POSTGRADUATE STUDENT FACULTY OF AGRICULTURE

No	Things to be done	Recommended Study Period
1	Meet/Contact your advisor as stated in the offer letter to discuss your study plan and programme requirement.	
2	For those who are required to register and pass **PREREQUISITE COURSE**: a) Student is not allowed to register any other courses stated in No. 7 (Credit Requirements) before passing the prerequisite course/s. b) However, student is allowed to take the prerequisite course/s with: • SPS5999/SPS6999 • Postgraduate Intensive English 2 (PIE2) – **for international student only** • Malay Language Communication (LPM2100) – **for international student only** c) Student is given a maximum of two (2) semesters only to pass the prerequisite course with provisional status. If the student fails the prerequisite course twice, his studies status will be 'Suspended', and the student will be allowed to continue studying after passing it. However, if the student fail, your candidature will be terminated in the following semester. **Note:** The student is strongly advised to refer to your advisor and Postgraduate Department at the Faculty/Institute.	Semester 1
3	For **INTERNATIONAL STUDENT**, you must: a) Register for Malay Language Communication (LPM2100) during the first semester - except for those who have been granted for course exemption and must get 'M' grade; AND b) Register and pass Postgraduate Intensive English (PIE) 2 within the first two (2) consecutive semesters if your English Proficiency Score is as follows: • Band 5.5 for IELTS (Academic Training); or • 51 – 64 for TOEFL Internet-based; or • Band 3.5 (score 164 – 210) for MUET; or • 51 – 58 for PTE Academic; or • Level 107 and 108 of CIEP at ELS Language Centre; or • Level 108 and 109 of Placement Test result at ELS Language Centre; or • 162 – 168 for Cambridge Linguaskill; or • B2 Low of CEFR; or • Its equivalent test **Note:** Students who fail PIE2 after two attempts shall be suspended [Rule 54 (v) b]. His candidacy shall be reinstated only if he passes PIE2 at the third attempt, otherwise his candidacy shall be terminated.	Semester 1
4	Register for **Doctoral (SPS6999) / Master's Research (SPS5999)** (Compulsory) **EVERY** semester until your thesis is submitted for examination. **Notes:** • Get advice from your supervisor on the number of research credits (3, 6, 9, or 12) that is appropriate for your workload of the semester. • You will not be allowed to submit your research progress report (PU/S/BR04/GS-11) at the end of semester if you fail to register for this course every semester.	Every semester

5	Register **AGR5201** – Advanced Statistical Methods (Compulsory) or subject related to Research Methodology no later than the second semester of your study, otherwise your status will be "Suspended". **Notes:** Student can choose either one but get advice from your supervisor/advisor.	Semester 1 or 2
6	**Credit Requirement** a) Register the courses as advised by your advisor/supervisor **before the 2nd week of semester.** <table><tr><th>Master by research</th><th>PhD</th></tr><tr><td>Master students are required to complete **6 credit hours of coursework**.</td><td>PhD students are required to complete **6 credit hours of coursework**.</td></tr></table>

Master by research		PhD	
Coursework	No. of Credit	Coursework	No. of Credit
Research Methodology	3	Research Methodology	3
Elective course	3	Elective course	3

b) Register for Doctoral/Master's Research **Proposal Seminar** no later than the second semester of your study.

Master by research	PhD
SPS5903	SPS6903

c) Consult with your advisor/supervisor to ensure that the "course status" [Compulsory (YW), Audit (AU) or Elective (ELF)] and series of your registered courses are correct as this may affect your Cumulative Grade Point Average (CGPA).

Program	No. of Credit	Course Code		
		4000 Series	5000 Series	6000 Series
PhD	6	Audit only	Allowed	Allowed
Master	6	Allowed	Allowed	Not Allowed

Note: 6 credits requirements applicable for both new PhD and Master by Research students who are enrolled beginning in First Semester 2023/2024 and onwards. | |
| 7 | Nominate your Supervisory Committee through GS-10a in the student portal **within the first 2 semesters** of study, otherwise your status will be **"Suspended"** in the third semester and will be **'Terminated'** in the **fourth semester** if no action taken.

Note: The Supervisory Committee should comprise a chairman and at least one other members for PhD and Master student. | Semester 1 or 2 |
| 8 | Submit your Research **Progress Report (GS-11) EVERY** semester through your student portal within the stipulated period. Refer to the **current Academic Calendar** and **Important Dates** for the timeline and updates.

Failure in submitting your GS-11 will result in 'TM' for your grade for SPS5999/SPS6999 and your study status will become 'Probation' in that semester. Your study status will be 'Terminated' if you received 'TM' for second time. | Every semester |

	Note: Your study status may be affected if you miss the date for course registration, deferment of semester or any other candidature matters.	
9	Register for Doctoral/Master's Research Seminars which consist of: | Master by Research	PhD
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PRT5903 Final Seminar	PRT6903 Progress Seminar
	PRT6904 Final Seminar | **Notes:** The coordinator for this is Dr. Izharuddin Shah (izharuddin@upm.edu.my)	Semester 3 - 4
10	Sit for the **Comprehensive Examination (CE)** after **completion of required coursework** by the **4th semester** for **full-time mod**e and **6th semester** for **part-time mode** (for PhD only). **Note:** The CE shall consist of both written and oral examination, and you are required to pass both examinations. • You are not permitted to take the oral examination until you have passed the written examination. • The oral examination shall be conducted not later than 30 days after the written examination	Semester 3 - 4
11	**Notice of Thesis Submission (GS-14a)** a) A student must give notice of intention to submit his thesis at least 3 months in advance, accompanied by the following documents: • Table of Contents • Thesis Abstract b) The student should discuss their intention to submit the GS-14a form with the Supervisory Committee. If the committee agrees, inform the Deputy Dean of the Faculty/School or Deputy Director of the Institute. c) The faculty/school/institute will submit student's information to the SGS once the student fulfils the requirements for the notice of thesis submission as follows: • the study status must be 'Continue'. • the Supervisory Committee has been appointed. • passed all compulsory courses with a minimum CGPA of 3.000 (6 credits for PhD and Masters). • passed SPS5903/SPS6903 – Seminar (Research Proposal) • passed Malay Language Course (for international students) • passed Comprehensive Examination (CE) for PhD programme; and • Settled all outstanding fees. **Note:** Students are required to submit a hard copy of the GS-14a form to the office of Deputy Dean (Graduate Studies) at the Faculty/School or Deputy Director at the Institute.	Semester 5
	Nomination of Examination Committee (GS-14b) a) Recommendation by the Faculty/Institute b) Review by the JKKPPPTP c) Endorsement by the University Graduate Studies Committee (JKPSU) Members of Examination Committee: • Chairman • 2 internal (for PhD)/1 internal (for Master) • 1 external • Assistant Chairman	

	Notes: The Examination Committee must fulfil the criteria set forth by the University.	
12	**Thesis Submission for Examination (GS-15a)** a) Complete GS-15a form online through student portal. b) Print the form and get endorsement from the Supervisory Committee and the Faculty/Institute. c) Submit the form together with softcopy of the thesis (A4 format) and plagiarism report (i.e., Turnitin) ($\leq$ 30%), to SGS through email sgs_thesis@upm.edu.my. **Notes:** The student shall submit the thesis only after appointment of the Examination Committee.	Semester 6
13	Process of viva, correction, and graduation **Notes:** Please refer to Postgraduate Candidature Checklist	Semester 6-7

Read through the Postgraduate Student Handbook School of Graduate Studies in the following link or download the Handbook as a PDF: Postgraduate Handbook 2023

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