PROF. DR. ZAIDATUN BINTI TASIR
Dean
School of Graduate Studies
(Sekolah Pengajian Siswazah - SPS)
Universiti Teknologi Malaysia
SPS MANAGEMENT TEAM

SENIOR ASSISTANT REGISTRAR (PROGRAM DEVELOPMENT & CUSTOMER RELATION)
NUR HAKIMI KARSONO

SENIOR ASSISTANT REGISTRAR (RESEARCH & SPONSORSHIP)
MOHD FATHI SARIMAN

ASSISTANT REGISTRAR (ADMINISTRATION & QUALITY)
NORAZLINA AZIZI

FINANCIAL OFFICER
LILY SURIAYANI MAHADI

RESEARCH OFFICER
NORZAFIRAH ABD HASHIM
FUNCTIONAL CHART
UTM SCHOOL OF GRADUATE STUDIES (SGS)

DEAN

PROGRAM DEVELOPMENT & CUSTOMER RELATION
- PG New Academic Program
- Program Development & Quality Assurance
- Corporate Relation
- Program Offered
- Customer Service
- Student Professional Development
- Student Activities

RESEARCH & SCHOLARSHIP
- Research & Supervision
- Internal Scholarship
- Coordinate training courses and academic support for students to consolidate
- Generic Program Coordinator
- JAPSU Secretariat
- Providing graduate student research reports

FINANCE
- SPS Financial Affair:
  - SPS Payments for Operating Budget, Trust & Fund Program
  - Receipts for Trust & Fund Budget SPS For External Program
  - Reporting Operating Budget, Trust & Fund For SPS External Program
  - SPS Budget Planning and spending allocation.

ADMINISTRATION & QUALITY
- Matters related to information systems,
  - GSMS & AIMS support system
  - Purchase of IT equipment
  - Coordination SPS website
  - Staff Information System
  - Document Management System
  - SPS management support system
  - Managing Development & system maintenance in SPS

INFORMATION TECHNOLOGY & COMMUNICATION
- PhD Industry
- Coordinate UTMKL Campus graduate management
- Managing industrial networks (MoU / MoA / LoC) in connection with the Graduate Education.

SPS UTMKL
- Managing the collection of data and information (KAI SPS and UTM, MyMohes, CAPS)
  - Managing 'petty cash'
  - Recruitment, appointment and appointment of staff.
**ROLES OF SPS**

- **Supports the mission of the university to become a world class centre of academia and technological excellence**
- **Formulates policies pertaining to the development of graduate studies**
- **Steers the Postgraduate Committee and coordinate with academic faculties to develop and enhance the quality of graduate education**
- **Maintains the integrity in graduate education practice across all departments and centres at UTM**
- **Cooperates with other departments of the University to ensure that facilities are available to meet both the academic and social needs of graduate students**
- **Facilitates student training sessions on aspects of graduate education**
- **Innovates new initiatives in graduate education to face new challenges**
- **Offers generic academic programmes**
PROGRAMMES OFFERED

- BACHELOR’S DEGREE AWARD
  - B.Eng / B.Sc / B.Tech / B.Edu / B.Arch / B.Mgt/B.Acc/B.ComSc
  - Duration: 4 - 5 years

- MASTER’S DEGREE AWARD
  - M.Eng / M.Sc / M.Ed / M.Mgt / M.Arch / MBA
  - By Taught Course/ Full Research
  - Duration: Minimum of 1 year (Full Time)

- DOCTORAL DEGREES AWARD:
  - PhD / Eng. Doctorate
  - Full Research Study / Taught Course & Research
  - Duration: Minimum of 3 years (Full Time)
TYPES OF PROGRAMME

• **Mainstream (Perdana) Programme**
  – Offered at UTM Johor Bahru campus & City Campus (selected prog.) during normal working hours
  – Student may enroll as full-time or part-time

• **Special Programme (taught course)**
  – Specially designed for industry/organisation
  – Full-time or part-time

• **Offshore (Pesisir) Programme (taught course)**
  – Part-time prog. for part-time student
  – Lecture at UTM campus & selected learning centres
  – Lecture during weekends (or evenings)

• **PhD- Industry**
  – Prog. carried out cooperatively between UTM & industry
  – Student must be the staff of the organisation
  – Research work is based on the problems in the company
MODE OF PROGRAMMES

- **Master’s degree by Taught Course**
  - Courses and Master’s project
  - Minimum 40 credit-hours of taught subjects
  - Minimum 2 semesters

- **Taught Course and Research**
  - Courses and Master /Doctoral dissertation

- **Full Research**
  - Thesis and oral examination at end of study
GRADUATE ON TIME (GOT)

- Graduate-on-Time (GOT) refers to students who completed their study within normal duration.

UTM GOT for PhD = (42 months)
<table>
<thead>
<tr>
<th>LEVEL OF STUDY</th>
<th>FULL-TIME</th>
<th>PART-TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
<tr>
<td></td>
<td>(REGISTERED SEMESTER)</td>
<td>(SEMESTER)</td>
</tr>
<tr>
<td>Master Degree</td>
<td>2 (1 year)</td>
<td>6 (3 years)</td>
</tr>
<tr>
<td>*Doctoral Degree</td>
<td>6 (3 years)</td>
<td>12 (6 years)</td>
</tr>
</tbody>
</table>
ACADEMIC CALENDAR

• Academic Calendar for 2015/2016 Session
  – Full Coursework and Coursework and Research (Mixmode)
  – Full Research

• Download from SPS website
## WORK SCHEDULE FOR COURSE REGISTRATION, APPLICATION FOR AWARD OF DEGREE AND EXAMINATION FOR TAUGHT COURSE AND TAUGHT COURSE & RESEARCH STUDENTS (MIXED MODE) FOR 2015/2016 ACADEMIC SESSION
### UNIVERSITI TEKNOLOGI MALAYSIA

