SERVICES PROVIDED BY SGS
(a) Admission

1. Application for admission is via online (http://sgsportal.upm.edu.my:8080/sgsportal/) and should be submitted together with required supporting documents including the receipt of application processing fee (RM60 for local and USD60 for international applicant).

2. Application documents are checked within 3 days of submission and categorized as either COMPLETE or INCOMPLETE. An INCOMPLETE application will not be processed.

3. An application process generally takes about 1 to 2 months, depending on the adequacy of required supporting documents submitted by applicant.

1. Faculties/Institutes are given a maximum of 30 days to assess each application.

2. Depending on the study programme applied, applicant may be interviewed via Skype, telephone or face-to-face in addition to the submitted application information.

3. Entry requirement for each programme is at http://www.sgs.upm.edu.my/programme_of_study-1872

1. Application status is updated as APPROVED or NOT APPROVED upon the receipt of assessment from Faculty/Institute.

2. Once application for admission is approved, applicant must print the offer letter via online portal.

3. Applicant should check application status via online portal (use own username and password) from time to time.
ENGLISH LANGUAGE REQUIREMENT

Note:
- B1: IELTS 5.0, TOEFL 450, CIEP 105, CIEP 106, Placement Test 106, Placement Test 107
- B2 Entry: IELTS 5.5, TOEFL 500, CIEP 107, CIEP 108, Placement Test 108, Placement Test 109
- B2: IELTS 6.0, TOEFL 550, CIEP 109, Placement Test 110
- PIE : Postgraduate Intensive English
- CIEP: Certified Intensive English Programme

For more details, please refer to [http://www.sgs.upm.edu.my/content/english_language_requirement-40581](http://www.sgs.upm.edu.my/content/english_language_requirement-40581)
For more details, please refer to registration package at http://www.sgs.upm.edu.my/prospective_students-2964
VISA & STUDENT PASS

PREPARING TO ENTER MALAYSIA


3. Print the e-VAL from your EMGS portal once approved by EMGS.

4. Obtain a Single Entry Visa (SEV) at the nearest Malaysian Embassy / Consulate in your home country with the e-VAL.

5. You MUST enter Malaysia with SEV before the expiry date of the VAL. However, do not enter Malaysia more than 7 days of the academic registration date.

UPPON ARRIVAL IN MALAYSIA

1. Upon arrival at the airport, you will be given a Special Visit Pass. Its validity is limited between 14-30 days.

2. Immediately refer to Putra International Centre (i-Putra) at UPM to verify visa and passport validity for academic registration.

3. Get insurance cover note from UPM. Insurance office is located at Academic Complex A, UPM.

4. Submit your Student Pass application to i-Putra upon academic registration or 14 days before the expiry of Social Pass. Download the application form and checklist at http://www.intl.upm.edu.my/upload/dokumen/20170726104543CHECKLIST_FOR_NEW_STUDENT_PASS_(COME_WITH_VAL)_APPLICATION.pdf.

5. View application via EMGS Application Status.

6. Collect your passport from i-putra when EMGS Application Status shows 100%.
1. **How do I apply for a postgraduate programme at UPM?**
   Application for postgraduate programme at UPM is via online at [http://sgsportal.upm.edu.my:8080/sgsportal/](http://sgsportal.upm.edu.my:8080/sgsportal/). Prior to application for admission, prospective student is strongly advised to visit the website of School of Graduate Studies for more information at [http://www.sgs.upm.edu.my/prospective_students-2964](http://www.sgs.upm.edu.my/prospective_students-2964).

2. **When can I submit my application for admission to UPM?**
   Application for admission is open throughout the year and UPM offers 2 intakes per year i.e. September (First Semester) and February (Second Semester). If you miss the closing date of application for admission into a semester, your application for admission is automatically transferred to the following semester.

3. **What is the minimum academic admission requirement for Master’s or PhD programme in UPM?**
   Generally, UPM requires a CGPA of 3.00/4.00. However, admission into the programme is also subject to requirements specified by the faculty / institute (refer to the faculty’s / institute’s website).

4. **I have a Higher National Diploma (HND). Can I use this to apply for a Master’s programme at UPM?**
   No. UPM only accepts a Bachelor’s degree for Master’s programme.

5. **I am in my final semester of undergraduate programme. Can I apply for admission for postgraduate study at UPM?**
   Yes. A final year student of undergraduate programme can apply provided his current CGPA meets the programme admission requirement.

6. **How do I find a research supervisor for my study programme?**
   You can identify a potential research supervisor from the faculty’s or SGS’s website. There is a ‘List of Experts’ listed under each fields of study offered by the Faculty / Institute. If you are not able to identify a research supervisor, the faculty will assign one for you.

7. **I have received an offer letter to study at UPM next semester. Can I defer for one semester?**
   Yes. You can defer to the following semester by replying to the offer via online.

8. **I was terminated from my study programme at UPM? Can I re-apply?**
   Yes. The criterion for application is as follows:

<table>
<thead>
<tr>
<th>Type of Programme</th>
<th>Criterion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same programme/field of study</td>
<td>2 Semesters after being terminated</td>
</tr>
<tr>
<td>Different programme/field of study</td>
<td>The following semester</td>
</tr>
</tbody>
</table>

   You can use the same username and password for application at [http://sgsportal.upm.edu.my:8080/sgsportal/](http://sgsportal.upm.edu.my:8080/sgsportal/).
9. I am an international student and I took an IELTS 6 years ago. Is the test score still valid to be used for my application for admission?
   No. The validity period for IELTS or any other English Language Proficiency Test score which is equivalent to CEFR should not be more than 5 years.

