Welcome!

Briefing for New Postgraduate Students

UTM UNIVERSITI TEKNOLOGI MALAYSIA

UTMJB	6 Feb 2017 (Monday)	7 Feb 2017 (Tuesday)	8 Feb 2017 (Wednesday)
	2.30 pm - 4.30 pm Hall 2, Level 2, Perpustakaan Raja Zarith Sofiah (PRZS), Cluster Building, UTM JB		
UTMKL	11 Feb 2017 (Saturday)	12 Feb 2017 (Sunday)	
	2.30 pm - 4.30 pm Seminar Hall 1, Level 1, Menara Razak, UTM KL		

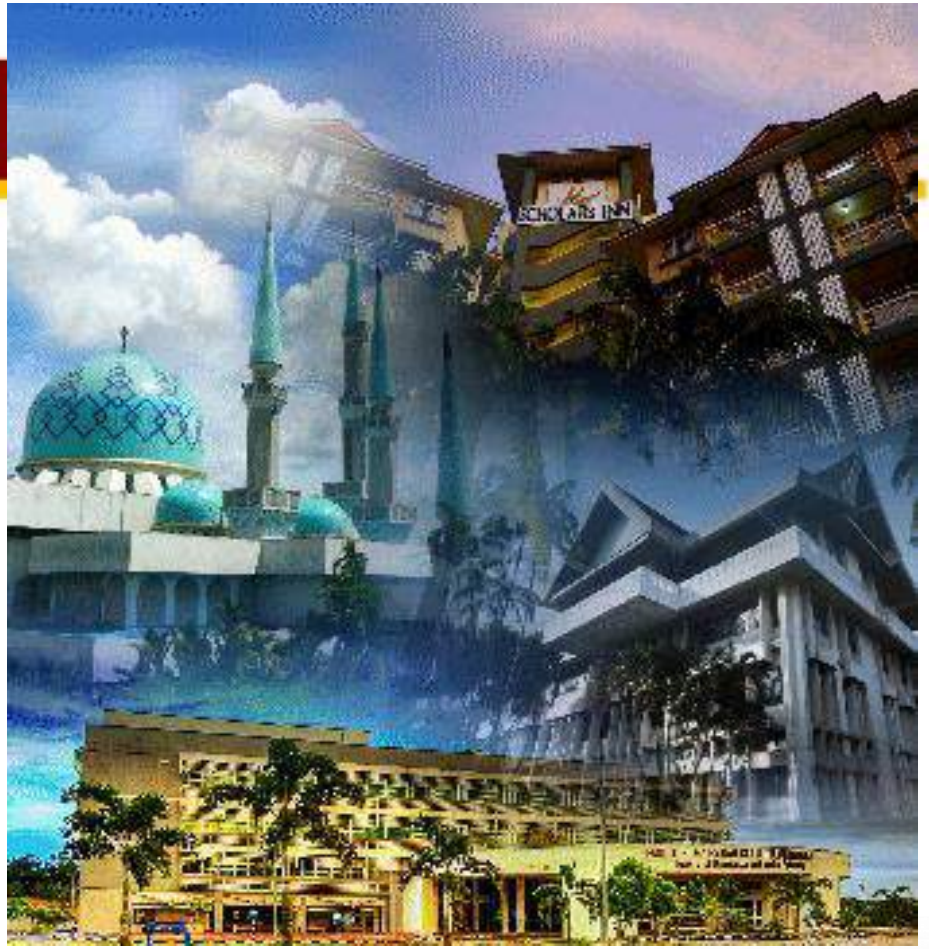
ANNOUNCEMENT

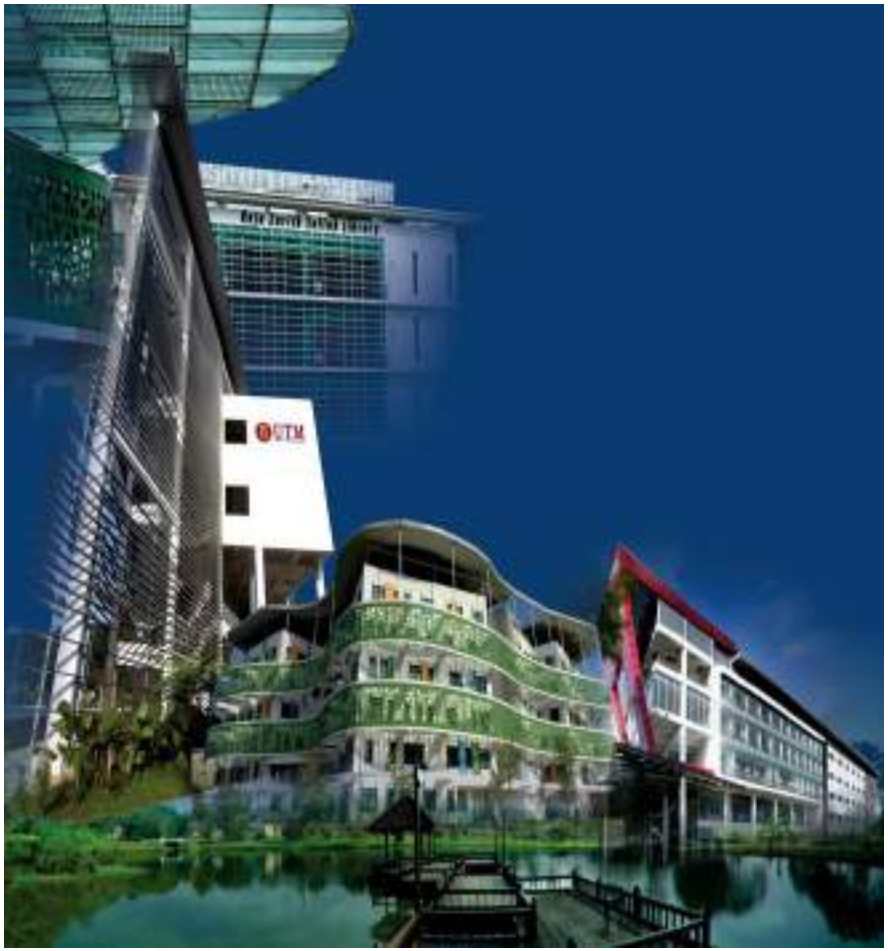
UTM
UNIVERSITI TEKNOLOGI MALAYSIA
NEW POSTGRADUATE STUDENTS
WELCOME RECEPTION
by the
UTM Vice-Chancellor
and UTM Deputy Vice-Chancellor (A&I)
06 Mar 2017 (Monday) | 2.15pm
Venue (UTM JB) : Senate Hall, Sultan Ibrahim Chancellery Building, UTM JB
Venue (UTM KL) : Seminar Hall, Menara Razak, UTM KL
(via Video Conferencing)
VC
DVCAI
SOARING UPWARDS
www.sps.utm.my

Welcome!

UTM JOHOR BAHRU

UTM KUALA LUMPUR





UTM JOHOR BAHRU CAMPUS

(1,148 hectares)

innovative • entrepreneurial • global

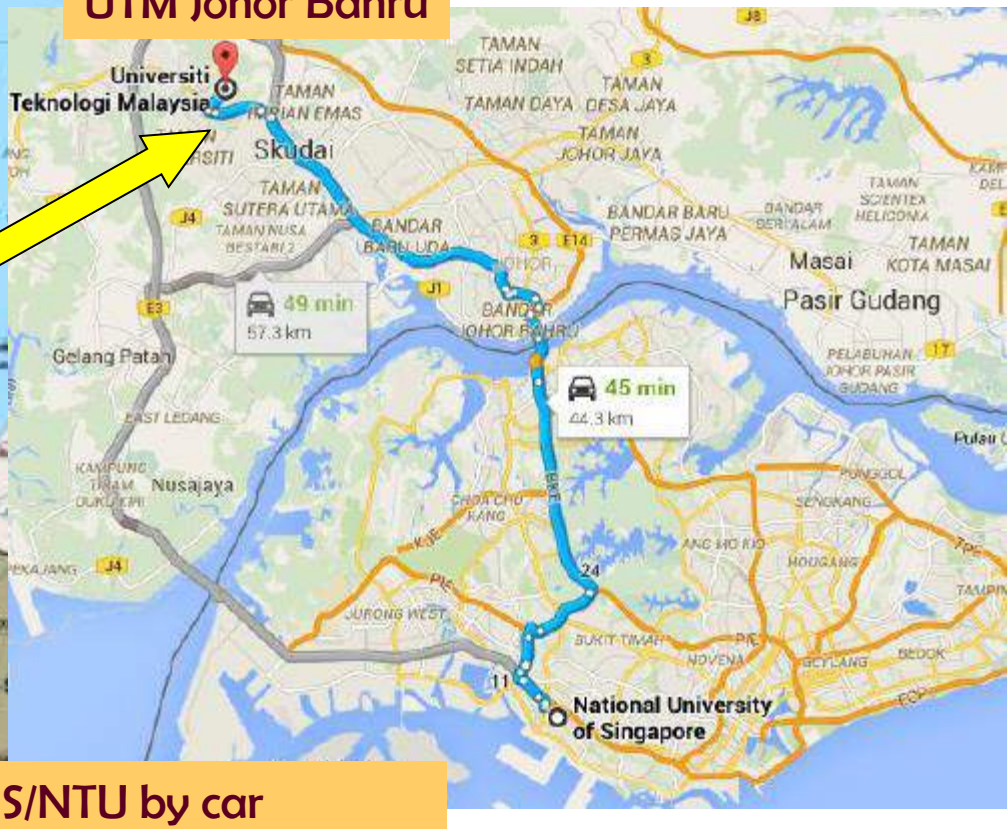
UTM KUALA LUMPUR CAMPUS

(35 hectares)

UTM CAMPUSES

UTM Kuala Lumpur

UTM Johor Bahru



- 1 hr from Singapore airport/NUS/NTU by car
- 1-2 hrs flight to main destinations in South East Asia

SCHOOL OF GRADUATE STUDIES

SPS MANAGEMENT TEAM

DEAN
PROF DR ZAIDATUN TASIR

DEPUTY DEAN (RESEARCH & SCHOLARSHIP)
PROF. DR. MOHD GHAZALI MOHD NAWAWI

DEPUTY DEAN (PROGRAM DEVELOPMENT & CUSTOMER RELATION)
ASSOC. PROF. DR AMINAH MD YUSOF

ACADEMIC MANAGER (RESEARCH & SCHOLARSHIP)
ASSOC. PROF. DR NOOR HAZARINA HASHIM

ACADEMIC MANAGER (GENERIC PROGRAM)
ASSOC. PROF. DR SYAHRULAIL SAMION

ACADEMIC MANAGER (CORPORATE AFFAIRS)
ASSOC. PROF. DR. SHREESHIVADASAN CHELLIAPAN

IT MANAGER
DR MEGAT AMAN ZAHIRI BIN MEGAT ZAKARIA

DEPUTY REGISTRAR
ASRAM SULAIMAN @ SAIM

.....SPS MANAGEMENT TEAM

SENIOR ASSISTANT REGISTRAR (PROGRAM DEVELOPMENT & CUSTOMER RELATION)

NUR HAKIMI KARSONO

SENIOR ASSISTANT REGISTR*AR* (RESEARCH & SCHOLARSHIP)

MOHD FATHI SARIMAN

ASSISTANT REGISTRAR (ADMINISTRATION & QUALITY)

NORAZLINA AZIZI

FINANCIAL OFFICER

LILY SURIAYANI MAHADI

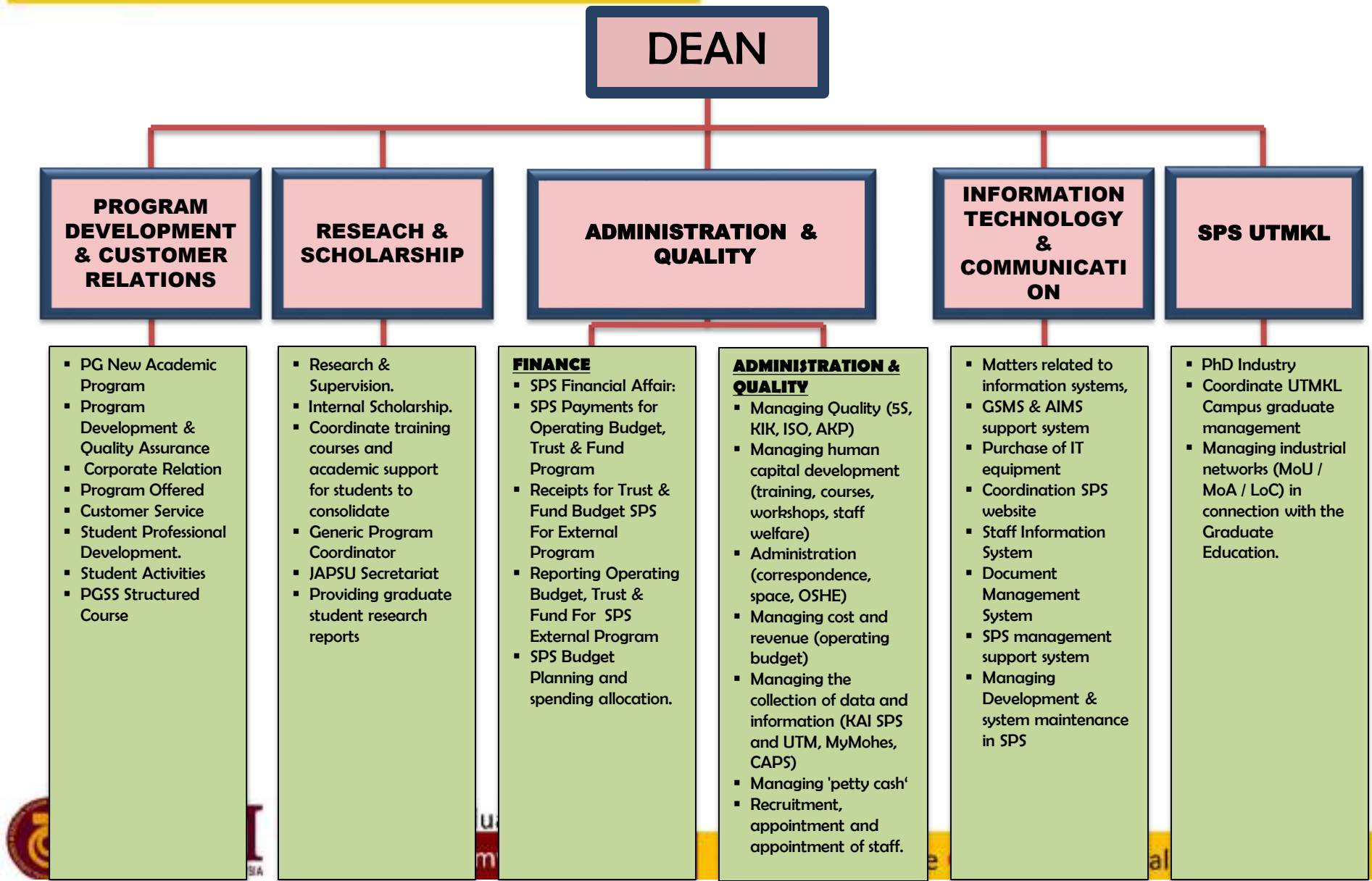
RESEARCH OFFICER

ANIS SYAHIRA ZULKIFLI

IT OFFICER

SYAFIQAH BINTI ABDUL JALIL

FUNCTIONAL CHART
UTM SCHOOL OF GRADUATE STUDIES (SPS)



