Roadshow 2015
Postgraduate Studies Unit
§ A unit established to coordinate postgraduate programmes offered by all Faculties

§ Facilitates the administration of postgraduate programme activities, which include admission; student & academic records; examination and other postgraduate activities
Organisational Structure of IPSR

President of UTAR
(Ir. Prof. Academician Dato' Dr. Chuah Hean Teik)

Vice President of R & D and Commercialization
(Prof. Ir. Dr. Lee Sze Wei)

Director of IPSR
(Prof Dr Faidz bin Abd Rahman)

Deputy Director of IPSR
(Asst. Prof Engr. Dr Lee Sheng Chyan)

Research and Development Unit

Manager
Ms. Chen Set Fong

Sr. Asst Manager:
Ms Azahian Binti Abdul Kadir

Asst Managers:
Ms Banu
Puan Zahrah Binti M. Razak
Puan Azura Binti Abdullah
Ms Angi Lim Sok Feng
Mr Muhammad Azmi Bin Samsudin
Ms Parvathy A/P Maniam

Deputy Director of IPSR
(Asst. Prof Dr Chong Yee Lee)

Postgraduate Studies Unit

Asst General Manager:
Mr Loh Yeong Ying

Sr. Asst Manager:
Ms Amirtha Sangeetha Ganesan– LKC FES

Asst Managers:
Ms Grace Wong – FCI, ICS
Puan Zuraini Shari– FAM, LKC FES
Ms Tan Lee Teng – FMHS, LKC FES
Ms Loo Jun Yi – FEGT, FAS, FSc
Ms Vani A/P Ramu – FBF, FICT
Contact us at 03-7958 2628

PSU Officers at UTAR PJ campus

Pn Zuraini Shari [Ext. 7131]
- MPM at LKC FES
- MBA, MBA(CG), MBA(BM), MPhil & PhD at FAM

Ms Amirtha Sangeetha Ganesan [Ext. 7131]
- MM, MSc, MEngSc, PhD(Sc) and PhD(Eng) at LKC FES
Contact us at 03-7958 2628

PSU Officers at UTAR PJ campus

Ms Grace Wong [Ext. 8203]
- MA (ChS), MChS & PhD(ChS) at ICS
- MA(Comm) & MComm at FCI

Ms Tan Lee Teng [Ext. 8203]
- MCS, MIS, MEng(Mech), MEng(Elec) at LKC FES
- MMedSc & PhD (MedSc) at FMHS
Contact us at 05-468 8888

PSU Officers at UTAR Perak campus

Ms Loo Jun Yi  [Ext. 2229]
MPhil (SocSc) , MPsy (IOP)& PhD(SocSc) at FAS
MSc & PhD(Sc) at FSc
MEngSc & PhD(Eng) & MEng(ES) at FEGT

Ms Vani A/P Ramu
MPhil & PhD  & MBA (CM) at FBF
MSc(CS) & PhD(CS) at FICT
Postgraduate Programmes

Masters (By Research, Mixed Mode & Coursework) and PhD (By Research)

IPSR — provides the administrative services needed for the setting up, running and continuous quality assurance and enhancement for postgraduate studies.

Faculties — provides the core academic and research content of the programmes.

Faculty has major role throughout

Application → Admission → Studies / Research → Exam → Thesis

IPSR has major role

Assessment → Completion

Faculties are the owners of the programmes
Rules and Regulations Governing
Postgraduate Programmes

(can be accessed via Web2 ---> Laws of the University,
or UTAR website ---> UTAR Portal)

Rule VII - MASTER’S DEGREE BY RESEARCH PROGRAMME
Rule XL - MASTER'S DEGREE BY MIXED MODE PROGRAMME
Rule XLI - MASTER'S DEGREE BY COURSEWORK PROGRAMME
Rule XLII - DEGREE OF DOCTOR OF PHILOSOPHY BY PUBLISHED WORK
Rule XVI - EXAMINATION RULES FOR MASTER’S DEGREE BY TAUGHT COURSE
Rule XVII - DEGREE OF DOCTOR OF PHILOSOPHY
Rule XVIII - SUPERVISION OF CANDIDATES FOR POSTGRADUATE DEGREES BY RESEARCH
Rule XXXIII - CONVERSION OF CANDIDATURE
Rules and Regulations Governing
Postgraduate Programmes

Ø The Rules are updated regularly to enhance their clarity and effectiveness
Ø Where amendment was made in a particular Section, a remark is inserted in the right column of the Section.
DEGREE OF DOCTOR OF PHILOSOPHY BY PUBLISHED WORK

• On 12 Feb 2015, UTAR received approval letter dated 30 Jan 2015 from Jabatan Pengajian Tinggi (JPT), KPM allowing UTAR to offer an additional mode of study for PhD, i.e. PhD by PW, for all PhD programmes in addition to the current ‘by research’ mode

• This new mode of study is applicable only to new cohort of intake.

