Congratulations
Universiti Teknologi Malaysia

#217
2020
QS World University Ranking 2020

Well done UTM staff and students!

5 Star QS Overall Rating
TOP 50 Best Universities in Asia
TOP 20 Universities under 50 years of establishment

www.utm.my
AGENDA

OUR SYSTEMS

ACADEMIC RULES & REGULATIONS

YOUR RESPONSIBILITIES AS POST GRADUATE STUDENTS

SCHOLARSHIP
WHERE IS SEKOLAH PENGAJIAN SISWAZAH (SPS)?

SCHOOL OF GRADUATE STUDIES (SPS)
F54, UTM JOHOR BAHRU
Tel: 07-5537893
Fax: 07-5537592
Email: graduate@utm.my

SCHOOL OF GRADUATE STUDIES (SPS Kuala Lumpur)
Level 8, Menara Razak
UTM Kuala Lumpur
Tel: 03 21805188
Fax: 03-21805188
UTM POSTGRADUATE ATTRIBUTES

6 PG Attributes

- SOCIAL SKILLS
- TEAMWORKING
- LEADERSHIP
- INFORMATION MANAGEMENT
- MANAGERIAL AND ENTREPRENEURIAL
- ETHICS & INTEGRITY
LISTING OF SYSTEMS FOR POSTGRADUATE PROGRAM
SYSTEM UNDER SPS
GRADUATE STUDIES MANAGEMENT SYSTEM (GSMS)

WHAT IS IN THE SYSTEM?

- Offer Letter
- First Assessment
- Progress Report
- Log Book
- Subject Registration
- Notice of Submission
- Result Examination
- Key in Marks (for Mix Mode & Coursework)
- Zamalah/International Doctoral (Fund)
GRADUATE SCHOOL SUPPORT SYSTEM

Graduate Studies Management System (GSMS)
http://spsapp3.utm.my:8080/gsmsv21/

<table>
<thead>
<tr>
<th>Role</th>
<th>Username</th>
<th>Password</th>
<th>Role</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>ACID ID</td>
<td>IC/ISID No.</td>
<td>Lecturer/Supervisor</td>
<td>Staff Number</td>
<td>Staff Number</td>
</tr>
<tr>
<td>Deputy Dean</td>
<td>Code TD</td>
<td>Staff Number</td>
<td>IT Manager</td>
<td>Manager Code</td>
<td>Staff Number</td>
</tr>
</tbody>
</table>

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

Staff Computing System

<table>
<thead>
<tr>
<th>Role</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Matric No.</td>
<td>IC No.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Staff No.</td>
<td>Staff No.</td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty Code</td>
<td>Password Faculty</td>
</tr>
</tbody>
</table>
PROGRESS REPORT SYSTEM

- Progress report **MUST BE SUBMITTED EVERY SEMESTER** by **ONLINE**.
SCHOLARSHIP OFFER LETTER SYSTEM
GRADUATE AWARD MANAGEMENT SYSTEM

Graduate Award Management System

Summary
- Publication: 7
- Recognition: 3
- Activity: 6

Student Information
- Hamed Gholami
- PKM143011
- FKM

Publications
1. State-of-the-art Green HRM System: sustainability in the sports center in Malaysia using a multi-methods approach and opportunities for future research
   WOS: Journal of Cleaner Production
   Accepted
2. A CRM strategic leadership towards sustainable development in student relationship management: SD in higher education
   WOS: Procedia Manufacturing
   Accepted
3. Shared knowledge mediated correlation between cultural excellence and organisational performance
   WOS: Total Quality Management & Business Excellence
   Accepted
4. Relationship among culture of excellence, organisational performance and knowledge sharing; proposed conceptual framework
   SCOPUS/ERA: International Journal of Productivity and Quality Management
   Accepted
5. 2nd International Materials, Industrial & Manufacturing Engineering Conference (MIMEC2015)
   Conference
   Accepted
6. 4th International Conference on Advanced Manufacturing Technology (ICAMT2015)
   Conference
   Accepted
7. Global Cleaner Production and Sustainable Consumption Conference 2015
   Conference
   Accepted
PORTAL MyUTM (https://my.utm.my) Under UTM

- Courses Registration
- Students Academic Record
- Students Financial Record
- Results
- Students Activity
- Progress Report
- Pre - Transcript
Please make sure all activities recorded in UTMACAD system

ACADEMIC AWARD
(UTM Convocation)
YOUR RESPONSIBILITY TOWARDS YOUR STUDY IN UTM!
ACADEMIC RULES & REGULATIONS

Download from SPS Website:
Things to **REMEMBER !!**

- **Academic Calendar**
- **Course Registration**
- **Pay your Fees**
- **Progress Report for Research**
- **Complete and Attend Examination for Coursework**
IMPORTANT DATES OF COURSE REGISTRATION FOR POSTGRADUATE PROGRAMME SEMESTER I, 2019/2020 SESSION

