

	<b>PERKHIDMATAN UTAMA SISWAZAH MAIN SERVICE POSTGRADUATE</b>  <b>PEJABAT TIMBALAN NAIB CANCELOR (AKADEMIK &amp; ANTARABANGSA)</b> <b>DEPUTY VICE CHANCELLOR'S OFFICE (ACADEMIC &amp; INTERNATIONAL)</b> Kod Dokumen <i>Document Code</i> : PU/S/SS-01
	<b>SENARAI SEMAK UNTUK Pengerusi JK Penyeliaan Atau Penasihat Atau Penyelaras</b> <b>PROGRAM BAGI URUSAN PENDAFTARAN SEMESTER</b> <b>UNTUK PELAJAR SISWAZAH</b> <b>CHECK LIST FOR THE CHAIRMAN OF SUPERVISORY COMMITTEE OR ADVISOR OR</b> <b>PROGRAMME COORDINATOR FOR SEMESTER REGISTRATION MATTERS</b> <b>OF GRADUATE STUDENTS</b>

**A. Pelajar baharu dalam program secara penyelidikan (Master atau PhD)**  
***New students in the programme by research (Master or PhD)***

**i. Pastikan pelajar seliaan anda:**  
***Ensure that your supervisee:***

1. a. Mendaftar salah satu kursus berikut setiap semester pengajian (**WAJIB**):  
*Registers one of the courses listed below in every semester of study (COMPULSORY)*
- SPS5999 - Masters Research; atau or
  - SPS6999 - Doctoral Research

- b. Memilih bilangan kredit (3, 6, 9 atau 12) yang berpatutan dengan beban kerja semester.  
*Choose appropriate number of credits (3,6,9 or 12) for the workload of that semester.*

- c. *[Jika tidak mendaftar, pelajar tidak akan dapat mengisi Borang Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11), dan akan mendapat gred 'TM' diakhir semester]/ [If no registration is made, the student will not be able to fill in the Research Progress Report Form (PU/S/BR04/GS-11) and will obtain a TM grade at the end of the semester]*

2. Mendaftar salah satu daripada kursus berikut sekali pada awal pengajian (**WAJIB**)/*Register for one of the courses listed below at the beginning of study (compulsory):*
- SPS5903 - Seminar (Research Proposal); atau or
  - SPS6903 - Seminar (Research Proposal)

3. Mendaftar kursus pada aras yang dibenarkan sahaja iaitu:/*Register for courses at permissible levels :*

Programme	Kursus siri 4000/ 4000 Level series	Kursus siri 5000/ 5000 Level series	Kursus siri 6000/ 6000 Level series
PhD	Audit (AU) sahaja <i>Only as Audit (AU)</i>	Dibenarkan <i>Permitted</i>	Dibenarkan <i>Permitted</i>
Master	Dibenarkan <i>Permitted</i>	Dibenarkan <i>Permitted</i>	Tidak dibenarkan <i>Not Permitted</i>

Pastikan taraf - sama ada Wajib, Elektif atau Audit – bagi kursus yang didaftar adalah sesuai./*Ensure status- Compulsory, Elective or Audit-for courses registered are appropriate.*

*(Kursus siri 3000 hanya untuk pelajar Bachelor sahaja./ 3000 Level series are only for undergraduates.)*

4. Mendaftar kursus (bagi pelajar antarabangsa)  
*Register for Course ( for International Students):*
  - Bahasa Melayu kecuali yang telah mendapat pengecualian; dan/ *Malay language, except for those who have been exempted; and*
  - Bahasa Inggeris (PIE2) jika perlu./*English language (PIE2) if applicable.*
  
5. Membuat permohonan sebarang pengecualian kredit dalam Semester Pertama pengajian./*Apply for any credit exemption in the First Semester of study.*  
**(Keperluan kredit minimum ditentukan oleh Fakulti/Institut./Minimum credit requirements as decided by Faculty/Institute)**
  
