BRIEFING SESSION
for New Postgraduate Students
Faculty of Engineering and Built Environment, UKM
Semester I Session 2019-2020

UNIVERSITI KEBANGSAAN MALAYSIA
The National University of Malaysia

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Graduate Studies Regulations 2015

- Student Registration
- Course and Thesis Registration
- Duration of Study and Workload
- Proficiency in Bahasa Melayu
- Course Requirements and Contact Hours
- Assessment and Examination for Coursework Masters Programmes
- Thesis Supervision, Writing and Examination
- Publication Requirement
- Research Methodology Course (KKKF6003)
- Research Misconduct
- Other Matters

New Student Registration

- A candidate who accepts the offer of admission shall pay all required fees and register at the beginning of every semester for the duration of his/her study.

- Admission registration is only allowed until the beginning of the semester except for research mode.

- A candidate may request to postpone/defer admission registration up to 2 semesters on reasonable grounds by writing to the Head of Postgraduate Programmes.

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SEMESTER 1 SESI AKADEMIK 2019-2020 (SEPTEMBER 2019)
SEMESTER 1 OF THE 2019-2020 ACADEMIC SESSION (SEPTEMBER 2019)

PENDAFTARAN (*REGISTRATION*) **A. PELAJAR LAMA (Semua Fakulti dan Institut)** *RETURNING STUDENTS (All Faculties and Institutes)* (i) **Pendaftaran diri atas talian melalui SMPWeb** **(www.ukm.my/smpweb)** *Online registration through SMPWeb (www.ukm.my/smpweb)*	**26 Ogos – 8 September 2019** (*26 August – 8 September 2019*)	2 minggu (*2 weeks*)
(ii) **Calon dikenakan denda lewat mendaftar** *Penalty for late registration*	**9 September 2019** (*9 September 2019*)	
(iii) **Calon diberhentikan kerana tidak mendaftar** *Termination of candidates due to failure to register*	**7 Oktober 2019** (*7 October 2019*)	
B. PELAJAR BAHARU (*NEW STUDENTS*) **Pendaftaran diri atas talian melalui Sistem Guest UKM** **(guest.ukm.my)** *Online registration through Guest System UKM (guest.ukm.my)*	**2 – 8 September 2019** (*2 – 8 September 2019*)	1 minggu (*1 week*)
TAKLIMAT PELAJAR BAHARU (***BRIEFING FOR NEW STUDENTS***)	**RUJUK FAKULTI / INSTITUT**	-
Sesi Pembelajaran (*Lectures*)	**9 September – 25 Oktober 2019** (*9 September – 25 October 2019*)	7 minggu (*7 weeks*)

Penambahan dan Pengguguran Kursus *(Add and Drop Courses)*	**9 September – 6 Oktober 2019** *(9 September – 6 October 2019)*	4 minggu *(4 weeks)*
Tarik Diri Pendaftaran Kursus *(Withdrawal from the Courses)*	**7 Oktober – 17 November 2019** *(7 October – 17 November 2019)*	6 minggu *(6 weeks)*
Cuti Pertengahan Semester *(Mid Semester Break)*	**26 Oktober – 3 November 2019** *(26 October – 3 November 2019)*	1 minggu *(1 week)*
Sesi Pembelajaran *(Lectures)*	**4 November – 20 Disember 2019** *(4 November – 20 December 2019)*	7 minggu *(7 weeks)*
Pengisian Sistem Penilaian Pengajaran dan Penyeliaan (SPPP) ** *Fill in Teaching and Supervision Evaluation System (TESES)* (i). Penilaian Kerja Kursus / *Course Work Evaluation*	**** 25 November – 25 Disember 2019** *(25 November – 25 December 2019)*	5 Minggu (5 weeks)
(ii). Penilaian Penyeliaan / *Supervision Evaluation*	**** 26 Disember 2019 – 12 Januari 2020** *(26 December 2019 – 12 January 2020)*	3 Minggu (3 weeks)
Cuti Ulangkaji/Perayaan *(Revision Week)*	**21 – 25 Disember 2019** *(21 – 25 December 2019)*	5 hari *(5 days)*
Peperiksaan *(Examination)*	**26 Disember 2019 – 10 Januari 2020** *(26 December 2019 – 10 January 2020)*	3 minggu *(3 weeks)*
Tarikh Akhir Serah Tesis (Mod Penyelidikan & Mod Campuran) *Last Date of Thesis Submission (Research Mode & Mixed Mode)*	**17 Januari 2020** *(17 January 2020)*	1 hari *(1 day)*
Cuti Semester *(Semester Break)*	**11 Januari – 9 Februari 2020** *(11 January – 9 February 2020)*	4 minggu *(4 weeks)*