THE ROLES OF SPS, SRAD & AMD

SPS:

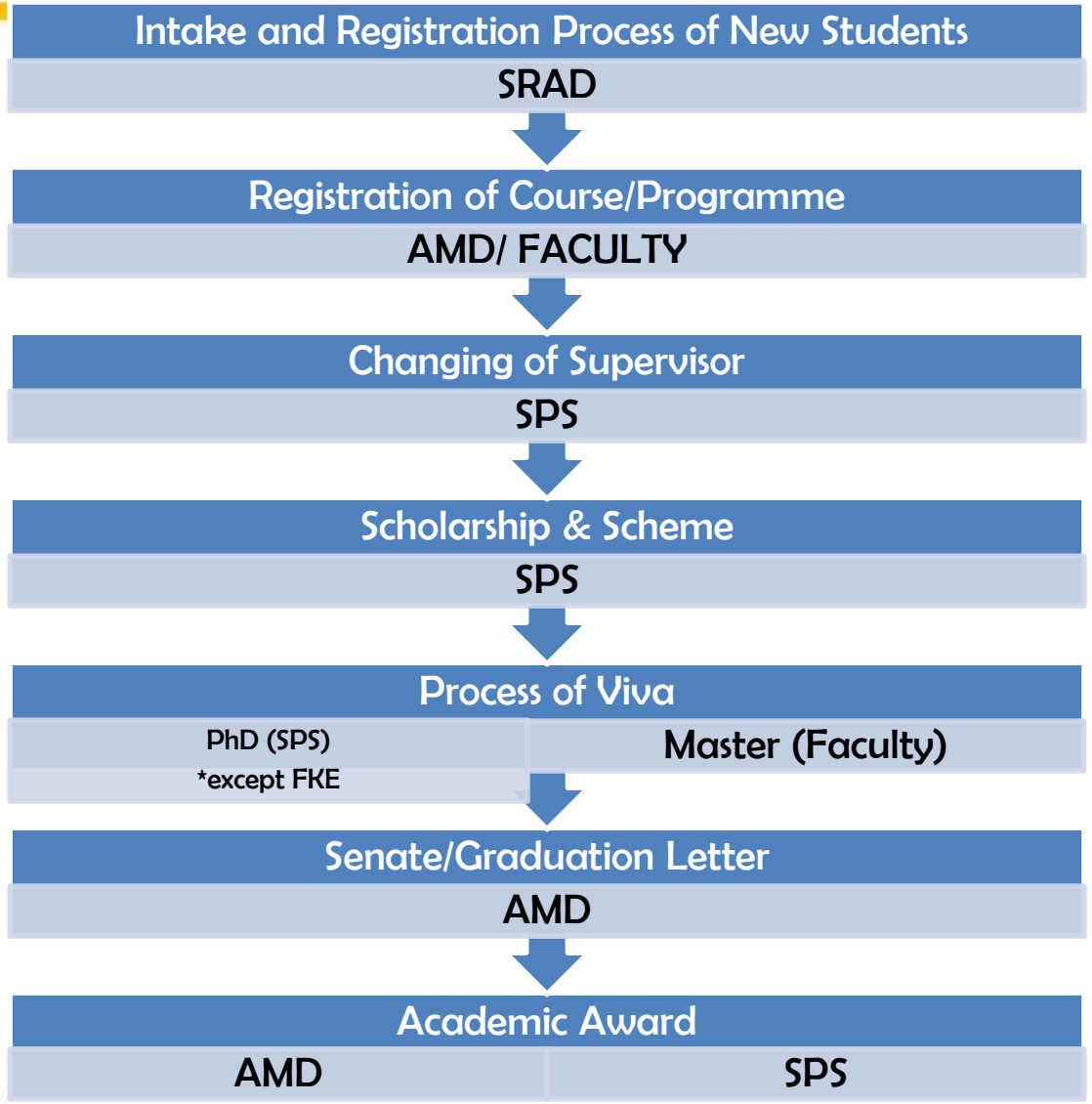
- School of Graduate Studies
- Location – Level 2, Wing B, Block F54, UTM Johor Bahru

SRAD:

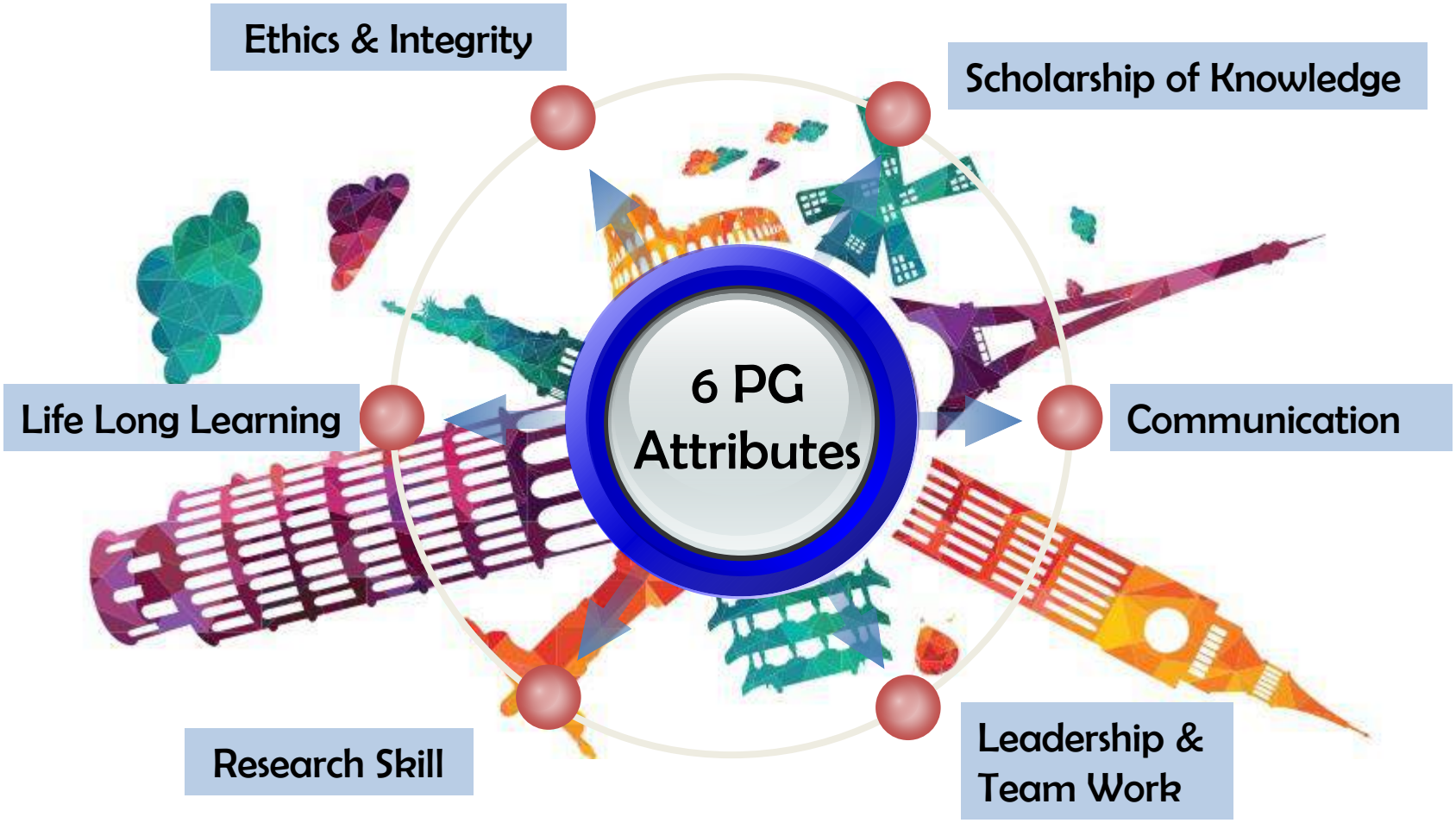
- Student Recruitment & Admission Division
- Location – Level 2, Wing A, Block F54, UTM Johor Bahru

AMD:

- Academic Management Division
- Location – Basebemt , Wing A, Block F54, UTM Johor Bahru