• Refer to Rule XLII
For admission as a candidate for the degree of PhD by Published Work, a person must

1. possess any one of the following qualifications:
   (a) a Master’s degree from UTAR and shows evidence of adequate related research or work experience to the satisfaction of the Senate; or
   (b) a Master’s degree of another university or equivalent qualification from an institution as approved by the Senate and shows evidence of adequate related research or work experience to the satisfaction of the Senate; or
   (c) any other qualifications equivalent to (a) or (b) as approved by the Senate,
Degree of PhD by Published Work

2. has publications that contribute to the scholarship of knowledge in the field and are acknowledged by academic peers,

3. has no less than three (3) years of service in an academic institution or a relevant industry and still in active service at the institution or industry.
Degree of PhD by Published Work

• The candidate must submit a formal application to the University and must include the following as evidence that he has publications that contribute to the scholarship of knowledge in the field and are acknowledged by academic peers:

(i) minimum of five (5) articles published in renowned journals in which the candidate shall be the main and/or corresponding author. The articles shall not previously been used for the award of any degree obtained by the candidate;
Degree of PhD by Published Work

(ii) an executive summary of approximately 3,000 words on the above publications to show coherence between the five (5) articles and demonstrate his contribution to knowledge in the specialised field;

(iii) a list of other scholarly published

• The applicant must also fulfill the required language requirement.
An Admission Committee will be established to review the formal application of PhD by published work. The Committee shall consist of:

(a) Three (3) experts in the research area being examined as identified by the Dean, with one of them being appointed as Chairman of the Committee;

(b) A member of the Faculty/Institute R&D and Postgraduate Committee

It should be noted that the Supervisor and Co-Supervisor(s) to be nominated shall be from among the three (3) experts appointed to the Committee.
Degree of PhD by Published Work

• The candidate shall be required to make an oral presentation to the Admission Committee on the said publications and matters stated in his application. The Admission Committee shall assess the content of the application with focus on the quality and coherence of the applicant’s submitted publications.

• Recommendation shall be made based on the academic potential of the candidate to make a doctoral submission.
Guidelines

UTAR Thesis/Dissertation Guidelines
Generating Originality Report for
Thesis/Dissertation/Project Report Using Turnitin
Submission of final year project / dissertation /thesis

Ø Guidelines are updated regularly to enhance
  their clarity and effectiveness
Ø Can be accessed via IPSR website or UTAR Portal
Rule for Postgraduate Programmes & Guidelines can be viewed/downloaded from

IPSR Website (www.utar.edu.my/ipsr)

Info for Current Student

Guidelines or

Rule for Postgraduate Programmes
Standard Operating Procedures (SoPs) on Postgraduate Matters

(i) Log into Web2 ---> UTAR Policies ---> IPSR or
Log into UTAR website ---> Student Portal or UTAR Portal
( https://portal.utar.edu.my/loginPage.jsp )
Key-in your Username and Password
Click on the tab “Rules and Regulation”

(ii) Scroll down to Standard Operating Procedures (SoPs) on
Postgraduate Matters

QP-IPS R-PSU-001 - Application for Admission into UTAR Postgraduate
Programmes by Research
QP-IPS R-PSU-002 - Application for Admission into UTAR Postgraduate
Programmes by Coursework and Postgraduate
Programmes by Mixed Mode
QP-IPS R-PSU-003 - Fulfillment of English Language Proficiency Requirement
QP-IPS R-PSU-004 - Unit Registration for Postgraduate Programmes (for New Students)
| QP-IPSR-PSU-005 | Unit Registration for Postgraduate Programmes (for Existing Student) |
| QP-IPSR-PSU-006 | Monitoring of Research Progress for Postgraduate Programmes by Research and Postgraduate Programmes by Mixed Mode |
| QP-IPSR-PSU-007 | Proposal Defense |
| QP-IPSR-PSU-008 | Work Completion Seminar |
| QP-IPSR-PSU-010 | Submission of Thesis/Dissertation for Examination |
| QP-IPSR-PSU-011 | Appointment of Internal & External Examiners and Thesis/Dissertation Examination |
| QP-IPSR-PSU-012 | Board of Examiners (BOE) and Viva-Voce for Thesis/Dissertation Examination |
## Standard Operating Procedures (SoPs) on Postgraduate Matters

<table>
<thead>
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<th>Code</th>
<th>Description</th>
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<tr>
<td>QP-IPSR-PSU-013</td>
<td>Application for Unit Waiver in Postgraduate Programmes</td>
</tr>
<tr>
<td>QP-IPSR-PSU-014</td>
<td>Conversion of Candidature from Master's to PhD</td>
</tr>
<tr>
<td>QP-IPSR-PSU-015</td>
<td>Application for Extension of Candidature Period</td>
</tr>
<tr>
<td>QP-IPSR-PSU-016</td>
<td>Termination of Candidature of Postgraduate Student due to Poor Academic Achievement</td>
</tr>
<tr>
<td>QP-IPSR-PSU-017</td>
<td>Appeal for Re-instatement by Terminated Postgraduate Candidate</td>
</tr>
<tr>
<td>QP-IPSR-PSU-018</td>
<td>Internal Assessment for Admission into Postgraduate Programmes</td>
</tr>
<tr>
<td>QP-IPSR-PSU-019</td>
<td>Completion of Project &amp; Submission of Project Report for Examination</td>
</tr>
</tbody>
</table>
• ID: student id without alphabet
pw: IC with hyphen

eexample:
ID: 1400031
pw: 881226-08-5430

On password related enquiry, please email (via your UTAR email account whenever possible) to info@utar.edu.my with necessary details (e.g. full name, some descriptions on the case) for further assistance.
University Rules and Regulations

Rules

- Admission into the University
- Student Attendance
- Student Code of Conduct
- Student Discipline
- Student Examination Discipline
- Student Appeals
- Prohibition of Plagiarism
- Enforcement of Rules & Regulations
- Examinations For Undergraduate Programmes/Foundation Programmes
- Grading System of Undergraduate Degree And Foundation Programme Examinations

Regulations

- Administration of Academic Performance
- Examination Regulations
- Examination Instructions To Candidates
- Examination Invigilators
- Regulations on Societies and Student Activities
- Library Membership
- Library Regulations
- Library Book Loans
- University Code of Ethics
- Course Registration, refund of Fees, leave of Absence and Withdrawal from Studies