LATE COURSE REGISTRATION (WITH PENALTY)
JB : 22 – 26 SEPTEMBER 2019
KL : 23 – 27 SEPTEMBER 2019
(With penalty RM 100 per course)

AMENDMENT OF COURSE REGISTRATION (WITH PENALTY)
JB : 6 – 10 OCTOBER 2019
KL : 7 – 11 OCTOBER 2019
(With penalty RM 100 per course)

COURSE REGISTRATION (ONLINE)
SEP
4 – 19 SEPTEMBER 2019

AMENDMENT OF COURSE REGISTRATION (ONLINE)
OCT
29 SEPTEMBER – 3 OCTOBER 2019

COURSE WITHDRAWAL (TD)
NOV
JB : 13 OCTOBER – 7 NOVEMBER 2019
KL : 14 OCTOBER – 8 NOVEMBER 2019
(A penalty RM 100 per course will be charged after this date)

REMINDER & TERMINATION STATUS
Nov
A student must register a course/research every semester. Those who fail to register without acceptable reasons will be TERMINATED

Prepared by AMD | Aug, 2019
PROGRAMMES OFFERED

- **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)

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

NEED TO KNOW !
## DURATION OF STUDY

<table>
<thead>
<tr>
<th>LEVEL OF STUDY</th>
<th>FULL-TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
</tr>
<tr>
<td></td>
<td>(REGISTERED SEMESTER)</td>
</tr>
<tr>
<td>Master Degree</td>
<td>2 (1 year)</td>
</tr>
<tr>
<td>Doctoral Degree</td>
<td>6 (3 years)</td>
</tr>
</tbody>
</table>

## GRADUATE ON TIME (GOT)

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

### GOT for PhD:
42 months

### GOT for Master:
24 months
ACADEMIC CALENDAR

- Download from:
  
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.
  – You will be terminated if you failed to register your course. (Course registration is your RESPONSIBILITY!!)

LATE REGISTRATION will be penalized RM 100.00/course
HOW TO REGISTER THE COURSE?

Go to MyUTM Portal
(http://my.utm.my)

Find Course Registration

Register the Course
*please refer to your faculty for the course

Print Registration Slip
How to register the course?

1. Go to MyUTM Portal (http://my.utm.my)

Please insert your ACID username, password and faculty to log in and click enter.
How to register the course?

2. Find Course Registration
2. AFTER LOG IN, YOU WILL SEE THE MAIN PAGE OF YOUR ACCOUNT:

- 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**

- **ATTENTION:**
  1. Subjects must be offered by faculty.
  2. Subjects should be registered correctly.
  3. Don’t forget to Log out.
  4. Registration is valid if all fees have been paid.
  5. ACADEMIC CALENDAR FOR TAUGHT COURSE AND TAUGHT COURSE & RESEARCH SESSION 2012/2013 [doc]
  6. ACADEMIC CALENDAR FOR RESEARCH SESSION 2012/2013 [doc]
  7. ACADEMIC CALENDAR SEMESTER 3 SESSION 2011/2012 [doc]
  8. ACADEMIC CALENDAR SEMESTER 2 SESSION 2011/2012 [doc]

- **EXAMINATION RESULTS**
- **UPDATE PERSONAL DATA**
- **ACADEMIC INFORMATION**
- **CHECK YOUR ACCOUNT STATUS**

Click on Subjects Offered to see the List of Subjects
4. Click on Subject Registration to proceed with the course registration

1. SUBJECT REGISTRATION / AMENDMENTS OF SUBJECT REGISTRATION

ATTENTION:
1. Subjects must be offered by faculty.
2. Subjects should be registered correctly.
3. Don’t forget to Logout.
4. Registration is valid if all fees have been paid.
5. ACADEMIC CALENDAR FOR TAUGHT COURSE AND TAUGHT COURSE & RESEARCH SESSION 20122013 [doc]
6. ACADEMIC CALENDAR FOR RESEARCH SESSION 20122013 [doc]
7. ACADEMIC CALENDAR SEMESTER 3 SESSION 20112012 [doc]
8. ACADEMIC CALENDAR SEMESTER 2 SESSION 20112012 [doc]

2. EXAMINATION RESULTS

3. UPDATE PERSONAL DATA

4. ACADEMIC INFORMATION

5. CHECK YOUR ACCOUNT STATUS
5. Print the Registration Slip

Click and print your registration slip

UNIVERSITI TEKNOLOGI MALAYSIA
SCHOOL OF GRADUATE STUDIES
8120 UTM SKUDAI,
JOHOR, MALAYSIA.