### SEMESTER II, 2015/2016 SESSION
14 February 2016 – 3 September 2016 (23 Weeks)

<table>
<thead>
<tr>
<th>NO.</th>
<th>PROGRAMME</th>
<th>DURATION</th>
<th>WEEK</th>
<th>CAMPUS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registration of New Students</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Briefing on Faculty Regulations and Course</td>
<td>-</td>
<td>-</td>
<td></td>
<td>Please refer respective faculty</td>
</tr>
<tr>
<td>3.</td>
<td>Registration of Courses for Semester II, 2015/2016 Session (ONLINE)</td>
<td>2 Weeks</td>
<td>Week 1 – 2</td>
<td></td>
<td><a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a></td>
</tr>
<tr>
<td>5.</td>
<td>Application for Reduction and Exemption Tuition Fees</td>
<td>8 Weeks</td>
<td>Week 1 – 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Application for Conferment Form of Award for Final Semester Students Begins</td>
<td>12 Weeks</td>
<td>Week 1 – 12</td>
<td></td>
<td>Students are required to submit one copy of their identification card/ MyKad/passport together with Application Form for Award of Degree (for convocation purposes), Form for Award of Degree UTM.E/7-7(PS) (Amendment 4/2013)</td>
</tr>
<tr>
<td>7.</td>
<td>Deadline for Registration of Courses (ONLINE)</td>
<td>1 Week</td>
<td>Week 2</td>
<td></td>
<td><a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a></td>
</tr>
<tr>
<td>8.</td>
<td>Late Registration of Courses (WITH PENALTY)</td>
<td>1 Week</td>
<td>Week 3</td>
<td></td>
<td>A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/amendments</td>
</tr>
<tr>
<td>9.</td>
<td>Deadline for Late Registration of Courses (WITH PENALTY)</td>
<td>-</td>
<td>Week 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Amendments of Course Registration (ONLINE)</td>
<td>1 Week</td>
<td>Week 4</td>
<td></td>
<td><a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a></td>
</tr>
<tr>
<td>11.</td>
<td>Deadline of Amendments of Course Registration (ONLINE)</td>
<td>-</td>
<td>Week 4</td>
<td></td>
<td><a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a></td>
</tr>
</tbody>
</table>
### SEMESTER II, 2015/2016 SESSION
14 February 2016 – 3 September 2016 (23 Weeks)

<table>
<thead>
<tr>
<th>NO.</th>
<th>PROGRAMME</th>
<th>DURATION</th>
<th>WEEK</th>
<th>CAMPUS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Amendments of Courses Registration (WITH PENALTY)</td>
<td>1 Week</td>
<td>Week 5</td>
<td>JOHOR BAHRU</td>
<td>13 – 17 March 2016 14 – 18 March 2016</td>
</tr>
<tr>
<td></td>
<td>Deadline for Amendments of Courses Registration (WITH PENALTY)</td>
<td></td>
<td>Week 5</td>
<td>KUALA LUMPUR</td>
<td>17 March 2016 3.30 pm 18 March 2016 5.00 pm</td>
</tr>
<tr>
<td>13</td>
<td>Course Withdrawal (TD)</td>
<td>4 Weeks</td>
<td>Week 6 – 9</td>
<td></td>
<td>20 March – 14 April 2016 21 March – 15 April 2016</td>
</tr>
<tr>
<td>14</td>
<td>Faculty Check Students Who Did Not Register Any Courses</td>
<td>5 Weeks</td>
<td>Week 6 – 10</td>
<td>JOHOR BAHRU</td>
<td>20 March 2016 20 March 2016</td>
</tr>
<tr>
<td>17</td>
<td>Application for Reduction and Exemption Tuition Fees Deadline</td>
<td></td>
<td>Week 8</td>
<td>KUALA LUMPUR</td>
<td>7 April 2016 3.30 pm 8 April 2016 5.00 pm</td>
</tr>
<tr>
<td>18</td>
<td>AMD Issues Reminder Letter For Students Who Did Not Register Any Courses</td>
<td>1 Week</td>
<td>Week 9</td>
<td>JOHOR BAHRU</td>
<td>10 April 2016 10 April 2016</td>
</tr>
<tr>
<td>19</td>
<td>Continuation of Semester II, 2015/2016 Session Lectures (Part 2)</td>
<td>7 Weeks</td>
<td>Week 9 – 15</td>
<td>KUALA LUMPUR</td>
<td>10 April – 28 May 2016 11 April – 29 May 2016</td>
</tr>
<tr>
<td>20</td>
<td>Deadline for Course Withdrawal (TD)</td>
<td></td>
<td>Week 9</td>
<td>KUALA LUMPUR</td>
<td>14 April 2016 3.30 pm 15 April 2016 5.00 pm</td>
</tr>
<tr>
<td>21</td>
<td>Deadline for Application for Conferment Form of Award for Final Semester Students</td>
<td></td>
<td>Week 12</td>
<td>JOHOR BAHRU</td>
<td>5 May 2016 3.30 pm 6 May 2016 5.00 pm</td>
</tr>
<tr>
<td>22</td>
<td>Application for Conferment Form of Award For Final Semester Students Begins (WITH PENALTY)</td>
<td>3 Week</td>
<td>Week 13 – 15</td>
<td>KUALA LUMPUR</td>
<td>8 – 26 May 2016 9 – 27 May 2016</td>
</tr>
</tbody>
</table>
# Work Schedule for Course Registration, Application for Award of Degree and Examination for Full Research Students for 2015/2016 Academic Session

**Universiti Teknologi Malaysia**

## Semester II, 2015/2016 Session

**14 February 2016 – 3 September 2016 (23 Weeks)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Programme</th>
<th>Duration</th>
<th>Week</th>
<th>Campus</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Deadline for Registration of Research/Course (ONLINE)</td>
<td>1 Week</td>
<td>Week 2</td>
<td>JOHOR BAHRU KUALA LUMPUR</td>
<td><a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a>&lt;br&gt;26 February 2016 5.00 pm&lt;br&gt;26 February 2016 5.00 pm</td>
</tr>
<tr>
<td>5.</td>
<td>Late Registration of Research/Course (WITH PENALTY)</td>
<td>1 Week</td>
<td>Week 3</td>
<td>JOHOR BAHRU KUALA LUMPUR</td>
<td>A penalty of RM25.00 for each course (up to a total maximum of RM200.00) will be imposed for late registration/amendments&lt;br&gt;28 February – 3 March 2016&lt;br&gt;29 February – 4 March 2016</td>
</tr>
<tr>
<td>6.</td>
<td>Deadline for Late Registration of Research/Course (WITH PENALTY)</td>
<td>-</td>
<td>Week 3</td>
<td>JOHOR BAHRU KUALA LUMPUR</td>
<td><a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a>&lt;br&gt;3 March 2016 3.30 pm&lt;br&gt;4 March 2016 5.00 pm</td>
</tr>
<tr>
<td>8.</td>
<td>Deadline for Amendments of Research/Course Registration (WITH PENALTY)</td>
<td>-</td>
<td>Week 4</td>
<td>JOHOR BAHRU KUALA LUMPUR</td>
<td><a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a>&lt;br&gt;11 March 2016 5.00 pm&lt;br&gt;11 March 2016 5.00 pm</td>
</tr>
<tr>
<td>10.</td>
<td>Deadline for Amendments of Research/Course Registration (WITH PENALTY)</td>
<td>-</td>
<td>Week 5</td>
<td>JOHOR BAHRU KUALA LUMPUR</td>
<td><a href="http://pendaftaran.utm.my/sps">http://pendaftaran.utm.my/sps</a>&lt;br&gt;17 March 2016 3.30 pm&lt;br&gt;18 March 2016 5.00 pm</td>
</tr>
<tr>
<td>11.</td>
<td>Course Withdrawal (TD)</td>
<td>4 Weeks</td>
<td>Week 6 – 9</td>
<td>JOHOR BAHRU KUALA LUMPUR</td>
<td>Birthday of His Majesty Sultan Johor (Johor Only)&lt;br&gt;20 March – 14 April 2016&lt;br&gt;21 March – 15 April 2016</td>
</tr>
<tr>
<td>12.</td>
<td>Faculty Check Students Who Did Not Register Any Research/Courses</td>
<td>5 Weeks</td>
<td>Week 6 – 10</td>
<td>JOHOR BAHRU KUALA LUMPUR</td>
<td>20 March 2016&lt;br&gt;20 March 2016</td>
</tr>
</tbody>
</table>

