikan Tinggi Nasional)	http://www.ptptn.gov.my/
Organization for Women in Science for The Developing World (OWSD)	https://owsd.net/career-development/phd-fellowship
Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA)	https://www.searca.org/scholarship/graduate-scholarship
Queen Elizabeth Commonwealth Scholarships	https://www.acu.ac.uk/funding-opportunities/for-students/scholarships/queen-elizabeth-commonwealth-scholarships/

SUMMARY OF SCHOLARSHIP/FINANCIAL ASSISTANCE AVAILABLE UNDER UPM'S SPONSORSHIP:

Scheme	Eligibity	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
Graduate Research Fellowships (**GRF**)	• Open to LOCAL applicants who have received an offer of admission or registered UPM student; • Existing student must not exceed three (3) semesters for Master and five (5) semesters for PhD during application with good standing study status; • Not employed, or employed without a fixed income, not receiving any scholarships, loans, financial assistance, or other financial assistance from any agency, institution, or organization.	**Master:** Max semester 4 **PhD:** Max semester 6	**Masters**: RM1,000 **PhD**: RM1,300	Tuition fee will be partially waived based on study clusters as follows: **Masters**: Medicine = RM1,200 Science = RM900 Social Science = RM700 **PhD**: Medicine = RM1,600 Science = RM1,400 Social Science = RM1,200 **Remarks:** Recipients are eligible to apply for a leave of work for a maximum of 2 days per month with the consent of supervisor. Otherwise, the allowance will be deducted as RM55/day (Master) and RM68/ day (PhD). Recipients who are absent for 10 days or more in a month, shall not be eligible to receive allowance for that particular month.	• Assist in the teaching/tutorial/laboratory of 4 hours per week for Master and 6 hours per week for PhD. • Produce journal articles as the first/corresponding author based on research conducted during student's candidature prior to the graduation. Please refer to the Publication Requirements for GRF section for details.
Graduate Research Assistantships (**GRA**)	• Open to LOCAL and INTERNATIONAL applicants who have received an offer of admission or registered UPM student; • Existing student must not exceed 3rd semester for Master and 5th semester for PhD during application with good standing study status; • Not employed, or employed without a fixed income, not receiving any	**Master:** Max semester 4 **PhD:** Max semester 6	Depends on the total hours allocated to assist in teaching; **3 hours / week:** RM1,125 **4 hours/ week:** RM1,300 **6 hours / week:** RM1,500	Tuition fee will be partially waived based on study clusters as follows: **Masters:** Medicine = RM1,200 Science = RM900 Social Science = RM700 **PhD:** Medicine = RM1,600 Science = RM1,400	Fulfil all programme requirements and complete the study (Bound by Agreement).

Scheme	Eligibity	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
	scholarships, loans, financial assistance, or other financial assistance from any agency, institution, or organization. • This scholarship is funded by the Advisor/Supervisor/Member of the Supervisory Committee's research grant. The research grant balance must be at least RM15,000.00 during application.			Social Science RM1,200	
Special Graduate Research Allowance (**SGRA**)	• Open to registered LOCAL and INTERNATIONAL UPM students with 'continue' study status; • Not employed, or employed without a fixed income, not receiving any scholarships, loans, financial assistance, or other financial assistance from any agency, institution, or organization. • This scholarship is funded by the Advisor/Supervisor/Member of the Supervisory Committee's research grant. The amount of research grant must be sufficient to pay the monthly allowance throughout the period of appointment; and	**Master:** Max semester 6 **PhD:** Max semester 10	**Masters**: RM1,800 **PhD**: RM2,300 *Notes:* *Higher monthly allowance can be considered subject to the supervisor's approval, amount of grant allocation and ceiling rate as stipulated in the sponsor's guidelines.*	None	None
International Graduate Student Scholarship (**IGSS**)	• Open to INTERNATIONAL PhD candidates; • The applicant must have fulfilled the general application requirements for international students; • The applicant must be a holder of a Master's degree; • The applicant is not a recipient of any other types of scholarship or financial	Max semester 6	N/A	30-50% of tuition fees waived (quota basis)	None