(SUBJECTS REGISTRATION SLIP)

FACULTY : N/A
NAME : N/A
NRIC/PASSPORT NO : N/A
ADDRESS : N/A

SESSION/SEMESTER : 2011/2012
PROGRAMME : M&E
STATUS OF REGISTRATION : FULL TIME
TYPE OF STUDY : MASTER'S COURSE
MATRIC CARD NO : N/A

<table>
<thead>
<tr>
<th>NO.</th>
<th>CODE</th>
<th>SUBJECT TITLE</th>
<th>SECTION</th>
<th>CREDIT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MASEC24</td>
<td>MASTER'S PROJECT</td>
<td>01</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDIT REGISTERED : 24
TOTAL CREDIT TRANSFERRED : 0

Date: 29 August 2012

Cont..
## CODE FOR FACULTY

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<thead>
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<th>INITIAL FACULTY</th>
<th>CODE</th>
<th>FACULTY</th>
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<tr>
<td>FE</td>
<td>-</td>
<td>FACULTY OF ENGINEERING</td>
</tr>
<tr>
<td>SKA</td>
<td>KA</td>
<td>SCHOOL OF CIVIL ENGINEERING</td>
</tr>
<tr>
<td>SKBSK</td>
<td>MB</td>
<td>SCHOOL OF BIOMEDICAL ENGINEERING &amp; HEALTH SCIENCE</td>
</tr>
<tr>
<td>SKE</td>
<td>KE</td>
<td>SCHOOL OF ELECTRICAL ENGINEERING</td>
</tr>
<tr>
<td>SKT</td>
<td>KK/KP</td>
<td>SCHOOL OF CHEMICAL &amp; ENERGY ENGINEERING</td>
</tr>
<tr>
<td>SKM</td>
<td>KM</td>
<td>SCHOOL OF MECHANICAL ENGINEERING</td>
</tr>
<tr>
<td>SK</td>
<td>CS</td>
<td>SCHOOL OF COMPUTING</td>
</tr>
<tr>
<td>FABU</td>
<td>BE/ GH</td>
<td>FACULTY OF BUILT ENVIRONMENT &amp; SURVEYING</td>
</tr>
<tr>
<td>FSSK</td>
<td>-</td>
<td>FACULTY OF SOCIAL SCIENCES &amp; HUMANITIES</td>
</tr>
<tr>
<td>AB</td>
<td>LA</td>
<td>LANGUAGE ACADEMY</td>
</tr>
<tr>
<td>ATI</td>
<td>IC</td>
<td>ISLAMIC CIVILISATION ACADEMY</td>
</tr>
<tr>
<td>SPSMP</td>
<td>HA</td>
<td>SCHOOL OF HUMAN RESOURCE DEVELOPMENT &amp; PSYCHOLOGY</td>
</tr>
<tr>
<td>SP</td>
<td>PP</td>
<td>SCHOOL OF EDUCATION</td>
</tr>
<tr>
<td>FS</td>
<td>SC</td>
<td>FACULTY OF SCIENCE</td>
</tr>
<tr>
<td>AHIBS</td>
<td>BS/ HA</td>
<td>AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL</td>
</tr>
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<td>FTIR</td>
<td>RS/ AN/ FF</td>
<td>RAZAK FACULTY OF TECHNOLOGY AND INFORMATICS</td>
</tr>
<tr>
<td>MJIIIT</td>
<td>MJ</td>
<td>MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY</td>
</tr>
</tbody>
</table>
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

**Master by RESEARCH**

<table>
<thead>
<tr>
<th>FULL TIME</th>
<th>SEMESTER OF STUDY</th>
<th>YEAR</th>
<th>1ST</th>
<th>2ND</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>*MKEE 1100</td>
<td>MKEE 1200</td>
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<td>2</td>
<td>MKEE 2100</td>
<td>MKEE 2200</td>
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<td>3</td>
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<td>MKEE 4100</td>
<td>MKEE 4200</td>
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</tbody>
</table>

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

### EXAMPLE OF COURSE REGISTRATION

**Master by COURSEWORK and RESEARCH (MIXED MODE)**

<table>
<thead>
<tr>
<th>FULL TIME</th>
<th>SEMESTER OF STUDY</th>
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<th>2ND</th>
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<td>MCSF 2280</td>
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<td>3</td>
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<td></td>
<td>4</td>
<td>MCSF 4180</td>
<td>MCSF 4280</td>
</tr>
</tbody>
</table>

* MCSF – Example for Faculty of Computing code of programme

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

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**Course Registration**

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**EXAMPLE OF COURSE REGISTRATION**

**DOCTOR OF PHILOSOPHY**

<table>
<thead>
<tr>
<th>FULL TIME</th>
<th>SEMESTER</th>
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<th>FIRST</th>
<th>SECOND</th>
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<td>PKAW 1200</td>
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<td>2</td>
<td>PKAW 2100</td>
<td>PKAW 2200</td>
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<td></td>
<td></td>
<td>3</td>
<td>PKAW 3100</td>
<td>PKAW 3200</td>
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<td></td>
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<td>4</td>
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<td>PKAW 4200</td>
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<td>PKAW 5200</td>
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<td></td>
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<td>8</td>
<td>PKAW 8100</td>
<td>PKAW 8200</td>
</tr>
</tbody>
</table>

* PKAW – Example for Faculty of Civil Engineering code of programme
IF NOT REGISTER ANY COURSES?