*tertakluk kepada perubahan / *subject to change*

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NOTA (*NOTES*):
PELAJAR BAHARU *(NEW STUDENTS)*

1. **PENDAFTARAN (REGISTRATION)**

    Pendaftaran perlu dibuat melalui Sistem guest.ukm.my pada tarikh yang dinyatakan di dalam surat tawaran setelah pengesahan terima tawaran dan keperluan pendaftaran dilengkapkan.

    Registration must be done online via guest.ukm.my within the specified date and time stated on the offer letter. (Please make the acceptance of offer and complete all the registration requirement).

2. **TAKLIMAT DI FAKULTI /INSTITUT (*BRIEFING SESSION AT FACULTY / INSTITUTE*)**

    Semua pelajar baharu dikehendaki menghadiri taklimat di Fakulti/Institut pada tarikh yang ditetapkan dengan merujuk kepada jadual taklimat yang diedarkan semasa penawaran.

    Students are required to attend the Faculty/Institute briefing session on the specified date as stated in the briefing schedule.

3. **PEMBAYARAN YURAN (*PAYMENT OF TUITION FEES*)**

    Pelajar hendaklah menjelaskan yuran pengajian sebelum dibenarkan membuat pendaftaran. Pelajar yang mempunyai penaja, sila kemukakan surat dari penaja ke Bahagian Kewangan Pelajar, Jabatan Bendahari UKM.

    Students are required to pay tuition fees before being allowed to register. Students who are sponsored, please submit a copy of the sponsorship letter to the UKM's Student Finance Section.

NOTA (*NOTES*):
PELAJAR LAMA (*RETURNING STUDENTS*)

1. **PENDAFTARAN DALAM TALIAN (*ONLINE REGISTRATION*):**

   Semua pelajar dikehendaki membuat pendaftaran kursus/tesis di **SMPWEB (http://www.ukm.my/smpweb). Pembayaran yuran pengajian TIDAK bermaksud pendaftaran pengajian telah dilakukan,** sebaliknya pelajar bertanggungjawab untuk membuat pendaftaran di SMPWEB.

   All students are required to register their courses / thesis at **SMPWEB (http://www.ukm.my/smpweb). Payment of tuition fees DOES NOT means the registration has been done** *but students are responsible to register online at SMPWEB.*

2. **TAMAT TEMPOH PENGAJIAN (*STUDENTS WHO EXCEEDED MAXIMUM DURATION OF STUDIES*)**

   Pelajar yang telah tamat tempoh pengajian di Semester 2 Sesi Akademik 2018-2019 (Februari - Ogos 2019) dan belum serah tesis/projek penyelidikan, hendaklah membuat permohonan tambah masa pengajian di Fakulti/Institut masing-masing, selewat-lewatnya 4 minggu dari tarikh pendaftaran bermula.

   Students who have exceeded the maximum duration of studies in Semester 2 of the 2018-2019 Academic Session (February – August 2019) and have not submitted their thesis/project paper in the current semester are required to apply for extension of duration of their studies from the Faculty/ Institute at least 4 weeks before registration date.

3. **LEWAT MENDAFTAR (*LATE REGISTRATION*)**

Pelajar tidak mendaftar dalam tempoh pendaftaran yang ditetapkan akan dikenakan **denda lewat mendaftar** sebanyak RM50.00 **mulai 9 September 2019** dan dicaj terus ke akaun pelajar.