10. I am an international student with a degree from a Malaysian university. Can I be exempted from English requirement for admission into postgraduate programme at UPM?
   Yes. An applicant with a degree from any public/private university in Malaysia shall not be subject to the English language proficiency requirement.

11. I do not have any IELTS / TOEFL. Can I still apply to UPM?
   Yes. If you meet the academic admission requirements, you will be granted a provisional offer letter. However, you still need to fulfill the English language requirement before you can register in the programme.

12. Can I take English programme at UPM if my IELTS / TOEFL does not meet the language requirement?
   Yes. You can join the Postgraduate Intensive English programme at the Centre for the Advancement of Language Competence (CALC) or Certified Intensive English Programme (CIEP) at ELS Centre. For more information, please refer to this link: http://www.sgs.upm.edu.my/content/english_language_requirement-40581

13. What documents should I bring to UPM for registration of new postgraduate students?
   You must bring the original and photocopy of certificate and transcript of Bachelor and/or Master’s degree, identification document, English language proficiency test score and other related documents and forms as listed in the registration checklist: http://reg.upm.edu.my/elSO/docs/2017061616364220170620PU-S-BR02-GS-04d%20(1).pdf

14. I have arrived at UPM to register as a new postgraduate student, but I have not applied for VAL. Can I still register?
   No. An international student must have a valid VAL to proceed with programme registration. You are advised to contact Putra International Centre for more information or refer to http://www.sgs.upm.edu.my/content/visa_and_pass-40593

15. I have just finished my Master’s programme in a Malaysian university and I have been offered a PhD programme at UPM. Do I need to go back to my home country to apply for VAL?
   Generally, if you finish your Master’s programme less than 2 months before registration of PhD programme, you can proceed with the registration without leaving Malaysia. For more information, please refer to Putra International Centre at http://www.intl.upm.edu.my/.
e) Registration and Candidature

1) How to apply for a Supervisory Committee nomination?

- You may apply for a Supervisory Committee nomination by:
  - Login to Student Portal
  - Click Form→ GS10a → Fill the form
  - Choose the supervisor’s name
  - State the role of the main supervisor
  - State the adding members of supervisory committee
  - Submit the application.

- The application must be:
  - Recommended by the main supervisor/ members of the supervisory committee and supported by the faculty.
  - Approved by the JKPSU

- The application must be made within the first semester of study.
- Refer to Section 35, 36, and 37 UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

2) How to apply for reconstitution of Supervisory Committee or appoint external supervisor?

- You may apply for change of supervisor by:
  - Login to Student Portal
  - Click Form→ GS10b → Change Supervisor
  - Choose the external supervisor’s name or new supervisor name
  - The external supervisor’s CV must be provided to the faculty and SGS.
  - State the role of the new external supervisor (You may need to see the Change Role of Supervisors section).
  - State the justification for adding new supervisor.
  - Submit the application.

- The application must be:
  - Recommended by the main supervisor/ members of the supervisory committee and supported by the faculty.
  - Approved by the JKPSU.

- The application must be made within the first seven weeks of the semester. Application must be made not more than 3 semesters for Master and 5 semesters for PhD.
- Refer to Section 39 and 40, UPM Rules 2003 (Graduate Studies) revision 2015-2016).

3) How to defer my study?

- You may apply for Deferment of Study by:
  - Login to Student Portal
  - Click Form→ Deferment of Study (GS07)
  - State the deferment reason.
  - Upload the written approval letter by the sponsor (only for sponsored student by KKM).
4) **Will the deferred number of semesters be counted into the period of study?**

- No, the number of semesters deferred will not be considered in the calculation of study duration.

5) **What are the consequences of a deferment?**

- For international students, the visa will be revoked and they must leave the country.
- The student will not be allowed to use UPM’s facilities.

6) **How do I change my programme/field of study?**

- You may apply for change of programme/field of study by:
  - Login to Student Portal
  - Click Form – Transfer (GS08)
  - Click New Application
  - State the justification for change the programme.
  - Submit the application.

- The application must be made within seven (7) weeks of the current semester.
- The application must be recommended by supervisors (current and new – if applicable) and supported by both faculties/institutes (current and new).
- Refer to Section 27, UPM Rules 2003 (Graduate Studies) revision 2015-2016 for more info.

7) **I am a Master by research student. I would like to convert my Master to a PhD level. How do I do that?**

- You may apply for conversion if you fulfil conversion requirement:
  (a) have completed at least two (2) semesters or one (1) year but not more than four (4) semesters or two (2) years of the Master’s degree programme;
  (b) have completed the coursework requirements of the Faculty/Institute and obtained a minimum CGPA of 3.670 (if applicable).
  (c) have published or show proof of acceptance of an article in a refereed journal or its equivalent (e.g. book chapter) based on research done during candidacy;
  (d) submit an extended research proposal that meets the scope of a PhD degree; and
  (e) have passed the conversion examination.

- If qualified, the conversion process is as below:
  - Login to Student Portal
  - Click Form – Conversion (GS09)
  - Submit the application.
  - The application must be:
✓ Recommended by the main supervisor/ members of supervisory committee.
✓ the faculty must arrange for the evaluation process comprises of appointment of Independent Committee for Conversion to access both written and oral examination
✓ Supported by the faculty.
✓ Approved by the JKPSU.