• Students may appeal using Application For Reinstatement Of Terminated Status Form obtainable from the Faculty/School /Centre or AMD 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 (personal, job requirements) WILL BE COUNTED in the duration of study

• The maximum allowable period is only two (2) years, four (4) semesters. For each application of deferment, the University will approve the application for two (2) semesters and the student may apply for continuation if required subject to a maximum of 4 semesters.
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

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>Points</th>
<th>Level of Achievement</th>
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<tr>
<td>90 - 100</td>
<td>A+</td>
<td>4.00</td>
<td>Excellent Pass</td>
</tr>
<tr>
<td>80 - 89</td>
<td>A</td>
<td>4.00</td>
<td>Excellent Pass</td>
</tr>
<tr>
<td>75 - 79</td>
<td>A-</td>
<td>3.67</td>
<td>Good Pass</td>
</tr>
<tr>
<td>70 - 74</td>
<td>B+</td>
<td>3.33</td>
<td>Good Pass</td>
</tr>
<tr>
<td>65 - 69</td>
<td>B</td>
<td>3.00</td>
<td>Good Pass</td>
</tr>
<tr>
<td>60 - 64</td>
<td>B-</td>
<td>2.67</td>
<td>Pass</td>
</tr>
<tr>
<td>55 - 59</td>
<td>C+</td>
<td>2.33</td>
<td>Pass</td>
</tr>
<tr>
<td>50 - 54</td>
<td>C</td>
<td>2.00</td>
<td>Pass</td>
</tr>
<tr>
<td>45 - 49</td>
<td>C-</td>
<td>1.67</td>
<td>Fail</td>
</tr>
<tr>
<td>40 - 44</td>
<td>D+</td>
<td>1.33</td>
<td>Fail</td>
</tr>
<tr>
<td>35 - 39</td>
<td>D</td>
<td>1.00</td>
<td>Fail</td>
</tr>
<tr>
<td>30 - 34</td>
<td>D-</td>
<td>0.67</td>
<td>Fail</td>
</tr>
<tr>
<td>00 - 29</td>
<td>E</td>
<td>0.0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

### Academic Standing for Coursework & Research (Mixed-Mode)

<table>
<thead>
<tr>
<th>CGPA</th>
<th>Dissertation/Research Grade</th>
<th>Academic Standing</th>
<th>Condition to Proceed with the Study</th>
<th>Award of the Degree</th>
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</thead>
<tbody>
<tr>
<td>Good Pass (KB)</td>
<td>MM</td>
<td>KB</td>
<td>QUALIFIED</td>
<td>QUALIFIED</td>
</tr>
<tr>
<td>CGPA ≥ 3.00</td>
<td>TM</td>
<td>KS</td>
<td>QUALIFIED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td>Conditionally Pass (KS)</td>
<td>MM</td>
<td>KS</td>
<td>QUALIFIED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td>2.67 ≤ CGPA &lt; 3.00</td>
<td>TM</td>
<td>KS</td>
<td>QUALIFIED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td>Fail (GG)</td>
<td>MM</td>
<td>KG</td>
<td>TERMINATED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td>CGPA &lt; 2.67</td>
<td>TM</td>
<td>KG</td>
<td>TERMINATED</td>
<td>NOT QUALIFIED</td>
</tr>
<tr>
<td></td>
<td>GG</td>
<td>KG</td>
<td>TERMINATED</td>
<td>NOT QUALIFIED</td>
</tr>
</tbody>
</table>
GRADE POINT AVERAGE (GPA)  
How to calculate?

- Example of calculation:
  Students taking 3 courses (equivalent to 9 credits in total)
- Results for the first semester:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>GPA</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKEE 1103</td>
<td>A</td>
<td>4.0</td>
<td>3</td>
</tr>
<tr>
<td>MKEE 1203</td>
<td>A-</td>
<td>3.7</td>
<td>3</td>
</tr>
<tr>
<td>MKEE 1303</td>
<td>B-</td>
<td>2.7</td>
<td>3</td>
</tr>
</tbody>
</table>

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

GPA = 3.46
CUMMULATIVE POINT AVERAGE (CPA)
How to calculate?