6. Mendaftar kursus dalam tempoh 3 minggu sebelum semester bermula.  
*Register for course within 3 weeks before the commencement of semester.*
  
7. Menambah kursus, jika perlu, dalam tempoh 2 minggu pertama semester.  
*Add course, if needs to, within the first two weeks of the semester.*
  
8. Menggugur kursus, jika perlu, dalam tempoh 7 minggu pertama semester.  
*Drop course, if needs to, within the first seven weeks of the semester.*
  
9. Membuat permohonan pertukaran program/bidang pengajian dalam tempoh 10 minggu pertama semester. /*Apply for transfer between programs/fields of study within the first ten (10) weeks of the semester.*
  
10. Membuat permohonan penangguhan pengajian dalam tempoh minggu ke-7 semester, kecuali atas sebab kesihatan. Jika sebab kesihatan, sertakan pengesahan doktor bersama permohonan./ *Apply for deferment within 7 weeks of the semester, except for medical reasons. If for medical reasons, a confirmation letter from a doctor must be handed in with the application.*
  
11. Membuat permohonan pertukaran Penasihat sebelum minggu ke-10 semester untuk mengelakkan masalah penilaian Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11) pada akhir semester./*Apply for change of Advisor before week 10 of the semester to avoid problems in the Research Progress Report evaluation (PU/S/BR04/GS-11) at the end of the semester.*
  
- ii. **Pastikan anda 'verify' borang pendaftaran dan semua borang permohonan lain secara online dalam i-GIMS (wajib). Ensure that the registration form and all other online application forms in i-GIMS (compulsory) are verified.**

#### Lain-lain proses /Other processes

##### Pastikan/ Ensure that:

1. Pelajar mengadakan pertemuan dengan Penaasihat atau Jawatankuasa Penyeliaan (sekira telah dilantik) sekurang-kurangnya sekali dalam satu semester. /*The student meets the Advisor or Supervisory Committee (if has been appointed) at least once in a semester.*
  
2. Anda mengesahkan borang Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11) secara online dalam i-GIMS dalam tempoh yang diberikan. Jika tidak, pelajar akan mendapat gred "TM". /*Endorse the Research Progress Report evaluation (PU/S/BR04/GS-11) online form within the stipulated period. If this is is not done, the student will obtain a 'TM' grade.*
  
3. Pelajar yang mendapat pembiayaan GRF/GRA membantu dalam pengajaran dan pembelajaran di Fakulti/Institut/Sekolah. /*Student receives GRF/GRA funding assists in teaching and learning at Faculty/Institute/School.*

**B. Pelajar 'Continuing' dalam program secara penyelidikan (Master atau PhD)  
Continuing student in the by research programme (Master or PhD)**

**i. Pastikan pelajar seliaan anda/Ensure that your supervisee:**

1. a. Mendaftar salah satu kursus berikut setiap semester pengajian (**WAJIB**):  
*Registers for one of the courses listed below every semester (COMPULSORY)*

- SPS5999 - Masters Research; atau or
- SPS6999 - Doctoral Research

- b. Memilih bilangan kredit (3, 6, 9 atau 12) yang berpatutan dengan beban kerja semester. */Choose appropriate number of credits (3,6,9 or 12) for the workload of that semester.*

- c. *[Jika tidak mendaftar, pelajar tidak akan dapat mengisi Borang Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11), dan akan mendapat gred 'TM' diakhir semester]/ [If no registration is made, the student will not be able to fill in the Research Progress Report Form (PU/S/BR04/GS-11) and will obtain a TM grade at the end of the semester]*

2. Mendaftar salah satu daripada kursus berikut sekali pada awal pengajian (**WAJIB**):  
*/Registers for one of the courses listed below once at the beginning of studies (COMPULSORY)*

- SPS5903 - Seminar (Research Proposal); atau or
- SPS6903 - Seminar (Research Proposal)