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**School of Graduate Studies**

[www.sps.utm.my](http://www.sps.utm.my)
# Work Schedule for Course Registration, Application for Award of Degree and Examination for Full Research Students for 2015/2016 Academic Session

**Universiti Teknologi Malaysia**

**Prepared by:**

- Academic Management Division (AMD)
- Academic Registrar Office (UTM ARO) Office of the Deputy Vice-Chancellor (Academic & International)

*30 November 2015*

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**Semester II, 2015/2016 Session**

14 February 2016 – 3 September 2016 (23 Weeks)

<table>
<thead>
<tr>
<th>NO.</th>
<th>Programme</th>
<th>Duration</th>
<th>Week</th>
<th>Campus</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Deadline for Application for Reduction and Exemption Tuition Fees</td>
<td>-</td>
<td>Week 8</td>
<td>JOHOR BAHRU 8 April 2016 3.30 pm KUALA LUMPUR 8 April 2016 5.00 pm</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>AMD Issues Reminder Letter For Students Who Did Not Register Any Courses</td>
<td>1 Week</td>
<td>Week 9</td>
<td>JOHOR BAHRU 10 April 2016 KUALA LUMPUR 10 April 2016</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Deadline for Course Withdrawal (TD)</td>
<td>-</td>
<td>Week 9</td>
<td>JOHOR BAHRU 14 April 2016 3.30 pm KUALA LUMPUR 15 April 2016 5.00 pm Application for course withdrawal will not be accepted after this date</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Submission of Progress Report</td>
<td>4 Weeks</td>
<td>Week 10 – 13</td>
<td>JOHOR BAHRU 17 April – 12 May 2016 KUALA LUMPUR 23 – 24 April 2016 (Saturday – Monday)</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Final date for Submission of Progress Report</td>
<td>-</td>
<td>Week 13</td>
<td>JOHOR BAHRU 12 May 2016</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>AMD Issues Termination Letter For Students Who Did Not Register Any Courses</td>
<td>1 Week</td>
<td>Week 14</td>
<td>JOHOR BAHRU 15 May 2016 KUALA LUMPUR 15 May 2016</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Deadline for evaluation of Progress Report by Supervisor</td>
<td>-</td>
<td>Week 15</td>
<td>JOHOR BAHRU 26 May 2016</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Deadline for Application for Deferment or Withdrawal From Programme</td>
<td>-</td>
<td>Week 15</td>
<td>JOHOR BAHRU 26 May 2016 3.30 pm KUALA LUMPUR 27 May 2016 5.00 pm Birthday of His Majesty Seri Paduka Baginda Yang Di-Pertuan Agong 4 June 2016 (Saturday)</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Final date for submission of Thesis</td>
<td>-</td>
<td>-</td>
<td>JOHOR BAHRU 30 August 2016</td>
<td></td>
</tr>
</tbody>
</table>

*Application for Notification Thesis Submission are THREE (3) months before the Expected Date of Thesis Submission*

*Subject to change*
REGISTRATION

- Registration for the programmes
  - Full Time
  - Part Time

- Course Registration
  - **COMPULSORY** for every semester
  - Open one week before commencement of classes every semester.
  - Refer to ACADEMIC CALENDAR at SPS website for AMENDMENT and WITHDRAWAL of the courses.
  - **LATE REGISTRATION** will be penalized RM 25.00/course
  - You will be terminated if you failed to register your course.

COURSE REGISTRATION IS YOUR RESPONSIBILITY!!
COURSE REGISTRATION

- **“Audit” (HS)** refers to registration status given to any course taken which does not meant for gaining credits and has not computed grade. It is assessed based on attendance only. The course registration is recorded (HS) in the transcript if the student’s attendance is at least 80% of the total contact hours.

- **“Compulsory Attendance” (HW)** is a registration status of a course which is stipulated by the faculty and is subjected to normal assessment. The assessment result is given a grade of HL (Pass) or HG (Fail). The credit obtained for a “HW” course is included in the Credit Obtained but not in the Credit Count. A student who fails must repeat with status HWUM.

- A student may withdraw (TD) any course registered in the current semester within the prescribed duration subject to the minimum credits.

- A student who withdraws (TD) all of the courses will be given a **deferment** of the study.
COURSE REGISTRATION

- **Repeat Course (UM)** student must redeem the failed core or compulsory course for graduation. The course must be registered with UM status. The course grade will only change if the student passes with a better grade. The better grade is considered for the computation GPA and CGPA.

- **Redeem Grade (UG)** a taught course student is allowed to redeem the course with the grade B- and below to improve the grade. The course repeated must be registered with UG status. The better grade is considered for the computation GPA and CGPA.
• **Credit Exemption (CE)** student may apply for Credit Exemption in the first semester of his/her study by submitting relevant documents. Only courses equivalent to those at UTM with minimum equivalent grade of B will be considered for Credit Exemption.

• The maximum total Credit Exemption is 50% of the total maximum credits for the taught course components of the study program.

• Approvals for Credit Exemptions will be notice to students in “Credit Transferred Slip” that can be obtainable from course registration.
COURSE REGISTRATION

- **Credit Transfer (CT)** student may apply for Credit Transfer by submitting relevant documents during the period of study. Only courses equivalent to those at UTM with a minimum grade of B- will be considered for Credit Transfer.

- Credit Transfer obtained will be included in the Credit Count and Credit Obtained.
How to register the course?

Get your ACID (http://acid.utm.my)

Go to STUDENT RECORD AND SUBJECT REGISTRATION (http://pendaftaran.utm.my/sps)

Register the Course
* please refer to your faculty for the course

Print Registration Slip
How to get ACID?

Student must get the ACID username to register the course. Go to http://acid.utm.my
How to get ACID?

Go to http://acid.utm.my

Check ACID
Key in your Matric No. IC / No.ISID

Please login using ACID account to change password

Please note your username ACID.
By default IC/ISID for password
How to register the course?

1. Go to STUDENT RECORD AND SUBJECT REGISTRATION system at http://pendaftaran.utm.my/sps

Please insert your ACID username, password and faculty to log in and click enter.
2. After log in, you will see the main page of your account.