Students who fails to register within the specified duration, ***penalty of RM50 will be imposed effective from 9th September 2019,*** *charged into students' account.*

4. **DIBERHENTIKAN SEBAB TIDAK MENDAFTAR (*DISMISSED DUE TO FAILURE TO REGISTER*)**

Pelajar akan diberikan status **"DIBERHENTIKAN SEBAB TIDAK MENDAFTAR"** jika tidak membuat pendaftaran sehingga **selewat-lewatnya pada 6 Oktober 2019.**

Students will be given the status ***"DISMISSED DUE TO FAILURE TO REGISTER"*** *if failed to register latest by 6th October 2019.*

5. **PEMBAYARAN YURAN (*PAYMENT OF TUITION FEES*)**

   Pelajar hendaklah menjelaskan semua yuran (yuran tertunggak dan yuran pengajian semasa) sebelum dibenarkan membuat pendaftaran kursus/tesis di SMPWeb selepas 3 hari bayaran dibuat di bank.

   Pelajar yang mempunyai penaja, sila kemukakan surat daripada penaja ke Bahagian Kewangan Pelajar, Jabatan Bendahari UKM sekiranya belum berbuat demikian. Sila pastikan penaja telah membuat bayaran yuran semester sebelumnya. Pelajar dikehendaki menjelaskan yuran seperti pelajar yang tidak mempunyai penaja sekiranya tidak dibayar oleh penaja sebelum dibenarkan mendaftar.

   Students are required to pay all the fees (arrears and current tuition fees) before being allowed to register courses/thesis at SMPWeb after 3 days payment made at the bank.

   Students who are sponsored, please submit a copy sponsorship letter to UKM's Student Finance Section if you have not submitted the letter. Please ensure that your sponsors have paid for previous Semester fees. Students will be required to pay the fees by themselves if not paid by the sponsor, before being allowed to register

6. **SERAH TESIS/ DISERTASI UNTUK PEMERIKSAAN SELEPAS 17 JANUARI 2020**
   (*THESIS SUBMISSION AFTER 17TH JANUARY 2020*)

   Pelajar yang serah tesis/disertasi untuk pemeriksaan selepas 17 Januari 2020 dikehendaki mendaftar pada Semester 2 Sesi Akademik 2019-2020 dengan membayar **yuran penuh. Tiada pengecualian yuran** akan diberikan kepada pelajar.

   *Students who will be submitting his/her thesis/dissertation after **17th January 2020** are required to register for Semester 2 Academic Session 2019-2020 with **full payment of tuition fees without any exception for waiver.***

Pusat Pengurusan Akademik
Mei 2019

Course and Thesis Registration

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Urusan Tempahan +   Pengajaran & Pembelajaran +

PENDAFTARAN

Slip Pendaftaran Diri Pelajar

Maklumat Biodata Pelajar

Pendaftaran Kursus Semasa

Pendaftaran Tesis/Disertasi Semester

Semakan Rekod Pendaftaran Kursus

Tarik Diri Kursus

PEPERIKSAAN

Keputusan Peperiksaan

Laporan Kemajuan Calon

Ringkasan Laporan Kemajuan Calon

Laporan Akademik

Jadual Peperiksaan LMCW1022

RENCAM

Upload Gambar

Muat Turun Borang-borang Pusat Pengurusan Akademik

PANDUAN PENGGUNAAN SISTEM

Tukar Katalaluan & Daftar Kursus / Gugur Tambah Kursus

Makluman Kepada Semua Pelajar SISWAZAH

" PERMOHONAN KAD KAMPUS UKM PELAJAR DOKTOR FALSAFAH/SARJANA/DIPLOMA SISWAZAH"

Sebarang pertanyaan berhubung kad Kampus UKM ini, sila hubungi 03-8911 8468 (En Alif Rohimi) atau emel kepada ukmcard@ukm.edu.my

Peringatan Muat Naik Gambar Bagi Bakal Graduan 2018

Semua bakal graduan konvokesyen Tahun 2018 perlu memuat naik gambar terkini di SMPWeb selewat-lewatnya pada atau sebelum 23 September 2018 (Ahad) untuk paparan di layar putih semasa konvokesyen berlangsung.

Sila klik butang Upload Gambar.

Bayaran Yuran / Denda

Semua yuran hendaklah dibayar sepenuhnya seperti jadual dibawah sebelum pelajar dibenarkan mendaftar semester baru:-

Prasiswazah (ijazah / Asasi) — Semua yuran/bayaran semester sebelumnya

Pascasiswazah (Sarjana /Phd / Diploma Siswazah) — Semua yuran/bayaran semester sebelum dan yuran pengajian semester berikutnya.