• 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:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Grade/Point/Credits</th>
<th>Semester 2</th>
<th>Grade/Point /Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKEE 1103</td>
<td>A/4/3</td>
<td>MKEE 1403</td>
<td>B-/2.7/3</td>
</tr>
<tr>
<td>MKEE 1203</td>
<td>A-/3.7/3</td>
<td>MKEE 1503</td>
<td>C/2/3</td>
</tr>
<tr>
<td>MKEE 1303</td>
<td>B-/2.7/3</td>
<td>MKEE 1603</td>
<td>B/3/3</td>
</tr>
</tbody>
</table>

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

CPA = Cumulative Point = \( \frac{2.57(9) + 3.46(9)}{18} = 3.02 \)
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
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.
“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.
<table>
<thead>
<tr>
<th>Level of Study</th>
<th>Publication Requirement</th>
</tr>
</thead>
</table>
| 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 Philosophy) | 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 atau WOS.  

_A doctoral candidate may submit his/her thesis for viva-voce provided that he/she produced at least one (1) indexed journal article or (2) indexed conference proceedings accepted or published in SCOPUS/ERA or WOS._ |
GRADUATE ON TIME (GOT) PATH

Y1
1st Sem
(i) Class
√ University Course
(ii) Research
√ Literature Review
(iii) Structured Course
√ PGSS Structured Course I
(iv) Publications
NIL
(v) Progress Report

Y1
2nd Sem
(i) Class
√ Research Methodology course
(ii) Research
√ Problem Statement, Gaps and Contributions, Methodology
(iii) Structured Course
√ PGSS Structured Course II
(iv) Publications
√ Systematic Review Paper
(iv) Progress Report

Y2
1st Sem
(i) Research
√ Proposal Defense
(ii) Structured Course
√ PGSS Structured Course III
(iii) Publications
√ Conceptual Paper
(iv) Progress Report

Y2
2nd Sem
(i) Research
√ Data Collection/ Experiment
(ii) Structured Course
√ PGSS Structured Course IV
(iii) Publications
√ Research notes/ Mini Project
(iv) Progress Report

Y3
1st Sem
(i) Research
√ Data Analysis and Conclusion, NHT
(ii) Structured Course
√ PGSS Structured Course V
(iii) Publications
√ Full Length Paper
(iv) Progress Report

Y3
2nd Sem
(i) Research
√ Thesis submission; Filling of IP or copyright
(ii) Structured Course
√ PGSS Structured Course VI
(iii) Publications
√ Full Length Paper
(iv) Progress Report
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

- Comparison
  - Masters Projects: (10 - 12 credits) - 480 hrs
  - Bachelors Degrees Projects: (4 credits) - 160 hrs
# EVALUATION OF PROGRESS REPORT

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>(a) Memuaskan (MM) [Satisfactory]</td>
<td>Comelang [Excellent]</td>
<td>9.0 ≤ M ≤ 10.0</td>
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</tr>
<tr>
<td>(a)</td>
<td>Sangat Baik [Very Good]</td>
<td>8.0 ≤ M &lt; 9.0</td>
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<tr>
<td></td>
<td></td>
<td>7.0 ≤ M &lt; 8.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baik [Good]</td>
<td>6.0 ≤ M &lt; 7.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.0 ≤ M &lt; 6.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Tidak Memuaskan (TM) [Unsatisfactory]</td>
<td>Sederhana [Fair]</td>
<td>4.0 ≤ M &lt; 5.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.0 ≤ M &lt; 4.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Gagal (GG) [Fail]</td>
<td>Lemah [Poor]</td>
<td>2.0 ≤ M &lt; 3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.0 ≤ M &lt; 2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.0 ≤ M &lt; 1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONTINUOUS ASSESSMENT / FINAL ASSESSMENT 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
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 institution 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 – 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

VIVA – VOCE EXAMINATION
RESEARCH STUDENT EXAMINATION

1. Register
2. Research Under Supervision
3. Progress Report Every Semester
4. Proposal Presentation & Evaluation
5. Appointment of Examiner (JAPSU)
6. Notification of Thesis Submission (3 Month)
7. Thesis Submission for Examination
8. VIVA - VOCE
9. Correction
10. Sub - Senate Committee Approval (JKTS)
11. Resubmission
12. Senate Committee (Graduation)
<table>
<thead>
<tr>
<th>Level of Study</th>
<th>Publication Requirement</th>
</tr>
</thead>
</table>
| Sarjana Penyelidikan        | 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._  |
| Master by Research          |                                                                                         |
| Doktor Falsafah             | 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 atau WOS.  

