



UNIVERSITI
KEBANGSAAN
MALAYSIA

*The National University
of Malaysia*

POSTGRADUATE STARTER PACK

| 2026

FACULTY OF
PHARMACY

UNIVERSITI
KEBANGSAAN
MALAYSIA



Welcome to the Faculty of Pharmacy Universiti Kebangsaan Malaysia

WELCOME MESSAGE BY THE DEAN



Dear Postgraduate Students,

It is my pleasure to welcome you to the Faculty of Pharmacy at Universiti Kebangsaan Malaysia. As you embark on this new chapter of your academic journey, I want to assure you that you have joined a community that is committed to your success and professional growth.

To support you in navigating the exciting yet challenging path ahead, we have prepared a comprehensive Guidebook specifically designed for our postgraduate students. This Guidebook contains essential information about our programs, including key guidelines on proposal presentations, thesis submissions, and other academic requirements. It also offers practical advice and resources to help you make the most of your time here.

We understand that the transition into postgraduate studies can be daunting, but you are not alone. Our faculty members, supervisors, and the Postgraduate Team are here to guide and support you every step of the way. We hope this Guidebook will serve as a valuable resource, helping you to stay informed, organized, and confident throughout your studies.

Once again, welcome to our faculty. We are excited to see the contributions you will make to the field of pharmacy, and we are here to support you as you strive for excellence.

Best regards,

Prof. Dr Mohd B Makmor Bakry
Dean
Faculty of Pharmacy
Universiti Kebangsaan Malaysia

1. MEET OUR POSTGRADUATE TEAM



Prof. Dr Mohd Makmor Bakry
Dean
dffar@ukm.edu.my



Assoc. Prof. Dr Ernieda Md Hatah
Deputy Dean (Academic)
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Dr Chua Eng Wee
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Dr Syaratul Dalina Yusoff
Coordinator for Postgraduate (Research) Programme
pppsffar@ukm.edu.my



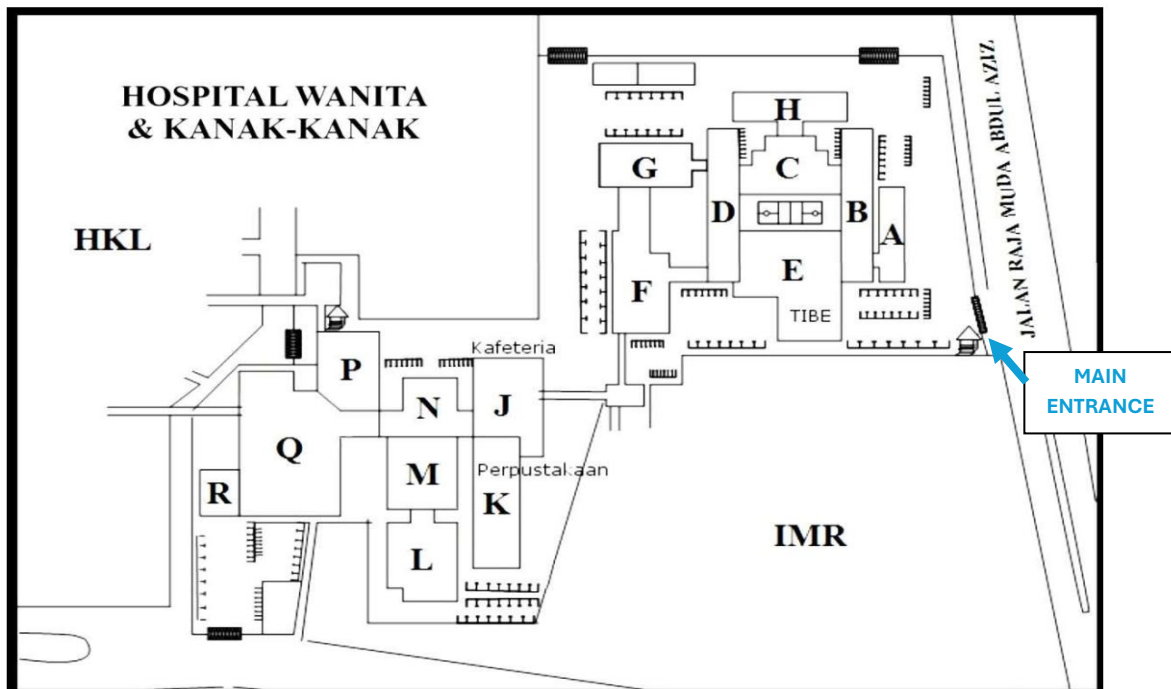
Mrs Norlaili Nazarudin
Administrative Assistant
laili.farmasi@ukm.edu.my