- Check and print your examination results
- Update your personal data
- Check your Academic Information
- Check your Account Status
3. Click on Subjects Offered or refer to your faculty

Click on Subjects Offered to see the List of Subjects

1. SUBJECT REGISTRATION / AMENDMENTS OF SUBJECT REGISTRATION

ATTENTION: 1. Subjects must be offered by faculty.
2. Subjects should be registered correctly.
3. Don't forget to Logout.
4. Registration is valid if all fees have been paid.
5. ACADEMIC CALENDAR FOR TAUGHT COURSE AND TAUGHT COURSE & RESEARCH SESSION 2012/2013 [doc]
6. ACADEMIC CALENDAR FOR RESEARCH SESSION 2012/2013 [doc]
7. ACADEMIC CALENDAR SEMESTER 3 SESSION 2011/2012 [doc]
8. ACADEMIC CALENDAR SEMESTER 2 SESSION 2011/2012 [doc]

2. EXAMINATION RESULTS

3. UPDATE PERSONAL DATA

4. ACADEMIC INFORMATION

5. CHECK YOUR ACCOUNT STATUS

[Admin]
This site is optimized for Netscape 7 and Internet Explorer 6 or higher.
Please download an updated version now.
Powered by CITC - UTM
4. Click on Subject Registration to proceed with the course registration

Click on Subjects Registration

1. SUBJECT REGISTRATION / AMENDMENTS OF SUBJECT REGISTRATION

ATTENTION:
1. Subjects must be offered by faculty.
2. Subjects should be registered correctly.
3. Don't forget to Logout.
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5. ACADEMIC CALENDAR FOR TAUGHT COURSE AND TAUGHT COURSE & RESEARCH SESSION 2012/2013 [doc]
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7. ACADEMIC CALENDAR SEMESTER 3 SESSION 2011/2012 [doc]
8. ACADEMIC CALENDAR SEMESTER 2 SESSION 2011/2012 [doc]

2. EXAMINATION RESULTS

3. UPDATE PERSONAL DATA

4. ACADEMIC INFORMATION

5. CHECK YOUR ACCOUNT STATUS
5. Print the Registration Slip

Click and print your registration slip

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**UNIVERSITI TEKNOLOGI MALAYSIA**
**SCHOOL OF GRADUATE STUDIES**
81310 UTM SKUDAI,
JOHOR, MALAYSIA.

**SUBJECTS REGISTRATION SLIP**

<table>
<thead>
<tr>
<th>NO.</th>
<th>CODE</th>
<th>SUBJECT TITLE</th>
<th>SECTION</th>
<th>CREDIT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MAB0024</td>
<td>MASTER'S PROJECT</td>
<td>01</td>
<td>04</td>
<td>ACADEMIC ADVISOR/SUPERVISOR</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT REGISTERED:** 4

**TOTAL CREDIT TRANSFERRED:**

*Date:* 29 August 2012
CODE FOR COURSE REGISTRATION

CODES FOR COURSEWORK AND MASTERS PROJECT

• A = Level of study
  – L = Postgraduate Diploma
  – M = Master
  – P = PhD
  – E = Eng. Doctorate

• BC = Faculty

• D = Specialization (Department)

• 1 = Year of study

• 2 = Field of study (determined by faculty)

• 3 = Specialization or Sub-field of study

• 4 = Credits for the subject

CODING SYSTEM
A B C D 1 2 3 4
e.g.: MHAD 1513

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CODE FOR RESEARCH COURSE

CODES FOR RESEARCH COURSE

• A = Level of study
  – L, M, P, E

• B C = Faculty

• D = Specialization (Department)

• 1 = Year of study

• 2 = Field of study (determined by faculty)

• 3 = type of study and registration mode
  – 0 = research, full time
  – 1 = research, part time
  – 8 = taught course & research, full time
  – 9 = taught course & research, part time

• 4 = zero (0) (research subjects with academic load ≥ 10 credits)

CODING SYSTEM SHOULD BE 4 LETTERS SO:

A B C 1 2 3 4

e.g:

PHAM 1100
## CODE FOR FACULTY

<table>
<thead>
<tr>
<th>CODE</th>
<th>FACULTY</th>
<th>CODE</th>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>KA</td>
<td>Faculty of Civil Engineering</td>
<td>LP</td>
<td>School of Graduate Studies</td>
</tr>
<tr>
<td>BE</td>
<td>Faculty of Built Environment</td>
<td>KM</td>
<td>Faculty of Mechanical Engineering</td>
</tr>
<tr>
<td>CS</td>
<td>Faculty of Computing</td>
<td>AN</td>
<td>UTM AIS</td>
</tr>
<tr>
<td>RS</td>
<td>UTM Razak School</td>
<td>PP</td>
<td>Faculty of Education</td>
</tr>
<tr>
<td>KE</td>
<td>Faculty of Electrical Engineering</td>
<td>MB</td>
<td>Faculty of Bioscience and Medical Engineering</td>
</tr>
<tr>
<td>FF</td>
<td>UTM Perdana</td>
<td>BS</td>
<td>UTM IBS</td>
</tr>
<tr>
<td>GH</td>
<td>Faculty of Geoinformation and Real Estate</td>
<td>SC</td>
<td>Faculty of Science</td>
</tr>
<tr>
<td>HA</td>
<td>Faculty of Management</td>
<td>LA</td>
<td>Language Academy</td>
</tr>
<tr>
<td>IC</td>
<td>Faculty of Islamic Civilization</td>
<td>KK</td>
<td>Faculty of Chemical and Energy Engineering</td>
</tr>
<tr>
<td>MJ</td>
<td>UTM MJIIT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Example of Course Registration

## Doctor of Philosophy

<table>
<thead>
<tr>
<th>Year</th>
<th>First Semester</th>
<th>Second Semester</th>
<th>Year</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*PKAW 1100</td>
<td>PKAW 1200</td>
<td>1</td>
<td>PKAW 1110</td>
<td>PKAW 1210</td>
</tr>
<tr>
<td>2</td>
<td>PKAW 2100</td>
<td>PKAW 2200</td>
<td>2</td>
<td>PKAW 2110</td>
<td>PKAW 2210</td>
</tr>
<tr>
<td>3</td>
<td>PKAW 3100</td>
<td>PKAW 3200</td>
<td>3</td>
<td>PKAW 3110</td>
<td>PKAW 3210</td>
</tr>
<tr>
<td>4</td>
<td>PKAW 4100</td>
<td>PKAW 4200</td>
<td>4</td>
<td>PKAW 4110</td>
<td>PKAW 4210</td>
</tr>
<tr>
<td>5</td>
<td>PKAW 5100</td>
<td>PKAW 5200</td>
<td>5</td>
<td>PKAW 5110</td>
<td>PKAW 5210</td>
</tr>
<tr>
<td>6</td>
<td>PKAW 6100</td>
<td>PKAW 6200</td>
<td>6</td>
<td>PKAW 6110</td>
<td>PKAW 6210</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>PKAW 7110</td>
<td>PKAW 7210</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>PKAW 8110</td>
<td>PKAW 8210</td>
</tr>
</tbody>
</table>