Standard Operating Procedures (SoPs) on Postgraduate Matters

- Application for Admission into UTAR Postgraduate Programmes by Research
- Application for Admission into UTAR Postgraduate Programmes by Coursework and Postgraduate Programmes by Mixed Mode
- Fulfillment of English Language Proficiency Requirement
- Unit Registration for Postgraduate Programmes (for New Students)
- Unit Registration for Postgraduate Programmes (for Existing Students)
Application for Change
- Application for Change Form

Proposal Defence
- Research Proposal Defence Evaluation Form - Panel's Report
- Research Proposal Defence Evaluation Form - Panelist
- Submission of Research Abstract for Proposal Defence Form
Postgraduate Admin Forms

Submission of Thesis/Dissertation for Examination
1. Notification of Intent to Submit Thesis/Dissertation
3. Submission of Thesis/Dissertation for Examination
4. Confirmation of Corrective Action (by candidate) Form
5. Final Confirmation of Amended Thesis/Dissertation Form
6. Final Deposition of Thesis/Dissertation Form
7. Turnitin Originality Report - Supervisor's Comments Form

Work Completion Seminar
• Notification of Intent for Work Completion Seminar Form
• Work Completion Seminar Evaluation Form 1 - Individual Evaluation
• Work Completion Seminar Evaluation Form 2 - Final Decision of Examining Committee
Postgraduate Admin Forms

Forms issued by DACE

- Leave of Absence
- Withdrawal Form
- Re-instatement Application Form
- Postgraduate Unit Waiver Application Form
Progress of Study for Postgraduate Programmes by Research in UTAR

**Registration**
- After receiving offer letter & student bill, candidate pays the bill & reports to faculty/supervisor

**Study/Research**
- Compulsory modules: Research Methods and/or Directed Reading
- Research – Submits 6-month Research Progress Report via on-line

**Proposal Defence**
- Master’s candidate: Within 6 months (Full-time); Within 12 months (Part-time)
- PhD candidate: Within 9 months (Full-time); Within 15 months (Part-time)

**Research Phase**

**Submit Intent for WCS**
- 4 – 6 weeks before candidate intends to submit Notification of Intent to Submit Thesis/Dissertation

**Work Completion Seminar (WCS)**
- 3 – 4 weeks after candidate submitted Intent for WCS
Application for Unit Waiver

• Currently, only for Research Methods unit in postgraduate programmes by research

• Candidate must submit (i) “Postgraduate Unit Waiver Application” form, (ii) Receipt of payment of RM100 per unit, (iii) Academic transcript, and (iv) Syllabus of unit(s) for evaluation. [See related SoP, QP-IPSR-PSU-013 - Application for Unit Waiver in Postgraduate Programmes]

• An expert will be appointed by the Faculty to assess whether the evaluated unit from the awarding institution can be given equivalent standing as the UTAR unit

• The recommendation from the Faculty will then be considered by PSC and Senate for approval
Monitoring Progress of Research

Related Rule and Procedure Manual & Flowchart:

- Rule VII - Master’s Degree Programme: Section 11 & Section 19 (d)
- QP-IPSR-PSU-006 - Monitoring of Research Progress for Postgraduate Programmes (By Research or Mixed Mode)

- Candidate is required to submit Research Progress Report every 6 months (via on-line)
- Supervisor and co-supervisor evaluate research progress of student based on Progress Report submitted by the student
- Faculty BOE considers recommendations from FRDPC, and makes necessary decision
Monitoring Progress of Research

- Special Senate considers Faculty BOE’s decision on student’s progress status.
- IPSR issues warning letter to student graded as “unsatisfactory” or did not submit progress report.
- FRDPC convenes meeting between student, Supervisor and Co-supervisor to discuss corrective measures to improve the student’s research work.
- Student (non-submission case) re-submits progress report via on-line.
- Supervisor and co-supervisor (if any) evaluates research progress submitted by student who did not submit previously.
- FRDPC reviews the evaluation report on research progress of student who had re-submitted.
Monitoring Progress of Research

- BoE verifies and confirms the progress reports. (Once BoE confirmed the progress report as “satisfactory”, the previous warning given to the student for non-submission will be retracted. However, if BoE confirmed the progress report as “unsatisfactory”, the previous warning given to the student will stay.

- Student continues with study/research work

If a student accumulates 3 consecutive warnings, FRDPC will initiate action to recommend to PSC and Senate to terminate candidature of the student
What is Work Completion Seminar?

Upon completion of the course of study and research a candidate shall be required to present his research results in a work completion seminar before he shall be allowed to submit his dissertation for examination.
Progress of Study for PG Programme by Research

1. Submits Intent to Submit Thesis/Dissertation
   - Candidate must submit intent at least 3 months before submission of thesis/dissertation for examination

2. Nominates Internal & External Examiners
   - Supervisor nominates Internal & External examiners;
   - Internal examiner must be at least a PhD holder. External examiner(s), preferably from overseas, must be at least an Assoc Prof with recent publication in International Journals (For PhD thesis, 2 external examiners – one must be a Professor)
   - Recommended by FRDPC & FBO

3. Approves Title of Thesis/Dissertation and Internal & External Examiners
   - Tabled in PSC meeting for recommendation;
   - Final approval by Senate

   - Within 3 months from date of submission of Intent to Submit Thesis/Dissertation
Progress of Study for PG Programme by Research

Examination of Thesis/Dissertation
- Examiners given 7 – 8 weeks to mark the thesis/dissertation and write examiner’s report & recommendation

Board of Examiners (Thesis/Dissertation)
- Considers examiner’s reports & recommendations
- Conducts viva-voce
- Decides on recommendation & amendment required