UTM POST GRADUATE ATTRIBUTES



UTM GRADUATE EDUCATION ECO SYSTEMS

SUPERVISION SUPPORT

SUPPORT SYSTEM

SCHOLARSHIP & FINANCIAL \\

RECREATION & NON-ACADEMIC ACTIVITIES

RESEARCH DEVELOPMENT SUPPORT

CAMPUS FACILITIES/ SERVICES

Mock Viva

Progress Report

GSC

Grand Supervision

Variety of Malaysian Food

Cafe

On Campus Hotel & Hostel

Research Workstation

WiFi

Library

SCHEME 1 : UTM Zamalah for Doctoral degree programmes

SCHEME 2 : UTM Zamalah for Master's degree programmes

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

SCHEME 4 : Graduate Assistantship

SCHEME 5 : Ainuddin Wahid Scholarship

DRG

Publication Incentive

GA

PGSS Structured Programmes

3MT THREE MINUTE THESIS FOUNDED BY THE UNIVERSITY OF QUEENSLAND

RG/COE/RA

Viva Defense

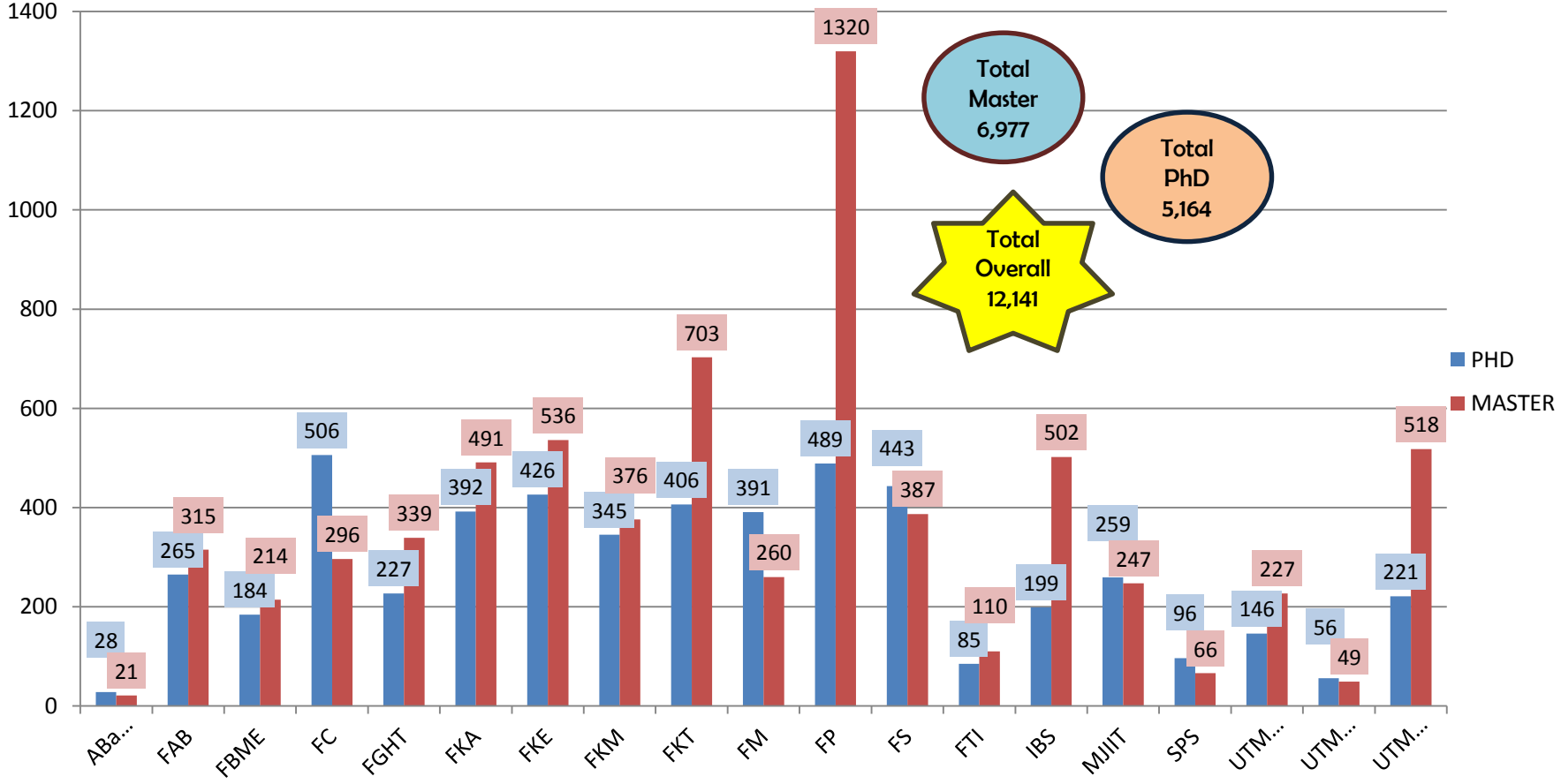
Conferences/ Journals

Doctoral XPDC

Colloquium

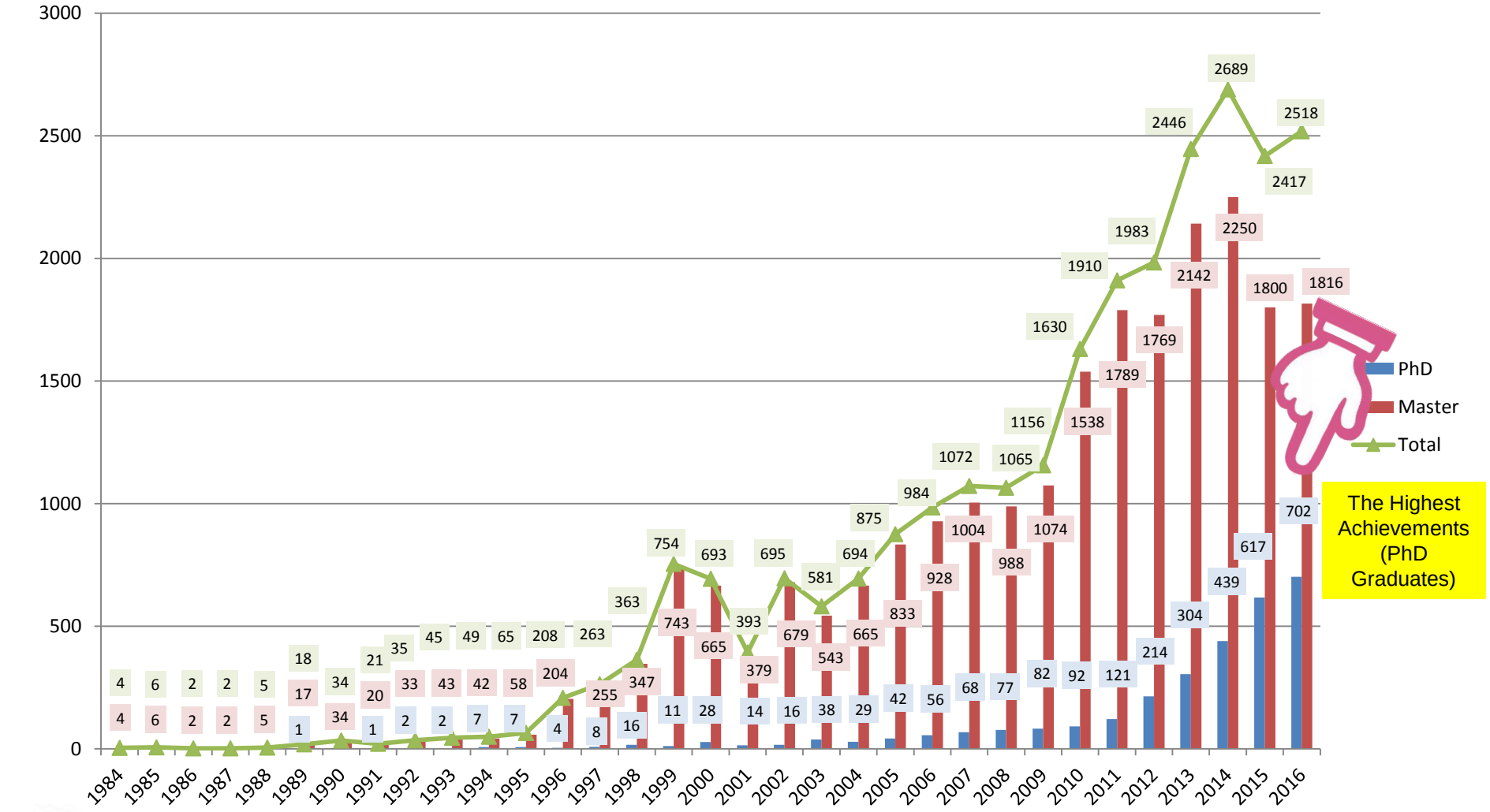
ENROLLMENT & GRADUATED

ENROLMENT OF POSTGRADUATE STUDENTS (until 31st December 2016)



GROWTH OF POSTGRADUATES

Number of Postgraduates by Level of Studies (1984 – 2016)



The Highest Achievements (PhD Graduates)

GRADUATE ON TIME (G.O.T)

iGOT

'iGoT' is defined as the percentage of full-time students from a particular intake batch who graduate on or before the year that they are prescribed to graduate.

V S

GOT by MyRA2

Number of PhD graduated within 7 semesters/42 months

% of PhD's students graduated within 7 semesters/42 months from numbers of PhD's graduated in a year of assessment.

PERCENTAGE OF GRADUATE-ON-TIME AMONG 2016 GRADUATES

Year	2012	2013	2014	2015	2016
No of PhD Graduated	232	304	439	617	619
42 months	NA	31%	34.3%	25.8%	18.7%
48 months	42.1%	57%	58.3%	47.2%	35.24%

UTM

7 Semester (42 months)

MOHE

4 Years (48 months)

UTM GOT for PhD = 42 months

TIPS FOR G.O.T

EARLY STAGE

- ✓ Identify good research problem/proposal
- ✓ Reflective research methodology
- ✓ Sufficient facility

MIDDLE STAGE

- ✓ Regular & focus discussion
- ✓ Analysis/ finalized data
- ✓ Join conferences & seminar
- ✓ Push for publication
  1 M.Sc
  1 PhD

FINAL STAGE

- ✓ Continuous thesis writing
- ✓ Finalized thesis framework
- ✓ Identify right examiner
- ✓ Quick response / correction
- ✓ Thesis submission

SCHEMES FOR GRADUATE STUDENTS

UTM SCHOLARSHIP

- SCHEME 1 : UTM Zamalah for Doctoral degree programmes
- SCHEME 2 : Ainuddin Wahid Scholarship
- SCHEME 3 : International Doctoral Fellowship (IDF) for Doctoral degree programmes
- SCHEME 4 : UTM National Postgraduate Fund
- SCHEME 5 : UTM Postgraduate Excellent Scholarship

*Subject to the availability of the allocation

UTM SCHOLARSHIP

ZAMALAH
Doctoral

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

AINUDDIN WAHID SCHOLARSHIP

- MALAYSIAN
- MUET OR **IELTS 6.5** atau **TOEFL≥ 600/TOEFL iBT ≥ 85.**
- Registered as full-time PhD student at the University
- Below 35 years old
- Registered as full-time PhD student at the University

UTM SCHOLARSHIP

INTERNATIONAL DOCTORAL FELLOWSHIP

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

UTM NATIONAL POSTGRADUATE FUND

- MALAYSIAN
- Registered as a full-time PhD & Master student at the University
- With good publication record (for 2nd Semester and above student)
- Maintain the MM for current semester
- PhD
  1 – 6 semester
  Master
  1 – 4 semester
- Not currently working or receiving any form of financial aid from other sources

UTM SCHOLARSHIP

Malaysian

UTM POSTGRADUATE EXCELLENCE SCHOLARSHIP

This offer valid for student who submit Thesis for VIVA between 25 – 34 month of their studies

Registered as full-time PhD student at the University

PUBLICATION INCENTIVE

INCENTIVE PUBLICATION CLAIM

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

Q1	Q2	Q3	Q4
RM 500.00	RM 400.00	RM 300.00	RM 200.00

Criteria

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

OTHER FINANCIAL ASSISTANCE

MyBrain15

The Ministry of Education financial assistance under MYBRAIN 15.

For more information, kindly visit website at
www.mohe.gov.my

MyMaster

MyPhD

MIS – Malaysian International Scholarship

*Subject to the availability of the allocation

BREAKING NEWS

APPLICATION FOR INTERNATIONAL DOCTORAL FELLOWSHIP

SESSION 2016/2017-2

6 February - 23 February 2017

TAWARAN BIASISWA UTM NATIONAL POSTGRADUATE FUND

SESI 2016/2017-2

6 Februari - 23 Februari 2017

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

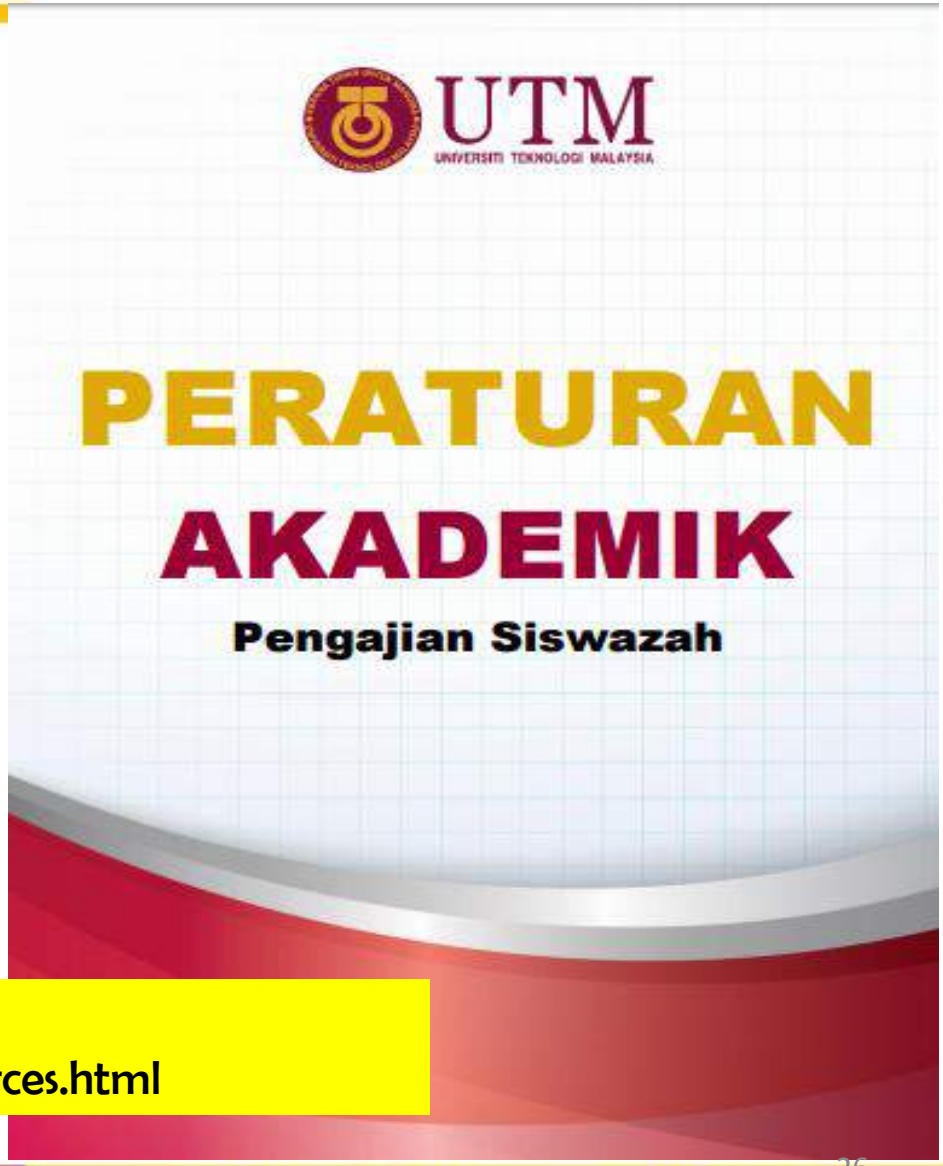
School of Graduate Studies

www.sps.utm.my

innovative • entrepreneurial • global

ACADEMIC RULES & REGULATIONS

need to know



Download from SPS Website :
http://www.sps.utm.my/sps/academic-resources.html

GRADUATE SCHOOL SUPPORT SYSTEM

Graduate Studies Management System (GSMS)
http://sps.app3.utm.my:8080/gsms.v21/

Student	Lecturer/Supervisor	Deputy Dean	IT Manager
Username: ACID ID Password: IC/ISID No.	Username: Staff Number Password: Staff Number	Username: Code TD Password: Staff Number	Username: Manager Code Password: Staff Number

Graduate Award Management System (GAMS)
http://webapps.sps.utm.my/
Staff Computing System

Student	Supervisor	Faculty
Username: Matric No. Password: IC No.	Username: Staff No. Password: Staff No.	Username: Faculty Code Password: Password Faculty

Things to REMEMBER!!