En. Thohir Hasim
Assistant Registrar
thohirhasim@ukm.edu.my

2. GETTING AROUND THE CAMPUS

Here's a map to help you get around the campus:



Notes:

Level 5, Block B

The faculty office, lecturers' rooms, Pharmacology and Biopharmacy Laboratory

Level 4, Block B

Animal-handling facilities and lecturers' rooms

Block H

Lecture rooms

Block P

Research laboratories and lecturers' rooms

Block J

Kafeteria / Cafeteria

Block K

Perpustakaan / Library

Block Q

PTM

Hospital Wanita & Kanak-Kanak

Kuala Lumpur Women and Children Hospital

IMR

Institute of Medical Research

3. PROGRAMME STRUCTURE

Both the master's and doctoral programmes are research-based. You will be working full-time (or part-time) to complete a research project under the mentorship of a supervisor (or a team of supervisors). Additionally, you are required to complete a faculty-run course on research methodology. **International students must also take a course on the Malay language.** At the end of your studies, you are expected to write up a thesis or dissertation and submit it for assessment by two examiners appointed by the Postgraduate Committee, headed by the Dean. After the examiners return their reports, a spoken examination, or viva voce, will be conducted to allow you to address the feedback and defend your work. At the end of the viva, the examiners will determine whether your thesis meets the required academic standards, and whether you have achieved the **Programme Learning Outcomes (PLOs)**.

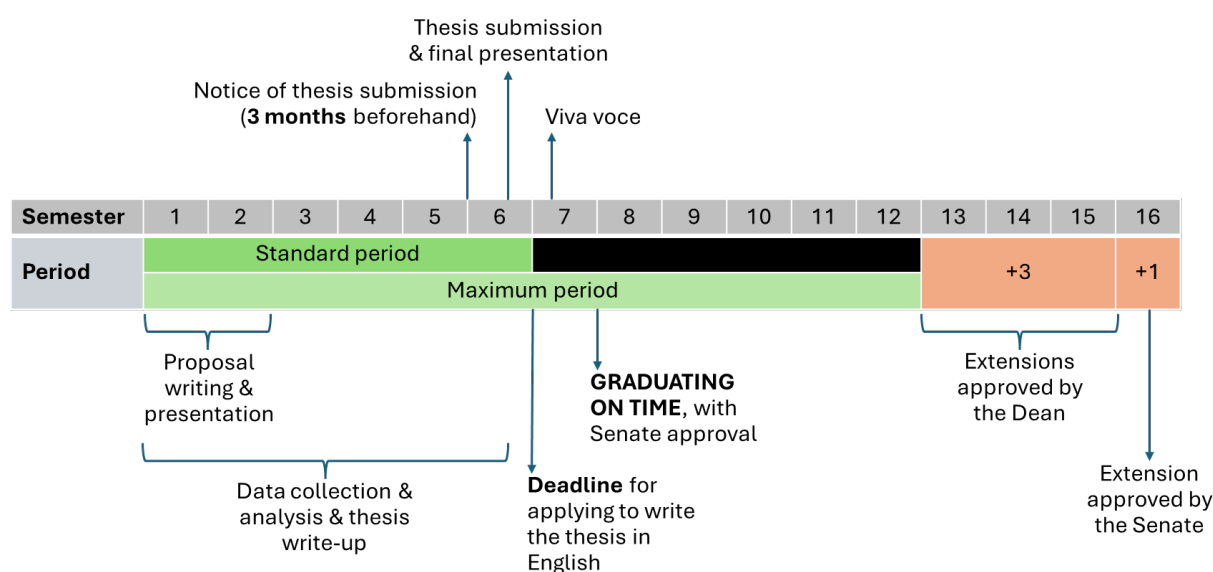
3.1 PROGRAMME LEARNING OUTCOMES (PLOs)

A **portfolio** will be provided to document all PLO-related activities you participate in, and these will serve as evidence for your achievement of the PLOs. The PLOs for both the doctoral and master's programmes, along with the types of relevant supporting evidence and activities, are detailed in the portfolio. It is advisable to update your portfolio regularly and have it reviewed and signed by your supervisor.