Amendment & Submits Revised Thesis/Dissertation
- Candidate takes corrective action based on BoE decision
- Submits revised thesis within given duration

BoE (Graduation)
- Considers confirmation by Supervisor/Internal Examiner on corrective action taken by candidate
- Recommends graduation if candidate fulfilled all requirements

Special Senate Meeting
- Considers Board of Examiners’ recommendations
- Makes a decision on award of degree

Updated 12.01.2014 (lohyy)
Progress of Study for Postgraduate Programmes by Mixed Mode in UTAR

Registration

- Candidate pays student bill & attends classes for taught units

Study/Research

- Taught units: Core Units / Electives
- Research Methods / Directed Reading (if required)
- Dissertation
- Examination for taught units – Attendance for class ≥ 70%
- On Probation if GPA < 3.0000

Proposal Defence

- Master’s candidate: Within 3 months (Full-time); Within 6 months (Part-time)

Study/Research

- Submits 6-month Research Progress Report via on-line;
- Completes all taught units as required with CGPA ≥ 3.0000

Work Completion Seminar (WCS)

- Optional for Postgraduate Programmes by Mixed Mode
- At faculty’s discretion
Progress of Study for PG Programme by Mixed Mode

- Submits Intent to Submit Dissertation
  - Candidate must submit the Intent at least 3 months before submission of dissertation

- Nominates Internal & External Examiners
  - Supervisor nominates Internal & External examiners;
  - Internal examiner must be at least a PhD holder. External examiner(s), preferably from overseas, must be at least an Assoc Prof with recent publication in International Journals;
  - Recommended by FRDPC & FB

- Approves Title of Dissertation and Internal & External Examiner
  - Tabled in PSC meeting for recommendation;
  - Must be approved by Senate

- Submits Dissertation
  - Within 3 months from date of submission of Intent to Submit Dissertation
Progress of Study for PG Programme by Mixed Mode

1. Examination of Dissertation
   - Examiners given 7 – 8 weeks to mark the dissertation and write examiner’s report & recommendation

2. Board of Examiners (Dissertation)
   - Considers examiner’s reports & recommendations
   - Conducts viva-voce
   - Decides on recommendation & amendment required

3. Amendment & Submits Revised Dissertation
   - Candidate takes corrective action based on BoE decision
   - Submits revised dissertation within given duration

4. Board of Examiners (Graduation)
   - Considers confirmation by Supervisor/Internal Examiner on corrective action taken by candidate
   - Recommends graduation if candidate fulfilled all requirements

5. Special Senate Meeting
   - Considers Board of Examiners’ recommendations
   - Makes a decision on award of degree

Updated 12.01.14 (lohyy)
Progress of Study for Postgraduate Programmes by Coursework in UTAR

Registration
- Candidate pays student bill & reports for classes

Attends Classes
- Core Units / Electives
- Completes assignments

Examination
- At end of each trimester
- Eligibility to sit for exam: Min 70% class attendance

Board of Examiners (BoE)
- Considers examiners’s evaluation
- Makes recommendation to Senate

Special Senate Meeting
- Considers BoE’s recommendation
- Makes a decision on grades achieved by candidates
- On probation if GPA < 3.0000
Progress of Study for PG Programme by Coursework

Registration of Units

- Perform on-line registration of units
- Add/Drop of Units within 2 weeks after commencement of classes

Study Cycle

FRDPC recommends Supervisor, Project Title, 2nd Examiner & Moderator

- For candidate who registered for Project

Registration of Units

FBO approves Supervisor & Project Title and endorses recommendation on 2nd Examiner & Moderator

- List of Supervisor and Project title forwarded to PSC and Senate for noting
- Proposed 2nd Examiner & Moderator tabled in PSC for recommendation and Senate for approval

Study Cycle

Works on Project

- Meets with Supervisor regularly
- Submits meeting logs
Related Links

- Alumni Portal
- Web-based Learning Environment
- Course Registration
- Quick View to Examination Result (Perak Campus)
- Quick View to Examination Result (Klang Valley Campus)
## Course Registration System

### Login Form
- **Student ID:** [Input Field]
- **Password:** [Input Field]
- **Security Code:** [Image of Security Code]

### Course Registration Period

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Class Type</th>
<th>Faculty</th>
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</thead>
<tbody>
<tr>
<td>Bachelor</td>
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<td>FAS</td>
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<td>Bachelor</td>
<td>Full-time</td>
<td>FBF</td>
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<td>Bachelor</td>
<td>Full-time</td>
<td>FES</td>
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<td>FICT</td>
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<td>FCI</td>
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<tr>
<td>Bachelor</td>
<td>Full-time</td>
<td>FAM</td>
</tr>
</tbody>
</table>

### User Guide
- [Course Registration User Guide]
How to Look Up Classes

Use the selection options to search for the class schedule. When your selection is completed, click on the Search button. All course sections matching your criteria will be displayed on this screen.
• How to Register

To register for classes, follow these steps:

Step 1: Click on the Register Unit button to display the Register Unit page as shown below.
Step 2  Type the Unit you wish to register in the Unit field e.g. UJMD1063 and then click on the View button. If the unit is offered, a description of the unit and the type of paper will be displayed. The details of all the classes available for UJMD1063 of your course will appear as shown below.

In the example below, this unit UJMD1063 has a lecture (L) and tutorial (T) component. You must register for associated lecture and tutorial sections at the same time that you register for the class.