Academic Calendar

Course Registration

Pay your Fees

Progress Report for Research

Complete and Attend Examination for Coursework

PROGRAMMES OFFERED

- **BACHELOR'S DEGREE AWARD**
  - B.Eng / B.Sc / B.Tech / B.Edu / B.Arch / B.Mgt/B.Acc/B.ComSc
  - Duration: 4 - 5 years
- **MASTER'S DEGREE AWARD**
  - M.Eng / M.Sc / M.Ed / M.Mgt / M.Arch / MBA
  - By Taught Course/ Mix Mode/ Full Research
  - Duration: Minimum of 1 year (Full Time)
- **DOCTORAL DEGREES AWARD:**
  - PhD / Eng. Doctorate
  - Full Research Study / Taught Course & Research
  - Duration: Minimum of 3 years (Full Time)

TYPES OF PROGRAMME

- **Mainstream (Perdana) Programme**
  - Offered at UTM Johor Bahru campus & City Campus (selected prog.) during normal working hours
  - Student may enroll as full-time or part-time
- **Special Programme (taught course)**
  - Specially designed for industry/organisation
  - Full-time or part-time
- **Offshore (Pesisir) Programme (taught course)**
  - Part-time prog. for part-time student
  - Lecture at UTM campus & selected learning centres
  - Lecture during weekends (or evenings)
- **PhD- Industry**
  - Prog. carried out cooperatively between UTM & industry
  - Student must be the staff of the organisation
  - Research work is based on the problems in the company

MODE OF PROGRAMMES

- Master's degree by Taught Course
  - Courses and Master's project
  - Minimum 40 credit-hours of taught subjects
  - Minimum 2 semesters (1 Year)
- Taught Course and Research
  - Courses and Master /Doctoral dissertation
- Full Research
  - Thesis and oral examination at end of study

GRADUATE ON TIME (GOT)

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

UTM GOT for PhD = (42 months)

DURATION OF STUDY

LEVEL OF STUDY	FULL-TIME	
	MINIMUM	MAXIMUM
	(REGISTERED SEMESTER)	(SEMESTER)
Master Degree	2 (1 year)	8 (4 years)
*Doctoral Degree	6 (3 years)	16 (8 years)

ACADEMIC CALENDAR

- Academic Calendar for 2016/2017 Session
  - Full Coursework and Coursework and Research (Mixmode)
  - Full Research

- Download from SPS website
  - http://www.sps.utm.my/sps/current-students.html

REGISTRATION

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

COURSE REGISTRATION IS YOUR RESPONSIBILITY !!

COURSE REGISTRATION

- **"Audit" (HS)** refers to registration status given to any course taken which does not meant for gaining credits and has not computed grade. It is assessed based on attendance only. The course registration is recorded (HS) in the transcript if the student's attendance is at least 80% of the total contact hours.
- **"Compulsory Attendance" (HW)** is a registration status of a course which is stipulated by the faculty and is subjected to normal assessment. The assessment result is given a grade of HL (Pass) or HG (Fail). The credit obtained for a "HW" course is included in the Credit Obtained but not in the Credit Count. A student who fails must repeat with status HWUM.
- A student may withdraw **(TD)** any course registered in the current semester within the prescribed duration subject to the minimum credits.
- A student who withdraws (TD) all of the courses will be given a **deferment** of the study.

COURSE REGISTRATION

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

- **Redeem Grade (UG)** a taught course student is allowed to redeem the course with the grade B- and below to improve the grade with RM50 per credit. The course repeated must be registered with UG status. The better grade is considered for the computation GPA and CGPA.

COURSE REGISTRATION

- **Credit Exemption (CE)** student may apply for Credit Exemption in the first semester of his/her study by submitting relevant documents. Only courses equivalent to those at UTM with minimum equivalent grade of B will be considered for Credit Exemption.
- The maximum total Credit Exemption is 50% of the total maximum credits for the taught course components of the study program.
- Approvals for Credit Exemptions will be notice to students in "Credit Transferred Slip" that can be obtainable from course registration STUDENT RECORD AND SUBEJCT REGISTRATION

COURSE REGISTRATION

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

How to register the course?

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

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

Register the Course

**please refer to your faculty for the course*

Print Registration Slip

How to get ACID?

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

How to get ACID?

Cont..

Go to
http://acid.utm.my

Check ACID

Key in your Matric No. IC / No.ISID

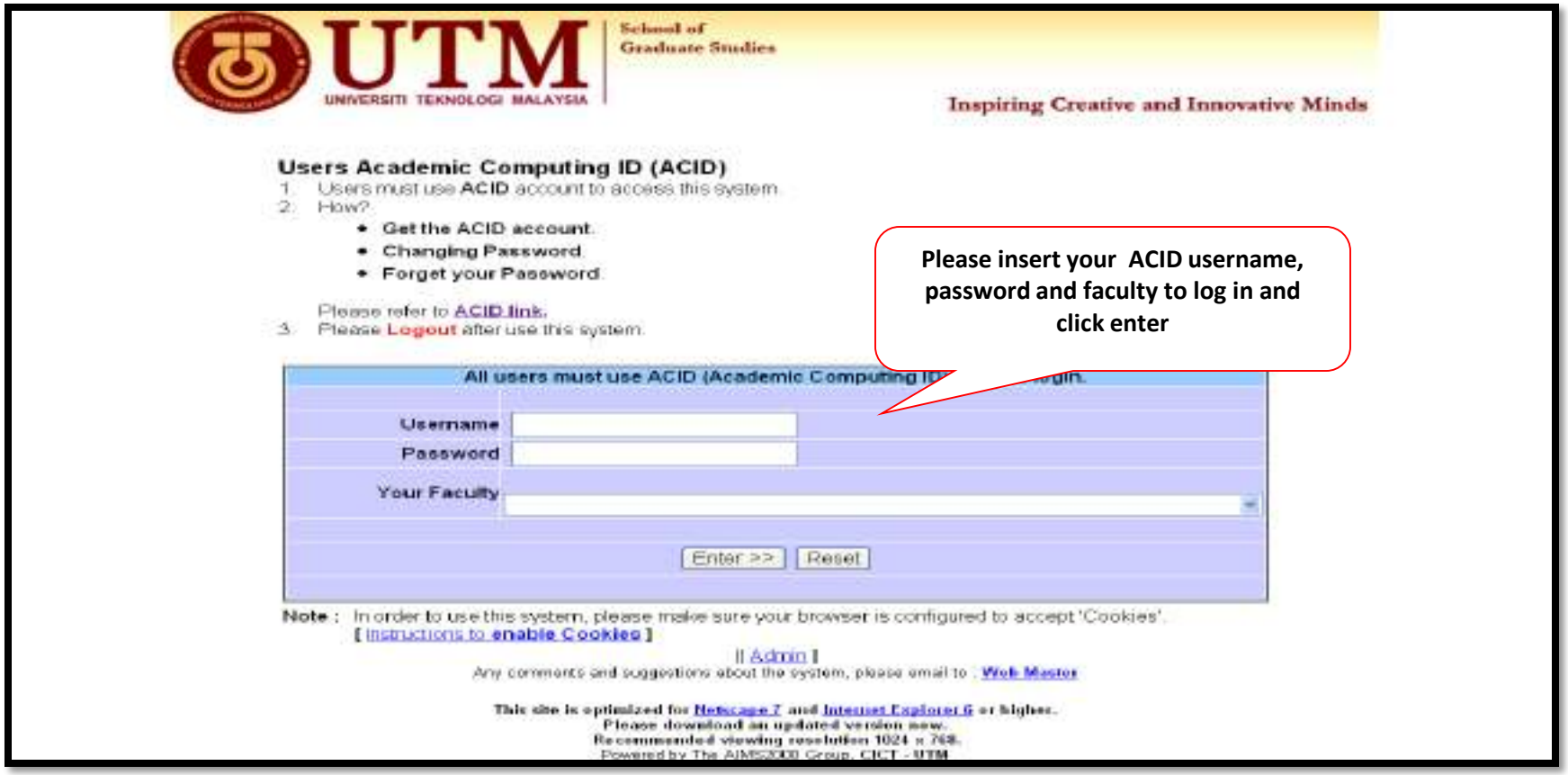
Please note your username ACID.

By default IC/ISID for password

Please login using ACID account to change password

How to register the course?

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



2. After log in, you will see the main page of your account.

Cont..

- Check and print your examination results
- Update your personal data
- Check your Academic Information
- Check your Account Status

3. Click on Subjects Offered or refer to your faculty

Cont..

4. Click on Subject Registration to proceed with the course registration

Cont..

5. Print the Registration Slip

Cont..

UNIVERSITI TEKNOLOGI MALAYSIA
SCHOOL OF GRADUATE STUDIES
81310 UTM SKUDAI,

JOHOR,MALAYSIA.

(SUBJECTS REGISTRATION SLIP)

FACULTY	: [redacted]	SESSION/SEMESTER	: 201120123
NAME	:	PROGRAMME	: MAE
NRIC/PASSPORT NO	:	STATUS OF REGISTRATION	: FULL TIME
ADDRESS	:	TYPE OF STUDY	: TAUGHT COURSE
		MATRIC CARD NO	: [redacted]

NO	CODE	SUBJECT TITLE	SECTION	CREDIT	STATUS
1	MAE0024	MASTER'S PROJECT	01	04	

TOTAL CREDIT REGISTERED 004 ACADEMIC ADVISOR/SUPERVISOR
TOTAL CREDIT TRANSFERED

Date: 29 August 2012

CODE FOR FACULTY

CODE	FACULTY	CODE	FACULTY
KA	Faculty of Civil Engineering	**LP**	School of Graduate Studies
BE	Faculty of Built Environment	**KM**	Faculty of Mechanical Engineering
CS	Faculty of Computing	**AN**	UTM AIS
RS	UTM Razak School	**PP**	Faculty of Education
KE	Faculty of Electrical Engineering	**MB**	Faculty of Bioscience and Medical Engineering
FF	UTM Perdana	**BS**	UTM IBS
GH	Faculty of Geoinformation and Real Estate	**SC**	Faculty of Science
HA	Faculty of Management	**LA**	Language Academy
IC	Faculty of Islamic Civilization	**KK**	Faculty of Chemical and Energy Engineering
MJ	UTM MJIIT		

CODE FOR RESEARCH COURSE

CODES FOR RESEARCH COURSE

- A = Level of study
  - L , M, P ,E
- B C = Faculty
- D = Specialization (Department)
- 1 = Year of study
- 2 = Field of study (determined by faculty)
- 3 = type of study and registration mode
  - 0 = Full Research
  - 8 = Taught Course & Research
- 4 = zero (0) (research subjects with academic load ≥ 10 credits)

CODING SYSTEM SHOULD BE 4 LETTERS SO :

A B C D 1 2 3 4

e.g:

PHAM 1100

CODE FOR COURSE REGISTRATION

CODES FOR COURSEWORK AND MASTERS PROJECT

- A = Level of study
  - L = Postgraduate Diploma
  - M = Master
  - P = PhD
  - E = Eng. Doctorate
- BC = Faculty
- D = Specialization (Department)
- 1 = Year of study
- 2 = Field of study (determined by faculty)
- 3 = Specialization or Sub-field of study
- 4 = Credits for the subject

CODING SYSTEM

A B C D 1 2 3 4

e.g:

MHAD 1513

EXAMPLE OF COURSE REGISTRATION

DOCTOR OF PHILOSOPHY

FULL TIME		
SEMESTER		
YEAR	FIRST	SECOND
1	*PKAW 1100	PKAW 1200
2	PKAW 2100	PKAW 2200
3	PKAW 3100	PKAW 3200
4	PKAW 4100	PKAW 4200
5	PKAW 5100	PKAW 5200
6	PKAW 6100	PKAW 6200
7	PKAW 7100	PKAW 7200
8	PKAW 8100	PKAW 8200

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

EXAMPLE OF COURSE REGISTRATION

Master by RESEARCH

FULL TIME		
SEMESTER OF STUDY		
YEAR	1ST	2ND
1	*MKEE 1100	MKEE 1200
2	MKEE 2100	MKEE 2200
3	MKEE 3100	MKEE 3200
4	MKEE 4100	MKEE 4200

** MKEE – Example for Faculty of Electrical Engineering code of programme*

EXAMPLE OF COURSE REGISTRATION

Master by COURSEWORK and RESEARCH (MIXED MODE)

FULL TIME		
SEMESTER OF STUDY		
YEAR	1ST	2ND
1	-	MCSSF1280
2	MCSF 2180	MCSF 2280
3	MCSF 3180	MCSF 3280
4	MCSF 4180	MCSF 4280

** MCSF – Example for Faculty of Computing code of programme*

TERMINATED STATUS STUDENT

(Not Register Any Courses)

- Students may appeal using Application For Reinstatement Of Terminated Status Form obtainable from the Faculty/School /Centre or SPS website.
- Students is required to get the support of the Main Supervisor (for research mode student) or the support of the Deputy Dean (Academic) of the Faculty/School/Centre (for Coursework and Mix mode student) before submitting the form to SPS.
- Approval to reinstatement of Terminated Status can only be given if the period of terminated status is not more than two (2) semesters at any one time, subject to the remaining period of study were still there.
- Appeal from students whose have been given Terminated Status by more than two (2) semesters will not be considered. Students have to re-apply for admission as new students
- Students have to pay a fine of RM250.00 before re-registration.

DEFERMENT OF STUDIES

- Student must FILL the Deferment form and submit the COMPLETE form to SPS. You can get the form at faculty counter or download from SPS website.
- Deferment because of military/medical reasons WILL NOT BE COUNTED in the duration of study
- Other reasons WILL BE COUNTED in the duration of study
- Deferment of more than two (2) consecutive semesters is not allowed. A student who fails to register after deferment of two (2) consecutive semesters may be terminated.