3.2 DURATION OF STUDY

3.2.1 DOCTORAL PROGRAMME

Overall, the academic journey for a full-time doctoral student is illustrated by the timeline below:



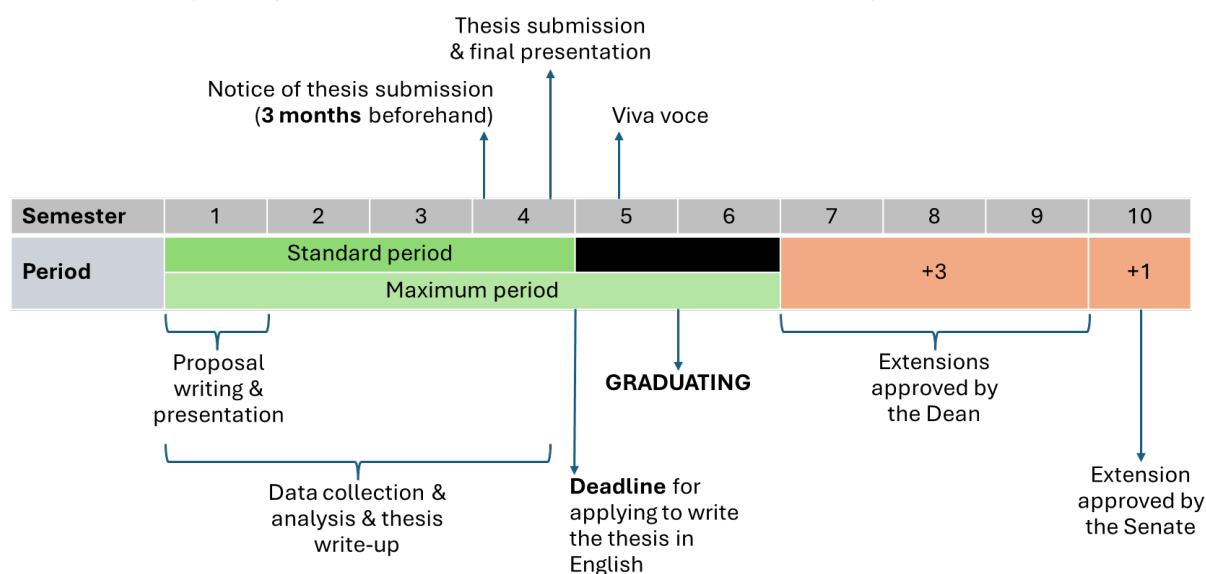
Notes:

- "Graduation on time (GOT)" is defined as completion of a doctoral programme within **7 semesters** or **42 months** as counted from the date of enrolment to the date of Senate approval.
- The default language of the thesis is Malay. However, exemptions can be granted based on certain criteria (See **Section 2.3**).

For a part-time doctoral student, the standard period of study is **FOUR (4) years**, and the maximum period is **SEVEN (7) years**.

3.2.2 MASTER'S PROGRAMME

The academic journey for a full-time master's student is illustrated by the timeline below:



For a part-time master's student, the standard period of study is **THREE (3) years**, and the maximum period is **FOUR years**.

3.3. PROGRAMME ENROLMENT AND COURSES

3.3.1 RE-ENROLMENT FOR RETURNING STUDENTS

After admission to the postgraduate programmes, all students must re-enrol every semester through the [SMPWeb](#) system (see **Figure 1**). This system is also used for course registration.

Re-enrolment and early course registration normally open before the start of a new semester and stay active for a specified period. The Centre for Academic Management will send email notifications to all postgraduate students regarding the deadline for re-enrolment and course registration. Students who miss the deadline will incur a penalty fee of RM50 but can still complete the registration after the new semester begins.

