



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



POSTGRADUATE STUDENT HANDBOOK 2022

SCHOOL OF GRADUATE STUDIES
UNIVERSITI PUTRA MALAYSIA

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

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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 exchange graduate students to UPM. The content covers information on admission, international collaborative programmes, 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 are 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.

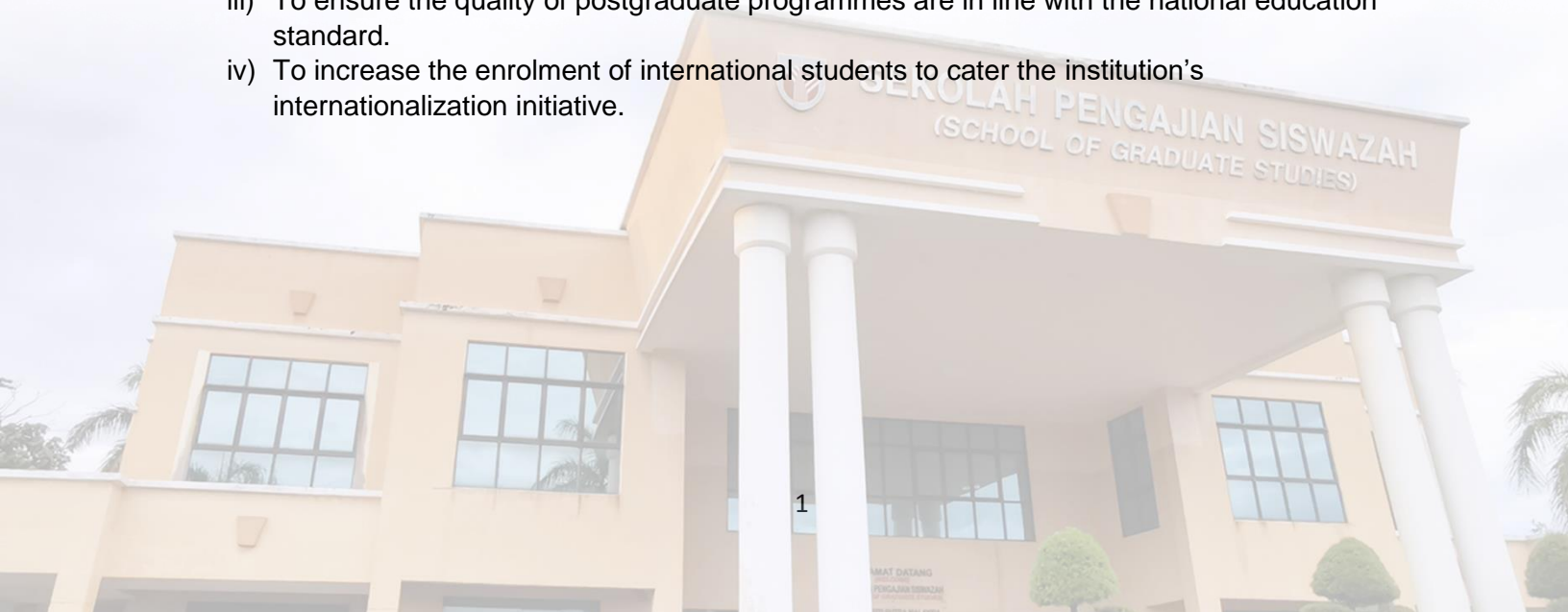
BACKGROUND OF SCHOOL OF GRADUATE STUDIES (SGS)

The School of Graduate Studies (SGS) is a service-based administration centre 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

Endorsement of student admission, curriculum, and other academic matters



SCHOOL OF GRADUATE STUDIES

The school is a services centre for all matters related to graduate studies and headed by the Dean. It is divided into 6 units.

ADMISSION

ACADEMIC

INSTITUTIONAL RELATIONS & FINANCIAL AID

THESIS

CURRICULUM AND DATA

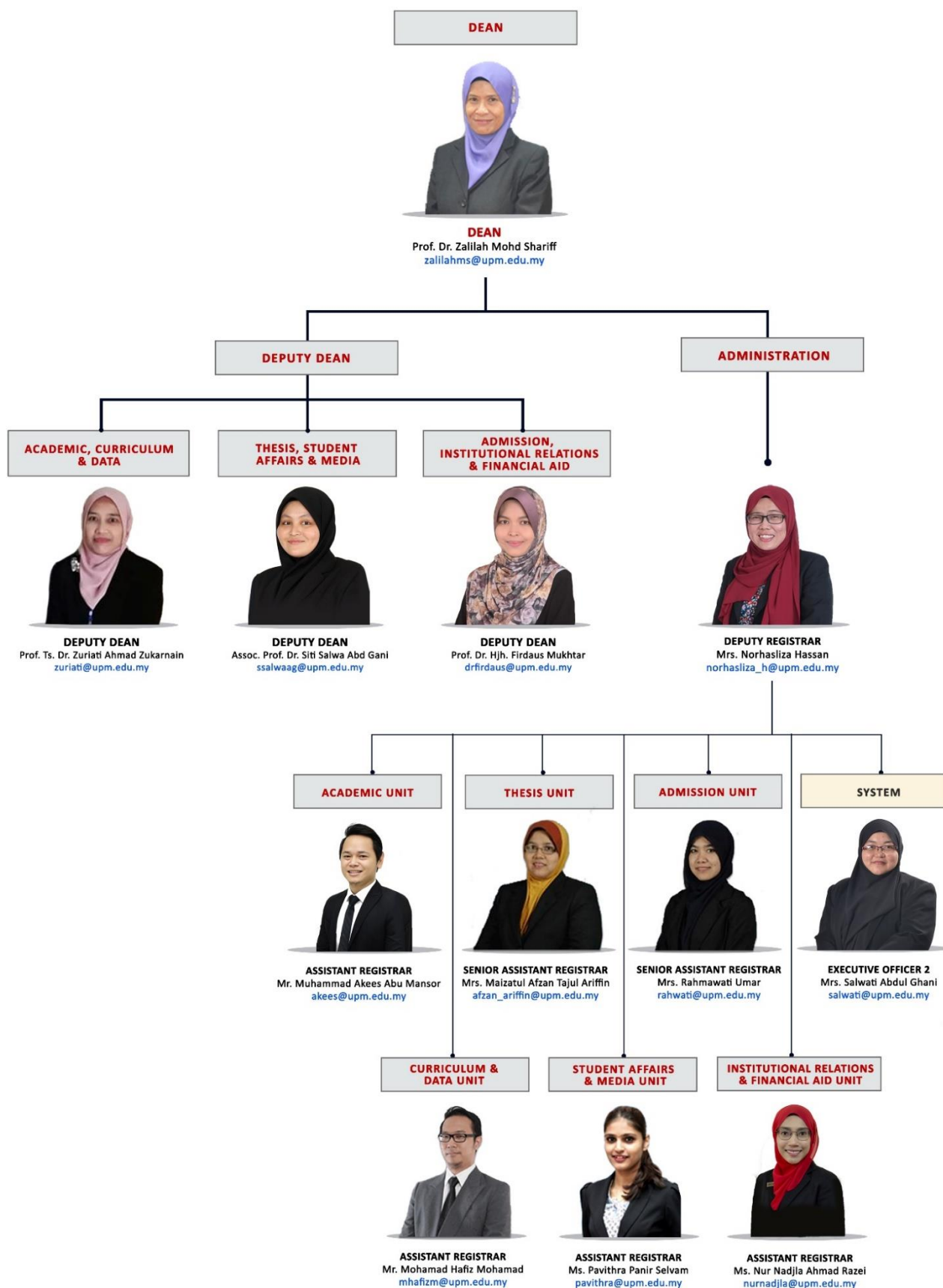
STUDENT AFFAIRS AND MEDIA



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



SGS ADMINISTRATION

Admission Unit
Manages the processing of admission applications, registration of new students and promotion of postgraduate programmes.
Institutional Relations & Financial Aid Unit
Coordinates the linkages with both local and international institutions and promotes international academic/mobility programmes. This unit also manages international scholarships and financial assistance for students' research attachment and international presentation participation.
Manages the internal resources of financial aid for postgraduate students such as fellowships, scholarships, and assistantships. Among the available schemes are Graduate Research Fellowship (GRF), Special Graduate Research Allowance Scheme (SGRA), Graduate Research Assistantship (GRA), International Graduate Student Scholarship (IGSS), Putra Alumni Scholarship Scheme (PASS) and Special Scholarship for Journalist (BKW).
Academic Unit
Provides academic services (e.g.: subject registration, development and review of programmes, the appointment of Supervisory Committee, monitoring student progress etc.) and manages examination results, records, and convocation.
Thesis Unit
Manages the process for thesis examination that includes the appointment of Thesis Examination Committee, submission of thesis to examiners, compilation of examination reports, and arrangements for Viva Voce.
Student Affairs and Media Unit
Provides learning support initiatives to enhance academic development and students' experience. Moreover, this unit caters to students' general welfare and administers social network platforms including Facebook, Instagram, Telegram and SGS official website.
Student Affairs and Media Unit
Provides learning support initiatives to enhance academic development and students' experience. Moreover, this unit caters to students' general welfare and administers social network platforms including Facebook, Instagram, Telegram and SGS official website.
Curriculum and Data Unit
Ensures the quality & sustainability of courses for postgraduate in par with policies outlined by Department of Higher Studies (JPT), accreditation boards, and programme standards. This unit also manages students' convocation procedures and provides required postgraduates data for institution's both internal and external records.

