

POSTGRADUATE CANDIDATURE CHECKLIST FACULTY OF AGRICULTURE

No	Action	Recommended Study Period
1	Meet/Contact your advisor as stated in the offer letter to discuss your study plan and programme requirement.	
2	<p>For those who are required to register and pass PREREQUISITE COURSE:</p> <p>a) Student is not allowed to register any other courses stated in No. 6 (Credit Requirements) before passing the prerequisite course/s.</p> <p>b) However, student is allowed to take the prerequisite course/s with:</p> <ul style="list-style-type: none"> ● SPS5999/SPS6999 ● Postgraduate Intensive English 2 (PIE2) – for international student only ● Malay Language Communication (LPM2100) – for international student only <p>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.</p> <p>Note: The student is strongly advised to refer to your advisor and Postgraduate Department at the Faculty/Institute.</p>	Semester 1
3	<p>For INTERNATIONAL STUDENT, you must:</p> <p>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.</p> <p style="text-align: center;">AND</p> <p>b) Register and pass Postgraduate Intensive English (PIE) 2 within the first two (2) consecutive semesters if your English Proficiency Score is as follows:</p> <ul style="list-style-type: none"> ● 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 <p>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.</p>	Semester 1
4	<p>Register for Doctoral (SPS6999) / Master's Research (SPS5999) (Compulsory) EVERY semester until your thesis is submitted for examination.</p> <p>Notes:</p> <ul style="list-style-type: none"> ● 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	<p>Register and pass 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" in your third semester and will be "Terminated" in the fourth semester if no action is taken.</p> <p>Notes: Student can choose either one but get advice from your supervisor/advisor.</p>	Semester 1 or 2																			
6	<p>Credit Requirements</p> <p>a) Register for courses (including research methodology and other courses as determined by your faculty/school/institute for your field of study) before the 2nd week of semester.</p> <p>b) Register for Doctoral/Master's Seminar (Research Proposal) no later than the second semester of your study otherwise your status will be "Suspended" in the third semester and will be 'Terminated' in the fourth semester if no action is taken.</p> <table border="1" data-bbox="363 730 1058 797"> <thead> <tr> <th>Master by research</th> <th>PhD</th> </tr> </thead> <tbody> <tr> <td>SPS5903</td> <td>SPS6903</td> </tr> </tbody> </table> <p>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).</p> <table border="1" data-bbox="373 987 1043 1205"> <thead> <tr> <th rowspan="2">Program</th> <th colspan="3">Course Code</th> </tr> <tr> <th>4000 Series</th> <th>5000 Series</th> <th>6000 Series</th> </tr> </thead> <tbody> <tr> <td>PhD</td> <td>Audit only</td> <td>Allowed</td> <td>Allowed</td> </tr> <tr> <td>Master</td> <td>Allowed</td> <td>Allowed</td> <td>Not Allowed</td> </tr> </tbody> </table> <p>Note: Starting intake of First Semester 2024/2025, only 3 credits required for graduation.</p>	Master by research	PhD	SPS5903	SPS6903	Program	Course Code			4000 Series	5000 Series	6000 Series	PhD	Audit only	Allowed	Allowed	Master	Allowed	Allowed	Not Allowed	
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7	<p>Nominate your Supervisory Committee through GS-10a (PG/ACA/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.</p> <p>Note: The Supervisory Committee should comprise a chairman and at least one (1) other member from Faculty of Agriculture for PhD and Master student.</p>	Semester 1 or 2																			
8	<p>Submit your Research Progress Report (GS-11) EVERY semester through your student portal within the stipulated time. Please refer to the current Academic Calendar and Important Dates for the timeline and updates.</p> <p>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.</p> <p>Note: Your study status may be affected if you miss the date for course registration, deferment of semester or any other candidature matters.</p>	Every semester																			

