POSTGRADUATE CHECKLIST SEM 1 2025/2026
BY COURSEWORK

FACULTY OF AGRICULTURE

NO.	ACTION	RECOMMENDED STUDY PERIOD
1.	Face-to-face verification of registration must be done at Counter 2, School of Graduate Studies as soon as possible or **before third semester**. Below are the documents that need to be brought during for verification of registration: 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/Cambridge Linguaskill at CALC UPM only – If related (for international students only)	Semester 1 and 2

2.	For those who are required to register and pass **PREREQUISITE COURSE**: -
	
	a) Students are not allowed to register for any other courses before passing the prerequisite course/s.
	
	b) However, students are allowed to register the prerequisite course/s with: -
	
	   i. Elective courses that are not specialization-related / not related to core or prerequisite courses
	   ii. Doctoral/Master's Research **(**SPS5999/SPS6999)
	   iii. Language courses (PIE2/LPM2100) – for international student only
	   iv. Research Methodology
	
	c) Students are given a maximum of two (2) semester/trimester to pass the prerequisite course with 'Provisional' status. If he fails the prerequisite course in the second semester/trimester, his studies status in the third semester/trimester will be 'Suspended'. If he passes the prerequisite course in the third semester/trimester, he will be allowed to continue his study but if he fails, his candidature shall be terminated.
	
	Semester 1: Provisional = [Prerequisite course+ Elective]
	Semester 2: Provisional = [Prerequisite course + Elective]
	Semester 3: Suspended = [Prerequisite course]*
	* *If the prerequisite course is failed, the candidature will be terminated and you will not be allowed to continue your studies.*
	
	Note:
	The student is strongly advised to refer to advisor/programme Coordinator and Postgraduate Department at the Faculty/School/Institute.
		Semester 1 and 2

3.	**INTERNATIONAL STUDENTS** are required to:	
	a) register for **Malay Language Communication (LPM2100)** in the first semester - except for those who have been granted for course exemption with **'M' grade** only;	
	AND	
	b) register and pass **Postgraduate Intensive English (PIE) 2** within the first two (2) consecutive semesters if English Proficiency Score is as follows:	Semester 1 and 2
	i. Band 5.5 for IELTS (Academic Training); or ii. 51 – 64 for TOEFL Internet-based; or iii. Band 3.5 (score 164 – 210) for MUET; or iv. 51 – 58 for PTE Academic; or v. Level 107 and 108 of CIEP at ELS Language Centre; or vi. Level 108 and 109 of Placement Test result at ELS Language Centre; or vii. 162 – 168 for Cambridge Linguaskill at CALC UPM only; or viii. B2 Low of CEFR	
	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.	
4.	Register for courses as advised by the Programme Coordinator not later than the 2nd week after commencement of semester. Consult with Programme Coordinator to ensure that the "course status" [Compulsory (YW), Audit (AU) or Elective (ELF)] and series of registered courses are correct as this may affect Cumulative Grade Point Average (CGPA) of the student.	Every semester

Table (item 4):

Program	Course Code		
	4000 Series	5000 Series	6000 Series
Master	Allowed	Allowed	Not Allowed

Note:
For new students, registration begins two weeks before the commencement of the new semester, while for continuing students, it begins three weeks before the semester starts. The second week after the semester begins is the final week for new student registration and for adding courses. Please note that adding courses during this period will incur a late registration penalty of RM100.00. If you fail to register by the end of the second week after the semester begins, your status will be marked as **"Dropped"**, and you will no longer be considered an active student for the semester.

5.	Attend all classes and Examination. • Class Week (1 until 14) • Exam week (14 until 16)	Every semester
6.	Students may **drop** any course or request to **change the status of course** from Compulsory (YW)/Elective (ELF) to Audit (AU) or vice-versa within the **first seven (7) weeks** of a semester. **Transfer of programme** can be made before the **2nd week** of semester.	1st - 7th week of semester
7.	A student may apply for **deferment** at any time during the semester. However, any application made **after the 7th week** will only be considered based on medical grounds or any other valid reasons and supported with appropriate documents. Students are not permitted to defer more than two (2) semesters except on medical grounds. A student who defers his semester: (a) before the second week of a semester, a student shall be charged the sum of RM100.00; (b) after the second week until the seventh week, a student shall be charged the sum of RM600.00; (c) after the seventh week, the student shall be charged full fees.	
8.	A student who **fails to register** or has **not paid his semester fees** shall be '**Dropped**' from the list of active students. The student shall not be allowed to attend the lecture and sit for the examination. Your status will be **"Dropped"** if you: • pay the tuition fee before 7th **week** after commencement of semester • registered but fail to pay tuition fee before 7th **week** after commencement of semester	
9.	A student must obtain a minimum CGPA of 3.000 and complete credits requirement (refer to your programme coordinator) for graduation.	
10.	Complete the Study Scheme Form (GS-05b) through the student portal. **Note:** You have to complete the Study Scheme only within your final semester through the student portal.	Final semester
11.	Complete the Graduation Form (GS-17) through the student portal.	Final Semester

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