3. Mendaftar kursus pada aras yang dibenarkan sahaja iaitu:/ Register for courses at permissible levels :

Programme	Kursus siri 4000/ 4000 Level series	Kursus siri 5000/5000 Level series	Kursus siri 6000/ 6000 Level series
PhD	Audit (AU) sahaja <i>Only as Audit (AU)</i>	Dibenarkan <i>Permitted</i>	Dibenarkan <i>Permitted</i>
Master	Dibenarkan <i>Permitted</i>	Dibenarkan <i>Permitted</i>	Tidak dibenarkan <i>Not Permitted</i>

Pastikan taraf - sama ada Wajib, Elektif atau Audit – bagi kursus yang didaftar adalah sesuai./*Ensure status- Compulsory, Elective or Audit-for courses registered are appropriate.*

*(Kursus siri 3000 hanya untuk pelajar Bachelor sahaja.)/3000 Level series are only for undergraduates.*

4. Mengulang kursus **WAJIB** sekiranya telah gagal kursus berkenaan. */Repeat COMPULSORY course if the student obtains a Fail grade.*

5. Mengulang kursus untuk menaikkan gred hanya setelah pelajar dimaklumkan gred kursus sedia ada akan diambilkira dalam pengiraan PNGK, kecuali bagi kursus yang mendapat gred "F" yang mana gred akan diganti dengan gred baharu untuk pengiraan PNGK. (Kursus bergred F kekal tercatat dalam transkrip.)

*Repeat a course to improve grade after the student has been informed that existing course grade will be taken into account for PNGK, except for courses with F grade where the the latest grade obtained will be taken for PNGK calculation. (The F course grade will still remain in transcript).*

6. Mendaftar dan menduduki Peperiksaan Komprehensif/Comprehensive Exam (CE) (pelajar PhD sahaja) dalam tempoh empat semester pengajian. CE merangkumi dua komponen iaitu peperiksaan bertulis dan lisan, dan kedua-dua adalah wajib.  
*Register and sit for Comprehensive Exam (CE) (only for PhD candidates) within four (4) semesters of study. CE encompasses two compulsory components i.e writing and speaking.*

*(Pelajar yang gagal berbuat demikian akan diberi status GB. Status GB juga diberi kepada pelajar yang gagal setelah menduduki CE sebanyak dua kali.)  
(Candidates who fail to do so will be given the GB status. GB status is also given to students who failed after the second attempt).*

7. Mendaftar kursus (bagi pelajar antarabangsa):/ *Register course (for international students).*

- Bahasa Melayu sehingga lulus kecuali bagi mereka yang telah mendapat pengecualian; dan/ *Obtain a grade M for Bahasa Melayu except for those who are given exemption*
- Bahasa Inggeris (PIE2) jika perlu. /*English Language (PIE2) if applicable.*

Jika telah gagal PIE2 sebanyak dua kali, pelajar akan mendapat status "Suspended". Pelajar boleh mendaftar semester, tetapi tidak dibenarkan mendaftar kursus lain selain dari kursus PIE2. (Kegagalan kali ketiga akan menyebabkan pelajar mendapat status GB.)  
*A student who fails the PIE2 twice shall be given the suspended status. He is allowed to repeat the PIE2 in the following semester but is barred from registering any other course (If he fails after the third attempt, his candidature shall be terminated.)*

8. Mendaftar kursus dalam tempoh 3 minggu sebelum semester bermula.  
*Register for course within 3 weeks before the commencement of semester.*

9. Menambah kursus, jika perlu, dalam tempoh 2 minggu pertama semester.  
*Add course, if needs to, within the first two (2) weeks of semester.*

10. Menggugur kursus, jika perlu, dalam tempoh 7 minggu pertama semester.  
*Drop courses, if needs to, within the first seven (7) weeks of semester.*

11. Membuat permohonan pertukaran program/bidang pengajian dalam tempoh 10 minggu pertama semester.  
*Apply for change of programme/field of study within the first ten (10) weeks of the semester.*