* PKAW – Example for Faculty of Civil Engineering code of programme

---

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### EXAMPLE OF COURSE REGISTRATION

**Master by RESEARCH**

<table>
<thead>
<tr>
<th>FULL TIME</th>
<th>PART TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER OF STUDY</strong></td>
<td><strong>SEMESTER OF STUDY</strong></td>
</tr>
<tr>
<td><strong>YEAR</strong></td>
<td>1&lt;sup&gt;ST&lt;/sup&gt;</td>
</tr>
<tr>
<td>1</td>
<td><em>MKEE 1100</em></td>
</tr>
<tr>
<td>2</td>
<td>MKEE 2100</td>
</tr>
<tr>
<td>3</td>
<td>MKEE 4110</td>
</tr>
<tr>
<td>4</td>
<td>MKEE 4110</td>
</tr>
</tbody>
</table>

* MKEE – Example for Faculty of Electrical Engineering code of programme
# EXAMPLE OF COURSE REGISTRATION

**Master by COURSEWORK and RESEARCH (MIXED MODE)**

<table>
<thead>
<tr>
<th>FULL TIME</th>
<th>PART TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER OF STUDY</strong></td>
<td><strong>SEMESTER OF STUDY</strong></td>
</tr>
<tr>
<td><strong>YEAR</strong></td>
<td><strong>1&lt;sup&gt;ST&lt;/sup&gt;</strong></td>
</tr>
<tr>
<td>1</td>
<td>MCSF 1180</td>
</tr>
<tr>
<td>2</td>
<td>MCSF 2180</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* MCSF – Example for Faculty of Computing code of programme
• Students may appeal using Application For Reinstatement Of Terminated Status Form obtainable from the Faculty/School /Centre or SPS website.

• Students is required to get the support of the Main Supervisor (for research mode student) or the support of the Deputy Dean (Academic) of the Faculty/School/Centre (for Coursework and Mix mode student) before submitting the form to SPS.

• Approval to reinstatement of Terminated Status can only be given if the period of terminated status is not more than two (2) semesters at any one time, subject to the remaining period of study were still there.

• Appeal from students whose have been given Terminated Status by more than two (2) semesters will not be considered. Students have to re-apply for admission as new students

• Students have to pay a fine of RM250.00 before re-registration.
DEFERMENT OF STUDIES

• Student must **FILL** the Deferment form and **submit the COMPLETE form** to SPS. You can get the form at faculty counter or download from SPS website.

• Deferment because of military/medical reasons **WILL NOT BE COUNTED** in the duration of study

• **Other reasons WILL BE COUNTED** in the duration of study

• Deferment of **more than two (2) consecutive semesters** is not allowed. A student who fails to register after deferment of two (2) consecutive semesters may be terminated.
CONVERSION OF REGISTRATION STATUS

• Students are ALLOWED to convert their registration status ONCE during the duration of study
• Convert from FULL TIME to PART TIME or vice versa
• Conversion is NOT ALLOWED in FINAL SEMESTER
STUDY LEAVE

• By COURSEWORK
  – Mid semester break
  – Semester Break
  – Absent not more than 20%

• By RESEARCH
  – Study leave 30 days per year with permission of supervisor and approval of faculty
  – Obtaining formal permission to SPS
<table>
<thead>
<tr>
<th>MARKS</th>
<th>GRADE</th>
<th>POINTS</th>
<th>LEVEL OF ACHIEVEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A+</td>
<td>4.00</td>
<td>EXCELLENT PASS</td>
</tr>
<tr>
<td>80 - 89</td>
<td>A</td>
<td>4.00</td>
<td>GOOD PASS</td>
</tr>
<tr>
<td>75 - 79</td>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>70 - 74</td>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>65 - 69</td>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>60 - 64</td>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>55 - 59</td>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>50 - 54</td>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>45 - 49</td>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>40 - 44</td>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>35 - 39</td>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>30 - 34</td>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>00 - 29</td>
<td>E</td>
<td>0.0</td>
<td>FAIL</td>
</tr>
</tbody>
</table>
# ACADEMIC STANDING

## FOR COURSEWORK & RESEARCH (MIXED-MODE)

<table>
<thead>
<tr>
<th>CGPA</th>
<th>DISSERTATION/ RESEARCH GRADE</th>
<th>ACADEMIC STANDING</th>
<th>CONDITION TO PROCEED WITH THE STUDY</th>
<th>AWARD OF THE DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOOD PASS (KB)</td>
<td>MM</td>
<td>KB</td>
<td>QUALIFIED</td>
<td>QUALIFIED</td>
</tr>
<tr>
<td>CGPA ≥ 3.00</td>
<td>TM</td>
<td>KS</td>
<td>QUALIFIED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td></td>
<td>GG</td>
<td>KS</td>
<td>TERMINATED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td>CONDITIONAL PASS (KS)</td>
<td>MM</td>
<td>KS</td>
<td>QUALIFIED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td>2.67 ≤ CGPA &lt; 3.00</td>
<td>TM</td>
<td>KS</td>
<td>QUALIFIED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td></td>
<td>GG</td>
<td>KG</td>
<td>TERMINATED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td>FAIL (GG)</td>
<td>MM</td>
<td>KG</td>
<td>TERMINATED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td>CGPA &lt; 2.67</td>
<td>TM</td>
<td>KG</td>
<td>TERMINATED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td></td>
<td>GG</td>
<td>KG</td>
<td>TERMINATED</td>
<td>NOT QUALIFIED</td>
</tr>
</tbody>
</table>

**Legend:**
- **MM**: SATISFACTORY
- **TM**: UNSATISFACTORY
- **GG**: FAIL

---

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### Example of calculation:

Students taking 3 courses (equivalent to 9 credits in total)

### Results for the first semester:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKEE 1103</td>
<td>A</td>
<td>4.0 3</td>
</tr>
<tr>
<td>MKEE 1203</td>
<td>A-</td>
<td>3.7 3</td>
</tr>
<tr>
<td>MKEE 1303</td>
<td>B-</td>
<td>2.7 3</td>
</tr>
</tbody>
</table>

\[
\text{CPA} = \text{GPA} = \text{Grade Point Average} = \frac{3(4) + 3(3.7) + 3(2.7)}{9} = 3.46
\]
CUMMULATIVE POINT AVERAGE (CPA)

• Example of calculation:
  Students taking 3 courses (equivalent to 9 credits in total in 1st Semester and 9 credits in total in 2nd Semester)

