



# MANUAL PENGGUNA SISTEM PERMOHONAN BIASISWA *USER MANUAL FOR SCHOLARSHIP APPLICATION SYSTEM*

## **PENGENALAN / INTRODUCTION**

Sistem Permohonan Biasiswa ini disediakan oleh pihak SPS bagi tujuan memudahkan pelajar membuat permohonan UTM National Postgraduate Fund (NPF) dan International Doctoral Fellowship (IDF).

*Scholarship Application System is prepared by SPS to facilitate students in applying for UTM National Postgraduate Fund (NPF) and International Doctoral Fellowship (IDF).*

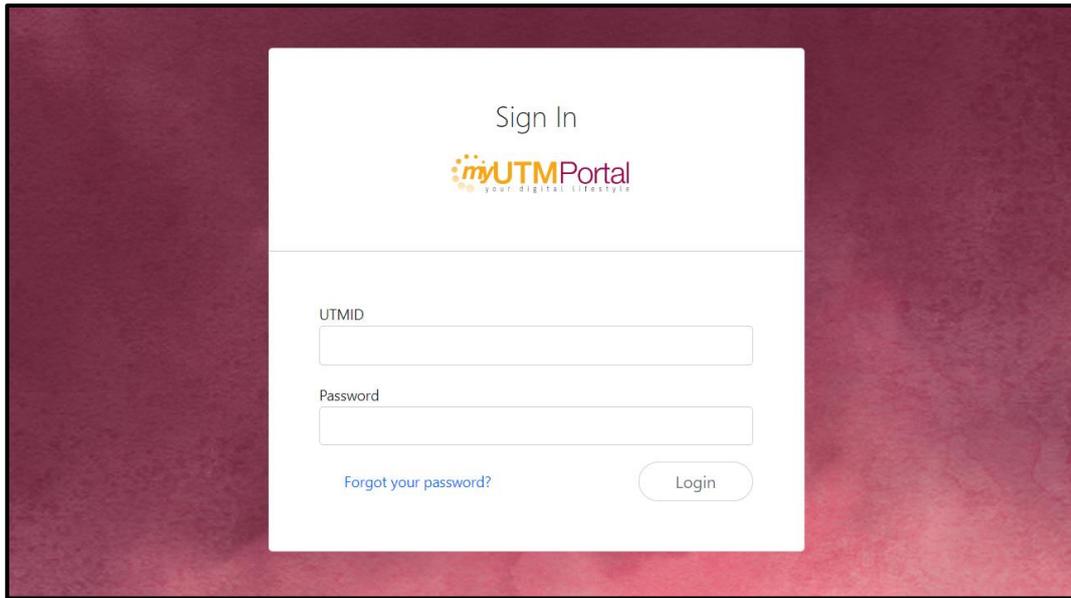
## **TATACARA PENGGUNAAN / USER GUIDE**

### **1.1 Log Masuk Pengguna / User Login**

Pemohon dikehendaki log masuk ke dalam Sistem MyUTM (<https://my.utm.my/>) menggunakan **ACID ID** yang telah diberikan semasa pendaftaran. Langkah-langkah untuk log masuk ke dalam sistem adalah seperti berikut:

*Applicants are required to login to MyUTM System (<https://my.utm.my/>) using the **ACID ID** which has been given during the registration. Step-by-step instructions on how to login to the system are as follows:*

- 1.1.1 Buka laman web MyUTM / *Go to MyUTM website.*
- 1.1.2 Masukkan ACID ID dan Kata Laluan / *Fill in the ACID ID and Password.*
- 1.1.3 Klik butang Log Masuk untuk masuk ke dalam sistem / *Click the Login button to enter the system.*