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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Thesis, Student Affairs and Media Unit	
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Ms. Pavithra Panir Selvam	Assistant Registrar (Student Affairs and Media) Telephone: 03-9769 Email: pavithra@upm.edu.my
Admission, Institutional Relations and Financial Aid Unit	
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Mrs. Rahmawati Umar	Senior Assistant Registrar (Admission) Telephone: 03-9769 4228 Email: rahwati@upm.edu.my
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	<ul style="list-style-type: none"> • Admission application • Deferment of admission • English requirements • Registration for new students
sgs_academic@upm.edu.my	<ul style="list-style-type: none"> • Deferment of semester • Extension of study • Credit transfer/exemption • Transfer of programme/field of study • Conversion of programme • Add/drop subject • Academic candidature • Supervision • Examination • Graduation (Transcript, Senate Letter, Certificate) • Confirmation letter
sgs_financialaid@upm.edu.my	<ul style="list-style-type: none"> • Financial assistance/scholarships (GRF, SGRA, GRA, IGSS, PASS & BKW)
sgs_intl.programme@upm.edu.my	<ul style="list-style-type: none"> • UPM-ICP (Joint/Dual/Double degree) • International scholarships • Financial assistance for international presentation and research attachment • Mobility programme
sgs_thesis@upm.edu.my	<ul style="list-style-type: none"> • Thesis submission for examination • Thesis submission after the final examination (viva voce) • Viva voce arrangement • Appointment of examiners • Publication requirements (GS-25)
sgs_putrasarjana@upm.edu.my	<ul style="list-style-type: none"> • Students' general welfare • Learning support programme • SGS social network sites
bursar.student_pg@upm.edu.my	<ul style="list-style-type: none"> • Tuition fees • Dropped status due to outstanding fees
visapass@upm.edu.my	<ul style="list-style-type: none"> • New application for Student Pass • Extension/Renewal Pass • New/Renewal Dependent Pass Application
idec_helpdesk@upm.edu.my	<ul style="list-style-type: none"> • UPM-ID student email (e.g., GS12345@student.upm.edu.my) issues
cadeinovasi@upm.edu.my	<ul style="list-style-type: none"> • Putra Blast (content or profile) issues • Putra Virtual ID (PutraVID)

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 70 programmes by coursework across 13 faculties.	
Faculty of Agriculture <ol style="list-style-type: none"> 1. Master of Land Resource Management 2. Master of Plantation Management 3. Master in Tropical Soil Science 	Faculty of Engineering <ol style="list-style-type: none"> 1. Master of Aerospace System Design Engineering 2. Master of Communication Engineering 3. Master of Electrical Power Engineering 4. Master of Emergency Response and Planning 5. Master of Engineering Management 6. Master of Environmental Engineering 7. Master of Environmental Technology Management 8. Master of Highway and Transportation Engineering 9. Master of Innovation and Engineering Design 10. Master of Manufacturing System Engineering 11. Master of Microelectronic System Engineering 12. Master of Process Safety and Loss Prevention 13. Master of Remote Sensing and GIS 14. Master of Structural Engineering and Constructions 15. Master of Water Engineering
Faculty of Biotechnology and Biomolecular Sciences <ol style="list-style-type: none"> 1. Master of Science in Biotechnology with Bioentrepreneurship 	
Faculty of Computer Science and Information Technology <ol style="list-style-type: none"> 1. Master of Computer Science 2. Master of Information Security 3. Master of Software Engineering 4. Master of Computer Network 	
Faculty of Design and Architecture <ol style="list-style-type: none"> 1. Master of Architecture 2. Master of Landscape Architecture 3. Master of Tropical Urban Design 4. Master of Sustainable Landscape Management 5. Master in Industrial Design Innovation 	
School of Economics and Business <ol style="list-style-type: none"> 1. Master of Economics 2. Master of Entrepreneurship 3. Master of Finance 4. Master of Business Administration 	
Faculty of Educational Studies <ol style="list-style-type: none"> 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 Education in Guidance and Counselling 5. Master of Education in Instructional Technology and Innovation 6. Master of Education in Physical 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 Food Science and Technology <ol style="list-style-type: none"> 1. Master of Food Technology 2. Master of Food Safety and Quality Assurance
	Faculty of Forestry and Environment <ol style="list-style-type: none"> 1. Master of Environment
	Faculty of Medicine and Health Sciences <ol style="list-style-type: none"> 1. Doctor of Public Health 2. Master of Pathology 3. Master of Medicine (Family Medicine) 4. Master of Medicine (Family Paediatrics) 5. Master of Medicine (Psychiatry) 6. Master of Medicine (Radiology) 7. Master of Medicine (Internal Medicine) 8. Master of Medicine (Anaesthesiology) 9. Master of Public Health 10. Master of Surgery (Orthopaedics) 11. Master of Surgery (General Surgery) 12. Master in Nutritional Sciences 13. Master in Environmental and Occupational Health
Faculty of Modern Languages and Communication <ol style="list-style-type: none"> 1. Master of Applied Linguistics 2. Master of Corporate Communication 3. Master of Malay Language 4. Master of Malay Literature 5. Master of World Literature 	Faculty of Science <ol style="list-style-type: none"> 1. Master of Applied Statistics 2. Master in Analytical Chemistry 3. Master in Materials Physics 4. Master in Tropical Biology 5. Master in Mathematical Sciences
	Faculty of Veterinary Medicine <ol style="list-style-type: none"> 1. Master of Veterinary Medicine

(b) Programme by Research

UPM also offers more than 300 fields of study for programme by research.	
Accounting	Bioresource and Technology
Advanced Materials	Bioresource Management
Aerospace Engineering	Biotechnology with Bio-entrepreneurship
Aerospace System Design Engineering	Biotherapeutics
Agribusiness	Business Economics
Agricultural Economics	Business Law
Agricultural Extension	Catalysis
Agricultural Mechanisation and Automation	Cell Biotechnology
Agricultural Policy	Chemical Engineering
Agricultural Process Engineering	Chemical Pathology
Agricultural Technology	Chinese Literature
Agricultural Waste Engineering	Cancer Biology and Oncology
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 Electromagnetics
Animal Production	Computational Mathematics
Animal Sciences	Computational Methods in Engineering
Animal Welfare	Computational Operations Research
Applied and Computational Statistics	Computer and Embedded Systems Engineering
Applied Comparative Linguistics	Computer Graphics
Applied Mathematics	Computer Networks
Applied Physics	Corporate Communication
Aqua informatics	Computer Vision
Aquaculture	Consumer Science
Aquaculture Biotechnology	Control System Engineering
Aquaculture Engineering	Corporate Leadership
Aquatic Animal Health	Culinary Science with Nutrition
Aquatic Biotechnology	Curriculum and Instruction
Arabic Language	Data Science
Architectural Studies	Database Systems
Automotive Engineering	Development Communication
Avian Medicine	Developmental Psychology
Bacteriology	Discourse Studies
Biochemical Engineering	Ecology
Biochemistry	Economics
Biocomposite Technology and Design	Education in Malay Language
Biodiversity and Conservation of Natural Resources	Educational Administration
Bioinformatics and System Biology	Educational Psychology
Biomedical Engineering	Educational Technology
Biopolymer, Pulp and Paper Technology	Electrical Power Engineering

Electronic Engineering	Green Engineering
Energy	Guidance and Counselling
Engineering and Renewable	Haematology
English Language	Halal Products Development
English Literature	Halal Product Management
Entomology	Halal Products Science
Environmental Biotechnology	Health and Rehabilitation
Environmental Economics, Planning and Management	Health Education and Communication
Environmental Education and Ethics	Health Promotion
Environmental Engineering	Health Service Management
Environmental Health	Highway and Transportation Engineering
Environmental Hydrology and Hydrogeology	Horticulture
Environmental Policy and Governance	Hospitality
Environmental Pollution Control Technology	Housing
Environmental Quality and Conservation	Human Anatomy
Environmental System and Modelling	Human Communication
Enzyme Biotechnology	Human Computer Interaction
Epidemiology and Biostatistics	Human Development
Epidemiology and Public Health	Human Factors and Ergonomics
Equine Medicine	Human Genetics
Ethnomathematics	Human Physiology
Extension Education	Human Resource Development
Family Ecology	Human Resource Management
Family Economics and Management	Immunobiology
Farm Structures	Immunopharmacology
Finance	Industrial Biotechnology
Financial Mathematics	Industrial Chemistry
Fisheries Science	Industrial Design
Fluid Dynamics	Industrial Engineering
Food Biotechnology	Industrial Hygiene
Food Engineering	Information Retrieval
Food Management	Information Systems
Food Safety	Inorganic Chemistry
Food Science	Instructional Technology and Innovation
Food Security and Climate Change	Integrated Design Studies
Food Service Management	Intelligent Systems
Food Technology	Journalism
Forensic Science	Laboratory Animal Medicine
Forest Management and Ecosystem Sciences	Land Resource Management
Forestry	Landscape Studies
Gender and Development	Leadership Studies
General Surgery/Colorectal Surgery	Literacy Studies
Genetics	Literacy and Cultural Studies
Genetics and Breeding	Malay Language
Geographic Information System	Malay Literature
Geospatial Engineering	Management
Geotechnical and Geological Engineering	Manufacturing Systems Engineering
Gerontechnology	Mariculture

Marine and Freshwater Ecosystem	Pharmacology
Marine Biology	Philosophy and Civilization Studies
Marine Ecology and Biodiversity	Photonics Engineering
Marketing	Physical Chemistry
Mass Communication	Physical Education
Materials Engineering	Physics
Materials Science	Phytochemistry
Mathematical Cryptography	Plant Biotechnology
Mathematical Physics and Engineering	Plant Pathology
Mathematics Education	Plant Physiology
Mechanical Engineering	Plant Science
Medical Biotechnology	Plantation Technology
Medical Gerontology	Politics and Government
Medical Microbiology	Post-Harvest Technology
Medical Parasitology	Process Safety and Reliability
Medical Physics	Project Management
Medical Sciences	Psychology of Child Development
Medicinal Chemistry	Psychological Medicine/Psychiatry
Metabolomics	Public Health
Microbial Biotechnology	Pure Mathematics
Microbiology	Radiology and Imaging
Molecular Biology and Genetic Engineering	Remote Sensing
Molecular Biotechnology	Robotic and Automation Engineering
Molecular Imaging	Ruminant Medicine
Molecular Medicine	Rural Advancement
Moral Education	Safety, Health and Emergency Management
Multimedia Computing	Security in Computing
Music	Sensor Technology
Nanobiotechnology	Shariah and Halal Laws
Nanomedicine	Signal Processing
Nanoscience	Small Animal Medicine
Nanotechnology	Social Gerontology
Natural Resource Policy	Social Psychology
Neurology	Sociology of Education
Neuroscience	Software Engineering
Numerical Analysis	Soil and Water Engineering
Nursing	Soil Science
Nutrition	Sports Science
Nutritional Sciences	Statistics
Occupational Safety and Health	Stem Cell
Occupational Safety and Health Management System	Structural Biology
Organic Chemistry	Structural Engineering
Organizational Communication	Surgery
Packaging Engineering	Sustainable Plantation Management
Parallel and Distributed Computing	Sustainable Recreation and Ecotourism
Parasitology	Swine Medicine
Pathology	Teaching of English as a Second Language
Pest Management	Teaching of Malay as a First Language

Technical and Vocational Education	Urban Planning and Design
Theoretical and Computational Chemistry	Vaccine and Therapeutics
Theoretical and Computational Physics	Virology
Theriogenology and Cytogenetics	Water Resources Engineering
Tourism	Wildlife and Exotic Animal Health
Toxicology	Wildlife Ecology and Management
Translation and Interpretation	Wireless Communications and Networks Engineering
Tropical Rainforest Ecosystem Services	Youth Studies
Teaching of Malay Literature	

(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.
Kyushu Institute of Technology, Japan	Double Master Double PhD	Engineering, Computer Science and Life Science.
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, Turkey	Joint PhD	Industrial Engineering, Biology, Chemical Engineering, Electrical and Electronic Engineering, Food Engineering.
Sharif University of Technology, Iran	Joint Master Joint PhD	Social and Behavioural Science, Business and Administration, Physical Science, Mathematics, Engineering and Engineering Trades
University of Wollongong, Australia	*Cotutelle (PhD)	Based on student's field of study

Agreenium, France	*Cotutelle (PhD)	Based on student's field of study
University of Montpellier, France	*Cotutelle (PhD)	Based on student's field of study

*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	30 July
		Second Semester (March)	30 November	31 December
Trimester	Master of Business Administration	Third Trimester (March)	30 November	31 December
		First Trimester (July)	31 March	30 April
		Second Trimester (November)	31 July	31 August
Semester (Medical)	All Masters of Medicine (local only)	First Session (June)	-	30 April
		Second Session (December)	-	30 November