• Results for the 2nd semester:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Grade/Point/Credits</th>
<th>Semester 2</th>
<th>Grade/Point /Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKEE 1103</td>
<td>A/4/3</td>
<td>MKEE 1403</td>
<td>B-/2.7/3</td>
</tr>
<tr>
<td>MKEE 1203</td>
<td>A-/3.7/3</td>
<td>MKEE 1503</td>
<td>C/2/3</td>
</tr>
<tr>
<td>MKEE 1303</td>
<td>B-/2.7/3</td>
<td>MKEE 1603</td>
<td>B/3/3</td>
</tr>
</tbody>
</table>

GPA = Grade Point = \[\frac{3(2.7) + 3(2) + 3(3)}{9} = 2.57\]

CPA = Cumulative Point = \[\frac{2.57(9) + 3.46(9)}{18} = 3.02\]
APPEAL AGAINST
RE-ASSESSMENT/EXAMINATION RESULTS

• Get opinion from supervisor or faculty
  – try to solve at the faculty level first
• Send appeal letter to faculty or SPS within 14 days after approval from the Senate Standing Committee for Examination or Examination Results and before the Senate meeting on the results.
GRADUATION REQUIREMENTS

- A student is only qualified to be awarded a postgraduate degree/diploma/certificate after fulfilling the following conditions:

a) **Obtained** the total Credits for Graduation as determined by the curriculum of the program with academic standing of **Good Pass (KB)**;

b) **Pass all the courses required** by the program and pass thesis/dissertation (if required);

c) **Submit an application for conferment** of a degree;

d) **Paid all fees**;

e) **Fulfilled other requirements**
• Students who have completed a period of study but did not meet the requirements for the award will be given status of a Fail Dismissal (KG) and will be dismissed from the study.
• One of the requirement for graduation (coursework programme).

• Implemented in 2 Semesters:
  – Master’s Project 1
  – Master’s Project 2

• Supervised by at least ONE of the graduate staff.
“Taught Course and Research Study” refers to postgraduate studies implemented by a combination of taught course and research.

One of the requirement for graduation (Taught Course and Research Study programme).

The research component (dissertation) is normally carried out after completed all taught courses required by the curriculum of the program.

Supervised by at least ONE of the graduate staff.
• MASTER BY RESEARCH
• DOCTOR OF PHILOSOPHY
ACADEMIC LOAD FOR RESEARCH STUDENTS

• Masters Degree
  – Masters’ Thesis : Minimum 40 credit - 1600 hrs

• Doctor of Philosophy
  – PhD Thesis : 90 credit - 3600 hrs

• Comparison
  – Masters Projects -(12 credits) - 480 hrs
  – Bachelors Degrees Projects – (4 credits) - 160 hrs
<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>SEMESTER OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FULL TIME</td>
</tr>
<tr>
<td>MASTERS</td>
<td>1 or 2</td>
</tr>
<tr>
<td>DOCTOR OF PHILOSOPHY</td>
<td>3</td>
</tr>
</tbody>
</table>
• Progress report **MUST BE SUBMITTED EVERY SEMESTER** by **ONLINE**.
1. Select Student UTM tab
2. Click Login

Click on Student UTM and click LOGIN
3. Insert your ACID username
4. Click Login
5. Click on Research Tab

---

### Personal Particulars

<table>
<thead>
<tr>
<th>Matric No.</th>
<th>I/C/Passport No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programme</th>
<th>Semester/Month</th>
<th>Type of Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>MABE81AJA - MASTER OF ENGINEERING (MATERIAL)</td>
<td>CURRENT: 2, NORM: 3, MAX: 10</td>
<td>FULL TIME</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Mailing Address **</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY OF CIVIL ENGINEERING</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail **</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15 AUG 1989 (19 YEARS 8 MONTHS)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Correspondence Address **</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Admission Date</th>
<th>Contact No **</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Regarding this matter you may correct your information as below:

1. Address - we have form for change of address but you also can do it online at [http://pendaftaran.utm.my/cps](http://pendaftaran.utm.my/cps) and go to update personal data (address).
2. Email address - as a student you have to use your student email (Example: adam@live.utm.my). Any notification will be sent to this email.
6. Find Log Book or Progress Report and proceed with the process.
<table>
<thead>
<tr>
<th>Penilaian Umum</th>
<th>Keterangan mengikut kategori</th>
<th>Deskripsi Markah</th>
<th>Markah (M)**</th>
<th>Komen</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Overall Assessment]</td>
<td>[Statement by category]</td>
<td>[Mark Description]</td>
<td>[Mark]</td>
<td>[M]**</td>
</tr>
<tr>
<td>(a) Memuaskan (MM)</td>
<td>Cemerlang [Excellent]</td>
<td>$9.0 \leq M \leq 10.0$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Satisfactory]</td>
<td>Sangat Baik [Very Good]</td>
<td>$8.0 \leq M &lt; 9.0$</td>
<td>$7.0 \leq M &lt; 8.0$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baik [Good]</td>
<td>$6.0 \leq M &lt; 7.0$</td>
<td>$5.0 \leq M &lt; 6.0$</td>
<td></td>
</tr>
<tr>
<td>(b) Tidak Memuaskan (TM)</td>
<td>Sederhana [Fair]</td>
<td>$4.0 \leq M &lt; 5.0$</td>
<td>$3.0 \leq M &lt; 4.0$</td>
<td></td>
</tr>
<tr>
<td>[Unsatisfactory]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Gagal (GG)</td>
<td>Lemah [Poor]</td>
<td>$2.0 \leq M &lt; 3.0$</td>
<td>$1.0 \leq M &lt; 2.0$</td>
<td></td>
</tr>
<tr>
<td>[Fail]</td>
<td></td>
<td></td>
<td>$0.0 \leq M &lt; 1.0$</td>
<td></td>
</tr>
</tbody>
</table>

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CONTINUOUS ASSESSMENT / FINAL ASSESSMENT AND ACADEMIC ACHIEVEMENT FOR RESEARCH

• Continuous Assessment consist of
  – Assessment Level 1
  – Assessment Level 2
  – Research Progress Report for every semester

• Continuous Achievement
  – Satisfactory (MM) – KB
  – Unsatisfactory (TM) – KS
  – Fail (GG) – KG

• Final Evaluation
  – VIVA (Oral Examination) – End of Study Period

• Achievement of Final Evaluation
  – Pass with Correction (minor/major)
  – Fail
<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>EVALUATION (LEVEL 1)</th>
<th>EVALUATION (LEVEL 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters (Full Time)</td>
<td>Semester 1</td>
<td>Semester 2</td>
</tr>
<tr>
<td>Masters (Part Time)</td>
<td>Semester 2</td>
<td>Semester 3</td>
</tr>
<tr>
<td>PhD (Full Time)</td>
<td>Semester 2</td>
<td>Semester 3</td>
</tr>
<tr>
<td>PhD (Part Time)</td>
<td>Semester 2</td>
<td>Semester 4</td>
</tr>
</tbody>
</table>
SUPERVISION

