



# PUTRA GOT PROGRAM



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School of Graduate Studies  
Universiti Putra Malaysia  
Serdang 43400, Selangore



Putra  
GOT Programme  
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## INTRODUCTION

The Putra Graduate on Time (GOT) Programme, an offshoot of the Putra Sarjana Programme, is initiated by the School of Graduate Studies not only to create awareness among students and academics of the necessity for students to graduate within the given time period, but also to practically support postgraduate students' research activities through a systematic learning support programme.

GOT for Masters students is within 4 semesters of study, and 7 or 8 semesters for PhD students.

The Putra GOT programme is open to both academics and students.

The programme will include a new introductory seminar, that is the "Got to GOT" seminar, as well as other learning support Putra Sarjana seminars. The new "Got to GOT" seminar is a one day seminar involving distinguished academics in different areas of postgraduate education, invited to share their expertise and experiences with GOT. The seminar is designed to help students and lecturers gain insights and understanding of the significance and meaning of GOT.

Other Putra Sarjana seminars are selected to be included in the GOT programme to help strengthen students' personal and academic development as they strive to complete their studies on time. With this in mind, the GOT programme is structured to comprise the following major topics:

### **Advisory and Personal Development**

The seminars offered will support students' motivation, and personal and academic development. These seminars will guide students in sustaining their abilities to manage their lives as postgraduate students.

### **Research Skills**

The seminars offered will assist students with the necessary knowledge and skills needed in carrying out their research work such as in managing expectations, setting research milestones, methodologies, data analysis programmes, and aspects of research and proposal writing.

### **Thesis Writing and Viva Voce**

The seminars offered will focus on strengthening postgraduate students' writing skills and prepare them for their final examination/viva voce. Students will also learn to write and publish in scientific journals.

## PUTRA GOT PROGRAMME

### Advisory and Student Development

1. Introduction to GOT Awareness Seminar
2. UPM Graduate Studies Rules
3. Academic Integrity
4. Your Research Journey to GOT
5. Intercultural Communication
6. Supporting Students in their Research Journey
7. Self Esteem and Development
8. Time Management
9. Stress Management

### Research Skills

1. Setting and Monitoring Milestones
2. Managing Research Expectations
3. Research Skills for the Social Sciences/Sciences
  - a. Research Methodology
  - b. Research Proposal Writing
4. IT and Data Analysis Skills
5. The Basic of Research
6. Publication in a Scientific Journal
7. Fundamentals Towards GOT in Innovative Research

### Thesis Writing and Viva Voce

1. Thesis Preparation Skills
  - a. Elements of the Thesis
  - b. Introduction to Thesis Writing
  - c. Literature Review Writing
2. Editing Thesis
3. Manuscript Writing and Publication

PROGRAMME STRUCTURE			
<b>Semester I</b>	<ul style="list-style-type: none"> <li>• UPM Graduate Studies Rules</li> <li>• Academic Integrity</li> <li>• Your Research Journey to GOT</li> <li>• Fundamentals Towards GOT In Innovative Research</li> </ul>	<ul style="list-style-type: none"> <li>• Time Management</li> <li>• Literature Review Writing</li> <li>• Research Methodology</li> <li>• Setting and Monitoring Milestones</li> </ul>	<b>Masters / PhD</b>
<b>Semester II</b>	<ul style="list-style-type: none"> <li>• Self Esteem and Development</li> <li>• Intercultural Communication</li> <li>• Stress Management</li> <li>• The Basics of Research</li> </ul>	<ul style="list-style-type: none"> <li>• Research Proposal Writing</li> <li>• Human and Animals Ethics in Research</li> <li>• Managing Research Expectations</li> <li>• Elements of The Thesis</li> </ul>	
<b>Semester III</b>	<ul style="list-style-type: none"> <li>• Introduction to Thesis Writing</li> <li>• IT and Data Analysis Skills</li> <li>• Publication in a Scientific Journal</li> <li>• Manuscript Writing and Publication</li> </ul>	<ul style="list-style-type: none"> <li>• Setting and Monitoring Milestones</li> <li>• The Viva Voce*</li> <li>• Supporting Students in their Research Journey</li> </ul>	<b>Masters / PhD</b>
<b>Semester IV</b>	<ul style="list-style-type: none"> <li>• Publication in a Scientific Journal</li> <li>• Editing Thesis</li> <li>• Time Management</li> <li>• Research Methodology</li> </ul>	<ul style="list-style-type: none"> <li>• Literature Review Writing</li> <li>• The Basics of Research</li> </ul>	