<table>
<thead>
<tr>
<th>NO</th>
<th>TYPE</th>
<th>GROUP</th>
<th>CLASS SIZE</th>
<th>WEEK</th>
<th>DAY</th>
<th>TIME</th>
<th>HOUR</th>
<th>ROOM</th>
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<tbody>
<tr>
<td>1</td>
<td>L</td>
<td>1</td>
<td>100</td>
<td>1-14</td>
<td>Tue</td>
<td>12:00 PM - 01:00 PM</td>
<td>1.0</td>
<td>PC203</td>
</tr>
<tr>
<td>2</td>
<td>T</td>
<td>1</td>
<td>25</td>
<td>1-14</td>
<td>Fri</td>
<td>10:00 AM - 01:00 PM</td>
<td>3.0</td>
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</tr>
<tr>
<td>3</td>
<td>T</td>
<td>2</td>
<td>25</td>
<td>1-14</td>
<td>Wed</td>
<td>12:30 PM - 03:30 PM</td>
<td>3.0</td>
<td>PC105</td>
</tr>
<tr>
<td>4</td>
<td>T</td>
<td>3</td>
<td>25</td>
<td>1-14</td>
<td>Wed</td>
<td>03:30 PM - 06:30 PM</td>
<td>3.0</td>
<td>PC105</td>
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</table>

Step 3  Select the activity of the classes you wish to add by ticking on the appropriate checkbox. If the activity (lecture [L], tutorial [T] or practical [P]) of the class is available for registration, a checkbox will appear at the last column of that section.

Once the class is fully enrolled, the checkbox of that particular section will be hidden.

Step 4  Once you have identified a class you wish to register, click on the Add button at the bottom of the page. If no error occurs, the class is added to your schedule (you are registered) and this will return you to the Register Unit page. If you receive an error message, refer to the 5e) Registration Error Messages section in this guide.

Repeat the instructions from Step 1-4 to register for the rest of your courses.
**INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH**

### Course Timetable Preview

<table>
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<tr>
<th>SESSION</th>
<th>201105</th>
<th>CLASS TYPE</th>
<th>Full-time</th>
<th>FACULTY</th>
<th>ICS</th>
<th>CAMPUS</th>
<th>Perak Campus</th>
<th>DURATION (WEEKS)</th>
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**Inserted Successfully**

<table>
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<th>YEO KAK SOON</th>
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<td>870507-04-5363</td>
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<td>ICS</td>
</tr>
<tr>
<td>COURSE</td>
<td>CH</td>
</tr>
<tr>
<td>CAMPUS</td>
<td>Perak Campus</td>
</tr>
<tr>
<td>CREDIT HOUR EARNED</td>
<td>87.0</td>
</tr>
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</table>
Progress of Study for PG Programme by Coursework

1. Submits Project Report
   - Duration for completion of project and submission of report is per the number of trimester(s) stated in the course structure approved by Senate
   - Failure to submit project report by the deadline amounting to failing the unit
   - Student who failed project has to re-take the project at own cost
   - Allow 3 attempts within 2 years from date of first registration of Project unit

2. Examiners evaluate Project Report
   - 1st and 2nd Examiners are given 2 weeks to complete evaluation of the Project Report

3. Moderator evaluates Project Report
   - Considers examiners' evaluation
   - Endorses grade of Project unit and Recommends graduation if candidate fulfilled all requirements

4. Faculty Board of Examiners (BoE)
   - Considers BoE's recommendation
   - Approves result for Project
   - Makes a decision on award of degree if candidate fulfilled all requirements for graduation

5. Special Senate Meeting
Completion of Project and Submission of Project Report for Programme by Coursework

- **Student starts work on his/her Project in topic/area recommended by Faculty under the supervision of his/her appointed Supervisor**

- **Student is required to submit meeting logs while working on the project (Pls refer to HoP on the number of meeting logs to be submitted)**

- **Duration for completion of Project is the number of trimesters stated in the approved course structure**

- **Student is required to submit his/her project report at the end of the duration for completion of Project. Failure to do so will lead to student being failed in the Project unit**
Completion of Project and Submission of Project Report for Programme by Coursework

- **Student who failed in the Project will have to re-take the Project unit in the subsequent trimester at your own cost**

- **Student is allowed 3 attempts to pass the Project unit within 2 years from the date of 1\textsuperscript{st} registration for Project and subject to availability of candidature period.**

- **Student who failed in the 3\textsuperscript{rd} attempt for Project shall be terminated from the programme.**
BAR LIST

- A minimum of 70% attendance at classes for the courses is compulsory, unless the candidate has obtained the prior written permission from the Dean of the Faculty/Institute to absent himself from any class, or unless the candidate is certified to be medically unfit.
LEAVE OF ABSENCE (LOA)

A student who decides to apply for Leave of Absence from his course of study may do so by submitting the prescribed “Application for Leave of Absence” form which can be downloaded at IPSR webpage at

IPSR Website
www.utar.edu.my/ipsr

Info for Current Student
Administration Forms
An application for Leave of Absence must be made before the end of Week 10 of a Long Trimester or Week 5 of a Short Trimester.