(b) Academic Requirement

An applicant should possess a relevant qualification in 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		

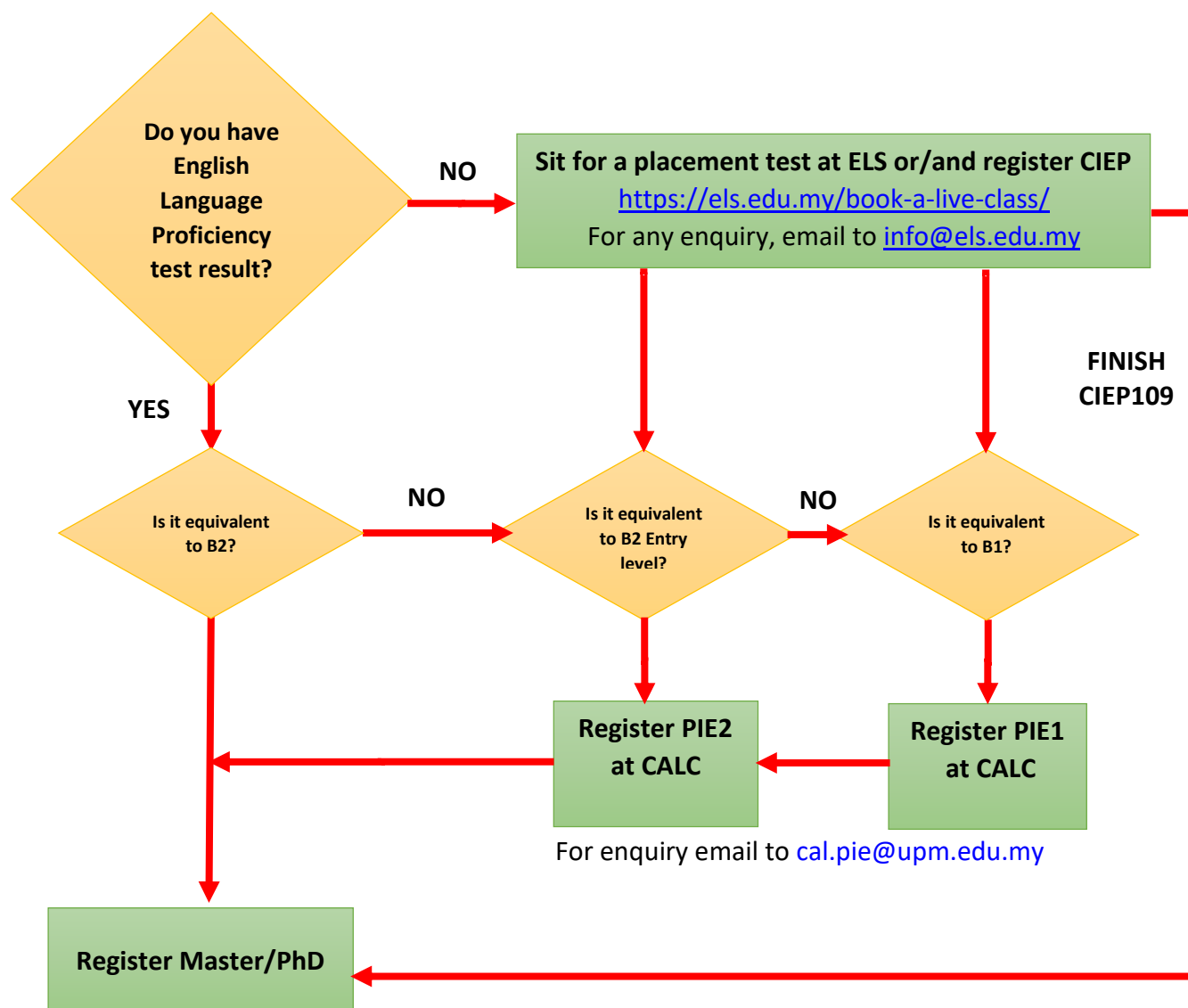
For more details, please refer to https://sgs.upm.edu.my/content/academic_requirement-40575

(c) Medical Assessment (s)

Type of Disease/Disorder	Example	Registration/admission
<ul style="list-style-type: none"> Contagious Recovery is expected to be difficult and delayed 	<ul style="list-style-type: none"> 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-PBT 450, TOEFL-IBT/Home Edition 50-60, PTE 36-41, MUET Band 3 (SCORE 140-159), CIEP105/106, Placement Test 106/107.
- B2 ENTRY: IELTS 5.5, Cambridge Linguaskill 162 – 168, TOEFL-PBT 500, TOEFL-IBT 61-78, PTE 42-49, MUET Band 3 (SCORE 160-179), CIEP107/108, Placement Test 108/109.
- B2: IELTS 6.0, Cambridge Linguaskill 169 – 175, TOEFL-PBT 550, TOEFL-IBT 79, PTE 50, MUET Band 4, 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

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

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

APPLICATION SUBMISSION

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 USD60 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 online 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.

- 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 4 months before the registration date. The VAL processes may take 30 – 60 days.

However, as Covid-19 pandemic and current circumstances have limited international students from travelling to Malaysia, the university is allowed to accept new students via online registration by ensuring all of them have made an application with EMGS. EMGS will issue an EMGS Approval Letter when the application reaches 35% completion status (IM14U-Document ready for submission to Immigration). With **EMGS Approval Letter**, new students from overseas can proceed with online registration (PutraENROLL).

Candidates that have previously applied 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 shortened by the previous institution/ organisation/ company.

NOTE:

If you choose to continue the online class in the particular semester and does not need to enter Malaysia, the EMGS Approval Letter will still be valid until the issuance of eVAL and **NO** further action need to be taken.

- 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. Fauzi bin Mohamad (fauzie@upm.edu.my) for assistance on visa-related matters.

4. PREPARE THE SUPPORTING DOCUMENTS

Scan all the following documents in color, original size, all pages and in pdf, jpg and jpeg format.

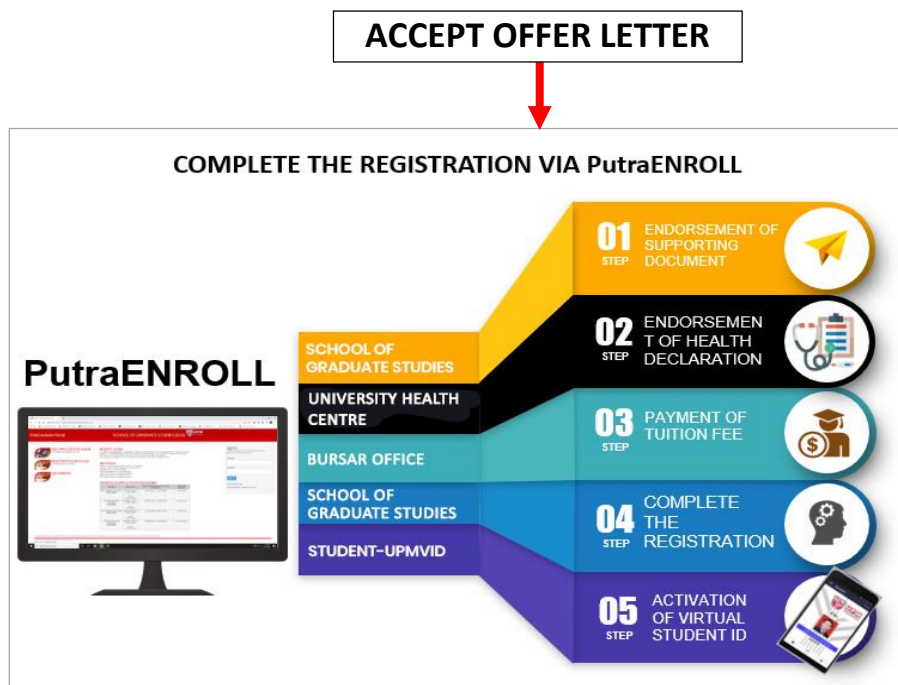
LOCAL	INTERNATIONAL
<p>a) Passport-sized Photo (Blue/white background)</p> <p>b) Malaysian Identity Card (MyKad) – front and back</p>  <p>c) Certificate/ Senate Letter/Completion Letter of Bachelor degree</p> <p>d) Transcript of Bachelor degree</p> <p>e) Certificate/ Senate Letter/Completion Letter of Master's Degree</p> <p>f) Transcript for Master's Degree</p> <p>g) Bank statement/scholarship offer letter</p>	<p>a) Passport-sized Photo (Blue/white background)</p> <p>b) International Passport</p>  <p>c) Certificate/ Senate Letter/ Completion Letter of Bachelor degree</p> <p>d) Transcript of Bachelor degree</p> <p>e) Certificate/ Senate Letter/Completion Letter of Master's Degree</p> <p>f) Transcript for Master's Degree</p> <p>g) Bank statement/scholarship offer letter</p> <p>h) EMGS Approval Letter/ EVAL/Related Pass</p> <p>i) IELTS/TOEFL/PTE/Placement Test of CIEP etc.</p>

For more details, please refer to

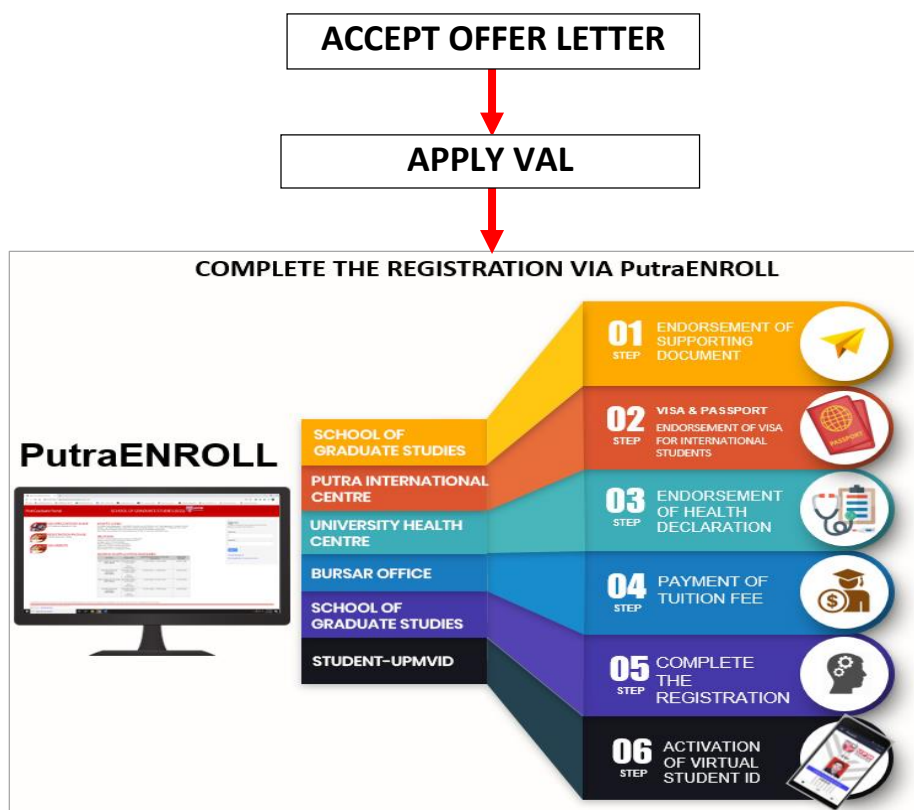
https://sgs.upm.edu.my/new_students/things_to_check_before_the_registration_of_new_students-13263