12. Membuat permohonan pertukaran Penasihat/Pengerusi JK Penyeliaan (jika berkaitan) sebelum minggu ke-10 semester untuk mengelakkan masalah penilaian Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11) pada akhir semester.  
*Apply for change of Advisor/Supervisory Committee Chairman (if applicable) before week ten (10) of the semester to avoid issues in the Research Progress Report evaluation (PU/S/BR04/GS-11) at the end of the semester.*

13. Membuat permohonan pertukaran taraf pengajian dari program Master ke program PhD jika telah melalui 2 semester atau satu tahun pengajian.  
*Apply for conversion of study status from Masters to PhD if the student has completed two (2) semesters or one year of programme of study.*
14. Membuat permohonan penangguhan pengajian dalam tempoh minggu ke-7 semester, kecuali atas sebab kesihatan. Jika sebab kesihatan, sertakan pengesahan doktor bersama permohonan./ *Applies for deferment within 7 weeks of the semester, except for medical reasons. If for medical reasons, a confirmation letter from a doctor must be handed in with the application.*
15. Berbincang dengan anda jika ia mendapat status "Probation" untuk mendaftar kursus dengan kredit yang bersesuaian bagi menaikkan PNGK kepada  $\geq 3.000$ .  
*Discusses with you if he obtains 'Probation' status and wants to register for a course with appropriate credit to improve his CGPA to  $\geq 3.000$ .*
- ii. **Pastikan anda 'verify' borang pendaftaran dan semua borang permohonan lain secara online dalam i-GIMS (wajib).**  
***Ensure that the registration form and all other online application forms in i-GIMS (compulsory) are verified.***

#### Lain-lain proses/Other processes

##### Pastikan/Ensure:

1. Pelajar mengadakan pertemuan dengan Jawatankuasa Penyeliaan sekurang-kurangnya sekali dalam satu semester.  
*The student meets the Supervisory Committee at least once in a semester.*
2. Pelajar telah mendapat kebenaran anda, Fakulti/Institut/Sekolah dan institusi penerima secara bertulis sebelum membuat penyelidikan di luar kampus (dalam atau negara luar).  
*The student has obtained written permission from you, Faculty/Institute/School and recipient institution before conducting research off-campus (local or international).*
3. Anda mengesahkan borang Laporan Kemajuan Penyelidikan (PU/S/BR04/GS-11) secara online dalam i-GIMS dalam tempoh yang diberikan. Jika tidak, pelajar akan mendapat gred "TM".  
*The supervisor endorses the online Research Progress Report form (PU/S/BR04/GS-11) in i-GIMS within the stipulated period. Failure to do this will result in the student obtaining 'TM' grade.*
4. Pelajar yang mendapat pembiayaan GRF/GRA membantu dalam pengajaran dan pembelajaran di Fakulti/Institut/Sekolah.  
*Students who receive GRF/GRA funding assist in teaching and learning at Faculty/Institute/School.*
5. Pelajar telah menerbitkan artikel jurnal atau yang setara seperti yang ditetapkan sebelum bergraduat. Sila rujuk di bawah\* dan Lampiran 1.  
*Student has published a journal article or its equivalent as stipulated before graduating. Refer \* and Appendix 1.*
6. Pelajar yang telah bersedia untuk menyerahkan tesis perlu menghantar borang Notis Penyerahan Tesis (PU/S/BR03/GS-14a) ke Fakulti/Institut/Sekolah tiga (3) bulan lebih awal.  
*Students who are ready to submit a thesis must give Notice of Thesis Submission form (PU/S/BR03/GS-14a) to the Faculty/Institute/School three (3) months in advance.*

7. Pelajar hendaklah menghantar tesis untuk peperiksaan ke SPS hanya setelah pelantikan ahli JK Peperiksaan Tesis diluluskan oleh JK Pengajian Siswazah Universiti (JKPSU).