- Main Supervisor from University’s Academic Staffs (Graduate Staff)
- Co supervisor from University’s Graduate Staffs OR Outside the University
- Supervision schedules arranged between supervisors and students (Log Book from GSMS)
<table>
<thead>
<tr>
<th>Requirement for Supervisor Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The main supervisor must be a full time UTM staff from the graduate faculty.</strong></td>
</tr>
<tr>
<td><strong>The supervisor for the doctoral candidate must possess a minimum of a doctoral degree.</strong></td>
</tr>
<tr>
<td><strong>A UTM lecturer who is not a graduate faculty may only be a co–supervisor.</strong></td>
</tr>
<tr>
<td><strong>A lecturer who is registered either as a full-time or part-time student at any institutions of higher learning cannot be a supervisor.</strong></td>
</tr>
<tr>
<td><strong>If the supervisor retires from service or transfers from UTM, a new supervisor must be appointed.</strong></td>
</tr>
<tr>
<td><strong>The supervisor is appointed based on his/her integrity, expertise and professionalism.</strong></td>
</tr>
<tr>
<td><strong>The supervisor must not be in any way closely related to the student.</strong></td>
</tr>
</tbody>
</table>
The supervisor is appointed by the School of Graduate Studies based on faculty’s recommendation.

A co-supervisor who is not from UTM is appointed by the School of Graduate Studies on behalf of the University but without any financial aid from the School.
RESPONSIBILITIES OF A SUPERVISOR

The supervisor must ensure that the student has a plan for the research to be conducted and give necessary advice needed whether on academic or personal matters.
## RESPONSIBILITIES OF A SUPERVISOR

| Provide guidance on the expected design and quality of research. |
| Assisting in conducting the fieldwork/survey. |
| Ensure that the student keeps abreast with the development in the research field. |
| Give advice on the deadlines for each stage of research. |
| Review research papers and returns them with constructive comments within an appropriate period of time. |
| Encourage the student to produce more publication. |
| Make assessment and submit the research progress report every semester. |
| Ensure that the student adheres to safety procedures while in the lab and during fieldwork. |
| Conduct regular scheduled meeting sessions. |
| Propose names of internal and external examiners. |
| Ensure that the student is informed of all university regulations and matters related to registration. |
| Review and ensure that the thesis has reached the level worthy of an award prior to submission to the School of Graduate Studies for examination purpose. |
## RESPONSIBILITIES OF A SUPERVISOR – DURING AND AFTER ORAL EXAMINATION

### During Oral Examination

- Attend the oral examination session.
- Give attention to the result of the examination especially the corrections decided by the examination panel.

### After the oral examination

- Ensure that the student understands and accepts all the corrections decided by the examination panel.
- Guide and assist the student to complete the thesis for reexamination purpose if required.
- Review the thesis before the thesis is submitted for correction validation by the examiner or for reexamination.
VIVA – VOCE EXAMINATION
RESEARCH STUDENT EXAMINATION

1. Register
2. Research Under Supervision
3. Progress Report Every Semester
4. Proposal Presentation & Evaluation
5. Notification of Thesis Submission (3 Month)
6. Appointment of Examiner (JAPSU)
7. Thesis Submission for Examination
8. VIVA - VOCE
9. Correction
10. Resubmission
11. Sub - Senate Committee Approval (JKTS)
12. Senate Committee (Graduation)
PLAGIARISM CHECK
REQUIREMENT

Senate University only allow ≤ 20% Similarity Index
THESIS SUBMISSION REQUIREMENT
FOR EXAMINATION

Supervisor Approval Thesis is ready to be evaluated

Fulfill the Post Graduate Academic Rules & Regulation


Plagiarism check Verification

Complete all the required forms

Guidelines & Forms can be downloaded at www.sps.utm.my
## RESEARCH STUDENT ROLES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Register Research Courses Every Semester</th>
<th>Make sure that there is no outstanding fee every semester</th>
<th>Submit progress report to supervisor every semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule a meeting with a Supervisor</td>
<td>Comply all the Post Graduate Rules &amp; Regulation for Graduation</td>
<td>Make a plan for the research progress</td>
</tr>
<tr>
<td>Have a professional relationship with Supervisor</td>
<td>Produce Publication</td>
<td>Practice a good research ethics</td>
</tr>
</tbody>
</table>
Things to REMEMBER!!

- Academic Calendar
- Course Registration
- Pay your Fees
- Progress Report for Research
- Complete and Attend Examination for Coursework

School of Graduate Studies
www.sps.utm.my
FINANCIAL AID SCHEMES FOR GRADUATE STUDENTS
SCHEME 1: UTM Zamalah for Doctoral degree programmes
Subject to the availability of the allocation

SCHEME 2: UTM Zamalah for Master’s degree programmes
Subject to the availability of the allocation

SCHEME 3: International Doctoral Fellowship (IDF) for Doctoral degree programmes

SCHEME 4: Graduate Assistantship
- Not Available for 2016

SCHEME 5: Ainuddin Wahid Scholarship
- Application open until 18 February 2016
UTM SCHOLARSHIP

Malaysian Citizen
- Registered as a full-time PhD/Master by research student at the university.
- Not currently working or receiving any form of financial aid from other sources.
- The award covers tuition fees and monthly allowances.

ZAMALAH Doctoral/Master
- Registered as a full-time PhD/Master by research student at the university.
- Not currently working or receiving any form of financial aid from other sources.
- The award covers tuition fees only.

35 years old and below

A non-citizen of Malaysia
- Registered as a full-time PhD student at the university
- Not currently working or receiving any form of financial aid from other sources
- The award covers tuition fees only

IDF

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innovative • entrepreneurial • global
THE MAIN OBJECTIVE OF THE SCHEME IS TO PROVIDE OPPORTUNITIES FOR STUDENTS TO WORK AS WELL AS STUDY

- Assist in laboratory demonstration or experiments
- Assist students in tutorials
- Other related teaching and learning activities
- A maximum amount per month is RM800.00
- Aid by hourly rate of RM50

Provision of RM10 million for 5 years duration.
Allocation of 5 UTM PhD students per year.
Each scholarship worth approximately RM400,000 for a duration of 36 months period or 3 years of study period.

Allocation RM1000.00 per Supervisor and Maximum of RM500.00 per student for each academic year.
Open to all Doctoral Research Student.

Students may apply the Graduate Supervision Grant to claim for a portion of the total expenses for related research activities as below:
- Data collection
- Field work
- Conference
- Publication in indexed journal (ISI or Scopus)

**Total grant allocated for students are as follows:**
- Ph.D : RM1000.00
- Master by research : RM700.00

Not Available for 2016
PUBLICATION INCENTIVE

Criteria
1. Applicant must be First Student Author and Supervisor(s) must be one of the authors.
2. Students are registered as PhD/Master by Research on full time/part time basis.
3. Published paper must have volume no. and page no.