- Refer to Section 28 UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

8) I am a full-time student. What do I have to do to become a part time student?

- You may apply for change of type registration by:
  - Login SGS Web Site
  - Click Useful Information → Part Time Mode
  - Submit the application.
  - Recommended by supervisor and endorsed by faculty.

  **Note:** International Students are NOT allowed to change their type of registration.

9) This is my last semester, but I need more time to complete my thesis. How to apply for extension?

- You may apply for extension beyond the maximum study period by:
  - Login to Student Portal
  - Click Form → Extension of Study Period
  - State the reason why you have to extend especially the progress of your study/thesis.
  - Submit the application.

  - The application must be:
    - Recommended the main supervisor/ member of the supervisory committee and supported by the faculty
    - Endorsed by SGS

  - The application must be made within four (4) weeks of the maximum semester.
  - Maximum period of extension is 3 semesters for Master’s and PhD students but each application will be approved only for one semester.
  - Refer to Section 10 UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.

10) How to Add / Drop Courses?

- You may apply for Add/Drop Courses by:
  - Login to Student Portal
  - Click Registration → Add/Drop Course
  - Click Add or Drop relevant course

  - The application is subject to the minimum and maximum credit allowed for a student.
  - Student must add course within two (2) weeks of the semester.
  - Student may drop course within seven (7) weeks of the semester.
  - Refer to Section 26 UPM Rules 2003 (Graduate Studies) revision 2015-2016) for more info.
f) Assessment

1) How do I submit progress report GS11 (SPS5999/6999)?
   • You may submit progress report GS11 by:
     - Login to Student Portal
     - Click Form→ Progress Report (GS11)
     - Click New Progress
     - Complete the report based on research done every semester.
     - Submit the application.
   • The progress report must be submitted before the deadline stated in the current academic calendar.
   • The report must be recommended by the Chairman of Supervisory Committee/Advisor and supported by the faculty/institute.
   • Refer to Section 20 (iv), UPM Rules 2003 (Graduate Studies) revision 2015-2016 for more info.

2) How do I apply for Review against Termination?
   • You may apply for Review Against Termination by:
     - Login to Student Portal
     - Click Form→ Review Against Termination (RAT) (GS13b)
     - Click New Application
     - Complete the form and provide the justification for RAT.
     - Submit the application.
   • The application must be made within two (2) weeks after the current semester result is endorsed by Senate.
   • The application must be recommended by the Chairman of Supervisory Committee/Programme Coordinator and supported by the faculty/institute.
   • Refer to Section 54 (iii) and 55, UPM Rules 2003 (Graduate Studies) revision 2015-2016 for more info.

3) I have completed all the courses. What should I do to confirm my graduation?
   • For graduation confirmation, please follow the process below:
     - Login to Student Portal
     - Click Form→ Study Scheme (GS05b) → Graduation form (GS17)
     - Click New Application
     - Submit the application.
     - Make a payment of RM200 for Graduation Fees
   • The application must be made within two (2) weeks after the result for current semester is announced.
   • The application must be recommended by Programme Coordinator and supported by the faculty.
   • The Senate letter and transcript can be collected at the SGS in 7 days after Senate endorsement.
   • Refer to Section 57, UPM Rules 2003 (Graduate Studies) revision 2015-2016 for more info.
THESIS EXAMINATION PROCESS

Step 1: Nomination of Examination Committee (GS-14b)
Accompanied by:
1) Recommendation by the Faculty/Institute
2) Review by the JKKPPTP
3) Endorsement by the JKPSU

Step 2: Appointment of Examination Committee
Members:
1) Chairman
2) 2 Internal (for PhD)/1 Internal (for Master)
3) 1 External
4) Assistant Chairman

Step 3: Submission of Thesis (GS-15a)
Accompanied by:
1) 4 (for PhD)/3 (for Master) hard copies of thesis and 1 CD of a PDF version of thesis
2) Plagiarism Report (i.e. Turnitin)

Step 4: Thesis Examination Process

Step 5: Thesis Examination (Viva Voce)

Step 6: Final Examination (Viva Voce)

Step 7: Submission of Hardbound Final Thesis

Step 8: Notice of Thesis Submission (GS14a)
Accompanied by:
1) Table of Contents
2) Thesis Abstract

Categories of Result
1) Distinction – 15 days
2) Minor – 30 days
3) Major – 60 days
4) Re-Submit – 2 semesters
5) Re-Submit as a Masters – 60 days
6) Re-Viva – 60 days
7) Reject

After Senate Approval:
1) 2 Hard bound Copies of Thesis (for Library & Faculty/Institute)
2) Copies for Each Member of Supervisory Committee
3) 1 CD of a PDF version of final thesis

Accompanied by:
1) 1 Soft bound Copy of Thesis (BS format)
2) List of Corrections
3) 1 Copy of Thesis Abstract
4) GS-17 Form (Particulars for Graduation)
5) GS-25 Form (Information of Publication)

Within 3 Months after GS-15a

3 Months in Advance

Postgraduate Handbook 2019
1) When should I apply for Notification of thesis submission?
Notification of Thesis Submission must be made at least 3 months before thesis submission.

2) What are the requirements for Notice of Thesis Submission?
   (i) Study status must be “Continue”
   (ii) Passed all compulsory courses with a minimum CGPA of 3.00
   (iii) Appointment of Supervisory Committee
   (iv) Passed Comprehensive Examination (CE) for PhD programme
   (v) Settled all outstanding fees.