Scheme	Eligibity	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
	assistance and should not be engaged in any type of employment at the time of application; • Priority will be given to applicants from developing countries in which UPM holds strategic importance and from academic institutions that have MoU/MoAs with UPM; • The applicant has published at least one article in an academic journal and/or has received strong recommendations from academic institutions (e.g. Vice Chancellor, Dean, Director); • The applicant must have a copy of the research proposal approved by the advisor/supervisor; and, • The applicant must have a letter from the student's embassy verifying that the applicant is not a recipient of any financial assistance/ scholarship/ income from any agencies or government.				
Putra Alumni Scholarship Scheme (**PASS**)- Local Applicants	• Open to local UPM Alumni who wish to pursue study at PhD level; • The applicant must be a holder of a Master's degree; • The applicant must have a copy of the research proposal approved by the advisor/supervisor; and • The applicant is not a recipient of any other types of scholarship or financial assistance.	Max semester 6	N/A	10%	None

Scheme	Eligibity	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
Putra Alumni Scholarship Scheme (**PASS**) - International Applicants	• The applicant must have fulfilled the general application requirements for international students; • The applicant must hold a Bachelor's degree with a minimum CGPA of 3.50 or Masters degree; • Enroll in Programme by Research only; • The applicant is not a recipient of any other types of scholarship or financial assistance and should not be engaged in any type of employment at the time of application; • Priority will be given to applicants from developing countries in which UPM holds strategic importance; • The applicant must have a support letter from an advisor/supervisor. • The applicant must have a copy of the research proposal approved by the advisor/supervisor. • The applicant has published at least one article in an academic journal and/or has received strong recommendations from academic institutions (e.g., Vice Chancellor, Dean, Director); • The applicant must have a letter from the student's embassy verifying that the applicant is not a recipient of any financial assistance/ scholarship/ income from any agency or government.	**Master:** Max semester 4 **PhD:** Max semester 6	NA	**Alumni:** 10% of the tuition fee **Alumni's children:** 30 – 50% of the tuition fee (based on IGSS)	

Scheme	Eligibity	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
	• For UPM Alumni, the applicant must Graduate on Time (GOT).				
Special Scholarship for Journalist (**BKW**)	• Journalist who has received an admission offer at UPM for Master (by Coursework or Research) or PhD in the **Social Science Cluster**; • Existing students must have not exceeded (two) 2 semesters with good standing study status during application; and • The applicant is not a recipient of any other types of scholarship or financial assistance.	**Master by Coursework:** Max semester 3 **Master of Science:** Max semester 4 **PhD:** Max semester 6	NA	**Master by Coursework:** RM500 per semester **Master of Science:** RM700 per semester **PhD:** RM1,200 per semester	**Linkages** To link UPM academicians with the Media Perdana activities including BERNAMA. **3 linkages for Master and 6 linkages for PhD throughout study period.** **Local Writing:** To write local articles or reports on UPM activities and to be published in various media of communication as an initiative to increase the visibility of UPM. **2 writings for Master and 3 writings for PhD throughout study period.** **International Writing** To write international articles or reports on UPM activities and to be published in various media of communication as an initiative to increase the visibility of UPM. **1 writing for Master and 2 writings for PhD throughout study period.**

Scheme	Eligibity	Duration	Monthly Allowance	Waiver of Tuition Fees	Reciprocal Obligations
Financial Incentive for Excellent Graduates (BYSC)	• Open to local and international full-time candidates, whether new or existing students who have received an offer or are currently studying at Master's or PhD level (coursework or research mode) at UPM from any of the following categories: a) Muslim; and b) Asnaf; or c) Disabled (OKU) • New students must fulfill the following criteria: a) Master: Possess a Bachelor's Degree with a CGPA of 3.50 and above or equivalent; or b) PhD: Possess a Master's Degree and have produced at least one publication in Scopus Journal or CIJ. • Existing students must not exceed the second semester for the particular semester with a min CGPA of 3.50 and a 'continue' status at the time of application. • Not enrol under UPM-ICP or Programme by Industry. Not a recipient of any other types of scholarships or financial assistance from other agencies/institutes/bodies.	**Master by Coursework:** Max semester 4 **Master of Science:** Max semester 4 **PhD:** Max semester 6	N/A	30% of the tuition fee	**None**

FREQUENTLY ASKED QUESTION (FAQ) REGARDING INSTITUTIONAL RELATIONS AND FINANCIAL ASSISTANCE & SCHOLARSHIP MATTERS

INTERNATIONAL COLLABORATIVE PROGRAMME (ICP)

1. **What is the difference between Joint, Dual, and Double Degree programmes?**
   Joint Degree:
   Upon graduation students will receive only one certificate with both universities' logos on the certificate.