*Students shall submit the thesis for examination to SGS only after the appointment of the Thesis Examination Committee has been endorsed by the University Graduate Studies Committee (JKPSU).*

**\*Syarat Penerbitan Pelajar Siswazah/Postgraduate Students' Publication Requirement:**

Mengikut kelulusan Senat/ *According to Senate Approval:*

- (a) Semua pelajar dalam program secara penyelidikan wajib menunjukkan bukti telah menerbitkan atau telah menyerahkan artikel jurnal untuk penerbitan (sebagai penulis pertama/*corresponding author*) berdasarkan kepada penyelidikan yang dijalankan dalam pengajian sebelum bergraduasi sebagaimana berikut:

*All students in degree programmes by research must show proof of having published or submitted journal articles (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:*

Programme	Students Registering before Second Semester 2016/2017	Students Registering from Second Semester 2016/2017 onwards
PhD	One journal article published or accepted, and one journal article submitted	Two journal articles published or accepted (in CIJ)
Master's	One journal article submitted	One journal article published or accepted (in CIJ)

- (b) Pelajar dalam program secara penyelidikan yang merupakan penerima *Graduate Research Fellowship (GRF)* wajib menunjukkan bukti telah menerbitkan artikel jurnal (sebagai penulis pertama/*corresponding author*) berdasarkan kepada penyelidikan yang dijalankan dalam pengajian sebelum bergraduasi sebagaimana berikut:

*Students in degree programmes by research who are recipients of the Graduate Research Fellowship (GRF) of the University must submit proof of having published journal articles (as the first/corresponding author) on research conducted during their candidature prior to graduation as follows:*

Programme	Minimum Publication Requirement		
	Students Registering before Second Semester 2016/2017	Category	Students Registering from Second Semester 2016/2017 onwards
PhD	Two journal articles published or accepted	GRF	Two journal articles published or accepted (in CIJ with at least one in JCR - Q1 or Q2 journal)
		iGRF	Two journal articles published or accepted (in JCR - Q1 or Q2 journal)
Master's	One journal article published or accepted	GRF	One journal article published or accepted (in JCR)

- (c) Pelajar dalam bidang Sains Sosial (yang mendaftar mulai Semester Kedua 2016/2017 dan seterusnya) wajib menunjukkan bukti telah menerbitkan artikel jurnal/bab dalam buku (sebagai penulis pertama/*corresponding author*) berdasarkan kepada penyelidikan yang dijalankan dalam pengajian sebelum bergraduasi sebagaimana berikut:

*Students in the social sciences (registering from Second Semester 2016/2017 onwards) must submit proof of having published journal articles/chapter in book (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:*

Programme	Non-GRF Recipients	GRF/iGRF Recipients
<b>PhD</b>	(i) Two journal articles published or accepted in CIJ; or at least (ii) One journal article published or accepted in CIJ and one journal article from any of the categories below: <ul style="list-style-type: none"> <li>• Journal published by the University or scientific publisher or listed in MyJurnal (Malaysian Journal Management System).</li> <li>• Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under MAPIM.</li> </ul>	(i) One journal article published or accepted in CIJ and one journal article published or accepted in JCR; or (ii) Two journal articles published or accepted in CIJ with a proof of submission for a publication of journal article in JCR with decision (i.e. one of the journal articles that is accepted/ published in CIJ).
<b>Master's</b>	One journal article accepted/published from any of the categories below: <ul style="list-style-type: none"> <li>• Journal listed in CIJ.</li> <li>• Journal published by the University or scientific publisher or listed in MyJurnal (Malaysian Journal Management System).</li> <li>• Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under MAPIM.</li> </ul>	One journal article published or accepted in CIJ.

- (d) Bagi pelajar yang telah memfailkan Paten atau *Utility Innovation* atau Hak Cipta (*software based*) atau Rekabentuk Perindustrian atau *Printed Circuit Board* berdasarkan kepada penyelidikan yang dijalankan dalam pengajian adalah setara dengan satu artikel jurnal, dan boleh memohon kepada Dekan SPS untuk pengecualian kepada peraturan di atas.