STUDY LEAVE

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

- By RESEARCH
  - Study leave 30 days per year with permission of supervisor and approval of faculty
  - Obtaining formal permission to SPS

ACADEMIC STANDING FOR COURSEWORK

MARKS	GRADE	POINTS	LEVEL OF ACHIEVEMENT
90 - 100	A+	4.00	EXCELLENT PASS
80 - 89	A	4.00	
75 - 79	A-	3.67	
70 - 74	B+	3.33	GOOD PASS
65 – 69	B	3.00	
60 – 64	B-	2.67	PASS
55 – 59	C+	2.33	FAIL
50 – 54	C	2.00	
45 – 49	C-	1.67	
40 – 44	D+	1.33	
35 - 39	D	1.00	
30 – 34	D-	0.67	
00 - 29	E	0.0	

ACADEMIC STANDING
FOR COURSEWORK & RESEARCH (MIXED-MODE)

CGPA	DISSERTATION/ RESEARCH GRADE	ACADEMIC STANDING	CONDITION TO PROCEED WITH THE STUDY	AWARD OF THE DEGREE
GOOD PASS (KB) CGPA ≥ 3.00	MM	KB	QUALIFIED	QUALIFIED
	TM	KS	QUALIFIED	NOT QUALIFIED
	GG	KS	TERMINATED	NOT QUALIFIED
CONDITIONAL PASS (KS) 2.67 ≤ CGPA < 3.00	MM	KS	QUALIFIED	NOT QUALIFIED
	TM	KS	QUALIFIED	NOT QUALIFIED
	GG	KG	TERMINATED	NOT QUALIFIED
FAIL (GG) CGPA < 2.67	MM	KG	TERMINATED	NOT QUALIFIED
	TM	KG	TERMINATED	NOT QUALIFIED
	GG	KG	TERMINATED	NOT QUALIFIED

MM	SATISFACTORY
TM	UNSATISFACTORY
GG	FAIL

GRADE POINT AVERAGE (GPA)

- Example of calculation:

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

- Results for the first semester:

		Grade Point	Credits
MKEE 1103	A	4.0	3
MKEE 1203	A-	3.7	3
MKEE 1303	B-	2.7	3

- CPA = GPA = Grade Point Average = $\frac{3(4) + 3(3.7) + 3(2.7)}{9}$

  GPA = 3.46

CUMMULATIVE POINT AVERAGE (CPA)

- Example of calculation:

  Students taking 3 courses (equivalent to 9 credits in total in 1st Semester and 9 credits in total in 2nd Semester)

- Results for the 2nd semester:

Semester 1	Grade/Point/Credits	Semester 2	Grade/Point /Credits
MKEE 1103	A/4/3	MKEE 1403	B-/2.7/3
MKEE 1203	A-/3.7/3	MKEE 1503	C/2/3
MKEE 1303	B-/2.7/3	MKEE 1603	B/3/3

$$\text{GPA} = \text{Grade Point Average} = \frac{3(2.7) + 3(2) + 3(3)}{9} = 2.57$$

$$\text{CPA} = \text{Cumulative Point Average} = \frac{2.57(9) + 3.46(9)}{18} = 3.02$$

APPEAL AGAINST RE-ASSESSMENT/EXAMINATION RESULTS

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

GRADUATION REQUIREMENTS

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

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

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

c) Paid all fees;

d) Fulfilled other requirements that stated in Postgraduate Academic Rules and Regulations

GRADUATION REQUIREMENTS

Cont..

- Students who have completed a period of study but did not meet the requirements for the award will be given status of a Fail Dismissal (KG) and will be dismissed from the study.

MASTERS PROJECT

- One of the requirement for graduation (coursework programme).
- Implemented in 2 Semesters:-
  - Master's Project 1
  - Master's Project 2
- Supervised by at least ONE of the graduate staff.

DISSERTATION

- **"Taught Course and Research Study"** refers to postgraduate studies implemented by a combination of taught course and research.
- One of the requirement for graduation (***Taught Course and Research Study*** programme).
- **The research component (dissertation) is normally carried out after completed all taught courses required by the curriculum of the program**
- Supervised by at least ONE of the graduate staff.

RESEARCH PROGRAMMES

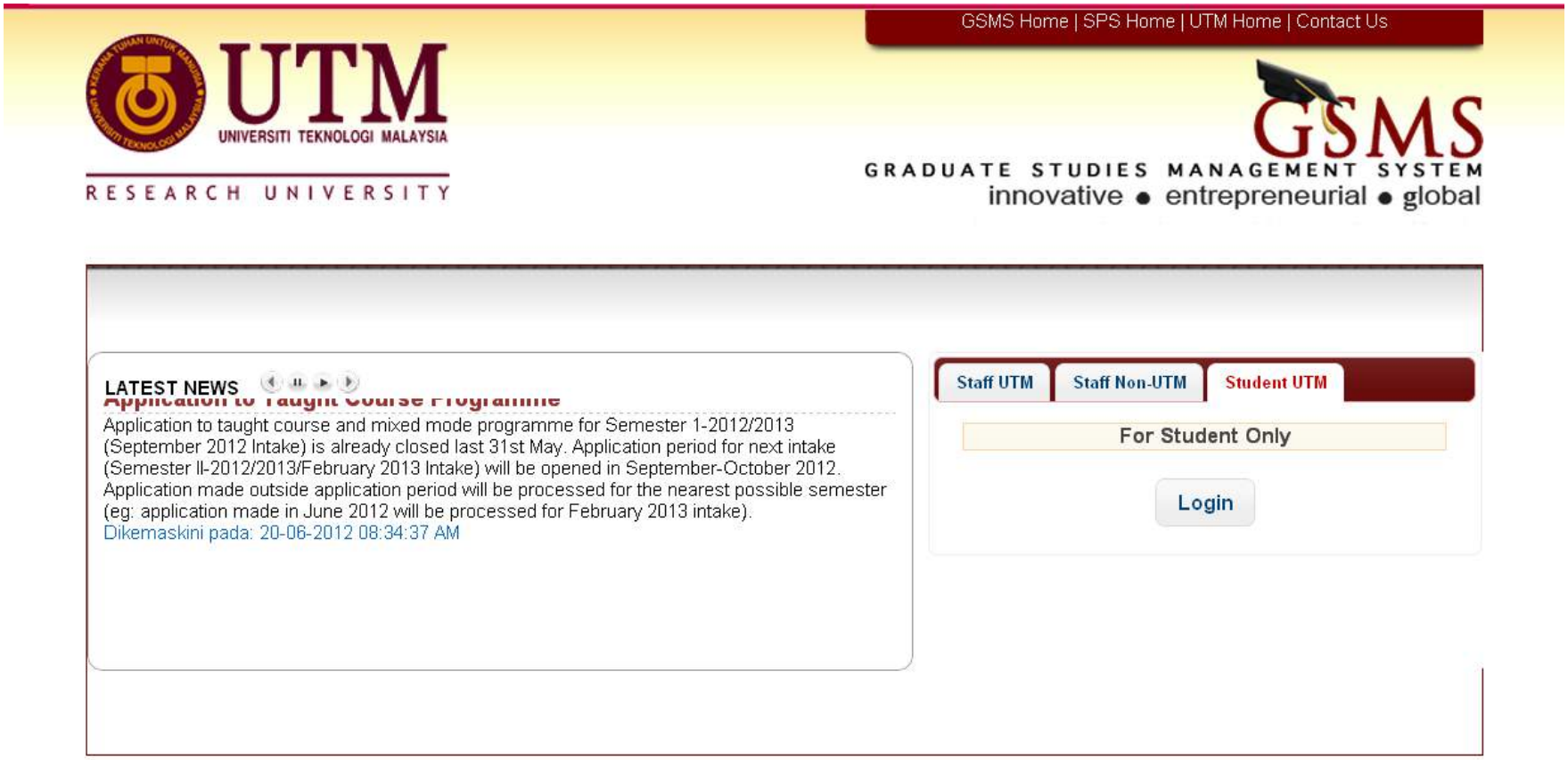
- MASTER BY RESEARCH
- DOCTOR OF PHILOSOPHY

ACADEMIC LOAD FOR RESEARCH STUDENTS

- Masters Degree
  - Masters' Thesis : Minimum 40 credit - 1600 hrs
- Doctor of Philosophy
  - PhD Thesis : 90 credit - 3600 hrs
- <u>Comparison</u>
  - Masters Projects -(10 - 12 credits) - 480 hrs
  - Bachelors Degrees Projects – (4 credits) - 160 hrs

PROGRESS REPORT

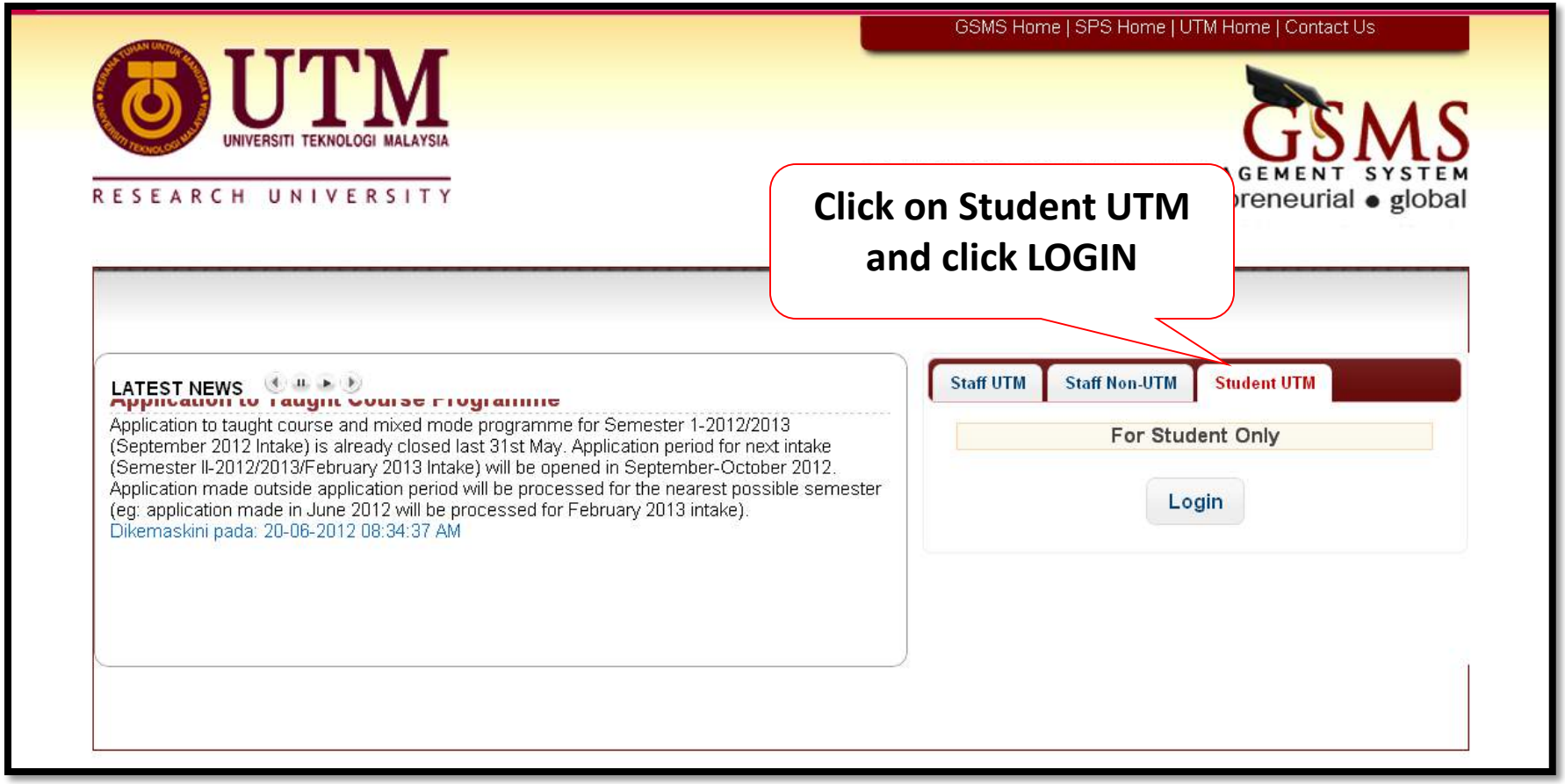
- Progress report **MUST BE SUBMITTED EVERY SEMESTER** by *ONLINE.*



1. Select Student UTM tab

2. Click Login

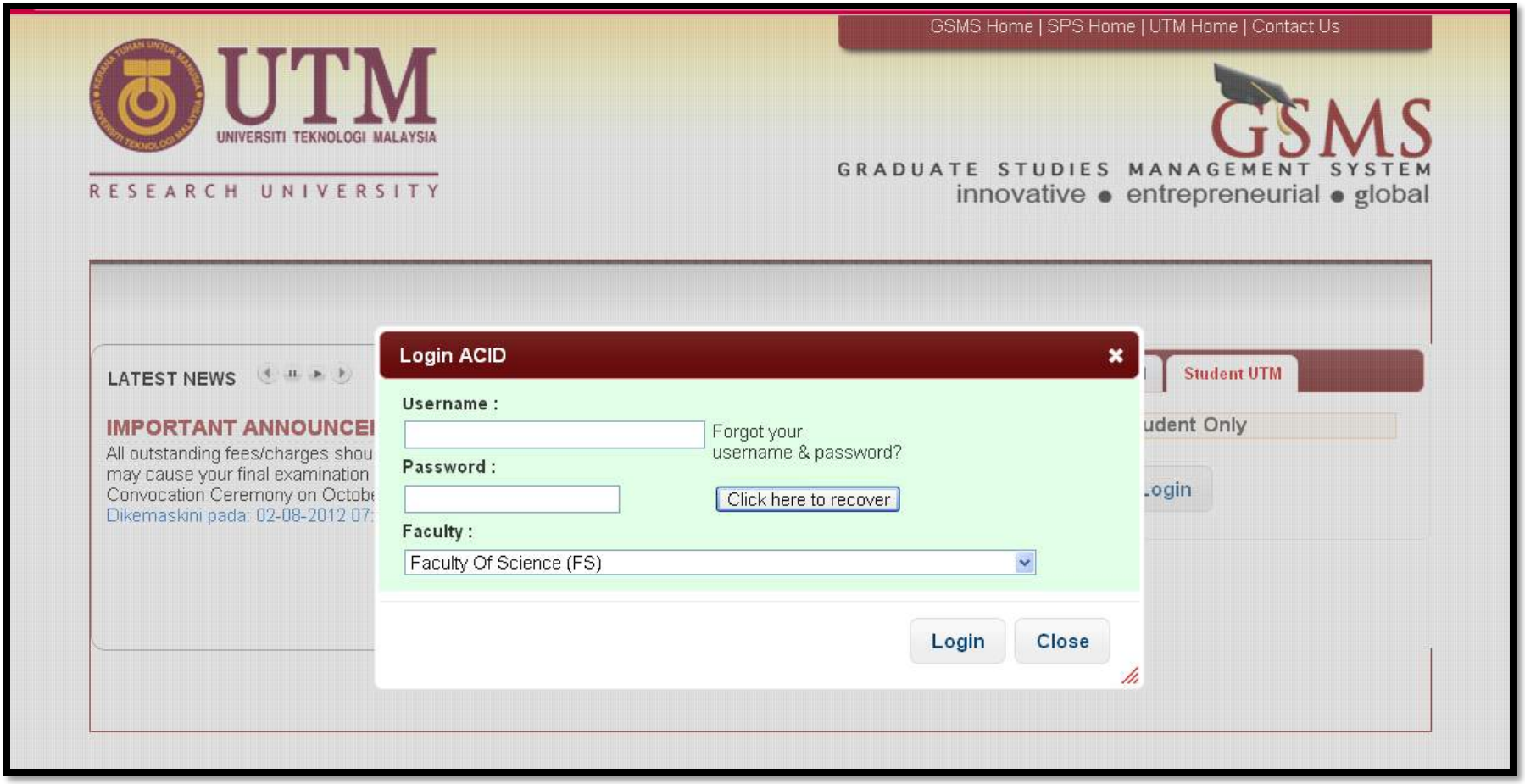
Cont..