   Dual Degree:
   Upon graduation students will receive one degree with two certificates issued by each university. A linking statement is stated on both certificates to indicate that the degree was obtained through a collaboration between two universities.

   Double Degree:
   Upon graduation students will receive two degrees with two certificates issued by each university. A linking statement is stated on both certificates to indicate that the degree was obtained through a collaboration between two universities.

2. **Do I need to register as a student with the partner university where UPM signed the ICP agreement?**
   Yes, you need to register in person at the partner University.

3. **How long do I need to spend at the partner University?**
   In general, the minimum duration is 6 months for a Master and 12 months for a PhD. However, for some ICP programmes different minimum duration is imposed:

University	Master	PhD
Kyushu Institute of Technology	1 year	2 years
Sharif University of Technology	1 year	2 years (at SUT) 1 year (at UPM)

4. **How will the viva be conducted?**
   For joint/ dual degree, in general only 1 viva will be conducted, either at UPM or partner university. The examination process will be arranged by the university where the thesis is submitted. A joint Examination Committee will be formed which consists of 1 examiner from UPM, 1 examiner from the host university and 1 examiner from independent university. However, the viva for Joint PhD programme with University of Newcastle, Australia will be conducted at UPM and therefore the thesis must also be submitted to UPM.

   For Double Degree, the student will be required to produce 2 theses. 1 thesis will be submitted to UPM and partner university. Each university will form a separate Joint Examination Committee to examine the thesis.

PROGRAMME BY INDUSTRY

1. **I am a government employee. Can I enrol into this programme?**
   This programme is only open for those from the industry. Civil servants or staff from private colleges / universities are not eligible to apply.

2. **Do I have to leave the workplace to attend classes for this programme?**
   You are still required to attend classes for the compulsory courses like research methodology, seminar and Malay language (international students only). However, the courses may be offered in an intensive mode.

3. **Why is the fee expensive as compared to a normal PhD programme?**
   Your Main Supervisor from UPM will make regular visits to your workplace. The cost of his / her visit is included in the fee.

4. **Can I choose my Industrial Supervisor from another company?**
   Yes, you can but the person must be from the same industry and meets the criteria set by the University.

5. **What are the roles and responsibilities of an Industrial Supervisor?**
   The Industrial Supervisor is responsible to assist the Main Supervisor from UPM to monitor your research work at the workplace.

6. **What if the Industrial Supervisor is relocated/resigned from his/her current responsibilities?**
   You need to appoint a new supervisor with your employer's approval and supported by your Main Supervisor from UPM.

7. **What if I change the company or relocate to a different location?**
   Your Industrial Supervisor can remain the same. However, a new agreement (if any) needs to be signed with your new company and your previous company needs to issue a withdrawal letter to indicate that it agrees to release its rights. If there is any conflict, it must be resolved before UPM issues a letter agreeing to the change and your research will be put on hold until the issue is resolved.

8. **What happens if the company that I am working for ceases its operation?**
   You need to switch to a normal programme. If you choose to continue with Programme by Industry, item 7 above is applied.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

1. **I am an international student. Can I apply for Graduate Research Fellowship (GRF)?**
   No. Graduate Research Fellowship (GRF) is only for local Master/PhD UPM student.

2. **I am a GRF recipient, what happen if I decided to withdraw from the study programme?**
   You are found to breach the contract. In the event of a breach of contract, the scholarship will be terminated, and you are required to re-pay all costs and expenses incurred throughout the offer.