3) What is the process for Notice of Thesis Submission?
   (i) Complete GS-14a form online through student portal.
   (ii) Print the form and get endorsement from the supervisory committee and the faculty/institute.
   (iii) Submit the form to SGS, together with thesis abstract and table of contents.

4) How long should I wait to submit my thesis for examination after submission of GS-14a?
   You must submit within 6 months after submission of Gs-14a. After submission of GS-14a, your faculty/institute will recommend the Thesis Examination Committee to the University for approval. The examination committee must fulfill the criteria set forth by the University.

5) What should I do before submitting my thesis for examination?
   (i) Complete GS-15a form online through student portal.
   (ii) Print the form and get endorsement from the supervisory committee and the faculty/institute.
   (iii) Submit the form to SGS, together with 4 copies (for PhD)/3 copies (for Master) and plagiarism report (i.e. Turnitin)

6) How much tuition fee do I have to pay after thesis submission?
   Your tuition fee after thesis submission is RM400 (for local student)/RM450 (for international student). However full fees will be charged if submission is made after the deadline.

7) How long do I have to wait before the examination take place?
   The examination usually take place within 3 months after thesis submission. You will be notified if the examination is delayed due to unforeseen circumstances.

8) What if I need longer time to do my thesis corrections?
   Students must apply for extension in writing to the Dean of SGS through the Chairman of the Supervisory Committee should they require a longer time. Failure to submit thesis within the prescribed time, will result in termination of student candidature.

9) Can I submit thesis without any journal publication?
   Yes you can. However, you are required to show proof of publication or acceptance of journal articles when you submit the corrected thesis after viva. The Senate will endorse the conferment of a Master’s or PhD degree once all requirements for graduation (including publication) have been fulfilled.

10) What are the alternative formats for thesis?
    There are 3 styles of thesis format:

        (i) Style 1 – Conventional Format
            (See Appendices F1 and F2 in Guide to Thesis Preparation)
### Chapter Item

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>1</td>
<td>Introduction (including objectives)</td>
</tr>
<tr>
<td>2</td>
<td>Literature Review</td>
</tr>
<tr>
<td>3</td>
<td>Materials and Methods/Methodology</td>
</tr>
<tr>
<td>4</td>
<td>Results/Findings</td>
</tr>
<tr>
<td>5</td>
<td>Discussion</td>
</tr>
<tr>
<td>6</td>
<td>Summary, Conclusion and Recommendations for Future Research</td>
</tr>
</tbody>
</table>

(i) **Style 2** – Conventional Format  
(See Appendices F3 and F4 in Guide to Thesis Preparation)

<p>| | |</p>
<table>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction (including objectives). The relationship between the research chapters should also be explained in this chapter.</td>
</tr>
<tr>
<td>2</td>
<td>Literature Review</td>
</tr>
<tr>
<td>3-5</td>
<td>Research chapters. Each chapter represents a separate study that has its own Introduction (including objectives), Materials and Methods/Methodology, Results/Findings,* Discussion,* and Conclusion</td>
</tr>
<tr>
<td>6</td>
<td>Summary, Conclusion and Recommendations for Future Research</td>
</tr>
</tbody>
</table>

*Results/Findings may be combined with Discussion in a single chapter for Style 1, or as a sub-heading within a research chapter for Style 2.  
#More of these chapters may be added if necessary

(ii) **Style 3** – Alternative Thesis Format  
(See Appendices F5a and F5b in Guide to Thesis Preparation)

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<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>General Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Literature Review</td>
</tr>
<tr>
<td>3</td>
<td>Materials and Methods/Methodology</td>
</tr>
</tbody>
</table>
| 4-7 | *Article 1 – 4  
- Copyright Permission/Acceptance Letter |
| 8 | Conclusion  
- Summary and Link to Articles  
- Significant Findings/Contribution  
- Recommendations |

*A minimum of two (2) articles are required for a Master’s thesis, and four (4) for a PhD thesis. Data published in the articles must not overlap.  
*Articles accepted/published must be original and should normally be in citation-indexed journals. Review articles are not considered as articles that count towards thesis submission;

11) **I received a letter from a publisher who wants to publish my thesis as a book. What should I do?**  
The intellectual property from the thesis and copyright of thesis are fully-owned by Universiti Putra Malaysia in accordance to the Universiti Putra Malaysia (Research) Rules 2012. The publisher must obtain written permission from supervisor and the Office of Deputy Vice-Chancellor (Research and Innovation) before the thesis can be published in any form.
1. Degree by research, passed thesis examination.
2. Degree programme by coursework
   • passed all compulsory courses, and project paper or CE;
   • obtained a minimum CGPA of 3.000; and
   • completed the internship/practical training (if any)
3. Has settled all fees due to the University.

All international students (except for students from Indonesia and Brunei) must have obtained a grade ‘M’ for the Malay Language course (BBM 1401 or its equivalent).

- Must show proof of having published or accepted journal articles based on research conducted during their candidature prior to graduation as follows:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Minimum Publication Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Without GRF</td>
</tr>
<tr>
<td>PhD</td>
<td>Two journal articles published or accepted (in CIJ)</td>
</tr>
<tr>
<td>Master’s</td>
<td>One journal article published or accepted (in CIJ)</td>
</tr>
</tbody>
</table>

- A book chapter is considered as being equivalent to one CIJ journal article.
- A student who has filed for a patent based on research conducted during his candidature may apply in writing to the Dean of School of Graduate Studies for exemption. **One patent is equivalent to one journal article**
(i) **Financial Assistance**

1. **Where can I get information on financial assistance / scholarships?**
   The Financial Assistance Unit, SGS will be able to assist or visit the SGS website: [http://www.sgs.upm.edu.my/financial_assistance_scholarships-1893](http://www.sgs.upm.edu.my/financial_assistance_scholarships-1893). All scholarship and funding schemes are subject to availability of funds and details given here are subject to change at any time. Potential applicants are urged to check information regularly for current procedures and deadlines.