INCENTIVE PUBLICATION CLAIM

An incentive will be given according to journal ranking for every published paper.

<table>
<thead>
<tr>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>RM 500.00</td>
<td>RM 400.00</td>
<td>RM 300.00</td>
<td>RM 200.00</td>
</tr>
</tbody>
</table>

Criteria
1. Applicant must be First Student Author and Supervisor(s) must be one of the authors.
2. Students are registered as PhD/Master by Research on full time/part time basis.
3. Published paper must have volume no. and page no.
OTHER FINANCIAL ASSISTANCE

**MyBrain15**

The Ministry of Education financial assistance under MYBRAIN 15.

*For more information, kindly visit website at [www.mohe.gov.my](http://www_mohe_gov_my)*

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- **MyMaster** – 15,000
- **MyPhD** – 5,000
- **MIS** – Malaysian International Scholarship

*For MyPhD Industri applications the company must have MOU with UTM before proceed.*
POST GRADUATE STUDENT SOCIETY (PGSS)
To serve as a communication channel between students and administration.

To facilitate academic, intellectual and social communication between postgraduate students with other stakeholders in extra-curricular social settings.

The Post-Graduate Student Society UTM (PGSS UTM) is a representative society which is concerned with all the interests of postgraduate students at Universiti Teknologi Malaysia.

To promote co-operation amongst members for educational, social, cultural activities or other purposes that beneficial to the community.

To encourage postgraduates to take active interest in their wellbeing and participate in academic events.
# PGSS STRUCTURED COURSES

<table>
<thead>
<tr>
<th>No.</th>
<th>Issues</th>
<th>Terms and Conditions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total courses in PGSS Structured Courses</td>
<td>9 courses</td>
<td>All 9 courses function as support programmes for the students</td>
</tr>
<tr>
<td>2</td>
<td>Number of courses to be registered by students</td>
<td>3 courses per year</td>
<td>2 semesters per year</td>
</tr>
<tr>
<td>3</td>
<td>Level of study</td>
<td>Doctoral Degree</td>
<td>The courses will also be offered to Master Degree By Research and Mixed Mode students</td>
</tr>
<tr>
<td>4</td>
<td>Type of study</td>
<td>Full Time</td>
<td>The courses will also be offered to Part Time students</td>
</tr>
<tr>
<td>5</td>
<td>Compulsory for graduation</td>
<td>Not Compulsory</td>
<td>These courses are not compulsory but are essential to support your study</td>
</tr>
<tr>
<td>6</td>
<td>Number of Post Graduate Attributes</td>
<td>6 Post Graduate Attributes</td>
<td>All 9 courses comprises of one or more Post Graduate Attributes</td>
</tr>
</tbody>
</table>
### PGSS Structured Courses
**Post Graduate Attribute Mapping – Some Examples**

<table>
<thead>
<tr>
<th>No. Of Courses</th>
<th>Course Code</th>
<th>PA1</th>
<th>PA2</th>
<th>PA3</th>
<th>PA4</th>
<th>PA5</th>
<th>PA6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Scholarship of Knowledge</td>
<td>Communication</td>
<td>Leadership &amp; Teamwork</td>
<td>Research Skill</td>
<td>Life Long Learning</td>
<td>Ethics &amp; Integrity</td>
</tr>
<tr>
<td>1</td>
<td>How to Find Your Research Gap &amp; Good Research Objectives?</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Characteristic of a good literature review / Research Methodology</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>Strategies of Becoming Productive Writer</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>4</td>
<td>GOT Motivation Course</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>5</td>
<td>How to survive PhD Proposal?</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>How to Publish High Impact Publication</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>7</td>
<td>Data Analysis Workshop</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>8</td>
<td>Overcoming Writing Block</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>VIVA Defense Preparation</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** PA – Postgraduate Attribute

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**innovative ● entrepreneurial ● global**
Organizer: UTM Postgraduate Students & School of Graduate Studies
Tentative Date: 15 – 17 August 2016
Tentative Venue: UTM Johor Bahru

All papers will be published in the Conference Proceeding and the selected papers (after reviewing process) will be published in some SCOPUS Journals including:

• ENGINEERING
  Electrical, Civil, Chemical, Mechanical, Biomedical & Engineering Education

• SCIENCE & TECHNOLOGY
  Science, Computing, Built Environment, Geoinformation & Real Estate

• SOCIAL SCIENCE
  Management, Education, Business Islamic Civilization, Language & Marketing
POSTER & LINK IGCESH 2016

IGCESH 2016 provides a platform for accessing the most up-to-date and authoritative knowledge from graduate students' research findings covering both industrial and academic world's solicited on a variety of topics, including (but not limited to):

- Engineering, Electrical, Civil, Chemical, Mechanical, Biomedical & Engineering Education.

**FEES**

<table>
<thead>
<tr>
<th>Category</th>
<th>Early Bird</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTM Participants registration fees</td>
<td>250 MYR</td>
<td>300 MYR</td>
</tr>
<tr>
<td>NON-UTM Participants registration fees</td>
<td>350 MYR</td>
<td>450 MYR</td>
</tr>
<tr>
<td>INTERNATIONAL Participants registration fees</td>
<td>200 USD</td>
<td>250 USD</td>
</tr>
</tbody>
</table>

**IMPORTANT DATES**

- First call for Papers: 1 Feb 2016
- Second call for Papers: 1 Mar 2016
- Final announcement: 1 Apr 2016
- Deadline for extended abstract submission: 15 Apr 2016
- Notification of acceptance of abstracts: 15 May 2016
- Deadline for CAMERA READY extended abstract submission: 7 June 2016
- Early bird registration deadline and payment: 7 June 2016
- Regular registration deadline and payment: 7 July 2016
- Deadline for full paper submission: 21 July 2016
- Conference date: 15-17 Aug 2016

**PROGRAM HIGHLIGHT**

- 250 ORAL and 50 POSTER PRESENTATIONS
- WORKSHOP discussions, round tables on various postgraduate issues

http://sps.utm.my/igcesh2016/  
Akan dipromosikan mulai awal bulan Februari.
POST GRAD FACILITIES IN UTMJB
(Workspace PG)
POST GRAD FACILITIES IN UTMKL
(Workspace PG)
NEW POSTGRADUATE STUDENT WELCOMING RECEPTION CEREMONY
BY UTM VICE CHANCELLOR &
DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)

Date: 10 March 2016 (Thursday)
Time: 2.00 pm - 4.30 pm

Venue UTM JB:
Senate Hall, Sultan Ibrahim Chancellery Building, UTM JB
UTM KL (via Video Conferencing)
Seminar Hall 1, Anjung Menara Razak, UTM Kuala Lumpur
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