The maximum duration of Leave of Absence are stated as follows:
1) Master Level (maximum 1 year)
2) Doctoral Level (maximum 2 years)

The Leave of Absence can only be allowed up to a minimum of ONE Trimester.
Transfer of Fees

a) Application for Leave of Absence received before the 5th week of commencement date:
   - 100% of fees paid would be transferred to the trimester where the student rejoins;
   - Fees transferred will not be refunded where the students withdraw from the University.

b) There will be no transfer of fees paid if the application for Leave of Absence is received after 4th week of the commencement date.
## Maximum Candidature Period

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Full-time</th>
<th></th>
<th>Part-time</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s By Research</td>
<td>1 or 1.5</td>
<td>4</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Master’s By Mixed Mode</td>
<td>1.5</td>
<td>4</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Master’s by Coursework</td>
<td>1 or 1.5</td>
<td>2.5 or 4</td>
<td>2 or 2.5</td>
<td>5 or 6</td>
</tr>
<tr>
<td>PhD</td>
<td>2 or 3</td>
<td>5 or 6</td>
<td>4 or 5</td>
<td>6 or 8</td>
</tr>
</tbody>
</table>

- If candidate had been granted LoA, then the max candidature will be extended by the same duration as the LoA.
- If candidate intended to apply for extension of max candidature, the “application for change” form must be submitted **minimum 2 months** before the end of max candidature. Late submission **will not** be considered.
- Related SoP, QP-IPSR-PSU-015 - Application for Extension of Candidature Period
<table>
<thead>
<tr>
<th>Type of Fees</th>
<th>Malaysian Candidates RM</th>
<th>International Candidates (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Payable at time of application)</td>
<td>50.00#2 60.00#3</td>
<td>300.00 300.00</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>-</td>
<td>5,000.00 5,000.00</td>
</tr>
<tr>
<td>Registration (Payable once upon registration)</td>
<td>200.00</td>
<td>1,000.00 500.00</td>
</tr>
<tr>
<td>Caution Money (Refundable. Payable upon registration)</td>
<td>200.00</td>
<td>1,000.00 500.00</td>
</tr>
<tr>
<td>Activity &amp; Services Fee **</td>
<td>100.00</td>
<td>300.00 200.00</td>
</tr>
<tr>
<td>Resource Centre Fee **</td>
<td>200.00</td>
<td>700.00 500.00</td>
</tr>
<tr>
<td>Exam and Facility Fee **</td>
<td>300.00</td>
<td>500.00 300.00</td>
</tr>
<tr>
<td>Insurance Premium **</td>
<td>9.00</td>
<td>-</td>
</tr>
<tr>
<td>Medical &amp; Health Insurance Premium **</td>
<td>-</td>
<td>500.00 500.00</td>
</tr>
</tbody>
</table>

#2: If had paid RM10 for the purchase of application form from UTAR;  
#3: If downloaded application from UTAR website  
** For Master's and Ph.D. candidates, items payable at the time of registration and thereafter at the time interval of every 12 months
### Tuition Fee:

#### Master’s Degree

<table>
<thead>
<tr>
<th>Technical Unit</th>
<th>Malaysian Candidates (RM)</th>
<th>International Candidates (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Master of Arts (Chinese Studies)</td>
<td>305.00 per credit hour</td>
<td>366.00 per credit hour</td>
</tr>
<tr>
<td>2) Other Master’s Degree Courses</td>
<td>405.00 per credit hour</td>
<td>486.00 per credit hour</td>
</tr>
<tr>
<td></td>
<td><strong>FT – Full-time study;</strong></td>
<td><strong>FT – Full-time study;</strong></td>
</tr>
<tr>
<td></td>
<td><strong>PT – Part-time study;</strong></td>
<td><strong>PT – Part-time study;</strong></td>
</tr>
<tr>
<td>Research Component</td>
<td>2,000.00 per year (FT)</td>
<td>2,400.00 per year (FT)</td>
</tr>
<tr>
<td>1) Master’s Degree by Research (Structure A)</td>
<td>1,000.00 per year (PT)</td>
<td>1,200.00 per year (PT)</td>
</tr>
<tr>
<td>2) Master’s Degree by Mixed Mode (Structure B)</td>
<td>500.00 per year (PT)</td>
<td>600.00 per year (PT)</td>
</tr>
</tbody>
</table>

#### Recurring Fee (Chargeable after minimum duration of study)

<table>
<thead>
<tr>
<th>Technical Unit</th>
<th>Malaysian Candidates (RM)</th>
<th>International Candidates (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Master’s Degree by Research (Structure A)</td>
<td>1,000.00 per year</td>
<td>1,200.00 per year</td>
</tr>
<tr>
<td>2) Master’s Degree by Mixed Mode (Structure B)</td>
<td>1,000.00 per year</td>
<td>1,200.00 per year</td>
</tr>
<tr>
<td>3) Master’s Degree by Coursework (Structure C)</td>
<td>1,000.00 per year</td>
<td>1,200.00 per year</td>
</tr>
</tbody>
</table>

#### Doctor of Philosophy

<table>
<thead>
<tr>
<th>Technical Unit</th>
<th>Malaysian Candidates (RM)</th>
<th>International Candidates (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) PhD (Chinese Studies)</td>
<td>305.00 per credit hour</td>
<td>366.00 per credit hour</td>
</tr>
<tr>
<td>2) Other PhD Programmes</td>
<td>405.00 per credit hour</td>
<td>486.00 per credit hour</td>
</tr>
<tr>
<td></td>
<td><strong>FT – Full-time study;</strong></td>
<td><strong>FT – Full-time study;</strong></td>
</tr>
<tr>
<td></td>
<td><strong>PT – Part-time study;</strong></td>
<td><strong>PT – Part-time study;</strong></td>
</tr>
<tr>
<td>Research Component</td>
<td>2,000.00 per year</td>
<td>2,400.00 per year</td>
</tr>
<tr>
<td>1) Full-time study</td>
<td>1,000.00 per year</td>
<td>1,200.00 per year</td>
</tr>
<tr>
<td>2) Part-time study</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Recurring Fee (Chargeable after minimum duration of study)