2. **When are the application deadlines?**
   Students may refer to the advertisement posted in the SGS website for the application deadline. Applications submitted after the deadlines will not be considered.

3. **How do I apply?**
   Application instruction is provided in the scholarships advertisement which can be found at [http://www.sgs.upm.edu.my/financial_assistance_scholarships-1893](http://www.sgs.upm.edu.my/financial_assistance_scholarships-1893) or in printed materials distributed to the faculty/institute. Please read and follow the instructions carefully. If you need any assistance, please email to zainaf@upm.edu.my.

4. **What types of financial assistance are available for the graduate students?**

<table>
<thead>
<tr>
<th>No.</th>
<th>Local Students:</th>
<th>International Students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Graduate Research Fellowships (GRF)</td>
<td>International Graduate Research Fellowships (IGRF)</td>
</tr>
<tr>
<td>2</td>
<td>Graduate Research Assistantships (GRA)</td>
<td>Graduate Research Assistantships (GRA)</td>
</tr>
<tr>
<td>3</td>
<td>Special Graduate Research Allowance (SGRA)</td>
<td>Special Graduate Research Allowance (SGRA)</td>
</tr>
<tr>
<td>4</td>
<td>International Graduate Student Scholarship (IGSS)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Putra Alumni Scholarship Scheme (PASS)</td>
<td></td>
</tr>
</tbody>
</table>

**Other Sponsorships**

<table>
<thead>
<tr>
<th>Sponsorhips</th>
<th>Website</th>
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</thead>
</table>
5. What are the general criteria for application of financial assistance / scholarships?
   a) Registered as a UPM student;
   b) Current status of study must be in ‘Good Standing’; status of ‘Probation’ or ‘Defer’ are not eligible to apply;
   c) Successful applicant is not allowed to receive any other financial support or scholarship/fellowship and should not be engaged in any type of employment.
### 6. Summary of Scholarship/Financial Assistance available under UPM’s sponsorship:

<table>
<thead>
<tr>
<th>No.</th>
<th>Scheme</th>
<th>Program of Study</th>
<th>Duration</th>
<th>CGPA requirement</th>
<th>Monthly Stipend:</th>
<th>Tuition Fees-waived:</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Graduate Research Fellowships (GRF)</td>
<td>• Masters (research) or PhD</td>
<td></td>
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<td></td>
<td>• Must show evidence that has produced &amp; published at least 2 research papers in the refereed journal before completing the study &amp; allowed to graduate.</td>
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<td></td>
<td></td>
<td>• Masters not &gt; 4 semesters</td>
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<td></td>
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<td></td>
<td>• To assist in teaching, tutorial, practical activities, lab works, supervising final year bachelor students.</td>
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<tr>
<td></td>
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<td>• PhD not &gt; 6 semesters</td>
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<td>• NOT exceeding 6 hrs per week including semester breaks.</td>
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<td>• Not Split program</td>
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<td>• To record daily attendance at Faculty/Institute.</td>
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<td></td>
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<td>Masters: 24 months</td>
<td></td>
<td>Science/Technical: CGPA at Bachelor's: 3.000 &amp; &gt;</td>
<td>Masters: RM1,300.00</td>
<td>Partial waiver:</td>
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<td></td>
<td></td>
<td>PhD: 36 months</td>
<td></td>
<td>Arts/ Social Science: CGPA at Bachelor’s: 3.500 &amp; &gt;</td>
<td>PhD: RM1,500.00</td>
<td>• Masters: RM1,200 (medicine), RM900 (science), RM700 (humanities).</td>
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<td>• PhD: RM1,600 (medicine), RM1,400 (science), RM1,200 (humanities)</td>
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<td>• Students must have at least 2 cited journal articles published or accepted.</td>
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<td>• Must have a research proposal approved by supervisor.</td>
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<td>• Must have progress report from supervisor.</td>
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<td>• Supporting Documents:</td>
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<tr>
<td>2.</td>
<td>International Graduate Research Fellowships (IGRF)</td>
<td>PhD only</td>
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<td>• Students must have at least 2 cited journal articles published or accepted.</td>
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<td>Candidate must be at end of 2nd semester of PhD program.</td>
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<td>• Must have a research proposal approved by supervisor.</td>
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<td></td>
<td>Not enrolled on split postgrad. Program.</td>
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<td>• Must have progress report from supervisor.</td>
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<td>• Supporting Documents:</td>
</tr>
</tbody>
</table>
| 3. | Graduate Research Assistantships (GRA) | • Masters (research) or PhD  
• Masters not > 4 semesters  
• PhD not > 6 semesters | Duration of research project. | • RM1,125  
(3 teaching hrs/week)  
• RM1,300  
(4 teaching hrs/week)  
• RM1,500  
(6 teaching hrs/week) | Partial waiver:  
Masters: RM1,200 (medicine), RM900 (science), RM700 (humanities).  
PhD: RM1,600 (medicine), RM1,400 (science), RM1,200 (humanities) |  
• Research grants balance of at least RM10k.  
• Applicant nominated/approved by Head of Research Project & Dean of Faculty/Inst.  
• Students receiving this scheme are required to assist in teaching/tutoring and or demonstrating as agreed accordingly. |
| 4. | Special Graduate Research Allowance (SGRA) | • Masters (research) or PhD  
• Masters not > 4 semesters  
• PhD not > 6 semesters | Duration of research project. | RM1,500 (Masters), RM1,800 (PhD) | No waiver |  
• Students receiving this scheme are not required to assist in teaching/tutoring and or demonstrating BUT shall assist in research works as instructed by the supervisor.  
• Research grants balance of at least RM10k  
• Applicant nominated/approved by Head of Research Project & Dean of Faculty.  
• Students receiving this scheme are required to assist in teaching/tutoring and or demonstrating as agreed accordingly. |
| 5. | International Graduate Student | • PhD only | Up to 6 semesters of study subject to  
• CGPA Masters 3.50 and > | 30% of tuition fees waived. |  
• Has published at least 1 article in an academic journal and or has received strong |
| Scholarship (IGSS) | annual review of academic progress. |  |  | recommendation from institutions.  
| --- | --- | --- | --- | • Priority to applicants from academic staff members of institutions which have MoUs with UPM  
|  |  |  |  | • Supporting Documents: Letter from Embassy verifying that applicant is not a recipient of any financial assistance from any agencies or gov’t.  
|  |  |  |  |  
| 6. Putra Alumni Scholarship Scheme (PASS) | • Program by **research only** | Up to 2 years for Master & 3 years for PhD | Bachelor or Master’s degree with minimum CGPA of 3.500 | UPM Alumni’s children: up to 50% tuition fee waive.  
|  |  |  |  | UPM Alumni: 10% tuition fee waive.  
|  |  |  |  | • Recipient must graduate on time (GOT).  
|  |  |  |  |  