REGISTRATION FLOW FOR NEW POSTGRADUATE STUDENTS

LOCAL STUDENTS

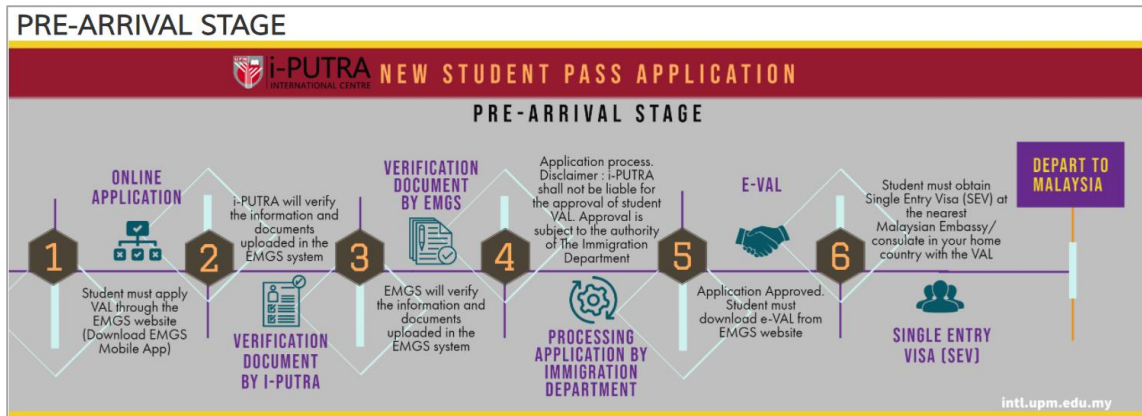


INTERNATIONAL STUDENTS



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

VISA AND STUDENT PASS



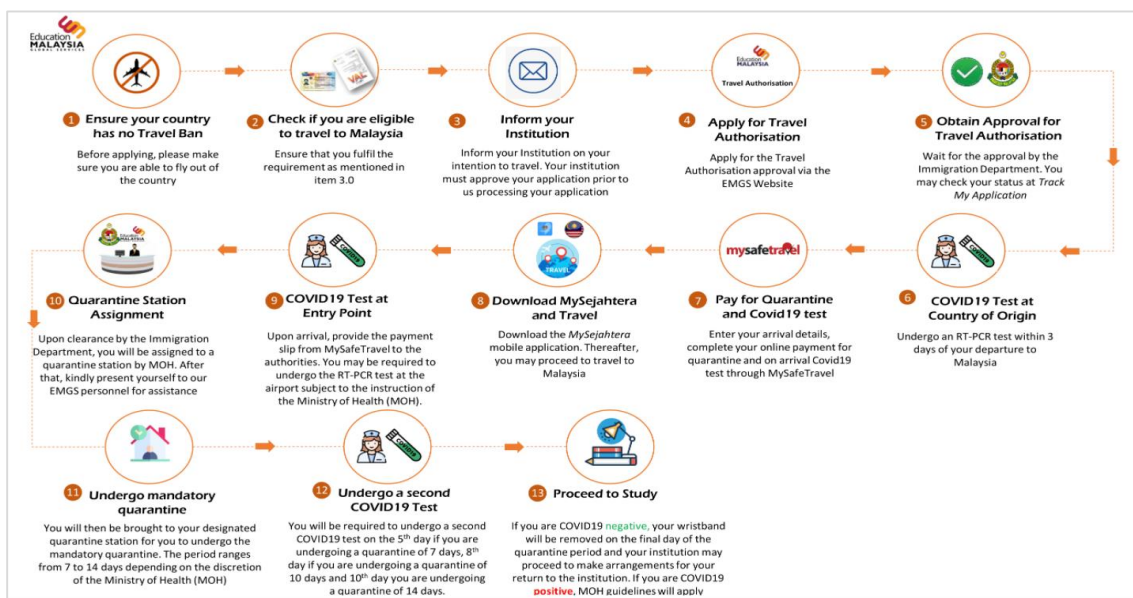
HOW TO APPLY VISA APPROVAL LETTER (VAL)?

- 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://visa.educationmalaysia.gov.my/guidelines/travel-authorisation-new-student.html>
- 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 of 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

UPM
UNIVERSITI PUTRA MALAYSIA

VISA AND PASS REACH2US
via WHATSAPP
+6017 694 0095

visapass@upm.edu.my | intl.upm.edu.my

Visa & Pass Section
WhatsApp business account

Scan this code to start a WhatsApp chat with Visa & Pass Section

AGRICULTURE • INNOVATION • LIFE

For further information, please contact Putra International Centre at the above-mentioned WhatsApp group. 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://upm-id.upm.edu.my/student/public/ActivateUser>

- Guidelines: https://upm-id.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 to SGS website for the course schedules or if it is not available, please refer to your advisor or respective faculty/school/institute.

- [Course Schedules](#)
- [Postgraduate Candidature Checklist](#)
- [Course Registration Guidelines](#)

4. Pay the Credit Fees by the deadline.

Pay the credit fee(s) before the examination week. Payment receipts should be mailed to bursar.student_pg@upm.edu.my

5. 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.

6. Verify your Registration

- a) International students who are not required or have no intentions to travel to Malaysia and will be joining online classes, you are not required to submit any documents or notify i-PUTRA regarding the EMGS notification. In other words, no more action is required and the percentage (%) (32 percent/ 35 percent) will remain unchanged until you decide to travel to Malaysia.
- b) International students who choose to come to Malaysia, please read the following information carefully:
 - i. You are advised to refer to the latest visa and travel advice from the Malaysian Government published on the EMGS that can be accessed at <https://visa.educationmalaysia.gov.my/guidelines/travel-authorisation-new-student.html>

- ii. You are also advised to refer to the latest learning and teaching modes which will be announced from time to time at https://sgs.upm.edu.my/new_students/first_semester_2021_2022/class_schedules-62256
- iii. If the above procedures did not prevent you from travelling to Malaysia, submit your "Declaration of Accommodation" at <https://forms.gle/kKFxGSBPR6APzVUz5> to continue the eVAL issuance process to enter Malaysia.
- iv. Once your eVAL is approved, apply for a Single-Entry Visa (SEV) at the Malaysian Embassy/Consulate in your country.
- v. You must enter Malaysia with SEV before the expiry date of the eVAL. Please do not enter Malaysia earlier than seven (7) days of the registration period. Otherwise, it may result in an additional cost for visa and pass processing.

You need to follow all the currently enforcing SOPs instructed by the Ministry of Health (MOH) such as COVID-19 test and mandatory Quarantine, upon your arrival in Malaysia

- vi. After completing the mandatory quarantine, visit Putra International Centre(i-PUTRA) office to verify your visa and passport. Please bring along the Registration Checklist for New Students for verification and endorsement purposes.
- vii. Book an appointment for Health Examination by logging into your Postgraduate Student Portal at <http://sgsportal.upm.edu.my:8080/sgsportal/>

7. Health Examination

All new students are required to undergo a health examination at any time after the Movement Control Order (MCO) is lifted. 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.

8. Verify your Registration

Face to face verification of registration must be made at the School of Graduate Studies. 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 as a result of 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 <http://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 at http://www.sgs.upm.edu.my/prospective_students-2964.

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 October (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. A final year student of undergraduate programme can apply for Master programmes provided that your current CGPA meets the programme admission requirement. Attach a final year confirmation letter and semester results from first semester until the most recent results, as well as other supporting documents such as research proposal (if applicable), and a copy of your identity card/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 <http://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 five (5) 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: http://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. REGISTRATION AND CANDIDATURE

SUPERVISORY COMMITTEE

You may nominate your Supervisory Committee by:

- i. Login to [Student Portal](#)
 - ii. Click Form → Nomination of Supervisory Committee (GS-10a) → Complete the online form
 - iii. Choose the supervisor's name
 - iv. State the role of the main supervisor
 - v. State the additional members of supervisory committee
 - vi. Submit a hardcopy of the form to the Deputy Dean of Postgraduate in the faculty/school/institute.
- a. The application must be:
 - i. Recommended by the main supervisor/ members of the supervisory committee and supported by the faculty/school/institute
 - ii. Approved by JKPSU
 - b. The application must be made within the first two (2) semesters of study, otherwise your status will be 'Suspended' or refer to Section 35, 36, and 37 UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

You may reconstitute your Supervisory Committee or add an external supervisor by:

- i. Login to [Student Portal](#)
 - ii. Click on the Reconstitution of Supervisory Committee Form (GGS-10b)
 - iii. Download the GS-10b manual form
 - iv. Fill up the GS-10b form
 - v. Choose the external / supervisor's name (for the external supervisor's, CV must be provided to the faculty/school/institute and SGS).
 - vi. Optional, if you choose external supervisor's, please provide the following documents:
 - ✓ from Malaysia - CV and justification letter from the supervisor
 - ✓ from overseas - CV, justification letter from the supervisor and Checklist for the Appointment of Supervisory Committee Members from Abroad.
 - vii. State the role of the new external supervisor (You may refer to the Change Role of Supervisors section).
 - viii. State the justification for adding/dropping member(s) of supervisory committee.
 - ix. Submit the application through the Deputy Dean of Postgraduate in the faculty/school/institute.
- a. The application must be:
 - i. Recommended by the main supervisor/ members of the supervisory committee and supported by the faculty/school/institute
 - ii. Approved by JKPSU.
 - b. The application must be made within the first seven (7) weeks of the semester, not later than your 3rd semester for Master and 5th semester for PhD.
 - c. Refer to Section 39 and 40, UPM Rules 2003 (Graduate Studies) revision 2015-2016).

2. DEFERMENT/ EXTENSION

Deferment of current study can be made, before the commencement of new semester, by the following procedure:

- i. Login to [Student Portal](#)
 - ii. Click Form→ Deferment (GS-07)
 - iii. State the justification for deferment.
 - iv. Email the written approval letter by the sponsor to the faculty/school/institute and SGS (only for students sponsored by KKM).
 - v. Support by main supervisor and endorsed by faculty/school/institute
 - vi. Approved by SGS
- a. The application can be made at any time within the 7th week during the semester.
- b. Exemptions based on medical grounds with supporting documents are only for the following circumstances:
- Deferment application after the seventh week of the semester.
 - Deferment for more than two (2) semesters.
 - Deferment application by student(s) that has been required to submit thesis for re-examination
- c. An application made before the first two (2) weeks of a semester, shall be charged a sum of RM100.00 while after the second until the seventh week, the charges would be RM600.00.