3. Insert your ACID username

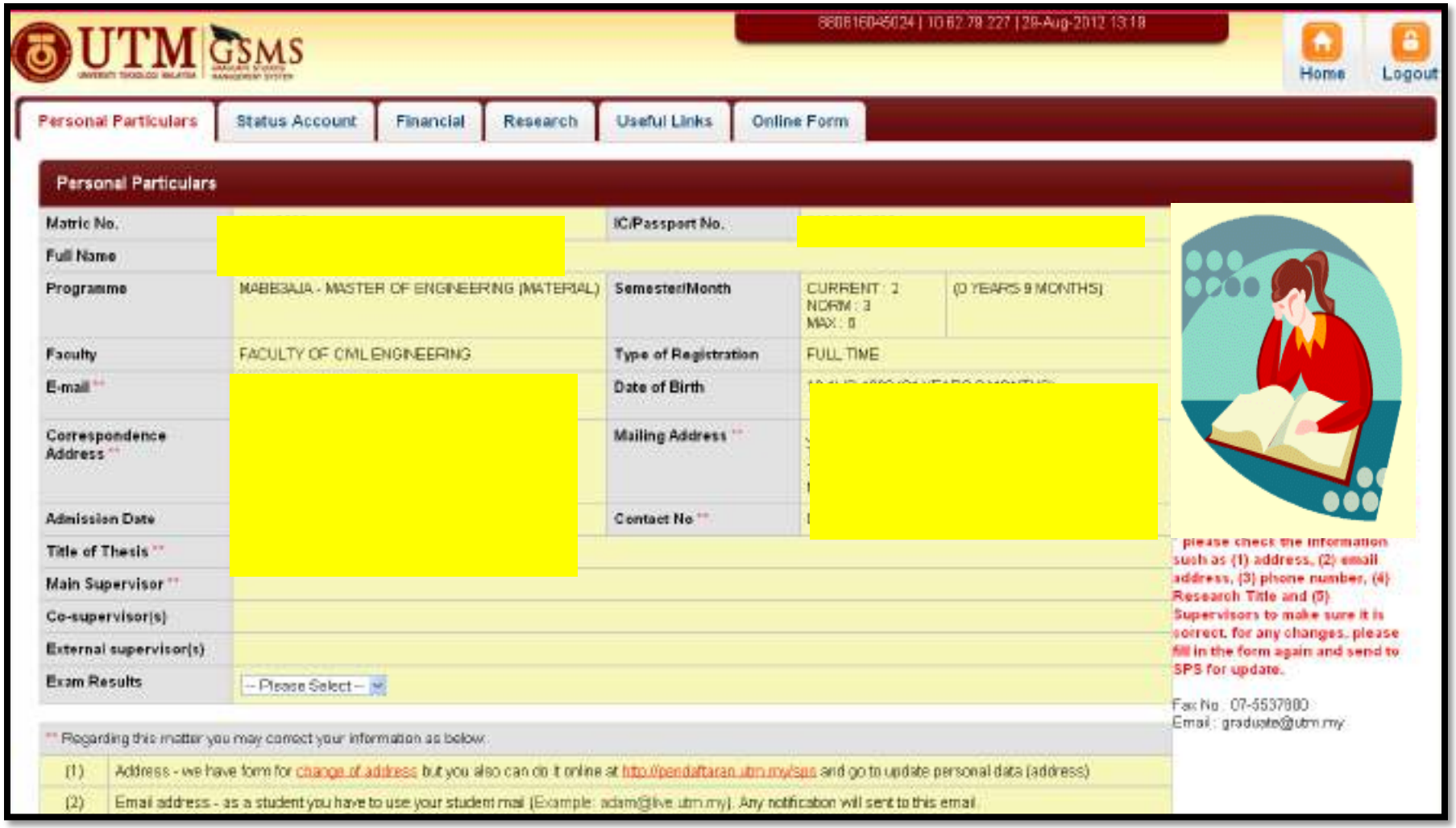
4. Click Login

Cont..



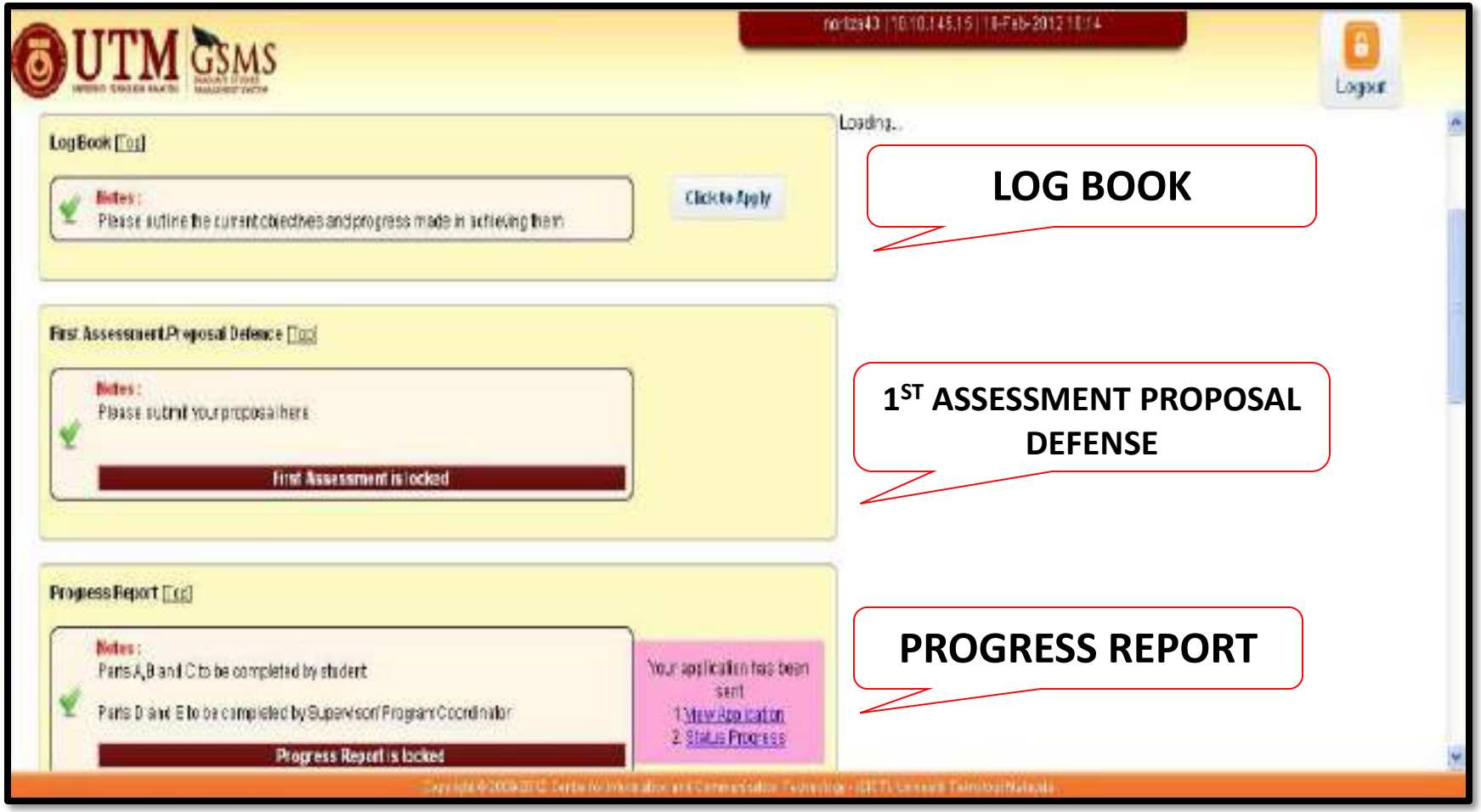
5. Click on Research Tab

Cont..



6. Find Log Book or Progress Report and proceed with the process

Cont..



EVALUATION OF PROGRESS REPORT

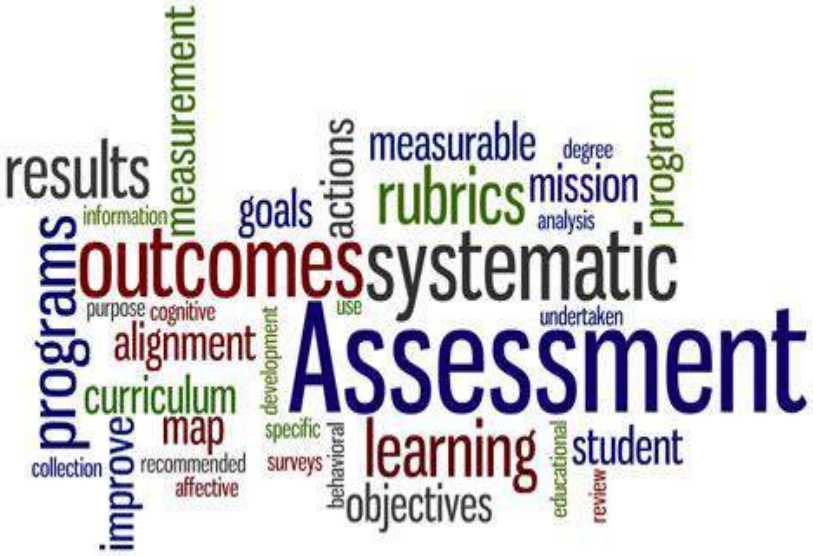
Penilaian Umum [Overall Assessment]		Keterangan mengikut kategori [Statement by category]	Deskripsi Markah [Mark Description]	Markah (M)** [Mark] [M]**	Komen [Comments]
(a)	Memuaskan (MM) [Satisfactory]	Cemerlang [Excellent]	9.0 ≤ M ≤ 10.0		
		Sangat Baik [Very Good]	8.0 ≤ M < 9.0		
			7.0 ≤ M < 8.0		
		Baik [Good]	6.0 ≤ M < 7.0		
			5.0 ≤ M < 6.0		
(b)	Tidak Memuaskan (TM) [Unsatisfactory]	Sederhana [Fair]	4.0 ≤ M < 5.0		
			3.0 ≤ M < 4.0		
(c)	Gagal (GG) [Fail]	Lemah [Poor]	2.0 ≤ M < 3.0		
			1.0 ≤ M < 2.0		
			0.0 ≤ M < 1.0		

CONTINUOUS ASSESMENT / FINAL ASSESMENT AND ACADEMIC ACHIEVEMENT FOR RESEARCH

- Continuous Assessment consist of
  - Research Progress Report for every semester
  - Continuous Achievement
    - Satisfactory (MM) – KB
    - Unsatisfactory (TM) – KS
    - Fail (GG) - KG
- First Assessment
  - Proposal Presentation
- Final Evaluation
  - VIVA (Oral Examination) – End of Study Period
- Achievement of Final Evaluation
  - Pass with Correction (minor/major)
  - Fail

1ST ASSESSMENT FOR RESEARCH STUDENT

PROGRAMME	SEMESTER OF STUDY
	FULL TIME
MASTERS	1 or 2
DOCTOR OF PHILOSOPHY	3



SUPERVISION

- Main Supervisor from University's Academic Staffs (Graduate Staff)
- Co supervisor from University's Graduate Staffs OR Outside the University
- Supervision schedules arranged between supervisors and students *(Log Book from GSMS)*

REQUIREMENT FOR SUPERVISOR APPOINTMENT

The main supervisor must be a full time UTM staff from the graduate faculty.

The supervisor for the doctoral candidate must possess a minimum of a doctoral degree.

A UTM lecturer who is not a graduate faculty may only be a co – supervisor.

A lecturer who is registered either as a full-time or part-time student at any institutions of higher learning cannot be a supervisor.

If the supervisor retires from service or transfers from UTM, a new supervisor must be appointed.

The supervisor is appointed based on his/her integrity, expertise and professionalism.

The supervisor must not be in any way closely related to the student.

APPOINTMENT OF THE SUPERVISOR

The supervisor is appointed by the School of Graduate Studies based on faculty's recommendation.