Master by Coursework
Full time : 1 - 2 years
Part time: 2 - 4 years

Master by Thesis
Full time : 2 - 3 years
Part time : 3 - 4 years

PhD
Full time : 3 - 6 years
Part time: 4 – 7 years
Graduate on time (GOT): 7 semesters or 42 months

*Note: If you exceed the maximum duration of studies and have not submitted thesis/ project report:
- Apply for extension of study from the Faculty at least 4 weeks before the registration date. Form is available at the Postgraduate Office of FKAB.
- Extension is up to a maximum of 4 semesters under faculty's approval.
- An additional extension of 1 semester may be given under the Senate's approval.

Proficiency in Bahasa Melayu

- Starting from 2019/2020 intake, all international students (i.e. non-Malaysian) are required to complete one (1) course of Bahasa Melayu organised by the University under Pusat Citra.

  LMCM1083 Malay Language International Communication
  LMCM1083 Bahasa Melayu Komunikasi Antarabangsa

- Exemptions may be granted to students who have attended and passed an equivalent Malay Language course organized by other parties approved by the Senate.

- Masters coursework programmes:

   Students must fulfil not less than 70% of the course requirements. Failure to meet this basic requirement will results in ineligibility to sit for examinations.

- Research programmes (Supervisor-Student meeting)

   Full time - at least four (4) times per month
   Part time - at least four (4) times per semester

Assessment and Examination for Coursework Masters Programmes

- Assessment typically through examinations and/or continuous assessments.

- Grade of C- and below are regarded as failing grades and student is required to repeat the course.

- Students must maintain a minimum CGPA of 3.0 in every semester. If CGPA is below 2.0 in the first semester, student will be dismissed from the program. If the CGPA is more than 2.0 but less than 3.0, student will be given "pass with conditional" status for the first semester. Failure to improve the CGPA to 3.0 in the following semester will cause the student to be dismissed from the program.

- Research Project Report and Oral presentation.

Thesis Supervision
(Master by Research and PhD)

- A candidate may be supervised by a main supervisor, co supervisor, or a Graduate Committee.

- Every semester, a candidate's progress is reported by his/her supervisor to the Faculty Graduate Committee (Candidate Progress Report – LKC)

- A student may be given a 'FAIL' status if he/she obtains a progress report as follows:
  - A total of four (4) "with reminder" throughout the study period.
  - A total of two (2) "with warning" throughout the study period.
  - A combination of two (2) "with reminder" and one (1) "with warning" throughout the study period.
  - A "failed and dismissed" status in any semester.

Thesis/Dissertation Writing
(Master by Research and PhD)

- All students shall write their thesis in Bahasa Melayu.

- Students may apply to write thesis / dissertation in English with the approval of the Dean. Application must be made in writing at the latest in the second semester (2) for Master candidates for the Master program and fourth semester (4) for candidates for the PhD program

- Writing of the thesis must follow the UKM Thesis Writing Guidelines according to GAYA UKM. Templates can be downloaded from the Graduate Centre website:

  http://www.ukm.my/pusatsiswazah/templat-gayaukm/

Thesis Examination
(Master by Research and PhD)

- Thesis will be examined by an internal examiner and at least one external examiner.

- Candidates will have to defend their thesis in a viva voce in front of a Oral Examination Committee.

- Candidate Progress Report (LKC)
- Supervisor-Student meeting
- Research Proposal Presentation
- Monitoring and Progress Seminars
- *Pre-viva
- Log book / supervision documentations

Publication Requirement
(Master by Research and PhD)

	Master by Research	PhD
• Engineering	• Published one (1) WoS indexed journal article.	• Published two (2) WoS indexed journal articles.
• Architecture • Built Environment • Engineering Education	• Published at least one (1) journal article from any of these categories: (a) ERA/Scopus/WoS indexed journals (b) Penerbit UKM and Faculty Journals or journals listed in MyJurnal - Malaysian Journal Management System from MyCite (c) Chapter in Book published by WoS listed publishers or Penerbit UKM/MAPIM.	• Published at least two (2) Scopus/WoS indexed journal articles **OR** • at least one (1) Scopus/WoS indexed journal article **AND** one (1) journal article from these categories: (a) Penerbit UKM and Faculty Journals (b) Chapter in Book published by WoS listed publishers or Penerbit UKM/MAPIM.