You may apply for extension (before the following semester begins) beyond the maximum study period by:

- i. Login to [Student Portal](#)
 - ii. Click Form → Extension of Study Period (GS-13c)
 - iii. State the justification for extension that should include your study/thesis progress
 - iv. Submit the application.
- a. The application must be:
- i. Supported by main supervisor and endorsed by the faculty/school/institute
 - ii. Approved by SGS
- b. The application must be made within four (4) weeks before registering for the maximum allocated semester.
- c. Maximum period of extension is 3 semesters for Master's and PhD students, but each application will be approved only for 1 semester.
- d. Refer to Section 10 UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

3. CHANGING CURRENT FIELD/ LEVEL OF STUDY

You may change your programme/field of study by:

- i. Login to [Student Portal](#)
- ii. Click Form→ Transfer Programme (GS-08)
- iii. Click New Application
- iv. State the justification for changing your programme.
- v. Submit the application.

- a. The application must be made within seven (7) weeks of the current semester for immediate effect upon approval by the University's Postgraduate Committee Meeting. Otherwise, the transfer shall take effect on the following semester.
- b. The application must be supported by supervisors (current and new – if applicable) and endorsed by both faculties/institutes (current and new).
- c. Refer to Section 27, UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

Applying for conversion from Masters to PhD level is possible if the following conversion requirements are met:

- i. Have completed at least two (2) semesters or one (1) year of the Master's degree programme.
 - ii. Have completed the coursework requirements of the faculty/school/institute and obtained a minimum CGPA of 3.670 (if applicable).
 - iii. Have produced the following based on research conducted during candidacy:
 - Published or show proof of acceptance of an article in a CIJ; or
 - Filed for a patent / copyright (industrial design / printed circuit board / utility innovation; or
 - Published a book chapter under the publisher listed by Thomson Reuters Web of Science (WoS) / University Publisher / Dewan Bahasa dan Pustaka / publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM) (only for Social Sciences).
 - iv. Have submitted an extended research proposal that essentially meets the scope of a PhD degree.
- b. If qualified, the conversion process is as below:
- i. Login to [Student Portal](#)
 - ii. Click Form-> Conversion (GS-09).
 - iii. Submit the application.
 - iv. The application must be:
 - Supported the by main supervisor and endorsed by faculty/school/institute
 - the faculty/school/institute must arrange for the evaluation process comprises of the appointment of Independent Committee for Conversion to access both written and oral examination
 - Approved by the JKPSU.
- c. Refer to Section 28 UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

Under certain circumstances, if there is a need to change your course structure from full-time to part-time, the following are the steps to apply for study mode changes:

- i. Login to [SGS Website](#)
- ii. Click Useful Information -> Part Time Mode
- iii. Submit the application.
- iv. Recommended by supervisor and endorsed by faculty/school/institute.

Note: International Students are NOT allowed to change their mode of study.

3. COURSE REGISTRATION

ADDING/DROPPING A COURSE

Adding or dropping a course within your study can be made by the following procedure:

- i. Login to [Student Portal](#)
 - ii. Click Registration → Add/Drop Course
 - iii. Click Add or Drop relevant course
- a. The application is subjected to the minimum and maximum credits allowed for the student.
 - b. Student(s) must add course(s) within the first two (2) weeks of the semester.
 - c. Student(s) must add course(s) within the first seven (7) weeks of the semester.
 - d. Refer to Section 26 UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

COURSE(S) EXEMPTION

Applying for course exemption are subjected to several terms and can be done by the following steps:

- i. Login to [Student Portal](#)
 - ii. Click Form→ Exemption of Courses (GS-04c)
 - iii. Click New Application
 - iv. State the course to be exempted and equivalent/relevant course taken.
 - v. Submit the application.
- a. The application for course exemption must be made in the first semester.
 - b. The course to be exempted should have been taken not more than five (5) years before the date of his registration at the University.
 - c. A student may apply for course exemption upon successful completion in the previous programme/course in another university. Course exemption will not be considered for students who has failed/terminated/withdraw in the previous study.
 - d. The credits to be exempted are for courses equivalent to courses offered at the University and shall be graded with at least B or a percentage of 65%.
 - e. The total number of credits that may be exempted is up to 50% for a programme by research and not more than 30% of the total credit requirement for a programme by coursework.

4. ASSESSMENT

PROGRESS REPORT GS-11 (SPS5999/6999)

You may submit your progress report GS-11 by:

- i. Login to [Student Portal](#)
 - ii. Click Form→ Research Progress Report (GS-11)
 - iii. Click New Progress
 - iv. Complete the report based on research done every semester.
 - v. Submit the application.
- a. The progress report must be submitted before the deadline stated in the latest academic calendar for the current semester.
 - b. The report must be supported by the Chairman of Supervisory Committee/Advisor and endorsed by the Deputy Dean (Graduate Studies) of faculty/school/institute.
 - c. Refer to Section 20 (iv), UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

PROBATIONAL STUDY STATUS

- a. **A student shall be placed under probation if his/her;**
 - i. CGPA is below 3.000 but not less than 2.500;
 - ii. The student receives a 'TM' for his semester research progress grade;
 - iii. Fails Research Proposal Seminar (SPS6903/SPS5903) for the first time.
- b. **A student shall be terminated upon:**
 - i. The failure to attain required minimum CGPA of 3.000 in the semester following the one in which he was placed on probation;
 - ii. Placed under two (2) consecutive probations.

APPLYING REVIEW AGAINST TERMINATION

You may apply for Review Against Termination by:

- i. Login to [Student Portal](#)
 - ii. Click Form-> Review Against Termination (RAT) (GS13b)
 - iii. Click New Application
 - iv. Complete the form and provide the justification for RAT.
 - v. Submit the application.
- a. The application must be made within two (2) weeks after the current semester result has been endorsed by the Senate.
 - b. The application must be supported by the Chairman of Supervisory Committee/Programme Coordinator and endorsed by the faculty/school/institute.
 - c. Refer to Section 54 (iii) and 55, UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

5. GRADUATION CONFIRMATION

To confirm your graduation status, please adhere to the following process:

- i. Login to [Student Portal](#)
 - ii. Click the Study Scheme Form (GS-05b) for programme by coursework only.
 - iii. Click New Application
 - iv. Make payment of RM200 for Graduation Fees
 - v. Click the Graduation Form (GS-17)
 - vi. Submit the application and proof of payment for graduation fees
- a. The application must be made within two (2) weeks after the result for current semester is announced.
 - b. The application must be recommended by Programme Coordinator and supported by the faculty/school/institute.
 - c. The Senate letter and transcript can be collected at the SGS in seven (7) days after Senate endorsement.
 - d. Refer to Section 57, UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

FREQUENTLY ASKED QUESTION (FAQ) REGARDING ACADEMIC MATTERS

1) Will the deferred number of semesters be counted into the period of study?

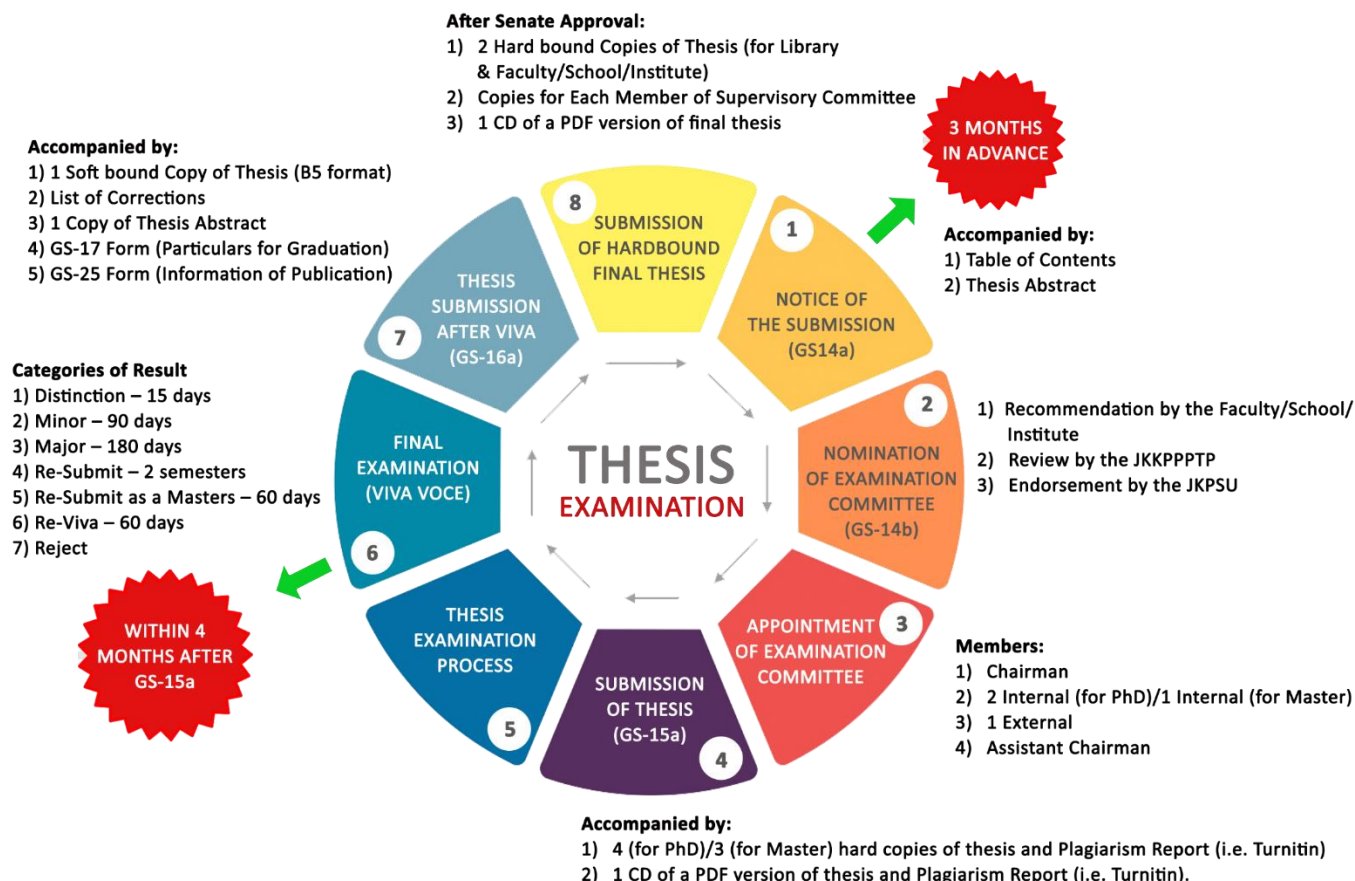
No, the number of semesters deferred will not be included within the study period.

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 SUBMISSION 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

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. Fulfilled the credit requirements of 6 credits (for Masters) / 9 credits (for PhD)
 - 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.