3. **What are the terms and conditions that may cause students under Graduate Research Fellowship (GRF) or Graduate Research Assistantship (GRA) to breach the contract?**

Below are the terms and conditions that may cause students under GRF or GRA to breach the contract:

i. Students who are found to be behaving inappropriately as students, or not performing their duties properly;
ii. In UPM's opinion, students do not comply with the rules or laws enforced from time to time;
iii. Students who are subject to any disciplinary action by UPM;
iv. Students who are found to be involved in activities that are against the objectives of GRF/GRA Scholarship funding;
v. Students obtain 'Terminated' or 'Withdraw' status;
vi. Students ends his/her study voluntarily;
vii. Students leave UPM before completing their studies;
viii. Students violate the law of the state/country;
ix. Students change their study programme or field of study without UPM's consent
x. Students are found to be working or receiving scholarships/ allocations/ loans/ financial assistance/ awards from other agency, institution or body without UPM's consent;
xi. Students failed to fulfil publication requirements before the students complete their study programme – for GRF and GRA;
xii. Students are found to be involved in corruption;
xiii. Students are found to have personal interests and conflicts in obtaining University scholarships/financial aid for their own benefit.

4. **How is the appointment of Special Graduate Research Allowance (SGRA) is made?**
The appointment for SGRA will be depending on the date of application received by SGS as follows:

Date of Application Received by SGS	Effective Date of Appointment
Not later than the15th day of the month	From the 1st day of the current month
After the 15th of the month	From the 1st day of the following month

STUDENTS DEVELOPMENT MATTERS

- Learning Support Programme (Putra Sarjana)
- 3 Minutes Thesis (3MT)
- Students Association
- Social Media and News Platforms

The Students Development unit in SGS assists the Student Affairs Division (BHEP) under the purview of the Deputy Vice Chancellor (Student Affairs and Alumni) Office. It essentially manages matters related to the welfare of postgraduate students, student extra-curricular activities, student disciplinary committee and disabled students' needs.

1. LEARNING SUPPORT PROGRAMME (PUTRA SARJANA)

Putra Sarjana is a proactive approach to help graduates in developing a range of skills which they can apply in their studies and career pursuits. Besides research skills, Putra Sarjana also provides training within cognitive, affective, psychomotor, and social domains. The programme comprises 4 clusters, namely Academic Development, Professional Development, Ethics and Morals, and Community Linkages.

Students who participate in the Putra Sarjana programme will be able to enhance their skills to lead, communicate, think critically and in problem solving. The programme will also help students to develop their emotional intelligence and sense of professional ethics which are necessary for personal, academic and career success. Students attending the seminar will be given a e-certificate and the materials presented by the guest speaker through their student email.

The list of seminars and workshops offered throughout the semester can be accessed at .Registration can be made online or by contacting our secretariat at (603) 9769 4142 or sgs_putrasarjana@upm.edu.my, once the slots are open for access. The list of seminars can also be accessed through student portal.

2. THREE MINUTES THESIS COMPETITION (3MT)

3MT is a competition where PhD students present their research project ideas to a non-specialist audience in just three minutes with the aid of a single static PowerPoint slide. Faculty/school/institute will nominate their representatives through a faculty-level competition or internal selection process for the University level. Four (4) winners will be trained to represent UPM in the National and International level.

For more information, please visit https://sgs.upm.edu.my/putra_sarjana/upm_3mt-12109

Only active/continuing PhD students are allowed to participate. This applies to students in semester 3 students and onwards.

Details regarding 3MT and participation can be gained by contacting the following platforms:

3MT Level	Office	Contact
Faculty/school/institute	Deputy Dean (Graduate Studies)	https://sgs.upm.edu.my/content/office_of_deputy_dean_graduate_studies_for_the_faculty_school_and_deputy_director_for_the_institute-62140?L=en
University • Heats • Final	School of Graduate Studies	https://sgs.upm.edu.my/putra_sarjana/upm_3mt/2025-84630

3. STUDENTS' ASSOCIATION

The School of Graduate Studies mediates and facilitates several postgraduate students' associations to ensure a better connectivity between the management and students. It mainly focuses on welfare, academic matters, and extra-curricular activities. These associations vary in terms of levels, Universities, Faculties, and independent clubs registered under the Student Affairs Division (BHEP) UPM. The pool of talents can be further enhanced through the active and direct participation of postgraduates in these registered clubs/ associations.