(j) UPM International Collaborative Programme (ICP)

UPM INTERNATIONAL COLLABORATIVE PROGRAMME (UPM - ICP)

REGISTRATION
• Must register every semester at both universities.
• Pay fee accordingly unless fee exemption is given officially.

COMPULSORY COURSES
• Must complete Research Methodology, Seminar and Malay Language (international students only).
• Other courses as required by faculty or supervisory committee.

SUPERVISORY COMMITTEE
• Nominate supervisory committee in the first year of study.
• Host SV at the partner university must be included in the supervisory committee.

PROGRESS REPORT
• The research progress report must be submitted to UPM at the end of every semester.
• The report must be presented to both supervisors prior to submission to SGS UPM.

COMPREHENSIVE EXAMINATION
• Pass the Comprehensive Examination within 4 semesters of enrolment (PhD students only). The process can be done either at UPM or partner university subject to agreement by both supervisors.

THESIS
• Produce a thesis and defend it in the oral examination (viva voce). For double degree, two theses will be required and two viva will be conducted.

PUBLICATIONS
• Produce journal papers (1 paper accepted/published for Master / 2 papers accepted/published for PhD).
1) **What is the difference between Dual and Joint degree programme?**

For a Dual degree, upon graduation student will get two certificates issued by each university. A linking statement is stated on both certificates that the degree was obtained through a collaboration between the two universities.

For a Joint degree, upon graduation student will get only one certificate with both universities’ logo on the certificate.

2) **What are the entry requirements?**

The entry requirements are shown in the table below:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Minimum Entry Requirement</th>
<th>Additional Requirements</th>
<th>English Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>A First Class Bachelor degree or Master Degree or its equivalent</td>
<td>Fulfil other academic programme requirements as specified by the relevant faculty or institute</td>
<td>• 550 for the TOEFL Paper-based Test (Academic Version); or • Band 6.0 for IELTS (Academic Training); or • 79-80 for TOEFL Internet-based Test (Academic Version); or • Level 109 for CIEP at ELS Language Centre; • Any other English language proficiency test equivalent to B2 of the Common European Framework of Reference for Languages (CEFR)</td>
</tr>
<tr>
<td>Master</td>
<td>A Bachelor’s degree in a relevant field with a minimum CGPA of 3.000 or its equivalent</td>
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</tbody>
</table>

3) **Is this a full-time or a part-time programme?**

This is a full-time programme.

4) **What is the duration of the programme?**

<table>
<thead>
<tr>
<th>Programme</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master</td>
<td>1-3 years (2 – 6 semesters)</td>
</tr>
<tr>
<td>PhD</td>
<td>2-5 years (4-10 semesters)</td>
</tr>
</tbody>
</table>

5) **Do I need to register as a student with the partner university where UPM signed the ICP agreement?**

Yes, you need to register in person at the partner University.

6) **How long do I need to spend at the partner University?**

In general, the minimum duration is 6 months for Master and 12 months for PhD. However, for some ICP programmes different minimum duration is imposed:
7) **What are the programme requirements that I should fulfil?**

The following are the programme requirements:

(a) Register as a full-time student every semester at both universities. UPM requires that students register every semester and pay the fees at the beginning of the semester unless stated otherwise.

(b) Complete two (2) compulsory courses namely Research Methodology and Seminar (for programme by research only);

(c) Complete other courses as required by the faculty or supervisory committee;

(d) Nominate the members of supervisory committee. The supervisor at the host university must be included when nomination is submitted to SGS.