<table>
<thead>
<tr>
<th>Technical Unit</th>
<th>Malaysian Candidates (RM)</th>
<th>International Candidates (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,000.00 per year</td>
<td>1,200.00 per year</td>
</tr>
<tr>
<td>Service</td>
<td>Master's degree</td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Thesis/Dissertation Examination (Upon submission):</td>
<td>1,500.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Thesis/Dissertation Re-Examination (Upon submission):</td>
<td>1,500.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Fee for Appeal for Review of Examination Results</td>
<td>100.00 per unit 300 per dissertation/thesis</td>
<td>100.00 per unit 300 per dissertation/thesis</td>
</tr>
<tr>
<td>Fee for Appeal Against Termination of Study</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Administrative Fee (non-refundable)</td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>
FEES BREAK DOWN

**Master by Research (Full-time) (Minimum Duration: 1 year)**
1\(^{st}\) Billing: Technical Unit fees + Research Component fees + Other Fees
2\(^{nd}\) Billing: Research Component
3\(^{rd}\) Billing: Research Component

**Master by Research (Part-time) (Minimum Duration: 2 years)**
1\(^{st}\) Billing: Technical Unit fees + Research Component fees + Other Fees
2\(^{nd}\) Billing: Research Component
3\(^{rd}\) Billing: Research Component
4\(^{st}\) Billing: Research Component + Other Fees
5\(^{st}\) Billing: Research Component
6\(^{st}\) Billing: Research Component
FEES BREAK DOWN

PhD by Research (Full-time) (Minimum Duration: 2 years)

1\textsuperscript{st} Billing : Technical Unit fees + Research Component fees + Other Fees
2\textsuperscript{nd} Billing : Research Component
3\textsuperscript{rd} Billing : Research Component
4\textsuperscript{th} Billing : Research Component + Other Fees
5\textsuperscript{th} Billing : Research Component
6\textsuperscript{th} Billing : Research Component
INSTITUTE OF POSTGRADUATE STUDIES
AND RESEARCH

FEES BREAK DOWN

PhD by Research (Part-time) (Minimum Duration: 4 years)

1\textsuperscript{st} Billing : Technical Unit fees + Research Component fees + Other Fees
2\textsuperscript{nd} Billing : Research Component
3\textsuperscript{rd} Billing : Research Component
4\textsuperscript{th} Billing : Research Component + Other Fees
5\textsuperscript{th} Billing : Research Component
6\textsuperscript{th} Billing : Research Component
7\textsuperscript{th} Billing : Research Component + Other Fees
8\textsuperscript{th} Billing : Research Component
9\textsuperscript{th} Billing : Research Component
10\textsuperscript{th} Billing : Research Component + Other Fees
11\textsuperscript{th} Billing : Research Component
12\textsuperscript{th} Billing : Research Component
Postgraduate Financial Aid

https://biasiswa.moe.gov.my/MyBrain15/index2.php
What is My Brain15?

- A programme for financing postgraduate studies.
- Critical Agenda Project under the National Higher Education Strategic Plan.
- Objective: To increase the number of highly knowledgeable human capitals for the purpose of enhancing research, development and innovation.
- Target: To achieve 60,000 PhD holders among Malaysians by the year 2023.
- Programmes offered: MyMaster, MyPhD and Industrial PhD
MyMaster

Objective: To motivate and encourage graduates to pursue their studies at a higher level.

Who are eligible to apply?

1. Malaysian citizens.
2. No age limit
3. Unemployed graduates without fixed income
4. Employees of the private sector
5. Private higher education institution lecturers
6. *Contract or temporary Government Servant statutory bodies/IPTA or Government pensioners/statutory bodies pensioners /IPTA*
7. Obtained a Master’s Degree or Bachelor Degree / Professional Qualification recognized by MQA as equivalent to a Bachelor Degree with:
   a) CGPA of **2.75 - 4.00 or equivalent**; or
   b) CGPA of **2.50 - 2.74 or equivalent** work experience in a related field for at least **3 years**
   c) Aged at least 30 years and get a Certificate of Accreditation of Prior Experiential Learning (APEL) for admission to the Master's degree program (Level 7, the Malaysian Qualifications Framework) of the Malaysian Qualifications Agency (MQA).

8. Received an unconditional offer letter from the university.
Level of study: Master

Sponsored field of study: ALL field

Places of study: IPTA, Selected IPTS, University College and University Campus Abroad (as listed in the MyBrain15 website)

Incentives given: Tuition fees not exceeding RM10,000 per student for the funding entire period approved. Payment of tuition fees will be paid directly to the Treasurer IPT based on bills received.
Objective: To increase knowledge and skills among the public in line with the goals of the national economic development, which is based on innovation.

Who are eligible to apply?
1. Malaysian citizens.
2. No age limit
3. Unemployed graduates without fixed income
4. Employees of the private sector
5. Private higher education institution lecturers
6. contract or temporary Government Servant / statutory bodies/IPTA or Government pensioners / statutory bodies pensioners /IPTA
7. Have obtained a Master’s Degree or equivalent recognized by the Government with:

a) CGPA **3.00 - 4.00 or equivalent**; or

b) Masters student upgraded to a Doctorate by the Senate of the IPT.

8. Have received an unconditional offer letter from the university.
MyPhD

Level of study: PhD

Sponsored field of study: ALL field

Places of study: IPTA, Selected IPTS, University College and University Campus Abroad (as listed in the MyBrain15 website)

Incentives given: Tuition fees not exceeding RM24,000 per student for the funding entire period approved. An additional living allowance of RM2,300 per month for eligible candidate. Payment of tuition fees will be paid directly to the Treasurer IPT based on bills received.
Application

• Application is opened throughout the year until 2015.

• **MyMaster & MyPhD**: Application must be made online via *MyBrain15* website.

• The result of the application will be notified to the applicants via email.