Semester V	<ul style="list-style-type: none"> <li>Setting and Monitoring Milestones</li> <li>Stress Management</li> <li>Research Proposal Writing</li> <li>Human and Animals in Research</li> </ul>	<ul style="list-style-type: none"> <li>Managing Research Expectations</li> <li>Elements of The Thesis</li> <li>Self Esteem and Development</li> </ul>	PhD
Semester VI	<ul style="list-style-type: none"> <li>Publication in a Scientific Journal</li> <li>Manuscript Writing and Publication</li> <li>IT and Data Analysis Skills</li> <li>The Viva Voce</li> </ul>	<ul style="list-style-type: none"> <li>Supporting Students in their Research Journey</li> </ul>	
Semester VII	<ul style="list-style-type: none"> <li>Setting and Monitoring Milestones</li> <li>Publication in a Scientific Journal</li> <li>Editing Thesis</li> </ul>		PhD
Semester VIII	<ul style="list-style-type: none"> <li>Setting and Monitoring Milestones</li> <li>Publication in a Scientific Journal</li> <li>Editing Thesis</li> </ul>		
<p>* Optional for PhD Students</p> <p>For synopses of the above seminars, kindly visit <a href="http://www.sgs.upm.edu.my">www.sgs.upm.edu.my</a>.</p>			

## THESIS WRITING AND VIVA VOCE

### Thesis Preparation Skills

The Thesis Preparation Skills seminars are distinct from the Basic Research Skills courses in that they are entirely focused on helping students complete their thesis. The package also contains a seminar that will enable students to better prepare for their Viva Voce such as Elements of The Thesis, Introduction to Thesis Writing, Research Proposal Writing, Literature Review Writing and The Viva Voce.

### Editing Thesis

The Editing Thesis seminar will provide postgraduate students with the knowhow to edit their own manuscripts before it is submitted to their supervisors for evaluation. The seminar will teach students how to read their own writing from a detached and objective perspective, correct their own formatting and stylistic and language errors, as well as avoid clichéd turns of phrase.

### Manuscript Writing and Publication

This seminar will provide a detailed breakdown of the most essential aspects of writing a manuscripts, and subsequently, getting it published in a peer-reviewed academic journal – which will remain arguably the most crucial skill that will be applied throughout an academic’s career. Students participating in this seminar will learn of the most important elements of a successful manuscript, and how they can replicate that success in their own prospective careers.

## Publication in a Scientific Journal

Having your paper published in an academic journal is not only a very important step in the completion of your thesis, but will also represent arguably the most essential skill you have to possess throughout your academic career. But writing a paper suitable for publication in a reputable academic journal is an arduous task. This seminar is aimed at postgraduate students who want to learn, practice and deepen their knowledge of the steps and tricks for getting published in an academic journal.

## Elements of The Thesis

In this seminar students will learn of the basic elements that constitute a thesis, from the abstract to the literature review to the conclusion, a detailed explanation of what these elements are and the purpose they serve, as well as the relationship between each. This seminar is essential for students wishing to avoid repetition or redundancy in writing their thesis.

## Fundamentals towards GOT in Innovative Research

The quest towards GOT (Graduating on time) is increasing the pressure on research candidates who have received scholarships and must complete their studies within a stipulated period. The pressure is higher for PhD candidates since they are required to create new knowledge to their field of studies. There is a need to expedite the critical thinking and critical writing capability among these novice researchers so supervisors could start finalising their inquiry strategies based on newly developed theoretical framework.

The seminar introduces the Excellence Accelerator for Grounded Learning Environment (E.A.G.L.E.) Programme which has been taught to educated professionals since 2006 at the Faculty of Design and Architecture, Universiti Putra Malaysia. Unlike conventional teaching about the required steps in conducting research, the E.A.G.L.E. Programme is an interactive visual structured programme, which combines critical thinking and critical writing skills concurrently with the conventional research methodology steps.

This Malaysian E.A.G.L.E. invention was first introduced to international research methodologists at the 10th European Conference on Research Methodology in Business Studies (ECRM) 2011 and was selected as one of the top papers for publication in the Electronic Journal on Business Research Methodology in the same year. It currently has 7 support tools and has received funds from Innohub UPM to develop an online support system for both postgraduate students and their supervisors. It will cover the fundamentals of developing an E.A.G.L.E. Table and how it could be expanded to guide novice researchers to develop theories from a critical literature review process.

## SYNOPSIS OF SEMINARS

### ADVISORY AND STUDENT DEVELOPMENT

#### Got to GOT

This is a one day seminar to create awareness among postgraduate students and academics about Graduate on Time. The seminar will invite different speakers to share their expertise and experiences in the area of postgraduate education. The topics included are academic advisory, research skills and requirements, motivation and study challenges, and supervision.