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# THESIS SUBMISSION REQUIREMENT FOR EXAMINATION

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis is ready to be evaluated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plagiarism check Verification</td>
<td>Complete all the required forms</td>
<td>Guidelines &amp; Forms can be downloaded at <a href="http://www.sps.utm.my">www.sps.utm.my</a></td>
</tr>
</tbody>
</table>
PLAGIARISM CHECK REQUIREMENT

Senate University only allow ≤ 20% Similarity Index
OUR NEW FORMAT FOR FRONT COVER
‘PhD THESIS’

Starting 1 September 2018
ABSTRACT

An Analysis of Yukon Delta Salmon Management Rita Agerlsson, eastern Washington University. The broad range of Pacific Alaskan salmon has resulted in the creation of a complex and multimodal system of management that includes the state of Alaska, various federal ports, a Congressionally-mandated fisheries council, and a number of commercial and non-governmental fish organizations. In the Bering Sea, salmon are caught by the commercial fishery fleet as catch. On the Yukon River, salmon are commercially and traditionally harvested for both economic and cultural sustenance by the Yukon residents of the Yukon Delta. Declining salmon populations have driven scientific research which considers the effects of Bering Sea salmon by-catch. My research findings indicate that Bering Sea fishery occurs where juvenile salmon mature, directly impacting Yukon River salmon populations. Further, the research reflects that although Yukon salmon populations have plummeted, a recent effort was made to open the northern Bering Sea, which includes the Yukon River coastal shelf, to deep-sea commercial fishing. By researching the relationship of policy to cultural salmon dependence, it becomes evident that Alaskan salmon tribes are excluded from salmon management and decision-making. Legal research reflects that three basic federal Indian concepts - inherent rights, Indian Country, and tribal right of occupancy - emerge as potential foundations that may allow Alaskan salmon tribes to begin sharing legal responsibility over salmon. Yukon River salmon are an international and anadromous species that require a functional management. My research reflects that current management favors the Bering Sea commercial fishing industry, despite data indicating Bering Sea fisheries impact Yukon salmon populations and an overall downward trend in Yukon salmon populations.

Zafifah Binti Zamrud

Supervisors:
Mohd Ghazali Bin Mohd Nawawi
Lau Woon Jye

DEVELOPMENT AND CHARACTERIZATION OF SAGO BASED PERVAPORATION MEMBRANES FOR THE RECOVERY OF MIXED CESIUM AND POTASSIUM FORMATE BRINES

Zafifah Binti Zamrud

Master of Philosophy

School of Chemical and Energy Engineering
Faculty of Engineering
Universiti Teknologi Malaysia 2018

Starting 1 September 2018
WHERE TO FIND THE GUIDELINES?

FINANCIAL AID SCHEMES FOR GRADUATE STUDENTS IN AND AROUND UTM..
UTM SCHOLARSHIP

UTM Zamalah
- For Malaysian only.
- Full time PHD student.
- Unemployed and not receiving other scholarship.
- Not more than 35 years old.
- Sponsorship of tuition fees and monthly allowances - RM1,500.00.

International Doctoral Fellowship (IDF)
- For International students.
- Full time PHD student.
- Unemployed and not receiving other scholarship.
- Exemption of tuition fee of RM3,000.00.

Skim Pembantu Siswaizah (Graduate Assistantship) - GRA
- For Malaysian only
- Full time PHD and Master (Research) new student only
- RM600/month for a period of 4 months.
- To apply, please go to URL: pgs.utm.my/OpenBasiswa

UTM National Postgraduate Fund (NPF)
- For Malaysian only.
- Full time PHD and Master (Research/Mixed Mode/Taught Course) student
- Unemployed and not receiving other scholarship.
- Exemption of tuition fee of RM1,000.00.
PUBLICATION INCENTIVE

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

<table>
<thead>
<tr>
<th></th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RM 500.00</td>
<td>RM 400.00</td>
<td>RM 300.00</td>
<td>RM 200.00</td>
</tr>
</tbody>
</table>

Criteria:
- Applicant must be first student author and supervisor(s) must be one of the authors.
- Students are registered as full time/part time basis.
- Published paper must have volume no. and page no.
POSTGRADUATE STUDENT SOCIETY UTM (PGSS-UTM)
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.
VISIT US
Visit and Like our Facebook Account
Post-Graduate Student Society UTM (PGSS UTM)

Visit our Official Page at:
http://pgs.utm.my/pgss/

GOOD LUCK IN YOUR STUDIES!