One of the recent student bodies that was formed and being managed by the School of Graduate Studies is the Postgraduate Student Ambassadors (PGSA). A total of 50, carefully selected student representatives will be appointed across faculties/school/institutes to be the mediating personnel of information between the University authorities and fellow postgraduates. These ambassadors, consisting of both local and international students, are given the privilege of being SGS's utmost priority in terms of event/ programme participation, industry attachment opportunities as well as knowledge transfer programme. Following are the criteria and requirements to be appointed as a Postgraduate Ambassador of SGS:

     i.   nominations are only to be made by the faculty/school/institutes' postgraduate office,
    ii.   student must possess a minimum CGPA of 3.50 and above;
   iii.   must have AT LEAST two (2) semesters left to complete his/her studies;
   iv.   must be a student with ACTIVE study status (Continue);
    v.   free from any form of disciplinary or criminal case/allegations and,
   vi.   currently residing in Malaysia and accessible for contact.

FREQUENTLY ASKED QUESTION (FAQ) REGARDING STUDENT'S AFFAIRS AND MEDIA MATTERS

1. **In the event of any accident (accident, fire, theft, etc.), or should any immediate assistance be required, who can I contact?**
   Please contact the Student Affairs Division at 03-9769 6075 or email to bhep@upm.edu.my for further assistance.

2. **If an accident occurs outside the university area, or during the semester break, am I eligible to apply for welfare assistance?**
   Yes, you are eligible to apply for welfare assistance if you are an active UPM student.

3. **How do I get counselling services at Counselling Division?**
   You can get a walk-in counselling service or contact the Counselling Division Office at 03-9769 2082 to make an appointment. Also, they can be contacted via WhatsApp at 011-5665 6221.

4. **Are the details of the counselling session between me and the counsellor confidential?**
   Yes, all discussions during a face-to-face counselling session with a counsellor are 'CONFIDENTIAL' unless such information is harmful to the safety of clients and others or is subject to legal action. Clients are also protected by the Counsellor Act 1998 (Act 580).

5. **If I came to see the Counsellor for an opinion, would I be perceived as a problematic student?**
   No. It is a general misconception as every client that visits the UPM Counselling Division for a session is an individual that is looking for a second opinion to better him/herself as a solution.

6. **Is there any student financial assistance besides scholarship in UPM?**
   You may apply for Zakat from Centre for Management of Waqf, Zakat and Endowment (WAZAN) that can be made at https://wazan.upm.edu.my/kandungan/permohonan _bantuan_zakat_pelajar_atas_talian-44695?L=en. For further enquiries please contact WAZAN via WhatsApp at 010-7898566.

OTHER SERVICES / INFORMATION

1.   COUNTER SERVICES

SGS provides a total of six (6) counters to ensure a better service for students regarding the following matters:

Counter	We Are Here to Assist On:
Counter 1: Helpdesk Location: Ground floor	• General enquiries; • EPF Withdrawal; • Postgraduate status Endorsement documents; • Matric Card matters
Counter 2: Admission matters Location: Ground floor	• Application status; • Registration for new students
Counter 3: Academic matters Location: Ground floor	• Course registration • Nomination of Supervisory Committee (GS-10a/ GS-10b) • Research Progress Report (GS-11); • Deferment (GS-07) • Extension of Study (GS-13c) • Transfer Programme / Field of Study (GS-08) • Study Status • Comprehensive Examination (GS-12) • Senate Letter • Transcript • Certificates • Convocation (GS-17)
Counter 4: Thesis matters Location: Ground floor	• Enquiry about thesis; • Notice of submission thesis (GS-14a); • Submission of thesis (GS-15a/ GS-15b/ GS-16a/ GS-16b); • Viva Voce; • Publication Requirement (GS-25); • Certification of letter for thesis submitted.
Financial Aid/ Scholarships matters Location: 1st floor	• Enquiry about financial aid • Submission of GRA/GRF agreement
International Collaborative Programme (ICP)/ Mobility matters Location: 1st floor	• Enquiry about ICP / Programme by Industry / Mobility • Financial assistance for outbound and international seminar

2. ACADEMIC CALENDAR

There are three (3) academic calendars outlined for UPM postgraduate studies, as the following:

Calendar	URL
Graduate Studies Academic Calendar	Sem 1 2024/2025 : https://rb.gy/i319a Sem 2 2024/2025 : https://rb.gy/1g5ri
Master of Business Administration (MBA) Academic Calendar	First Trimester 2024/2025 : https://rb.gy/95it6 Second Trimester 2024/2025: https://rb.gy/087an Third Trimester 2024/2025: https://rb.gy/xkme0
Master of Medicine Academic Calendar	First Session 2024/2025: https://rb.gy/out37 Second Session 2024/2025: https://rb.gy/dr393

3. ACCOMODATION

Type	Name	Details
On Campus	Residential colleges (For first year students)	https://rb.gy/iw8sn E-mail: bppupm@upm.edu.my Office number: 03-9769 1316
	UPM Guest House *Depends on availability*	upmguesthouse@upm.edu.my - Studio (short term) & - Apartment (long term)
	KMR One Putra Residence	KMR One Putra Residence, UPM Tel: +603 8959 9146 Hotline: 016-2246009 Email: oneputraresidence@gmail.com
	University Housing Complex *Depends on availability*	E-mail: kpu.upm2020@gmail.com *Apartment based accomodation

*UPM does not provide/ manages OFF CAMPUS accommodation, as students are required to make their own enquiries and book with the homeowner.

i. **University Health Centre**

Telephone	• +603 9769 7332 (Emergency – 24 hours) • +603 9769 7304 / 7342
Operating Hours	• Monday-Thursday (8.00 am–12.30 pm and 2.00 pm–4.30 pm) • Friday (8.00 am–11.45 am and 2.45 pm–4.30 pm)
Closed	Weekend and public holiday
Website	https://pku.upm.edu.my/

ii. **Library**

Telephone	• +603 9769 8642
Operating Hours	• Monday – Friday (8.30 am – 10.30 pm) • Saturday & Sunday (8.30 am – 3.30 pm)
Closed	Saturday (1st & 3rd week) and public holiday
Website	https://lib.upm.edu.my/

4. TRANSPORTATION

1) **UPM Bus Service:**
   Students who wish to use the bus service may refer to the campus bus schedule at the following link https://hep.upm.edu.my/our_services/transportation_management_section/upm_bus_campus_service_schedule-63338 .

2) **e-Hailing services**

Solely based on students' own expenses and booking, whereby it will be dealt with through their personal phones and no special reservation(s) will be made by any of the University officers.

3) **UPM MRT station**

As one of the latest forms of transportation mode being introduced within UPM area, this facility provides the privilege for UPM students to travel to Kuala Lumpur or Putrajaya areas with ease. The Kwasa Damansara and Putrajaya lines provide a great number of stops for students who are living outside the campus to commute for their classes on the campus. Students can also travel to and from the MRT station using the MRT buses that are readily available at the MRT entrance itself.

iii. **Security and Emergency**
1) Auxiliary Police Security Service Center (APSeC) UPM

Telephone	• +603 9769 1999/ 7990/ 7470
Operating Hours	24 hours

2) Other Emergency Contact Numbers

Serdang police Station	+603-9769 2222
Seri Kembangan Police Station	+603-9769 6122
Serdang Fire Brigade	• +603-9769 7635, • +603-894 17636, • +603-894 16281

***IN CASE OF EMERGENCY**
- Don't panic and be calm.
- Contact the **APSeC** at **03-9769 1999/ 7990/ 7470** or the Police/Ambulance at 999.
- Do not approach the accident/emergency area unless necessary.
- Assist the victims (if necessary) before other resource(s) arrives.
- Follow the instructions provided by the security team members.

5. SOCIAL MEDIA AND NEWS PLATFORMS

Subscribe to SGS social media platforms (Facebook, Instagram, Telegram and YouTube) to keep yourself updated with the latest announcements related to UPM postgraduate studies. The following are the links to the mentioned social media platforms:

https://www.facebook.com/sgsupm/

https://www.instagram.com/sgsupm/

https://www.youtube.com/@sgraduatesUPM

https://t.me/UPMPGINFO

https://wa.me/message/54XCYRD6JR54P1

https://www.tiktok.com/@sgsupm

www.sgs.upm.edu.my

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