*A student who has filed for a Patent or Utility Innovation or Copyright (software based) or Industrial Design or Printed Circuit Board based on research conducted during his candidature is equivalent to one journal article, and may apply in writing to the Dean of SGS for exemption from the rules above.*

**C. Pelajar Baharu dan 'Continuing' dalam program secara kerja kursus.  
New and Continuing Students in by coursework programme.**

**i. Pastikan pelajar/ Ensure students:**

1. Mendaftar semua kursus mengikut taraf - sama ada Wajib, Elektif atau Audit – yang ditetapkan oleh program pengajian yang diikuti.   
*Register all courses according to status-Compulsory, Elective or Audit as determined by the program of study of the student*

2. Mendaftar kursus (bagi pelajar antarabangsa)/ *Register courses (for International students):*   

- Bahasa Melayu sehingga lulus kecuali yang telah mendapat pengecualian; dan/Bahasa Melayu until a pass grade is obtained except for those who are given exemption
- Bahasa Inggeris (PIE2) jika perlu. /English Language (PIE2) if applicable.

Jika telah gagal PIE2 sebanyak dua kali, pelajar akan mendapat status "Suspended". Pelajar boleh mendaftar semester, tetapi tidak dibenarkan mendaftar kursus lain selain dari kursus PIE2. (Kegagalan kali ketiga akan menyebabkan pelajar mendapat status GB).  
*A student who fails the TEP twice shall be given the suspended status. He is allowed to repeat the TEP in the following semester but is barred from registering any other course (If he fails after the third attempt, his candidature shall be terminated.)*

3. Memohon sebarang pengecualian kursus dalam Semester Pertama pengajian.   
*Apply for any course exemption in the First Semester of study.*

*(Pastikan keperluan kredit bagi urusan pengecualian kursus adalah tidak melebihi 30% daripada jumlah keperluan kredit minimum untuk bergraduasi.)  
(Ensure that credit requirement for course exemption matters is not more than 30% of the total minimum credit requirement for graduation)*

4. Mendaftar kursus tiga minggu sebelum semester bermula bagi pelajar baharu, atau dua minggu sebelum semester bermula bagi pelajar 'Continuing'.   
*Register for course three (3) weeks before commencement of semester for new students, or two (2) weeks before commencement of semester for Continuing students.*

5. Menambah kursus, jika perlu, dalam tempoh 2 minggu pertama semester.   
*Add course, if needs to, within the first two (2) weeks of the semester.*

6. Menggugur kursus, jika perlu, dalam tempoh 7 minggu pertama semester.   
*Drop courses, if needs to, within the first seven (7) weeks of the semester.*

7. Membuat permohonan pertukaran program/bidang pengajian dalam tempoh 10 minggu pertama semester.   
*Apply for transfer between programmes/Fields of study within the first ten (10) weeks of the semester.*

8. Mendaftar semula kursus yang diberikan Gred "S" pada semester yang lepas untuk melengkapkan kursus berkenaan. Gred "S" akan diberikan sekali sahaja dalam pengajian dan gred sebenar akan diberikan setelah pelajar menamatkan kursus berkenaan   
*re-register for the course that graded "S" for the previous semester to complete the course. "S" grade is given once only during studies and the actual grade will be given once the student completes the course.*



9. Mengesahkan pendaftaran sebagai pelajar semester akhir dalam i-GIMS jika berada dalam semester terakhir pengajian.  
*Confirm registration as a final semester student in i-GIMS if the student is in the final semester of study.*
- ii. **Pastikan anda 'verify' borang pendaftaran dan semua borang permohonan lain secara online dalam i-GIMS (wajib).**  
***Ensure that the registration form and all other online application forms in i-GIMS (compulsory) are verified.***