POSTGRADUATE STUDENT SOCIETY UTM (PGSS-UTM)

WELCOME TO
UTM
Structured Courses

Three structured courses for 1st year students

Three structured courses for 2nd year students

Three structured courses for 3rd year students

To assist your research, students are highly recommended to join the designated structured course for each faculty.
### LIST OF PG STRUCTURED COURSES

#### (EXAMPLE)

<table>
<thead>
<tr>
<th>PGSS List</th>
<th>Program</th>
<th>SC</th>
<th>FABU</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKA</td>
<td>Thesis Writing</td>
<td>How to Find Your Research Gap &amp; Good Research Objectives</td>
<td>The Novelty of Research: How to Write an Abstract</td>
</tr>
<tr>
<td></td>
<td>Viva Defense</td>
<td>Characteristics of Good Literature Review &amp; Research Methodology</td>
<td>Developing Data Collection Instruments</td>
</tr>
<tr>
<td></td>
<td>Career Path</td>
<td>Data Analysis Workshop with Phython - Hands-On Workshop</td>
<td>Data Analysis Workshop: Quantitative &amp; Qualitative Method</td>
</tr>
<tr>
<td></td>
<td>GOT Motivation &amp; Stress Management</td>
<td>Overcoming Writing Block</td>
<td>Effective Thesis Writing</td>
</tr>
<tr>
<td></td>
<td>Interpretation &amp; Presentation of Data Analysis</td>
<td>Strategies in Becoming Productive Writer</td>
<td>Data Analysis Workshop: Quantitative &amp; Qualitative Method</td>
</tr>
<tr>
<td></td>
<td>Student-Supervisor Relationship</td>
<td>How to Publish High Impact Publication</td>
<td>Viva Presentation: How to Give Effective Academic Presentation</td>
</tr>
<tr>
<td></td>
<td>How to Survive PhD Journey</td>
<td>Viva Defense Preparation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strategies of Becoming Prolific Writer/Presenter</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>How to Identify Your Research Gap</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| SKT | How to Find Your Research Gap & Good Research Objectives | Postgraduate Life Journey | Knowing Your PhD Journey |
| | Characteristics of Good Literature Review & Good Research Methodology | High Impact Publication Bootcamp | Managing Literature Review Effectively |
| | Strategies Becoming Productive Writer | Thesis Writing & Formatting | Defending Your Research Proposal |
| | GOT Motivation Course | Preparing a Winning Proposal | Latex Workshop |
| | How to publish High Impact Publication | Workshop on Design of Experiment (DoE) | GOT: A Wake Up Call |
| | Data Analysis Workshop | Approaching Viva Voce | Attempting to Publish Quartile Journal Article: Do’s & Don’ts |
| | Overcoming Writing Block/Mendeley: Tips And Tricks | Workshop on Medelling & Simulation | Thesis Writing Workshop |
| | | Research Management Software | Facing Your Viva Voce |
| | Viva Defence Preparation | Life After Postgraduate | Post-PhD: Where Do You Go From Here? |
| | | | |

| SKE | Characteristics of a Good Literature Review | Planning Your Study as a Research Student | Managing Research/Managing Your Thesis |
| | Student Supervisor Relationship | Literature Review, Gap Identification & Organizing References | Critical Reading & Writing Literature Review |
| | How to Publish High Impact Journals/Publication | Translating Research Problems into Research Objectives & Questions | Crafting the Literature Review |
| | How to Survive PhD Proposal Defense | Linking Research Problems with Conceptual & Theoretical Frameworks | Preparing Students for Oral Examination |
| | Overcoming Writing Block | | The First Two Years: Starting Your PhD & Keeping the Momentum Going |
| | Strategies a Becoming a Productive Writer | | Quantitative & Qualitative Research Design: Why |
# POST GRADUATE ‘COFFEE SESSION’ (ELECTIVE COURSES)

<table>
<thead>
<tr>
<th>NO.</th>
<th>PGSS ELECTIVE COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BACK UP &amp; ORGANISING RESEARCH DATA</td>
</tr>
<tr>
<td>2</td>
<td>POWER OF PROCASTINATION</td>
</tr>
<tr>
<td>3</td>
<td>MOVIE PhD M2</td>
</tr>
<tr>
<td>4</td>
<td>WHY STATISTICS (SOMETIMES) LIE?</td>
</tr>
<tr>
<td>5</td>
<td>“I HAVE NO IDEA” SYNDROME</td>
</tr>
<tr>
<td>6</td>
<td>UNDERSTANDING ADDICTIONS IN PhD</td>
</tr>
<tr>
<td>7</td>
<td>HOW TO READ EFFICIENTLY?</td>
</tr>
<tr>
<td>8</td>
<td>PREPARING FOR JOB POST MY RESEARCH DEGREE</td>
</tr>
<tr>
<td>9</td>
<td>DEATH BY POWER POINT</td>
</tr>
<tr>
<td>10</td>
<td>WHAT MAKES YOU HAPPY?</td>
</tr>
<tr>
<td>11</td>
<td>HOW TO SPEAK SO THAT PEOPLE WANT TO LISTEN?</td>
</tr>
</tbody>
</table>

For more information please visit our website at: [https://sps.utm.my/2019/01/01/pgsupportprogram/](https://sps.utm.my/2019/01/01/pgsupportprogram/)
UTM POSTGRADUATE SUPPORT PROGRAM

The School of Graduate Studies is committed to support personal and professional development of our postgraduate researchers. We aim to equip our postgraduate researchers with the skills, attributes, and knowledge to thrive as independent researchers and professionals.