1.1.4 Klik pada tab 'Campus Life' / *Click 'Campus Life' tab.*

1.1.5 Klik 'Scholarship' / *Click 'Scholarship'.*



## 1.2 Paparan Muka Hadapan / Front Page Display

1.2.1 Klik pada 'Application' / *Click 'Application'*.

1.2.2 Pilih kategori biasiswa yang ingin dimohon / *Select the scholarship category that you want to apply for.*

1.2.3 Klik 'New Application' / *Click 'New Application'*.

**SCHOLARSHIP**

**Application >**

**CLOSED**  
Closing Date: -  
**UTM ZAMALAH (DOCTOR OF PHILOSOPHY)**  
Award Description  
UTM Zamalah is offered to outstanding Malaysian students who are registered in any Doctoral programme at Universiti Teknologi Malaysia. The scholarship is awarded on yearly basis where each student will be assessed based on his/her academic performance before an extension to the subsequent year is granted.  
**VIEW DETAILS**

**CLOSED**  
Closing Date: -  
**UTM ZAMALAH (MASTER BY RESEARCH)**  
Award Description  
UTM Zamalah is offered to outstanding Malaysian students who are registered in Master by Research programme at Universiti Teknologi Malaysia. The scholarship is awarded on yearly basis where each student will be assessed based on his/her academic performance before an extension to the subsequent year is granted.  
**VIEW DETAILS**

**CLOSED**  
Closing Date: -  
**UTM NATIONAL POSTGRADUATE FUND (NPF)**  
Award Description  
This Fund provides partial tuition waivers amount RM1,000.00 in the sponsored semester for Malaysian Doctoral (exclude Pesisir & Special Programme) or Master's (Research, Mixed-mode, and Taught Course) students.  
**VIEW DETAILS**

**CLOSED**  
Closing Date: -  
**INTERNATIONAL DOCTORAL FELLOWSHIP (IDF)**  
Award Description  
This Fund provides partial tuition waivers amount RM2,000.00 in the sponsored semester for International Doctoral student.  
**VIEW DETAILS**

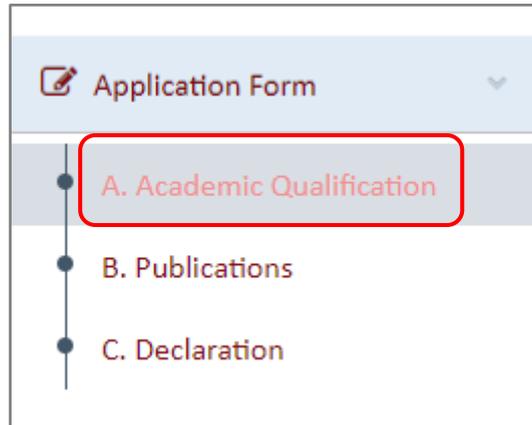
**Application History**

**Type of Scholarship**

Choose scholarship ▼ **New Application**

### 1.3 Paparan Maklumat Pengajian / Academic Information Display

- 1.3.1 Klik pada tab 'Academic Qualification' / Click 'Academic Qualification' tab.
- 1.3.2 Lengkapkan maklumat pengajian tertinggi yang dijalani sebelum pengajian semasa sahaja / Fill in only the information on your previous highest academic qualification before the current study.



Academic Qualifications

Level:

Name of Institution:

Year of Study: From  To

CGPA (if related):

Attachment Requirement :

- Size : 5MB or below
- File type/ extension : .PDF (PDF File only)
- File name : 10 characters or below and without apostrophe symbols.

Name of Degree Awarded:

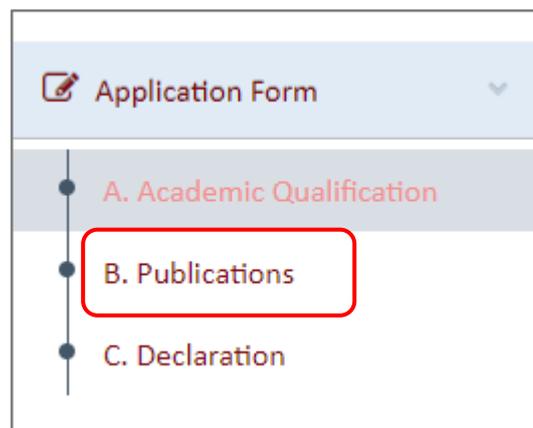
Date of Degree Awarded/Been Completed:   
*Note: Please Choose the Calender given*