#### UPM Graduate Studies Rules

This introductory course will acquaint students with the rules and regulations binding them as graduate students of Universiti Putra Malaysia. Students will be introduced to the organizational structure of the School of Graduate Studies (SGS), before being briefed on issues pertaining to their study credit requirements, fees, financial assistance, Master's and PhD examinations, grade point average, as well as the submissions of progress reports and thesis. These issues will only be discussed in general, with the finer details being addressed by faculty level briefings and other courses in the Studying at UPM Putra Sarjana Module.

#### Academic Integrity

Academic integrity is a lingering malady that afflicts students writing their theses, and on occasion, even researchers as well. Besides explaining exactly what constitutes unethical behaviour in research, the scholarly integrity seminar will also shed light on the larger implications of abandoning scholarly integrity in the face of immediate career advancement such as bringing disrepute to one's career in the long run, the academic profession in general, and the university; and in more extreme cases, detriment to the public good.

#### Your Research Journey to GOT

This seminar is intended to assuage the intimidation that students who are pursuing their postgraduate studies and research, not only by the daunting task of completing their research activities but also by the procedural requirements of their study programme. Since research conducted during the course of a degree is a battle against time, students will also be provided helpful tips on the most effective and stress-free methods of carrying out their research activities by avoiding repetition and monotony. This practical introduction to well proven tips will enhance the skills and confidence of postgraduate students in their research. Many research students have also found it invaluable for brushing up their basic skills, getting a fresh insight into effective approaches and renewed confidence in their ability.

## **Intercultural Communication**

This seminar provides a guide for a wide range of communication problems arising from interaction of people from various cultural backgrounds. This is of particular relevance to university life in UPM, where students from nearly 60 countries are concentrated in one place. The seminar will teach students how to distance themselves from a herd mentality, break predetermined assumptions they have of those outside the ‘herd’ and empathise with others’ cultural quirks.

## **Supporting Students in Their Research Journey**

The student-supervisor relationship is paramount to the successful completion of a research journey. Strategies to work together under supervisory teams, establishing and maintaining good student-supervisor relationships and practices will be the focus of this workshop.

## **Self-Esteem Development**

Lack of self-esteem can often significantly derail students’ quest to obtain a graduate degree – a situation which can be exacerbated by them obsessing over the immensity of the task at hand, as well as their frequent exposure to intellectual giants in their respective fields of study. This workshop provides students with tips to maintain a healthy sense of self-esteem, which can also be carried over to their future careers.

## **Time Management**

Given that the completion of a graduate degree can be taxing, especially with the intrusion of other work or family affairs, time management is an absolutely of other work or family affairs, time management is an absolutely vital skill that students need to master. This workshop will teach students how to get the most out of limited timeframe and allocate dedicated study hours so as to eliminate stressful situations that could potentially be detrimental to the completion of a degree.

## **Stress Management**

Stress Management Seminar is filled with strategies and tactics for simplifying your life, improving your health, and eliminating everyday worries. The goal of this seminar is to share practical strategies for eliminating the stress that so often plagues our lives.

## **RESEARCH SKILLS**

### **Setting and Monitoring Milestones**

Two or three years can seem like a long time for candidates as they commence their programme, but time slips by quickly if they are not able to develop with their supervisors a manageable and sensible set of milestones. This workshop aims to explain the critical nature of milestones and planning and to provide strategies for complying with supervisors in the development of realistic timelines.

### **Managing Research Expectations**

The research indicates that a mismatch or lack of clarification regarding expectations between candidates, supervisors and supervisors on the team can lead to disharmony and supervisory difficulties and is one of the main causes of difficulty in the supervisory relationship. This workshop will provide strategies that can assist in co-supervision.

### **Research Skills for the Social Sciences/Sciences**

The Research skills for the social sciences/sciences core courses are specifically designed for graduate students taking social sciences/sciences degrees. These seminars cover a range of topics of Research Proposals and Research Methodology.

### **IT and Data Analysis Skills**

It is becoming increasingly essential for students in all fields of study to not only master elementary word processing and IT skills, but also be familiar with relevant forms of data analysis software. Students from the science and the social sciences are recommended to take relevant IT and Data Analysis Skills seminars.

### **The Basics of Research**

In The Basics of Research seminar, students will be reintroduced to the foundational aspects of conducting aspects of conducting research – will enable them to really re-examine the basic premises of their research questions, and in doing so, ensure that their research activities are free of redundancies. And since research conducted during the course a degree is a battle against time, students will also be provided helpful tips on the most effective methods of carrying out their research activities.