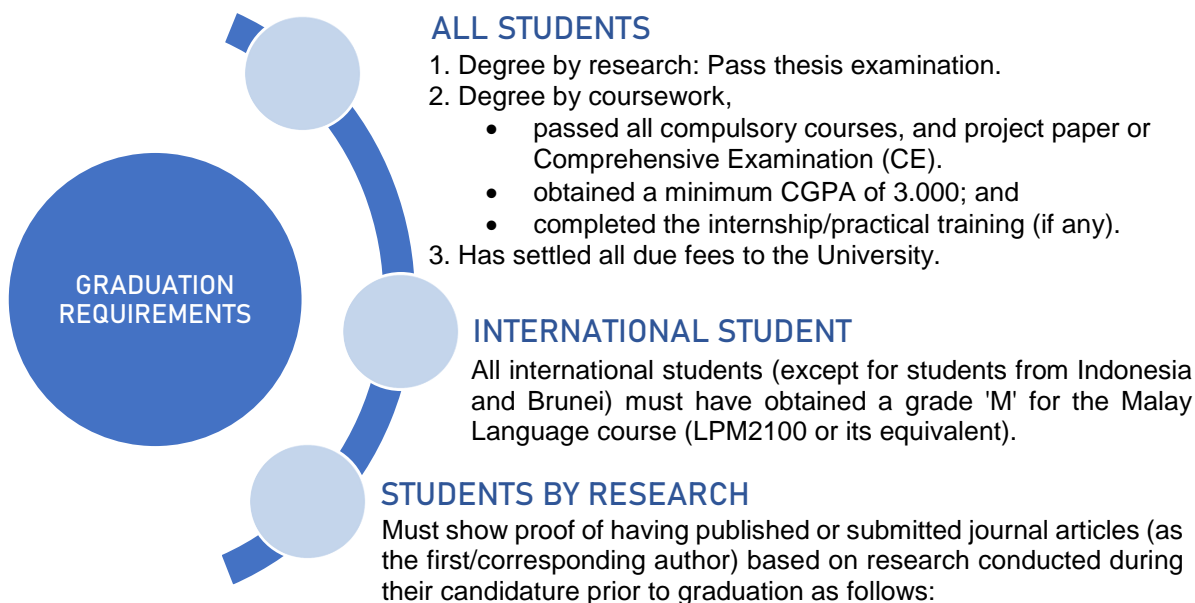
c. **Style 3 – Alternative Thesis Format**

(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 <ul style="list-style-type: none"> • Copyright Permission/Acceptance Letter
8	Conclusion <ul style="list-style-type: none"> • 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

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	<ol style="list-style-type: none"> 2 journal articles published or accepted (in CIJ) or at least; 1 journal article published or accepted in CIJ and 1 journal article from any of the categories below: <ul style="list-style-type: none"> • Journal published by the University or scientific publisher or listed in

		MyJurnal (Malaysian Journal Management System). <ul style="list-style-type: none"> 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).
Master's	1 journal article submitted	1 journal article accepted/ published from any of the categories below: <ul style="list-style-type: none"> Journal listed in CIJ. Journal published by the University or scientific publisher or listed in MyJurnal (Malaysian Journal Management System). Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM).

- 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	Category	Students Registering from Second Semester 2016/2017 onwards
PhD	2 journal articles published or accepted	GRF	(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	GRF	1 journal article published or accepted (in CIJ)

- A student who has filed for a patent, utility innovation, copyright, 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.

Programme	Publication Requirement
PhD	<ul style="list-style-type: none"> • 2 journal articles accepted/published; or • 1 journal article accepted/published and 1 patent or utility innovation or copyright or industrial design or printed circuit board; or • 2 patent or utility innovation; or <p><u>Additional requirement for Doctor of Engineering or PhD by Industry:</u></p> <ul style="list-style-type: none"> • 2 patent or utility innovation or copyright or industrial design or printed circuit board.
Master	<ul style="list-style-type: none"> • 1 journal article accepted/published; or • 1 patent or copyright or industrial design or printed circuit board or utility innovation

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, together with several (4 for PhD) / 3 for Master) hard copies of thesis, Turnitin report ($\leq 30\%$), and 1 CD of pdf version of thesis and Turnitin report.

3) How much tuition fee 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 take 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 thesis without any journal publication?

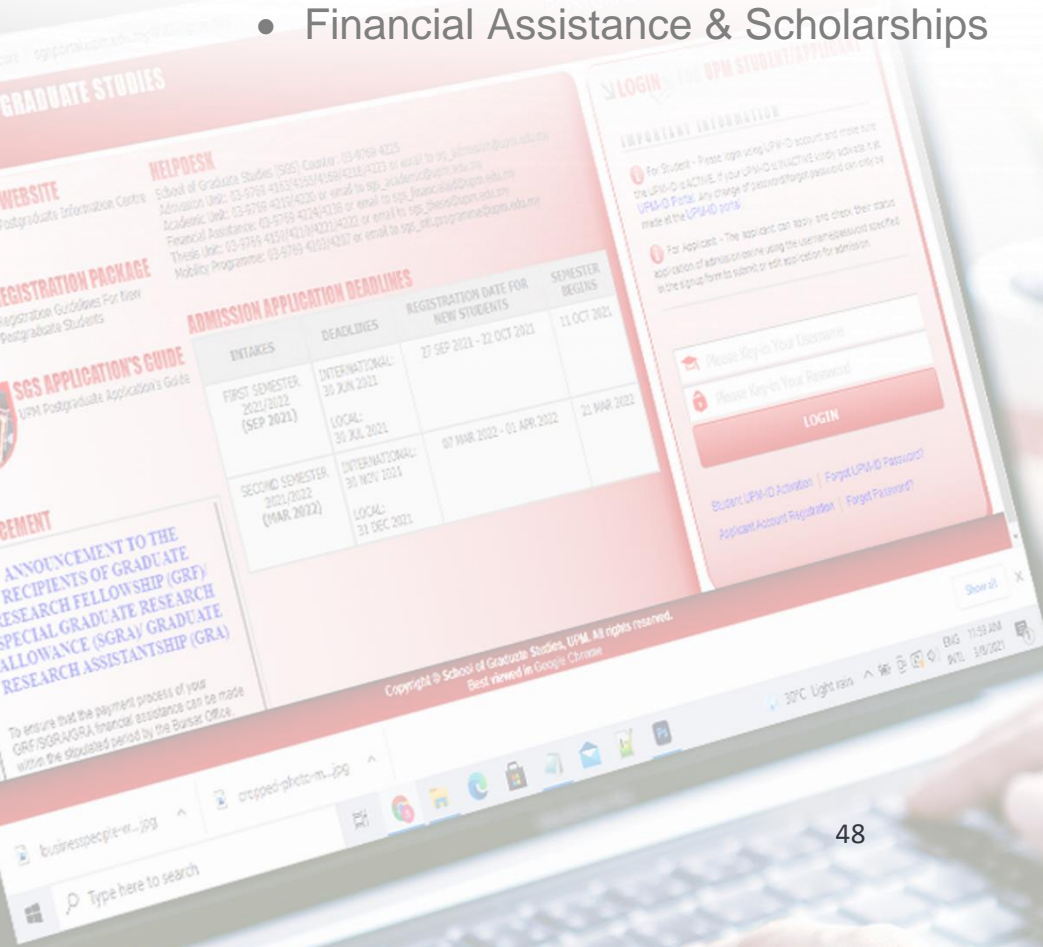
Yes, you can. However, you are required to show proof of publication or acceptance of journal articles when you submit the corrected thesis after viva. The Senate will endorse the conferment of a Master's or PhD degree once all requirements for graduation (including publication) have been fulfilled.

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 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 ASSISTANCE 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 Seminar, Malay Language, and compulsory coursework [six (6) credit for Master/nine (9) credit for PhD] including Research Methodology

03

Supervisory Committee

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

04

Progress Report

- The progress report must be agreed 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 vivas will be conducted.
- Produce journal papers in CIJ (1 paper accepted/published for Master/2 papers accepted/published for PhD).

ENTRY REQUIREMENTS

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 **as the following:**

- i. Register as a full-time student every semester at both universities. UPM requires the students to register and pay the fees at the beginning of the semester unless stated otherwise.
- ii. Complete Seminar, Malay language and compulsory coursework [6 credit for Master / 9 credit for PhD] including Research Methodology.
- iii. Nominate the members of supervisory committee. The supervisor at the host university must be included when nomination is submitted to SGS.
- iv. Submit progress report (GS-11) at the end of every semester. The progress report must be discussed with both supervisors prior to submission to SGS.
- v. Pass the Comprehensive Examination within 4 semesters of enrolment (PhD students only). The process can be done either at UPM or partner university subject to agreement by both supervisors.
- vi. Produce a thesis and defend it in the oral examination (viva voce). For double degree, 2 theses will be required and 2 vivas will be conducted.
- vii. Produce journal papers (1 paper accepted/published for Master/ 2 papers accepted/published for PhD).

The duration outlined for the programmes are as the following:

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

Students may apply for ICP through these two (2) available methods:

Option 1: Apply the normal programme via <http://sgsportal.upm.edu.my:8080/sgsportal/> and convert to ICP programme within 1 year of enrolment. Please visit https://sgs.upm.edu.my/upload/dokumen/20210608081523UPM_POSTGRADUATE_APPLICATION_GUIDE_4.6.2021.pdf for detailed information on the application guidelines.

Option 2: Download and complete the ICP Application form from SGS website at http://www.sgs.upm.edu.my/programme_of_study/upm_international_collaborative_programme_upm_icp/dual_joint_degree_programme-30853 and submit to Admission and Institutional Relations Unit at sgs_intl.programme@upm.edu.my

Note:

- a. The admission approval process for ICP programme may take 1- 3 months as the process requires approval from two universities.
- b. The faster route is to apply for a normal programme and later convert to ICP programme.
- c. The application is open throughout the year. However, there are only two intakes per year which is in September (First Semester) and February (Second semester).
- d. For ICP programme, 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:

Programme	Fees at UPM				Fees at Partner University
UPM-University of Newcastle (UoN) Australia	For UPM students, UPM standard fees will be charged for the whole duration of study and paid to UPM only.				Tuition fee at UoN is waived.
UPM–Naresuan University (NU), Thailand	Students	Cluster	Master (RM) Per semester	PhD (RM) Per semester	Tuition fee at Naresuan University is waived.
		Local	Science	2,850.00	
	International	Social Science	2,550.00	3,150.00	
		Science	6,700.00	8,200.00	
		Social Science	5,950.00	7,200.00	
Ataturk University, Turkey	PhD	Amount Per Semester (RM)			Tuition fee at Ataturk University is waived.
	Local Students	RM 3,650.00			
	International Students	RM 8,200.00			
Kyushu Institute of Technology, Japan	Students	Cluster	Master (RM) Per semester	PhD (RM) Per semester	Tuition fee at KYUTECH is waived.
		Local	Science	2,850.00	
	International	Social Science	2,550.00	3,150.00	
		Science	6,700.00	8,200.00	
		Social Science	5,950.00	7,200.00	
Sharif University of Technology, Iran	Students		Amount Per Semester (RM)		SUT standard fees will be charged
			Master's	PhD	
	Local	2,850.00	3,650.00		
	International	6,700.00	8,200.00		
University of Wollongong, Australia	PhD	Amount Per Semester (RM)			Tuition fee is waived
	Local Students	RM 3,650.00			
	International Students	RM 8,200.00			
Agreenium, France	For UPM students, UPM standard fees will be charged during the study period at UPM.				Agreenium standard fees will be charged
University of Montpellier, France	For UPM students, UPM standard fees will be charged during the study period at UPM.				University of Montpellier standard fees will be charged

2. PROGRAMME BY INDUSTRY

Programme by Industry is a **full-time programme** offered for those from the particular industry. It incorporates the working experience with the theoretical knowledge from classes.