KKKF6003 Research Methodology (Master by Research and PhD)

- To prepare newly enrolled graduate students with basic skills in research and academic writing.
- Course content: Research Management, Information Search, Writing Research Proposal, Design of Experiments, Writing Technical Paper, Issues on Plagiarism, Statistical Data Analysis, Presentation Skills and Thesis Format UKM Style.
- All students must register on-line for the course and present research proposal at the end of the semester.

NOTE:
*Students who fail to fulfil the course requirements will obtain an "E" Grade for the course and need to repeat in the following year.
*Can add/drop within 4 weeks of semester or withdraw from 4 to 10 weeks of semester.

WHAT IS

RESEARCH MISCONDUCT??

Research misconduct is an act that violates research ethics such as fabrication, falsification or plagiarism in producing the writing of a thesis/dissertation, report, paperwork, assignment, and research findings. With reference to Universiti Kebangsaan Malaysia (Graduate Studies) 2015, the following are types of research misconduct:

FABRICATION:

Creating data, recording or reporting data/results which do not exist

FALSIFICATION

Manipulating the results of research or the process or changing or removing results data so that the research result does not reflect the actual result.

PLAGIARISM:

Taking ideas, process, findings writings, pictures or diagrams without referring to the original source of reference and recognising it as a result of their own work.

RESEARCH MISCONDUCT IS A SERIOUS OFFENSE!

A student who found guilty of research misconduct is subject to action under the Universiti Kebangsaan Malaysia (Disipline of Students) Regulations 1999 or other actions prescribed by the Senate.

Pusat Siswazah UKM
The UKM Graduate Centre

CRIME SCENE DO NOT CROSS

HOW TO PREVENT PLAGIARISM

When planning for a write up

YOU SHOULD FIRST EQUIP YOURSELF WITH THE RIGHT KNOWLEDGE ABOUT PLAGIARISM.

THEN, MAKE SURE TO BRAINSTORM YOUR OWN IDEAS DOWN BEFORE ANY RESEARCH.

NEXT, RESEARCH TO GAIN MORE INFORMATION WHILE SIMULTANEOUSLY CLEARLY DISTINGUISHING BETWEEN YOUR OWN IDEAS AND THOSE YOU FOUND THROUGH RESEARCH.

For the write up

- **REMEMBER TO PARAPHRASE**
  Read, yes. But put it into your OWN words
- **USING "QUOTATION MARKS"**
- **REFERENCING**
  Include a reference page at the end of your research paper (This depends on what your educational institution prefers)
- **CITING**
  Citing requires you to add the author(s) name and the date of the publication or information of the like. You should ask your educational institution on the format and the guidelines to aid you

BEFORE HANDING IN YOUR WORK, MAKE SURE TO CHECK FOR PLAGIARISM. IT IS CRUCIAL THAT YOU DO SO AS YOU DO NOT WANT TO RISK LOSING YOUR ACADEMIC DEGREE OR CAREER.
THERE ARE MANY WEBSITES, INCLUDING FREE ONES THAT COULD HELP YOU ASSESS ON YOUR PARAPHRASING AND ANTI-PLAGIARISM SKILLS.

References: https://www.plagiarism.org/

It is an act of ...g to give you a ...r a long time.

...must make sure ...and the material ...d then allow you ...n ideas to write ...rk. However, it is ...someone else's ... This means you ...with the correct ...of citing and ...data.

graduate@ukm.edu.my

SUMMARIZE
PARAPHRASE
REFERENCING
QUOTATION MARKS

FOR MORE INFORMATION CONTACT THE UKM GRADUATE CENTRE AT graduate@ukm.edu.my

Other matters

- Update the Faculty any changes in correspondence address, telephone no. and email address.

- Each student who registered starting from 2016/2017 session will be given official UKM email account yourmatricno@siswa.ukm.edu.my (for example P12345@siswa.ukm.edu.my). All official announcements/information regarding your study in UKM will be sent to official UKM email Please activate this email account at www.ukm.my/speep/.

- Subscribe to the 'siswazahfkab' group mailing list for announcements on academic programmes and students activities. Please email to ictfkab@ukm.edu.my or nurfarah@ukm.edu.my to request your edu email to be included in the postgraduate mailing list.

- Check the Postgraduate Notice Boards and the Graduate Center website (www.ukm.my/pps) regularly.

SELAMAT MAJU JAYA