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

RESPONSIBILITIES OF A SUPERVISOR

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

RESPONSIBILITIES OF A SUPERVISOR

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

RESPONSIBILITIES OF A SUPERVISOR – DURING AND AFTER ORAL EXAMINATION

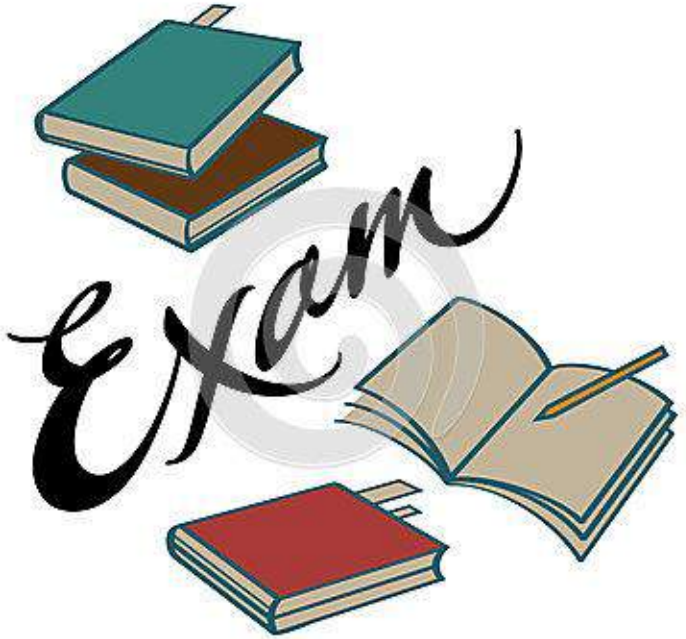
During Oral Examination

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

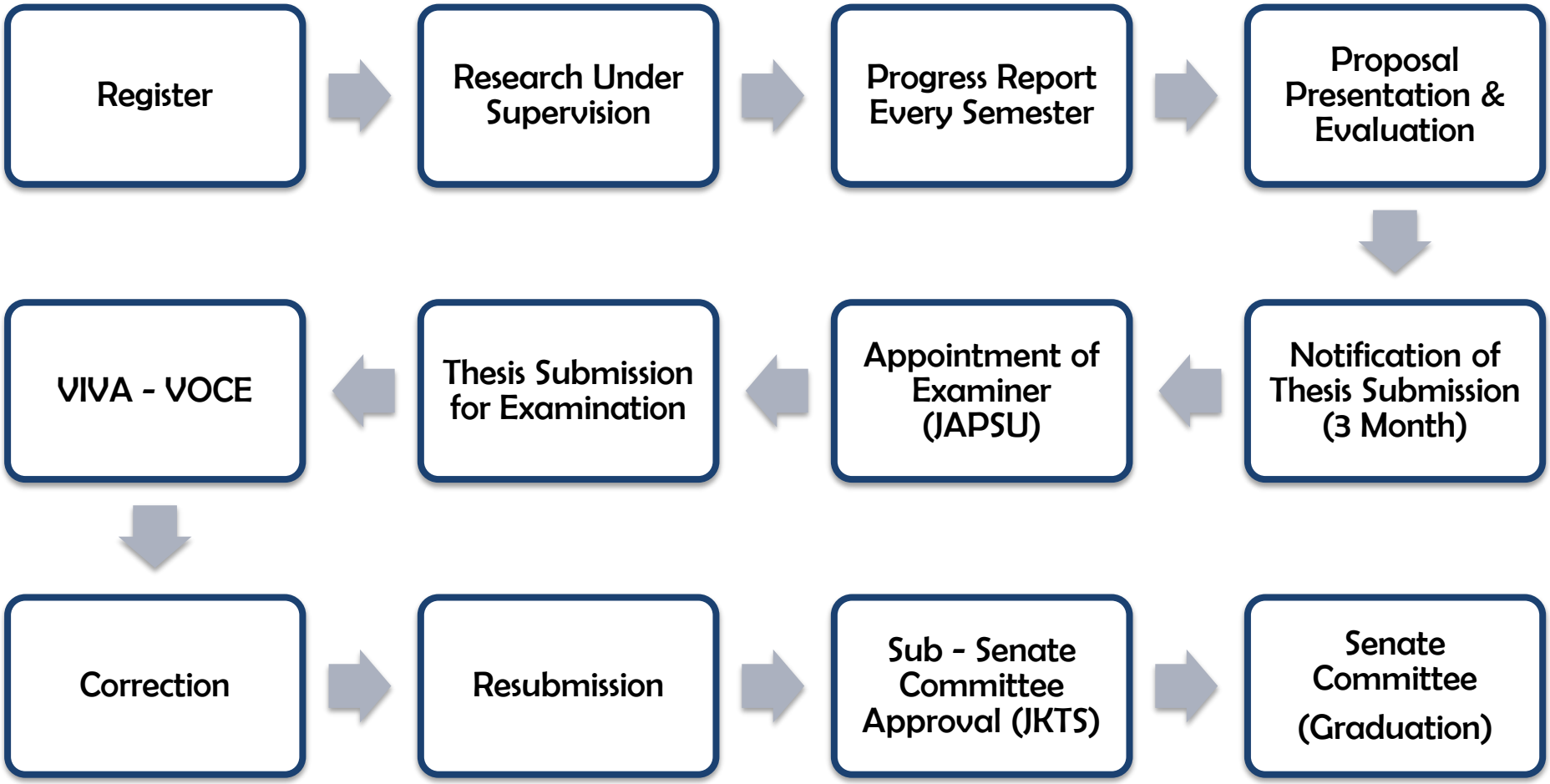
After the oral examination

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

VIVA – VOCE EXAMINATION



RESEARCH STUDENT EXAMINATION



SYARAT PENERBITAN MENGHANTAR TESIS
PUBLICATION REQUIREMENT FOR THESIS SUBMISSION

Level of Study	Publication Requirement
Sarjana Penyelidikan ***Master by Research***	Pelajar Ijazah Sarjana boleh mengemukakan tesis untuk peperiksaan lisan (viva-voce) dengan syarat mengemukakan sekurang-kurangnya **satu (1) penerbitan yang telah diterima atau diterbitkan sama ada artikel jurnal, kertas kerja persidangan atau bab dalam buku.** *A master by research candidate may submit his/her thesis for viva-voce provided that he/she produced at least one (1) accepted or published publication from journal article, conference proceeding or book chapter.*
Doktor Falsafah ***Doctor of Phylosophy***	Pelajar Ijazah Kedoktoran boleh mengemukakan tesis untuk peperiksaan lisan (viva-voce) dengan syarat mengemukakan sekurang-kurangnya **satu (1) penerbitan artikel dalam jurnal atau dua (2) artikel dalam prosiding konferen berindeks yang telah diterima atau diterbitkan dalam SCOPUS/ERA & WOS.** *A doctoral candidate may submit his/her thesis for viva-voce provided that he/she produced at least one (1) refereed article or (2) indexed conference proceedings accepted or published in SCOPUS/ERA & WOS index.*

ORAL(VIVA VOCE) EXAMINATION FEES FOR DOCTORAL DEGREE AND MASTER (RESEARCH)

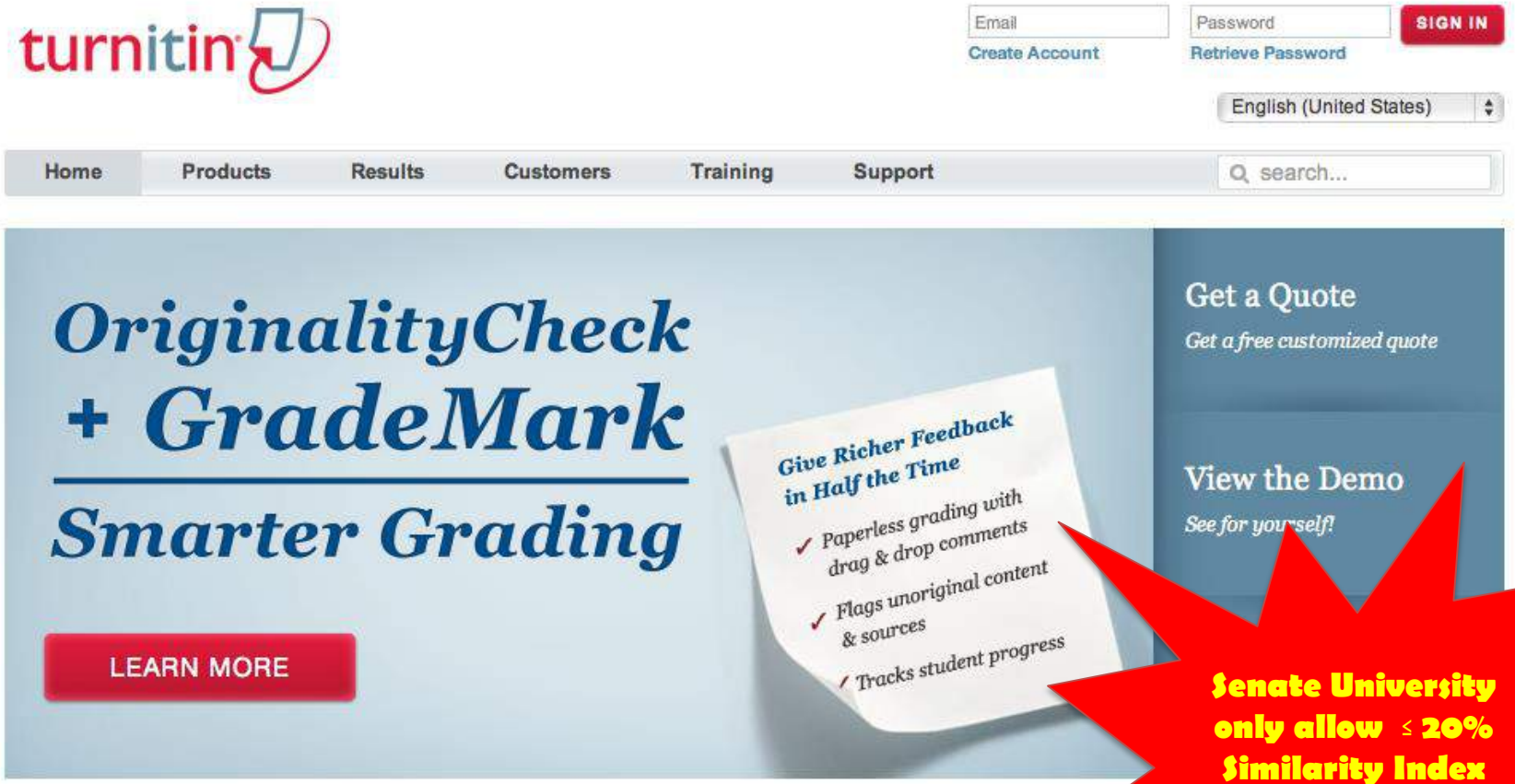
The fee is applicable to Master by Research and Doctoral candidate

This fee should be paid before candidates submitted their thesis for the purpose of examination.

The fees for oral (viva voce) examination are as follows;

PROGRAMME	VIVA FEES
Doctoral Degree	**RM 2,500.00**
Master (Research)	**RM 1,500.00**

PLAGIARISM CHECK REQUIREMENT



Senate University only allow ≤ 20% Similarity Index

THESIS SUBMISSION REQUIREMENT FOR EXAMINATION

Supervisor Approval Thesis is ready to be evaluated	Fulfill the Post Graduate Academic Rules & Regulation	Format of the thesis must follow UTM Thesis Manual (2015 Edition)
Plagiarism check Verification	Complete all the required forms	Guidelines & Forms can be downloaded at www.sps.utm.my

RESEARCH STUDENT ROLES & RESPONSIBILITIES

Register Research Courses Every Semester	Make sure that there is no outstanding fee every semester	Submit progress report to supervisor every semester
Schedule a meeting with a Supervisor	Comply all the Post Graduate Rules & Regulation for Graduation	Make a plan for the research progress
Have a professional relationship with Supervisor	Produce Publication	Practice a good research ethics

STUDENT MOBILITY OPPORTUNITIES

"Bring the world to UTM,
Bring UTM to the world"

www.utm.my/international
globaloutreach@utm.my

UTM INTERNATIONAL

Block S19, KTC, UTM Johor Bahru

CONTACT US

Tel : 07-5536844 / 07-5536846
Email : international@utm.my
Website : www.utm.my/international

Level 8, Menara Razak UTM Kuala Lumpur

CONTACT US

Tel : 03-21805118 / 5116
(Global Eduation / Relations

Tel : 03-21805207 / 5199
(Student Visa & Passport)

INTERNATIONAL MOBILITY @ UTM

International mobility program is designed to develop students to be global ready graduates. Students can participate in any academic programs offered in international institutions in other countries.

WHAT DO WE OFFER?

INBOUND MOBILITY

SHORT TERM PROGRAM

> Academic Visit
> UTM Summer School

STUDENT EXCHANGE / INTERNSHIP

> One/ two semesters study
> Exchange
> Internship/ Research Attachment

OUTBOUND MOBILITY

SHORT TERM PROGRAM

> UTM Global Outreach Program
> International Invitation Program
> Summer School Abroad

STUDENT EXCHANGE / STUDY ABROAD/ INTERNSHIP

> One/ two semesters study abroad
> Internship/ Research Attachment

OUTBOUND MOBILITY

1. Global Outreach Program (GOP)

GOP is a 7 to 14 days academic based programme to experience various cultures in other countries. It includes immersion elements such as research & academic activities, social

2. Summer School

Students can register any courses offered by host institutions during summer holiday

3. International Invitation Program

Students participating in programmes organized by international institutions/ organisations with the following themes:

i) Academic Programme: Seminar, Conference, Paper presentation, student project competition.

ii) Cultural: Cultural Exhibition and Conference, Historical and Cultural Tour

iii) Student Development Activity:

iv) Seminar and Courses

4. Internship Abroad

to join research study or internship under the supervision of an academic staff at universities or industries abroad.