The estimated duration for this programme would be **1-3 years for Masters Degree** and **2-5 years for PhD**.

The application is **open throughout the year** via <http://sgsportal.upm.edu.my:8080/sgsportal/>. However, **there are only 2 intakes per year** which is in September (First Semester) and February (Second semester).

DOCUMENTS REQUIRED FOR REGISTRATION

Your application must be submitted to UPM through the UPM online application system at <http://sgsportal.upm.edu.my:8080/sgsportal/Admission/RegisterApplicant.jsp>.

Please visit https://sgs.upm.edu.my/upload/dokumen/20210608081523UPM_POSTGRADUATE_APPLICATION_GUIDE_4.6.2021.pdf for detailed information on the application guidelines.

The **supporting letter** from your employer/ company should include the following:

- that the company allows and acknowledges your application to join the Programme by Industry in UPM.
- that the company will provide you with necessary support (facilities, funding to conduct research, etc).

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

Masters by Industry (Local Students)

Master by Industry for Local Students (RM)						
Cluster of Fields of Study	1 st Semester	2 nd – 3 rd semesters	4 th Semester	5 th and Subsequent Semesters	Max 2 Years	Max 3 Years
Medical	4,250.00	4,000.00	3,500.00	4,000.00	15,750.00	23,750.00
Science	3,950.00	3,700.00	3,200.00	3,700.00	14,550.00	21,950.00
Social Science	3,750.00	3,500.00	3,000.00	3,500.00	13,750.00	20,750.00

Masters by Industry (International Students)

Master by Industry for International Students (RM)						
Cluster of Fields of Study	1 st Semester	2 nd – 3 rd semesters	4 th Semester	5 th and Subsequent Semesters	Max 2 Years	Max 3 Years
Medical	10,400.00	7,500.00	7,000.00	7,750.00	32,400.00	47,900.00
Science	9,900.00	7,650.00	7,150.00	7,400.00	32,350.00	47,150.00
Social Science	9,150.00	7,250.00	6,750.00	7,000.00	30,400.00	44,400.00

Fees for PhD by Industry

- Local students: RM5650.00 per semester
- International students: RM8200.00 per semester.

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 (according to the cluster of fields of study)	Specific rate for programme by industry 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.
Residential requirement	Minimum residential requirement is 4 semesters or 2 years	Minimum residential requirement for at least 1 month throughout study period
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:

Inbound and Outbound Mobility Programme	With Credit Transfer	Non-Credit Transfer
	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/>. 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 at a regular, associate member or affiliate member of the Southeast Asia Consortium of Graduate Schools (as listed below) 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 RM550.00 per semester to the University.

Regular Member Universities	Associate Member Universities	Affiliate Member Universities
<ul style="list-style-type: none"> • Institut Pertanian Bogor, Indonesia • Kasetsart University, Thailand • Universitas Gadjah Mada, Indonesia • University of the Philippines Los Baños, the Philippines • University of Brawijaya, Indonesia 	<ul style="list-style-type: none"> • Tokyo University of Agriculture, Japan • Taiwan University, Taiwan 	<ul style="list-style-type: none"> • Maejo University, Thailand • Visayas State University, Philippines • University of British Columbia, Canada • Georg-August University of Göttingen, Germany

Note: 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.

FINANCIAL ASSISTANCE AVAILABLE FOR OUTBOUND MOBILITY PROGRAMME

Name	Eligibility	Amount
Financial Assistance to Attend International-scaled Presentation	<ul style="list-style-type: none"> Applicant can be either local or international students. Applicant must be a registered PhD student with good academic standing (study status is "Continue") during application. Applicant has never received financial assistance under this scheme and must have not received any other financial assistance from UPM during application. Priority is given to applicant who has not exceeded six (6) semesters of study. Applicant must have attended the Putra Sarjana presentation skills seminar organised by the School of Graduate Studies, UPM; or has registered and passed a 1-credit seminar course at the faculty/school/institute prior to the application. Applicant must have been invited as an Oral Presenter. 	<p>Southeast Asia (except Singapore and Brunei): Max RM1,000.00</p> <p>Asia (including Singapore and Brunei): RM1,500.00</p> <p>Other countries: RM2,000.00</p>

	<ul style="list-style-type: none"> • The presentation must be related to the applicant's PhD research work. • International applicant is only allowed to apply if the programme is organized outside their home country. • Only attendance to a programme organized by a registered professional association / university / research institute / academic organisation / government agency will be considered for financial support. Supervisor and faculty/school/institute are responsible to check and ensure that the programme is not organized by a commercial organizer. 	
Financial Aid to Undertake Research Attachment Abroad	<ul style="list-style-type: none"> • Applicant must be a citizen of Malaysia. • Applicant must be a registered Master or PhD (by research) student with good academic standing (study status is "Continue") during application. • Applicant has never received financial assistance under this scheme and must not receive any other financial assistance from UPM during application. • Applicant who will be receiving financial assistance from the host institution may be considered for the offer, subject to the assessment by the committee. • The length of research attachment should only be between 1-3 months. Justification must be provided if the duration is more than three (3) months. • The research to be carried out during the attachment must be related to applicant's Master / PhD research. • Applicant must have received an official invitation letter from the host institution. 	<p>Southeast Asia (except Singapore and Brunei): Max RM3,000.00</p> <p>Asia (including Singapore and Brunei): RM4,000.00</p> <p>Other countries: RM5,000.00</p>

You may also apply 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](http://www.sgs.upm.edu.my/financial_assistance_scholarships-1893) 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.	Local Students:	No.	International Students:
1	Graduate Research Fellowships (GRF)	1	Graduate Research Assistantships (GRA)
2	Graduate Research Assistantships (GRA)	2	Special Graduate Research Allowance (SGRA)
3	Special Graduate Research Allowance (SGRA)	3	International Graduate Student Scholarship (IGSS)
4.	Putra Alumni Scholarship Scheme (PASS)	4	Putra Alumni Scholarship Scheme (PASS)
5.	Special Scholarship for Journalist (BKW).		

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/

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

- An officially registered UPM student;
- Current status of study must be in 'Good Standing'; statuses such as 'Probation' or 'Defer' are not eligible to apply.
- Successful applicant is not allowed to receive any other financial support or scholarship/fellowship and should not be engaged in any type of employment.
- Should not be enrolled in a split programme.
- Maximum duration of financial aid:
 - Masters: 4 semesters (for SGRA: 6 semesters)
 - PhD: 6 semesters (for SGRA: 10 semesters)

Note:

GRA and SGRA are funded by your Supervisor/Chairman/Member of the Supervisory Committee's research grant. Thus, you need to discuss with either of them on the availability of grants and your teaching plan (should they agree to fund you).

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

Scheme:	Programme of Study:	Duration:	CGPA requirement:	Monthly Stipend:	Tuition Fees-waived:	Others:
Graduate Research Fellowships (GRF)	<ul style="list-style-type: none"> • Masters (research) or PhD • Masters not > 4 semesters • PhD not > 6 semesters • Not Split programme 	Masters: per semester PhD: per semester	Science/ Technical: CGPA at Bachelor's: 3.000 & > Arts/ Social Science: CGPA at Bachelor's: 3.500 & >	Masters: RM1,000 PhD: RM1,300	Partial waiver: • Masters: RM1,200 (medicine), RM900 (science), RM700 (humanities). • PhD: RM1,600 (medicine), RM1,400 (science), RM1,200 (humanities)	<ul style="list-style-type: none"> • To assist in teaching, tutorial, practical activities, lab works, supervising final year bachelor students. • NOT exceeding 6 hrs per week including semester breaks. • To record daily attendance at faculty/school/institute. • Is allowed to take a max of 2 days leave per month with approval by Supervisor. • Absence shall be deducted RM77/- per day. Absent for 10 days or more, are not eligible for allowance for the month. • Required to published before graduate (bound by agreement): <u>PhD (Non-Social Sciences)</u> -2 journal articles published or accepted (in CIJ with at least 1 in JCR - Q1 or Q2 journal) <u>PhD (Social Sciences)</u> (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).

Scheme:	Programme of Study:	Duration:	CGPA requirement:	Monthly Stipend:	Tuition Fees-waived:	Others:
						<u>Master's (Non-Social Sciences)</u> - 1 journal article published or accepted (in JCR) <u>Master's (Social Sciences)</u> - 1 journal article published or accepted in CIJ. <i>*CIJ – Journal in Scopus/ERA/In-cite JCR</i>
Graduate Research Assistantships (GRA)	<ul style="list-style-type: none"> • Masters (research) or PhD • Masters not > 4 semesters • PhD not > 6 semesters 	Duration of research project.		<ul style="list-style-type: none"> • RM1,125 (3 teaching hrs/ week) • RM1,300 (4 teaching hrs/ week) • RM1,500 (6 teaching hrs/ week) 	Partial waiver: Masters: RM1,200 (medicine), RM900 (science), RM700 (humanities). PhD: RM1,600 (medicine), RM1,400 (science), RM1,200 (humanities)	<ul style="list-style-type: none"> • Research grants balance of at least RM10k. • Applicant nominated/ approved by Head of Research Project & Dean of faculty/school/institute. • Students receiving this scheme are required to assist in teaching/ tutoring and or demonstrating as agreed accordingly.
Special Graduate Research Allowance (SGRA)	<ul style="list-style-type: none"> • Masters (research) or PhD • Master: Max 6 semester • PhD: Max 10 semester 	Duration of research project.		Masters: RM1,800 PhD: RM2,300	No waiver	<ul style="list-style-type: none"> • Students receiving this scheme are not required to assist in teaching/ tutoring and or demonstrating BUT shall assist in research works as instructed by the supervisor. • Research grants balance of at least RM10k • Applicant nominated/ approved by Head of Research Project & Dean of Faculty.

Scheme:	Programme of Study:	Duration:	CGPA requirement:	Monthly Stipend:	Tuition Fees-waived:	Others:
International Graduate Student Scholarship (IGSS)	<ul style="list-style-type: none"> • PhD only 	Up to 6 semesters of study subject to annual review of academic progress.	<ul style="list-style-type: none"> • CGPA Masters 3.50 and > 	NA	30-50% of tuition fees waived (based on quota)	<ul style="list-style-type: none"> • Has published at least 1 article in an academic journal and or has received strong recommendation from institutions. • Priority to applicants from academic staff members of institutions which have MoUs with UPM • Supporting Documents: Letter from Embassy verifying that applicant is not a recipient of any financial assistance from any agencies or gov't.
Putra Alumni Scholarship Scheme (PASS)- local and international	<ul style="list-style-type: none"> • Programme by research only 	Up to 2 years for Master & 3 years for PhD	Bachelor or Master's degree with minimum CGPA of 3.500	NA	UPM International Alumni's children: up to 50% tuition fee waive. UPM Alumni (local and international): 10% tuition fee waive.	<ul style="list-style-type: none"> • Recipient must graduate on time (GOT).
Special Scholarship for Journalist (BKW).	<ul style="list-style-type: none"> • Master by Coursework • Master by Research • PhD (Social science only)	Up to 3 semesters Up to 4 semesters Up to 6 semesters	<ul style="list-style-type: none"> • CGPA Masters 3.50 and > 	NA	RM500 per semester RM700 per semester RM1,200 per semester	This scheme is specially created to honour the contributions made by the Malaysian journalists / media practitioners to the society especially in the field of higher education at both local and international level.