• Please refer to *MyBrain15* website at

  https://biasiswa.moe.gov.my/MyBrain15
INFO AND UPDATE FOR DEPUTY DEANS, HOPs AND SUPERVISORS
TAUGHT UNIT TIMETABLE

• HoP has to prepare taught unit timetable for every new trimester and send to IPSR, 8 weeks before the commencement of new trimester.

• Finalising the timetable and update in web2, 7 weeks before commencement of classes.

• IPSR officer will upload the timetable into IPSR webpage 1 month before the commencement of class.
## ACTION PLAN ON APPOINTMENT TO TEACH PG CLASSES

<table>
<thead>
<tr>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 weeks before</td>
<td>HoP nominates lecturers to teach units in taught-course programme, in consultation with HoD and Deputy Dean (R&amp;D and Postgraduate Programmes)</td>
</tr>
<tr>
<td>6 weeks before</td>
<td>HoP informs nominated lecturer to complete application form for teaching taught/compulsory unit in Postgraduate programme</td>
</tr>
</tbody>
</table>
# ACTION PLAN ON APPOINTMENT TO TEACH PG CLASSES

<table>
<thead>
<tr>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 weeks before</td>
<td>(i) Nominated lecturer submits completed application form to HoP to be forwarded to Immediate Superior (see below) of the staff for endorsement:</td>
</tr>
<tr>
<td></td>
<td>Category of Academic Staff</td>
</tr>
<tr>
<td></td>
<td>Normal Academic Staff/HoDs/ HoPs/ Deputy Dean</td>
</tr>
<tr>
<td></td>
<td>Dean</td>
</tr>
<tr>
<td></td>
<td>(ii) Immediate Superior endorses the application form and sends the forms to Director of IPSR for consideration and approval for appointment.</td>
</tr>
</tbody>
</table>
# ACTION PLAN ON APPOINTMENT TO TEACH PG CLASSES

<table>
<thead>
<tr>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - 4 weeks before</td>
<td>Director of IPSR reviews the application. Recommends either (a) to appoint, or (b) to nominate others</td>
</tr>
<tr>
<td>2 - 3 weeks before</td>
<td>DHR issues appointment letters based on recommendation of IPSR Director</td>
</tr>
<tr>
<td>1 - 2 weeks before</td>
<td>Appointment letter forwarded to IPSR to be sent to appointed lecturer</td>
</tr>
<tr>
<td>1 week before</td>
<td>Appointed lecturer receives appointment letter from IPSR</td>
</tr>
</tbody>
</table>
Appointment of Internal & External Examiner

Responsibility of Supervisor to nominate Internal and External Examiners by completing “Nomination of Internal and External Examiners for Thesis/Dissertation” form within 5 weeks after being informed of the student’s submission of Notice of Intent to submit Thesis/Dissertation
TURNITIN REPORT

• Please refer to user guide “MN-SODEMC-051 Turnitin User Guide for Instructor”

• If you encounter problems please contact SODEMC
  Encik Abd Rahim Bin Mohamad Hazizi
  Email: rahimmh@utar.edu.my
  Tel: 03-79582628 Ext. 8253
MARK ENTRY
URL: https://smes.utar.edu.my

- Please use Google Chrome Browser to access the SMES.
- use your University Network ID & password
- Please refer to user guide “MN-SODEMC-045 - UTAR SMES – Student Mark Entry System”
- If you encounter problems please contact PIC in SODEMC
  Mr Ho Wai Hong
  Email : howh@utar.edu.my
  Tel: 03-79582628 Ext. 8278
APEL

Accreditation of Prior Experiential Learning

- Systematic process involving the identification, documentation and evaluation of learning based on previous experience.
- Evaluation of experience-based learning that can be obtained through various methods such as work experience, private study and research, etc.
INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

BASIC ENTRY REQUIREMENT FOR APEL

APEL T-3 (1/2/13)
- KELAYAKAN UMUR: Berumur 19 tahun ke atas pada tahun permohonan
- KELAYAKAN FORMAL: Tidak berkenaan
- Dan pengalaman bekerja yang berkaitan

APEL T-4 (1/2/13)
- KELAYAKAN UMUR: Berumur 20 tahun ke atas pada tahun permohonan
- KELAYAKAN FORMAL: Tidak berkenaan
- Dan pengalaman bekerja yang berkaitan

APEL T-6 (1/9/11)
- KELAYAKAN UMUR: Berumur 21 tahun ke atas pada tahun permohonan
- KELAYAKAN FORMAL: Tidak berkenaan
- Dan pengalaman bekerja yang berkaitan

APEL T-7 (18/2/14)
- KELAYAKAN UMUR: Berumur 30 tahun ke atas pada tahun permohonan dan
- KELAYAKAN FORMAL: Memiliki sertifikat atau kualifikasi setara
- Dan pengalaman kerja dalam bidang yang berkaitan

APEL T-8
- KELAYAKAN UMUR: Berumur 35 tahun ke atas pada tahun permohonan
- KELAYAKAN FORMAL: Memiliki sertifikat atau kualifikasi setara
- Dan 5 tahun pengalaman kerja dalam bidang.
Types of Assessment:

1. Aptitude Test
   - Arrangement by MQA at selected OUM and WOU branches

2. Portfolio

3. Interview (At MQA)
ONLINE APPLICATION

- Online application for admission to UTAR's Postgraduate Programme (only for UTAR students in their final year final trimester)
- Academic staff is requested to encourage your final trimester students to pursue postgraduate studies. Interested final trimester students may fill in the form via the link below:
  [http://research.utar.edu.my/ipsrweb/onlineform.html](http://research.utar.edu.my/ipsrweb/onlineform.html)
THANK YOU