5. Study Abroad/ Exchange

Spend one or two semesters at universities abroad take courses in a regular semester with credit transfer.

PARTIAL SPONSORSHIP AVAILABLE

**subjects to changes and T&C apply*

INBOUND MOBILITY

1. Academic Visit

A group of students can spend 1 to 7 days in UTM to experience the unique Southeast Asian cultures, to study the global issue or to get access to extraordinary learning opportunities.

Academic Program (1 – 7 days):

i) Seminar, Conference, Paper presentation, student project competition.

ii) Cultural: Cultural Exhibition and Conference, Historical and Cultural Tour

iii) Student Development Activity:

iv) Seminar and Courses,

2. Student Exchange/ Internship

Spend one or two semesters take courses in a regular semester with credit transfer OR
to join research study or internship under the supervision of an academic staff in UTM.

3. UTM Summer School

This 2-3 weeks program offers a number of interesting courses organized by UTM. It has a wide-application related to the environment, local community, heritage and tradition. The courses incorporate theory and practice, blended with the local culture and social activities.

DO YOU KNOW???

UTM students are allowed to go abroad and study at international institutions or universities WITHOUT PAYING FEES at international university

Financial assistance available

Around 1,000 UTM students went abroad for academic mobility program every year

78% Undergraduate

22% Postgraduate

3 TOP Countries

- Korea
- Australia
- Japan

Quick facts...

from 2009 until 2016

5,290 INBOUND STUDENTS

11,132 OUTBOUND STUDENTS

13,808 UNDERGRADUATE STUDENTS

4,532 Inbound I 9,276 Outbound

2,614 POSTGRADUATE STUDENTS

758 Inbound I 1,856 Outbound

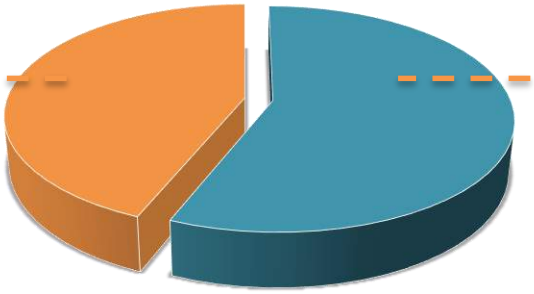
STUDENTS INVOLVEMENT

2015

985 OUTBOUND STUDENTS

217 POSTGRADUATES

768 UNDERGRADUATES



1006 INBOUND STUDENTS

129 POSTGRADUATES

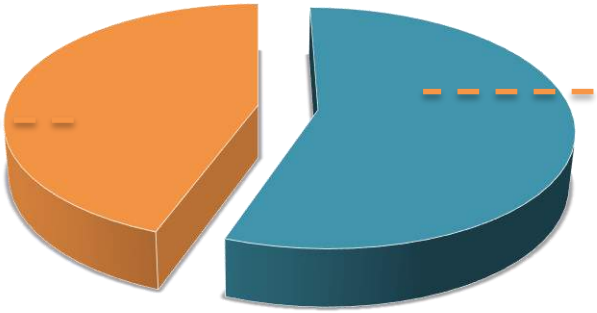
877 UNDERGRADUATES

2016

931 OUTBOUND STUDENTS

257 POSTGRADUATE

674 UNDERGRADUATES



1101 INBOUND STUDENTS

256 POSTGRADUATES

845 UNDERGRADUATES

BENEFITS
BENEFITS
BENEFITS

Improve
COMMUNICATION SKILLS

Improve
CRITICAL THINKING

Create
NETWORKING

Create
UNDERSTANDING AMONG CROSS CULTURES

Produce
HOLISTIC GRADUATE

4 EASY STEPS

- Select destination
- Get advice from faculty
- Apply
- Get offer

Further information

Website
www.utm.my/international

Email
globaloutreach@utm.my

Facebook
UTM Mobility Program
UTM International

entrepreneurial • global

GOT MORE QUESTIONS??
VISIT US

CONSULTATION DAY

Every Monday : 10.00 am – 11.00 am

Every Tuesday : 2.30 pm – 3.30 pm

Book appointment online at :

http://www.utm.my/international/request-information-session/

@UTM International

@utm_i

UPCOMING EVENT
JOIN US AT UTM STUDY ABROAD FAIR 2017

Free participation
Free gifts to students

Exhibition & 2 seminars
1 - Ms. Celia Yeo :
Internationalizing your CV)

2- Study Abroad Alumni : Let's hear their oversea study stories)

OPEN EXHIBITION CONCEPT
Face to face consultation with 26 International Universities from all around the world

14 & 15 February
at Banquet Hall,
UTM Johor Bahru, Johor, Malaysia

Our Facilities

"The quality of our thoughts is bordered on all sides by our facility."

GRADUATE FACILITIES

Graduate Computer Lab

Graduate Thesis Room

Graduate Workspace
i) UTM Johor Baharu
ii) UTM Kuala Lumpur

Free Usage

(Only pay RM100.00 for the deposit and it is refundable once the student return back the key)

Water Dispenser Provided and Free Internet Connection

Peaceful and Suitable Environment for Postgraduate Students

There is always something **fun** to do!

UNIVERSITI TEKNOLOGI MALAYSIA

POSTGRADUATE STUDENT SOCIETY

SESSION 2016/2017

UTM

DEAN
Prof. Dr. Zaidatun Tasir

ADVISOR
(UTM JB)
Assoc. Prof. Dr.
Aminah Md. Yusof

ADVISOR
(UTM KL)
Assoc. Prof. Dr.
Shreesvadasan
Chelliapan

PRESIDENT
Ahmad Qushairi Mohamad
FACULTY OF SCIENCE (FS)

VICE PRESIDENT
(UTM JB)
Sabrinah Adam
FACULTY OF MANAGEMENT (FM)

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FACULTY OF CHEMICAL AND ENERGY ENGINEERING (FCEE)

TREASURER
Sarah Aqilah Anwar
FACULTY OF EDUCATION (FP)

EXCO of MULTIMEDIA & INFORMATION

Amin Minouei
FACULTY OF COMPUTING (FC)

Noor Asyraf Noor Azman
FACULTY OF BIOMEDICAL ENGINEERING (FBME)

Surya Sumarni Hussein
ADVANCED INFORMATICS SCHOOL (AIS)

EXCO of ACADEMIC & WELFARE

Mohd Alif Mohd Puzi
FACULTY OF BUILT ENVIRONMENT (FAB)

Nur Shahira Samsuri
SCHOOL OF POSTGRADUATE STUDIES (SPS)

Ibrahim Musa
FACULTY OF GEOINFORMATION AND REAL ESTATE (FGHT)

Bala Supramanian Applasamy
PPFDANA SCHOOL OF SCIENCE, TECHNOLOGY AND INNOVATION POLICY (UTM PERDANA SCHOOL)

EXCO of INNOVATION & ENTREPRENEUR

Muhammad Noor Kakar
FACULTY OF CIVIL ENGINEERING (FKA)

Muhammad Salman Khan
FACULTY OF MECHANICAL ENGINEERING (FKM)

Muhammad Hafif Bajuri
FACULTY OF ISLAMIC CIVILIZATION (FTI)

Mas Wahyu Wibowo
UTM INTERNATIONAL BUSINESS SCHOOL (UTM IBS)

EXCO of CORPORATE & INTERNATIONAL

Suhail Najm Abdullah
FACULTY OF ELECTRICAL ENGINEERING (FKE)

Mohammed Ali Moslehifar
UTM LANGUAGE ACADEMY

Mohamad Hanapiah Mat Jusop
RAZAK SCHOOL OF ENGINEERING AND ADVANCED TECHNOLOGY (UTM RAZAK SCHOOL)

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

To serve as a communication channel between students and administration.

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

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

To encourage postgraduates to take active interest in their wellbeing and participate in academic events.

PGSS STRUCTURED COURSES

NO	ISSUES	TERMS AND CONDITIONS	REMARKS
1	Total courses in PGSS Structured Courses	9 courses	All 9 courses function as support programmes for the students
2	Number of courses to be registered by students	3 courses per year	2 semesters per year
3	Level of study	Doctoral Degree	The courses will also be offered to Master Degree By Research and Mixed Mode students
4	Type of study	Full Time	The courses will also be offered to Part Time students
5	Compulsory for graduation	Not Compulsory	These courses are not compulsory but are essential to support your study
6	Number of Post Graduate Attributes	6 Post Graduate Attributes	All 9 courses comprises of one or more Post Graduate Attributes

PGSS STRUCTURED COURSES POST GRADUATE ATTRIBUTE MAPPING – SOME EXAMPLES

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

Note : PA – Postgraduate Attribute

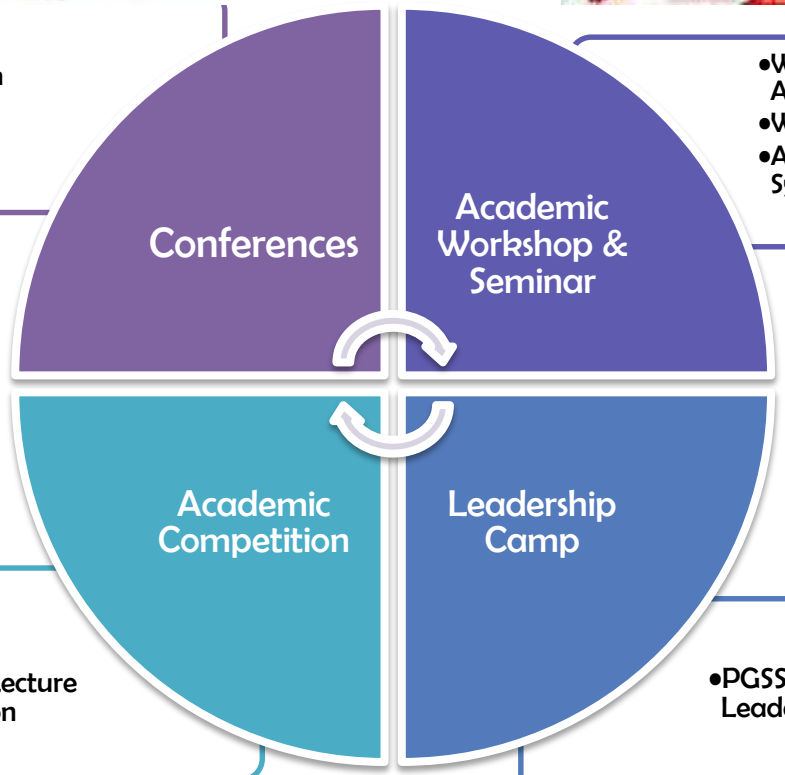
TYPE OF ACTIVITIES CONDUCTED

- PARS (Postgraduate Annual Research Seminar)
- IEPS (International Education Postgraduate Seminar)
- ISPC (International Science Postgraduate Conference)

- Workshop on Intermediate & Advanced SPSS
- Workshop on Thesis Writing
- Academic Talk on Process Systems Engineering

- 3MT
- Materials Lecture Competition

- PGSS UTM Team Builiding & Leadership Camp



Leisure Activities

- Malaysian Traditional Games
- UTM Toast Master

Academic Visit

Universitas Gadjah Mada

- International PG Colloquium & Academic Visit to UGM Indonesia

NURTURE LEADERSHIP

QUALITY GRADUATES

Top Ten Reasons Why Most Students Choose UTM

UTM

1. Top 1% Chemical Eng Program Under QS World University Ranking
2. UTM Ranked No. 1 in Malaysia under Times Higher Education World Ranking
3. UTM Ranked No 1 in Malaysia in Student Employability in 2014
4. Awarded World's Most Outstanding Society of Petroleum Engineer Student Chapter 2015
5. 5000 UTM students join overseas study visit annually to 80 countries
6. Green Eco-Tourism Campus
7. Fee Waiver for CPA of 4.00 throughout study
8. 100% Board of Engineers Accredited
9. Financial Assistance for Students in Need
10. Guaranteed in-campus accommodation throughout study

www.utm.my | www.fcee.utm.my

MALAYSIA'S YOUNGEST PhD HOLDER (2014 & 2015)

DR. HAZZIRAH BINTI IZZATI MAT HASSIM
YOUNGEST PHD HOLDER IN THE MALAYSIA BOOK OF RECORDS (2014)

- 24 YEARS and 2 MONTHS

DR. MUNDZIR BIN ABDULLAH
YOUNGEST PHD HOLDER IN THE MALAYSIA BOOK OF RECORDS (2015)

23 YEARS and 5 MONTHS
G.O.T (33 MONTHS)
GRADE 'A' FOR VIVA EXAMINATION
THESIS WITH MERIT

Nor Hasrul Akhmal Bin Ngadiman (FKM) WIN in ASIAN 3MT at KMUTT, Thailand

WINNERS OF MALAYSIA 3MT 2016
(Social Science & Engineering Category)

Mardiana Idris (FP) has represented UTM in Asia Pacific 3MT at Queensland University, Australia

WINNER

3MT® THREE MINUTE THESIS
FOUNDED BY THE UNIVERSITY OF QUEENSLAND

WINNER

UTM Graduating Student Wins 2 Awards at the International Trans-Tasman 3-Minute Thesis Competition (3MT) Held in University of Queensland, Australia

2015 !

SERVICE LEARNING (SL) ACTIVITIES

Microsoft Imagine Cup 2016
Champion & 1st Runner up

<u>10th Innovation Competititon</u>

91 Products
326 Students
8 Faculties

THEMES:
Creative Souvenir
Cafeteria
Improving Community
School on Campus

ProjekTESIS – Thesis printing and binding as income generation and Job on Campus

10th Innovation Competition

Sem. I 2015/16 = 38 SL programs
Sem. II 2015/16 = 55 SL programs

Thank You

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ENJOY YOUR LIFE AT UTM