The range of personal, professional, and career development opportunities offered to all postgraduate researchers at UTM is extensive. Programmes of training are tailored to the individual needs of the postgraduate researcher, and reviewed each year in consultation with the researcher's supervisory team.

The School of Graduate Studies, under Support Studies Activities (SSA), consists of support programs developed for postgraduate students, namely:

- PGSS Structured Courses (PGSC) - Free Course
- PG Coffee Session (PGCS) / Elective Courses – Free Course
- PG Research (PGRCT) – Paid Course

The structured courses, consisting of nine courses, conducted at each faculty, are fundamental courses aimed at developing researcher identity and equipping students with the skills needed during their PhD study. Aside from developing the research skills, our students are also

https://sps.utm.my/2019/01/01/pgsupportprogram/
INTernational Graduate Conference on Engineering, Science & Humanities (IGCESH 2020) – Organised by PGSS & SPS

3MT Competition (March 2019) – Organised by PGSS & SPS

PG Structured Courses (Throughout the year) – Organised by PGSS School/Faculty

PG Coffee Session (Throughout the year) – Organised by PGSS School/Faculty
PGSS PREVIOUS ACTIVITIES
7th IGCESH 2018
IGCESH2018 Statistics

SUBMITTED FULL PAPER = 213 Submission

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Submitted No.</th>
<th>Faculty</th>
<th>Submitted No.</th>
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<td>FBME</td>
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<td>FM</td>
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</tr>
<tr>
<td>FC</td>
<td>10</td>
<td>FP</td>
<td>10</td>
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<tr>
<td>FCEE</td>
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<td>FS</td>
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<tr>
<td>FGHT</td>
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<td>FTI</td>
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<tr>
<td>FKA</td>
<td>10</td>
<td>IBS</td>
<td>2</td>
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<tr>
<td>FKE</td>
<td>14</td>
<td>RAZAK</td>
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</tr>
<tr>
<td>MJIT</td>
<td>5</td>
<td>TOTAL</td>
<td>213</td>
</tr>
</tbody>
</table>

7th IGCESH ACHIEVEMENT!

TOTAL NUMBER OF JOURNALS = 6 JOURNALS

<table>
<thead>
<tr>
<th>JOURNAL NAME</th>
<th>RELATED FACULTY</th>
<th>REVIEWER SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNATIONAL JOURNAL OF AUTOMOTIVE AND MECHANICAL ENGINEERING (UJAE)</td>
<td>FKE &amp; FKM</td>
<td>UJAE Reviewer</td>
</tr>
<tr>
<td>INTERNATIONAL JOURNAL OF BUILT ENVIRONMENT AND SUSTAINABILITY (UBES)</td>
<td>FAB &amp; FGHT</td>
<td>IGCESH Reviewer</td>
</tr>
<tr>
<td>MALAYSIAN JOURNAL OF FUNDAMENTAL AND APPLIED SCIENCES (MUFAS)</td>
<td>FBME, FCEE, FS &amp; RAZAK</td>
<td>IGCESH Reviewer</td>
</tr>
<tr>
<td>MALAYSIAN JOURNAL OF INDUSTRIAL AND APPLIED MATHEMATICS (MATEMATIKA)</td>
<td>FS (MATH)</td>
<td>MATEMATIKA Reviewer</td>
</tr>
<tr>
<td>INTERNATIONAL JOURNAL OF INTEGRATED ENGINEERING (UIE)</td>
<td>FC, FKA, FKE &amp; MJIT</td>
<td>UIE Reviewer</td>
</tr>
<tr>
<td>JURNAL KEMANUSIAAN</td>
<td>FM, FTI, FP &amp; IBS</td>
<td>IGCESH Reviewer</td>
</tr>
</tbody>
</table>

IGCESH Journals Statistics

<table>
<thead>
<tr>
<th>JOURNAL NAME</th>
<th>NUMBER OF SUBMISSION</th>
<th>ACCEPTED TO BE PROCESSED</th>
<th>ACCEPTED PAPER</th>
<th>NOT ACCEPTED</th>
</tr>
</thead>
<tbody>
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N/A: Not Applicable as the acceptance is based on the journal editors
PARTICIPANTS

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Eleen Dayana Md. Isa (Sains & Teknologi)

Sofizianti Saleh (Sains Sosial)

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TOP 12 FINALISTS IN FAMELAB MALAYSIA (2019)
"Do something today that your future self will thank you for."