9	<p>Register for Doctoral/Master’s Seminar (Research Proposal) no later than the second semester of your study, otherwise your status will be “Suspended” in the third semester and will be ‘Terminated’ in the fourth semester if no action is taken.</p> <table border="1" data-bbox="336 255 957 315"> <tr> <th>Master by research</th> <th>PhD</th> </tr> <tr> <td>SPS5903</td> <td>SPS6903</td> </tr> </table> <p>List Seminar courses that offer in our faculty are:</p> <table border="1" data-bbox="327 405 1005 510"> <tr> <th>Master by Research</th> <th>PhD</th> </tr> <tr> <td>PRT5903 Final Seminar</td> <td>PRT6903 Progress Seminar</td> </tr> <tr> <td></td> <td>PRT6904 Final Seminar</td> </tr> </table> <p>Notes:</p> <ul style="list-style-type: none"> • Please get advice from your supervisor for seminar courses and the coordinator for this is Dr. Izharuddin Shah (izharuddin@upm.edu.my) • Starting intake of First Semester 2024/2025, PRT6903 Final Seminar course will be disabled, and implementation of students and progress seminar will be conducted during Comprehensive Examination (CE) via oral examination. PRT6904 Final Seminar will remain as an elective course. 	Master by research	PhD	SPS5903	SPS6903	Master by Research	PhD	PRT5903 Final Seminar	PRT6903 Progress Seminar		PRT6904 Final Seminar	Semester 3 - 4
Master by research	PhD											
SPS5903	SPS6903											
Master by Research	PhD											
PRT5903 Final Seminar	PRT6903 Progress Seminar											
	PRT6904 Final Seminar											
10	<p>Sit for the Comprehensive Examination (CE) after completion of required coursework by the 4th semester for full-time mode and 6th semester for part-time mode (for PhD only).</p> <p>Note: The CE shall consist of both written and oral examination, and you are required to pass both examinations.</p> <ul style="list-style-type: none"> • 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 • Shall refer to Faculty of Agriculture Comprehensive Examination (CE) Guideline for new implementation of oral and written examination starting First Semester 2024/2025. 	Semester 3 - 4										
11	<p>All students in degree programmes by research must have published or accepted journal articles (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:</p> <table border="1" data-bbox="400 1391 906 1973"> <thead> <tr> <th>Prog.</th> <th>Non-GRF Recipients</th> <th>GRF/IGRF Recipients</th> </tr> </thead> <tbody> <tr> <td>PhD</td> <td> (i) Two journal articles published or accepted in CIJ; or at least (ii) One journal article published or accepted in CIJ and one journal article published or accepted from any of the categories below: <ul style="list-style-type: none"> • Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal). • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and </td> <td> (i) One journal article published or accepted in CIJ and one journal article published or accepted in JCR; or (ii) Two journal articles published or accepted in CIJ with a proof of submission for a publication of a journal article in JCR with decision (i.e. one of the journal articles that is accepted/published in CIJ). </td> </tr> </tbody> </table>	Prog.	Non-GRF Recipients	GRF/IGRF Recipients	PhD	(i) Two journal articles published or accepted in CIJ; or at least (ii) One journal article published or accepted in CIJ and one journal article published or accepted from any of the categories below: <ul style="list-style-type: none"> • Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal). • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and 	(i) One journal article published or accepted in CIJ and one journal article published or accepted in JCR; or (ii) Two journal articles published or accepted in CIJ with a proof of submission for a publication of a journal article in JCR with decision (i.e. one of the journal articles that is accepted/published in CIJ).					
Prog.	Non-GRF Recipients	GRF/IGRF Recipients										
PhD	(i) Two journal articles published or accepted in CIJ; or at least (ii) One journal article published or accepted in CIJ and one journal article published or accepted from any of the categories below: <ul style="list-style-type: none"> • Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal). • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and 	(i) One journal article published or accepted in CIJ and one journal article published or accepted in JCR; or (ii) Two journal articles published or accepted in CIJ with a proof of submission for a publication of a journal article in JCR with decision (i.e. one of the journal articles that is accepted/published in CIJ).										

	<p>listed under Malaysian Scholarly Publishing Council (MAPIM)</p> <p>For PhD by Retrospective (Registering from First Semester 2021/2022 onwards): One journal article published or accepted in CIJ based on the thesis produced for examination.</p>	
Master's	<p>One journal article published/accepted from any of the categories below:</p> <ul style="list-style-type: none"> • Journal listed in CIJ. • Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal). • Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM). 	One journal article published or accepted in CIJ.

Notes:

- A student is required to publish journal articles with his chairman and members of the Supervisory Committee. Any publication in fulfilment of the requirements must always mention the student affiliation with the University.
- A student who has filed for a patent or utility innovation or copyright or industrial design or printed circuit board based on research conducted during his candidature is equivalent to one journal article and may apply in writing to the Dean for exemption. All processes must be approved by Putra Science Park (PSP) UPM for the purpose of graduate requirements.
- Students must comply with the publication requirements before going through the University Graduate Studies Committee (JKPSU) and Senate. Failure to fulfil the requirement will affect the conferment of the degree. For a PhD, it will be postponed for two (2) years while for a Master is one year after submission of the GS-16a form.
- CIJ – Journal in Scopus/ERA/In-cite JCR.

Notice of Thesis Submission (GS-14a)

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- 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
 - 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.
 - 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 'Continued'.
 - the Supervisory Committee has been appointed.

	<ul style="list-style-type: none"> passed all compulsory courses with a minimum CGPA of 3.000 passed SPS5903/SPS6903 – Seminar (Research Proposal) have fulfilled the additional course requirements set by the faculty passed Malay Language Course (for international students) passed Comprehensive Examination (CE) for PhD programme; and Settled all outstanding fees. <p>Note: Students are required to submit through the Google Form to the office of Deputy Dean (Graduate Studies, Research and International) Faculty of Agriculture.</p>	
13	<p>Nomination of Examination Committee (GS-14b)</p> <p>a) Recommendation by the Faculty/Institute b) Review by the JKKPPPTP c) Endorsement by the University Graduate Studies Committee (JKPSU)</p> <p>Members of Examination Committee:</p> <ul style="list-style-type: none"> Chairman 2 internal (for PhD)/1 internal (for Master) 1 external Assistant Chairman <p>The Examination Committee must fulfil the criteria set forth by the University.</p>	
14	<p>Thesis Submission for Examination (GS-15a)</p> <p>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), AI declaration form and plagiarism report (i.e., Turnitin) ($\leq 25\%$), except $\leq 20\%$ for students under the School of Business and Economics to SGS through email sgs_thesis@upm.edu.my.</p> <p>The student shall submit the thesis only after the appointment of the Examination Committee.</p>	
15	<p>Process of viva, correction, and graduation</p> <p>Notes: Please refer to Postgraduate Candidature Checklist from School of Graduate Studies UPM.</p>	

Contact Us

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