(e) Submit progress report (GS-11) at the end of every semester. The progress report must be presented to both supervisors prior to submission to SGS.

(f) Pass the Comprehensive Examination within 4 semesters of enrolment (PhD students only). The process can be done either at UPM or partner university subject to agreement by both supervisors.

(g) Produce a thesis and defend it in the oral examination (viva voce). For double degree, two theses will be required and two viva will be conducted.

(h) Produce journal papers (1 paper accepted/published for Master / 2 papers accepted/published for PhD).

8) **How will the viva be conducted?**

For dual/joint degree, only one viva will be conducted, either at UPM or partner university. The examination process will be arranged by the university where the thesis is submitted. A joint Examination Committee will be formed which consist of 1 examiner from UPM, 1 examiner from the host university and 1 examiner from independent university.

However, for Double Degree, the student will be required to produce two theses. One thesis will be submitted to UPM and partner university. Each university will form a separate Joint Examination Committee to examine the thesis.

9) **How can I apply for this programme?**

There are two options available:

**Option 1:** Apply the normal programme via [http://sgsportal.upm.edu.my:8080/sgsportal/](http://sgsportal.upm.edu.my:8080/sgsportal/) and convert to ICP programme within 1 year of enrolment.

**Option 2:** Download and complete the ICP Application form from SGS’ website at [http://www.sgs.upm.edu.my/programme_of_study/upm_international_collaborative_programme_upm_icp/dual_joint_degree_programme-30853](http://www.sgs.upm.edu.my/programme_of_study/upm_international_collaborative_programme_upm_icp/dual_joint_degree_programme-30853) and submit to Mr. Saiful Azlin Maskan at: saiful@upm.edu.my or Ms Farah Edura at: farahedura@upm.edu.my.
**Note:**

i) The admission approval process for ICP programme may take 1-3 months as the process requires approval from the two universities.

ii) The faster route is to apply for a normal programme and later convert to ICP programme.

iii) The application is open throughout the year. However, there are only two intakes per year which is in September (First Semester) and February (Second semester).

iv) For ICP programme with universities in Canada, UK and Australia, any interested applicant must identify potential supervisor in UPM and in the partner university. Both supervisors must have agreed to collaborate as supervisors to supervise the project proposed by the applicants.

10) **What are the documents required to apply for the programme?**

The documents required to apply for the UPM ICP programme are:

- A certified copy of Bachelor / Master degree certificate;
- A certified copy of Bachelor / Master degree transcript;
- A certified copy of Identification Card/Passport;
- A certified copy of TOEFL/IELTS result(s)
- Research proposal;
- Letter of scholarship/sponsorship award (if any);
- Passport-sized photograph.
- Proof of processing fee payment of RM60.00 (for local applicants) or USD60.00 (international applicants). For method of payment, please visit: [http://www.sgs.upm.edu.my/content/methods_of_payment-30092](http://www.sgs.upm.edu.my/content/methods_of_payment-30092).

11) **How much is the programme fee?**

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fees at UPM</th>
<th>Fees at Partner University</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPM-The University of Sheffield (TUOS)</td>
<td>Social Science: RM30,000.00/year</td>
<td>TUOS standard fees will be charged.</td>
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<tr>
<td></td>
<td>Science &amp; Engineering: RM40,000.00/year</td>
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<tr>
<td></td>
<td>Medicine: RM50,000.00/year</td>
<td></td>
</tr>
<tr>
<td>UPM-University of Newcastle (UoN) Australia</td>
<td>For UPM students, UPM STANDARD FEES WILL BE CHARGED FOR THE WHOLE DURATION OF STUDY AND PAID TO UPM ONLY.</td>
<td>Tuition fee at UoN is waived.</td>
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<tr>
<td>UPM–University of Southern Queensland (USQ), Australia</td>
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<tr>
<td></td>
<td>PhD</td>
<td>Cluster</td>
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<tr>
<td></td>
<td>Local Students</td>
<td>Science</td>
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<td></td>
<td></td>
<td>Social Science</td>
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<td></td>
<td>International Students</td>
<td>Science</td>
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<td></td>
<td></td>
<td>Social Science</td>
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</tbody>
</table>

For fee details, please refer to the SGS website.
<table>
<thead>
<tr>
<th>University</th>
<th>Students</th>
<th>Cluster</th>
<th>Master (RM) Per semester</th>
<th>PhD (RM) Per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPM–University of Alberta (UAlberta), Canada</td>
<td>Local Students</td>
<td>Science</td>
<td>2,750.00</td>
<td>3,550.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Science</td>
<td>2,450.00</td>
<td>3,050.00</td>
</tr>
<tr>
<td></td>
<td>International Students</td>
<td>Science</td>
<td>6,600.00</td>
<td>8,100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Science</td>
<td>5,850.00</td>
<td>7,100.00</td>
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<tr>
<td>UPM–Maejo University (MJU), Thailand</td>
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<td>UPM–Prince of Songkla University (PSU), Thailand</td>
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<td>UPM–Kasetsart University (KU), Thailand</td>
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<td>UPM–Naresuan University (NU), Thailand</td>
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<tr>
<td>UPM–M Auezov South Kazakhstan State University (SKSU), Kazakhstan</td>
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<tr>
<td>UPM-University of Science and Culture (USC), Iran</td>
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</table>
(k) **Industrial PhD**

1) **I am a government staff. Can I enrol into this programme?**
   This programme is only open for those from the industry. Civil servants or staff from private college / university are not eligible to apply.