Muet:  IELTS:  TOEFL:

NO.	DESCRIPTION	UPLOAD	FILE NAME
1.	Certified Copies	<input type="button" value="Choose File"/> No file chosen	-

## 1.4 Paparan Maklumat Penerbitan / *Publication Information Display*

- 1.4.1 Klik pada tab 'Publications' / *Click the 'Publications' tab.*
- 1.4.2 Pilih jenis penerbitan / *Select the type of publications: (i) Conference/Proceeding Paper; ii) Article/Review; iii) Book Chapter; iv) Book.*
- 1.4.3 Pemohon perlu mengemaskini maklumat penerbitan yang dihasilkan pada semester berkaitan seperti yang diminta / *Applicants need to update the publication information published in the related semester as requested.*
- 1.4.4 Pemohon perlu memuat naik muka surat pertama penerbitan yang telah disahkan oleh Penyelia sahaja / *Applicants need to only upload the first page of the publication that has been verified by the Supervisor.*
- 1.4.5 Klik 'Save' untuk meneruskan penambahan maklumat penerbitan yang lain atau keluar dari sistem / *Click 'Save' to continue adding other publication information or to exit the system.*



Category of Publication

Category of Publication: CONFERENCE/PROCEEDINGS PAPER

Conference/Proceeding Paper

Type of Publication: -SELECT- Publication with UTM Affiliation: -SELECT-

Conference Name:

Article Name:

Date of Publication: DD/MM/YYYY  
\*Note : You are required to choose the closest date to the publish/accepted decision from the calendar given.

Level of Publication: -SELECT- Status of Paper: -SELECT-

Publisher:  Role: -SELECT-

DOI:  Quartile Ranking: -SELECT-

Page No:  TO  ISSN/ISBN:

Issue:  Volume:

URL:

NO.	DESCRIPTION	UPLOAD	FILE NAME
1.	Publication attachment	<input type="button" value="Choose File"/> No file chosen	-

First page of the article must have supervisor signature for verification.

Paparan maklumat penerbitan bagi kategori Conference/Proceeding Paper  
*The publication information display for the Conference/Proceeding Paper category*

Category of Publication

Category of Publication: ARTICLE/REVIEW

Article/Review

Type of Publication: -SELECT- Publication with UTM Affiliation: -SELECT-

Journal Name:

Article/Review Paper Title:

Quartile Ranking: -SELECT- Status of Paper: -SELECT-

Date of Publication: DD/MM/YYYY  
\*Note : You are required to choose the closest date to the publish/accepted decision from the calendar given.

DOI:  Role: -SELECT-

Volume:  Level of Publication: -SELECT-

Publisher:  ISSN/ISBN:

Impact Factor:  Issue:

Page No:  TO

NO.	DESCRIPTION	UPLOAD	FILE NAME
1.	Publication attachment	<input type="button" value="Choose File"/> No file chosen	-

First page of the article must have supervisor signature for verification.

Paparan maklumat penerbitan bagi kategori Article/Review  
*The publication information display for the Article/Review category*

Category of Publication

Category of Publication: BOOK CHAPTER

Book Chapter

Type of Publication: -SELECT- Publication with UTM Affiliation: -SELECT-

Title Of Book:

Title Of Chapter:

Status of Paper: -SELECT- Role: -SELECT-

DOI:  ISSN/ISBN:

Total Page:  Edition:

Date of Publication: DD/MM/YYYY Publisher:  Level of Publication: -SELECT-

*\*Note : You are required to choose the closest date to the publish/accepted decision from the calendar given.*