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 programme?

Joint Degree:

Upon graduation student will receive only one certificate with both universities' logo on the certificate.

Dual Degree:

Upon graduation student 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 student 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 Master and 12 months for 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 consist 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 staff. Can I enrol into this programme?

This programme is only open for those from the industry. Civil servants or staff from private college / university 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 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 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 relocated 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 happen if the company that I am working for ceased its operation?

You need to switch to a normal programme. If you choose to continue with Programme by Industry, item 7 above is applied.

STUDENTS' AFFAIRS AND MEDIA MATTERS

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



#WeLoveUPM

The Student Affairs and Media unit in SGS assists Student Affairs Division (BHEP) under the purview of Deputy Vice Chancellor (Student Affairs and Alumni) Office. It essentially manages matters related to the welfare of postgraduate students such as accident and death response(s), student group insurance policies, 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.

The list of seminars and workshops offered throughout the semester can be accessed at http://www.sgs.upm.edu.my/dokumen/SKPSI1_BUKU_PUTRA_SARJANA_2014.pdf

Registration can be made online or by contacting our secretariat at (603) 9769 4245 or sgs_putrasarjana@upm.edu.my, once the slots are open for access.

2. THREE MINUTES THESIS COMPETITION (3MT)

3MT is a competition where PhD students present their research projects to a non-specialist audience in just three minutes with the aid of a single slide. 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 <ul style="list-style-type: none"> • Heats • Final 	School of Graduate Studies	sgs_putrasarjana@upm.edu.my

3. STUDENTS ASSOCIATION

The School of Graduate Studies mediates and facilitates several postgraduate students' association to ensure a better connectivity between the management and students. It mainly focuses on welfare, academic matters, and extra-curricular activities.

i. PUTRA GRADUATE ASSOCIATION (PGA)

A freshly constructed association that covers various aspects of postgraduate welfare. The association aims to help identify and cater issues faced by postgraduates apart from conducting activities/ programme to enhance their educational experience in UPM.

ii. UNIVERSITI PUTRA MALAYSIA INTERNATIONAL STUDENTS' ASSOCIATION (UPMISA)

This is the official association for all the international students currently studying in UPM. Students from over 70 countries pursue their education in UPM at tertiary level. UPMISA represents students at meetings with the management and look out for the interest of UPM students anywhere. Exco members govern the association and together with country representatives, they form the general assembly which takes major decisions on behalf of international students.

Facebook page: <https://www.facebook.com/UPMISA.page/>

4. 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/?hl=e>



https://www.youtube.com/channel/UCwu_KyYPBdm0OIYKDL2blwA



<https://t.me/UPMPGINFO>

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 is 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 as long as 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).

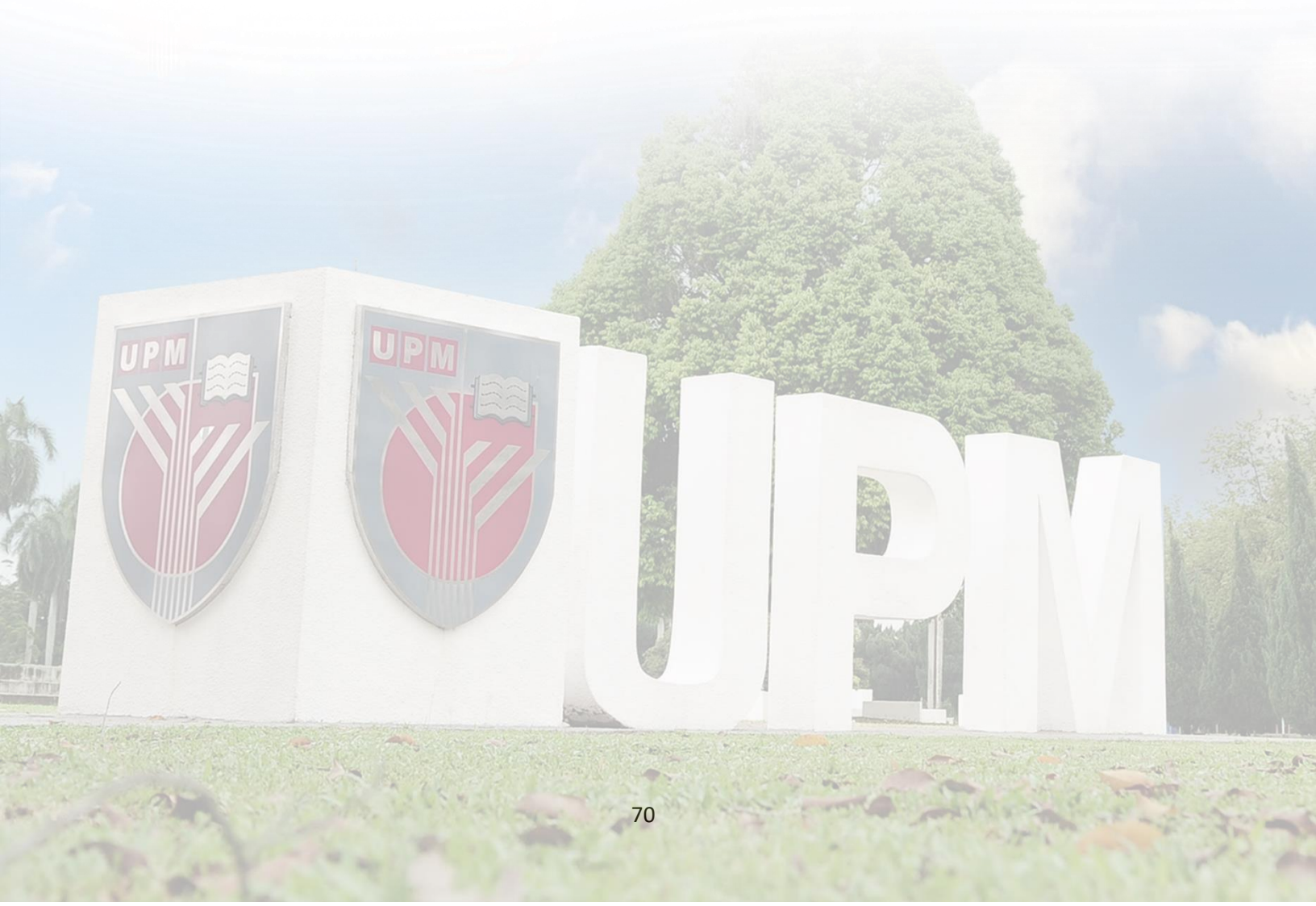
5. If I came to see the Counsellor for an opinion, would I be perceived as a problematic student?

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 Ground floor	<ul style="list-style-type: none"> • General enquiries; • KWSP/EPF Education Withdrawal • Confirmation Letter for continuing student • Endorsement for visa renewal
Counter 2: Admission Ground floor	<ul style="list-style-type: none"> • Application status; • Registration for new students
Counter 3: Academic Ground floor	<ul style="list-style-type: none"> • 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 Ground floor	<ul style="list-style-type: none"> • 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 1 st floor	<ul style="list-style-type: none"> • Enquiry about financial aid • Submission of GRA/GRF agreement
International Collaborative Programme (ICP)/ Mobility 1 st floor	<ul style="list-style-type: none"> • 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	First Semester 2021/2022 (October 11, 2021 – March 20, 2022)
Master of Business Administration (MBA) Academic Calendar	Second Trimester 2021/2022 (November 1, 2021 – February 27, 2022)
Master of Medicine Academic Calendar	Second Session 2021/2022 (December)

3. ACCOMODATION

Type	Name	Details
On Campus	College/Hostel	https://bit.ly/3tDYelg
	UPM Guest House	https://bit.ly/2YLebku
	KMR One Putra Residence	KMR One Putra Residence, UPM Tel: +603 8959 9146 Hotline: 016-2246009 Email: oneputraresidence@gmail.com Website: https://www.upmholdings.com.my/kmr-oneputra-residence.php
Off Campus	Private Condominium/ Apartment around UPM	Link to more rental house/room: 1. www.iproperty.com.my/rent/ 2. www.hostel hunting.com/my/en 3. www.mudah.my *Arrangement is to be made by student

*UPM does not provide/ manages for OFF CAMPUS accommodation, as students are required to make their own enquiries and book with the homeowner. The above information is solely to ease the students and not meant to promote/endorse any 3rd party accommodations.

i. University Health Centre

Telephone	<ul style="list-style-type: none"> +603 9769 7332 (Emergency – 24 hours) +603 9769 7304 / 7342
Operating Hours	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Monday – Friday (8.30 am – 10.30 pm) Saturday & Sunday (8.30 am – 3.30 pm)
Closed	Saturday (1 st & 3 rd week) and public holiday
Website	https://lib.upm.edu.my/

iii. **Transportation**1) **UPM Bus Service:**

Students who wish to use the bus service are required to purchase a monthly pass at only RM15, available at the Bursar Payment Counter, Ground Floor, Main Administration Building, UPM. With a valid pass, students are entitled for unlimited rides per month. The pass shall always be presented to the bus driver.

2) **e-Hailing (GRAB, Taxi Go, Dacsee, EZCab, Mula, MyCar MyGo, JomRides, DOB, Maxim, Get Car):**

The fare depends on distance of journey upon students' own booking.

iv. **Security and Emergency**

1) Unit of Control Center Security Division, 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 **Control Unit of Security Division Center** 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.

v. **Travel to UPM**

Please be informed that students are required to plan their journey in advance. For night arrival, students are advised to check-in and overnight at nearby hotels due to specific UPM accommodation's operation hours.

1) **KLIA Express (KLIA/KLIA 2) to KL Sentral Station**

First train : 4.55 am

Last train : 12.55 am

2) **KTM Commuter to Serdang Station, then take a taxi to UPM**

First train : 6.00 am

Last train : 11.00 pm

3) **KLIA Limo, taxi, Grab from KLIA/KLIA 2 to UPM**

Operation hours: 24 hours

4) **Shuttle bus from KLIA / KLIA 2 to Terminal Bersepadu Selatan (TBS), then take a taxi to UPM**

Operation hours: 4.15am – 12.00pm – 1.00am

Note: The Universiti Putra Malaysia reserves the right to amend the information in this handbook without any prior notice. Such amendments will be reflected in the online version of this handbook available at the School of Graduate Studies homepage (www.sgs.upm.edu.my).



www.sgs.upm.edu.my

SCHOOL OF GRADUATE STUDIES
Universiti Putra Malaysia
43400 Serdang
Selangor Darul Ehsan,
Malaysia

 **School of Graduate Studies**  **UPM Postgraduate INFO**
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