2) **Is this a full-time or a part-time programme?**
   This is a full-time programme.

3) **What is the duration to complete this programme?**
   The duration is 2-5 years (4 – 10 semesters)

4) **Do I have to leave the workplace to attend classes for this programme?**
   You are still required to attend classes for the compulsory courses like research methodology, seminar and Malay language (international students only). However, the courses may be offered in an intensive mode.

5) **When can I apply for Industrial PhD programme?**
   The application is open throughout the year via [http://sgsportal.upm.edu.my:8080/sgsportal/](http://sgsportal.upm.edu.my:8080/sgsportal/). However, there are only two intakes per year which is in September (First Semester) and February (Second semester).

6) **What are the documents required to apply for the programme?**
   Submit your application to UPM through the UPM online application system at [http://sgsportal.upm.edu.my:8080/sgsportal/Admission/RegisterApplicant.jsp](http://sgsportal.upm.edu.my:8080/sgsportal/). The following documents must be uploaded when application is made:

   - A certified copy of Master’s degree certificate;
   - A certified copy of Master’s degree transcript;
   - A certified copy of Identification Card/Passport;
   - A certified copy of TOEFL/IELTS result(s) – International candidates only
   - Research proposal;
   - Supporting letter from employer;
   - Letter of scholarship/sponsorship award/proof of financial ability to pay fees to UPM;
   - Passport-sized photograph.
   - The proof of processing fee payment of RM60.00 (for local applicants) or USD60.00 (international applicants). For method of payment, please visit: [http://www.sgs.upm.edu.my/content/methods_of_payment-30092](http://www.sgs.upm.edu.my/content/methods_of_payment-30092).

7) **Can I apply for this programme if I do not have a Master’s degree?**
   No, you cannot unless you secured a first-class Bachelor degree.

8) **What should be included in the supporting letter from my employer?**
   The supporting letter should include the following:

   i) that the company allows and acknowledges your application to join the Industrial PhD programme in UPM;
ii) that the company will provide you with necessary support (facilities, funding to conduct research, etc).

9) **How much is the programme fee?**
The fee is RM5,500.00/semester (local student) or RM8,000.00/semester (International student)

10) **Why is the fee so expensive as compared to normal PhD programme?**
Your Main Supervisor from UPM will make regular visits to your workplace. The cost of his / her visit is included in the fee.

11) **Can I choose my Industrial Supervisor from another company?**
Yes, you can but the person must be from the same industry and meet the criteria set by the University.

12) **What are the roles and responsibilities of an Industrial Supervisor?**
The Industrial Supervisor is responsible to assist the Main Supervisor from UPM to supervise your research work at the workplace.

13) **What if the Industrial Supervisor is relocated/resigned from his/her current responsibilities?**
You need to appoint a new supervisor with your employer's approval and supported by your Main Supervisor from UPM.

14) **What if I change the company or relocated to a different location?**
It is fine if the Industrial Supervisor remains the same. However, a new agreement needs to be signed with your new company and your previous company needs to issue a withdrawal letter to indicate that it agrees to release its rights. If there is any conflict, it must be resolved before UPM issues a letter agreeing to the change and your research will be put on hold until the issue is resolved.

15) **What happen if the company that I am working for ceased its operation?**
You need to switch to a normal PhD programme. If you choose to continue with PhD Industry programme, item 14 above is applied.
Learning Support (Putra Sarjana)

The Putra Sarjana is designed to help graduates to develop a range of skills that they can apply in their studies and subsequent careers. Besides research skills, Putra Sarjana also provides training in the cognitive, affective, psychomotor and social domains. The programme comprises four clusters, namely academic development, professional development, ethics and morals, and community service.

1) Why should I participate in Putra Sarjana Programme?
   Graduate students who participate in the Putra Sarjana programme will be able to enhance their skills to lead, communicate, think critically and in problem solving. The programme will also help students to develop the emotional intelligence and sense of professional ethics necessary for personal, academic and career success.

2) What kind of activities organized throughout the year/semester?
   • Seminars;
   • CEO Talk;
   • Workshops;
   • Intensive Courses;
   • Briefing and Oath-taking Ceremony for New Postgraduate Students;
   • Three Minute Thesis (3MT) Competition; and

3) What kind of workshops and seminars offered?
   The list of seminars and workshops offered throughout the semester can be accessed at http://www.sgs.upm.edu.my/dokumen/SKPSI1_BUKU_PUTRA_SARJANA_2014.pdf

4) Is there any registration fee?
   No registration fee will be charged to UPM students for seminars but a minimum fee may be charged for workshops.

5) What is the difference between workshops and seminars? Between core/thrust courses and certificate programme
   Seminars are more lecture driven with less participant interaction other than answering questions. Workshops get participants fully involved in the learning process: small and large group discussions, activities & exercises, opportunities to practice applying the concepts that are presented.

6) How do I register for workshops and seminars offered?
   After receiving notification from email or website, registration can be made online or contact our secretariat at (603) 9769 4245 or mhaizm@upm.edu.my.

7) What is Three Minute Thesis (3MT) Competition
   3MT is a competition whereby PhD students present their research projects to a non-specialist audience in just three minutes with the aid of a single slide. For more information, please visit www.sgs.upm.edu.my.

8) Who is eligible to compete in 3MT?
   Only active/continuing PhD students are allowed to participate. Also, eligibility applies to semester three students onwards.

9) Who should I contact to participate in a 3MT competition?
   Please send email to mhaizm@upm.edu.my