NO.	DESCRIPTION	UPLOAD	FILE NAME
1.	Publication attachment	<input type="button" value="Choose File"/> No file chosen	-

*First page of the article must have supervisor signature for verification.*

Paparan maklumat penerbitan bagi kategori Book Chapter  
*The publication information display for the Book Chapter category*

Category of Publication

Category of Publication: BOOK

Book

Publication with UTM Affiliation: -SELECT-

Title of Book:

Status of Book: -SELECT- Role: -SELECT-

Edition:  ISSN/ISBN:

Publisher:  Total Page:

Level of Publication: -SELECT- Date of Publication: DD/MM/YYYY

*\*Note : You are required to choose the closest date to the publish/accepted decision from the calendar given.*

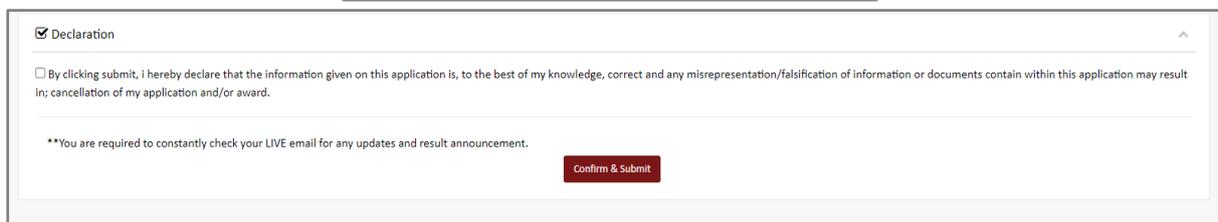
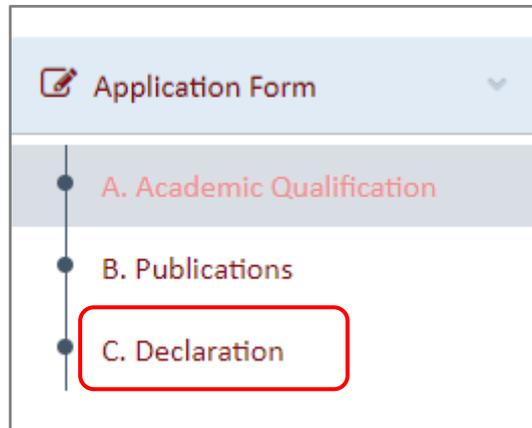
NO.	DESCRIPTION	UPLOAD	FILE NAME
1.	Publication attachment	<input type="button" value="Choose File"/> No file chosen	-

*First page of the article must have supervisor signature for verification.*

Paparan maklumat penerbitan bagi kategori Book  
*The publication information display for the Book category*

## 1.5 Pengesahan / Verification

- 1.5.1 Klik pada tab 'Declaration' untuk membuat pengesahan dan menghantar permohonan / *Click the 'Declaration' tab to verify and submit your application.*



Declaration

By clicking submit, I hereby declare that the information given on this application is, to the best of my knowledge, correct and any misrepresentation/falsification of information or documents contain within this application may result in; cancellation of my application and/or award.

\*\*You are required to constantly check your LIVE email for any updates and result announcement.

**Confirm & Submit**

## HUBUNGI KAMI / CONTACT US

Sebarang pertanyaan lanjut mengenai biasiswa pascasiswazah, boleh hubungi Unit Penajaan Pascasiswazah SPS melalui emel dan talian yang tertera / *Any further inquiries on postgraduate scholarship, please contact the SPS Postgraduate Scholarship Unit via the following ways:*

### Unit Penajaan Pascasiswazah / *Postgraduate Scholarship Unit*

Telefon / *Phone* : 07-553 7816/7769/7997

Emel / *Email* : [sps.scholarship@utm.my](mailto:sps.scholarship@utm.my)

Laman web / *Website* : <https://sps.utm.my/scholarship/>

*Prepared by:*

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School of Graduate Studies UTM  
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