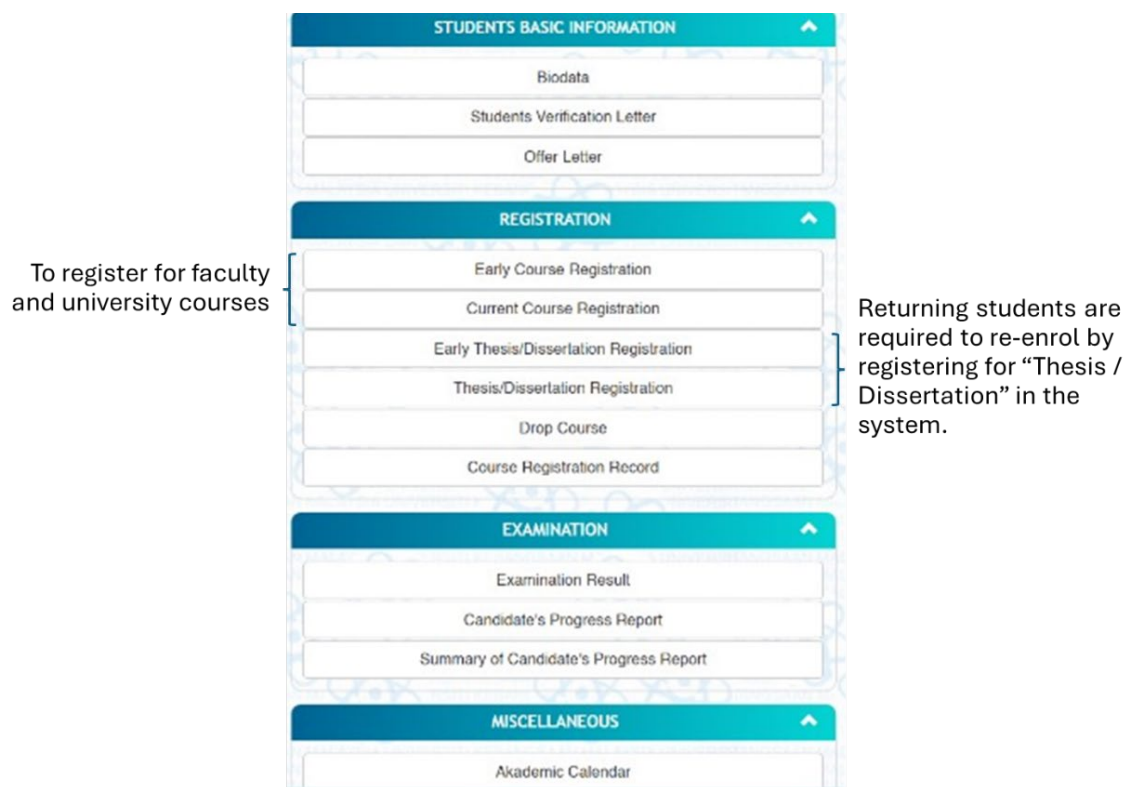


Figure 1. The SMPWeb system is used for course registration and enrolment.

3.3.2 COMPULSORY COURSES

All postgraduate students are required to complete a faculty-run course on research methods, i.e. NFNP7013 for doctoral students and NFNP6013 for master's students (see **Table 1** below). However, exemptions can be granted if the following criteria are met:

- You must have completed a course on research methods during your master's studies at Universiti Kebangsaan Malaysia or another Public Institution of Higher Education in Malaysia.
- The master's programme can be coursework- or research-based, or a mix of both study modes.
- The course must have been completed within the past FIVE years from your date of enrolment.
- The credit value of the course must not be less than that of NFNP7013.
- You must have obtained at least a grade B if the course resulted in a letter grade, or a "Pass" if the course was non-graded.
- The course must be at least 80% equivalent to NFNP7013 in terms of content.
- You are not a fast-track doctoral student.
- Students converting from the master's to the doctoral programme may be granted this exemption, depending on their performance during the assessment by the Evaluator Panel.

International students are also required to take a Malay language course, run by Pusat Pengajian Citra Universiti UKM (see **Table 1**).

Table 1. Compulsory courses for postgraduate students.

FACULTY-RUN COURSES	
PhD: NFNP7013 Research Management, Innovation, & Commercialisation	MSc: NFNP6013 Research Methodology & Innovation
This course focuses on three aspects of research, namely research management, innovation, and commercialisation. Upon completion of this course, students should be able to write a review article, apply appropriate research and statistical methods in their research, adhere to the standard process for registering intellectual property, explain the pathway for commercialising research-based products, and propose entrepreneurship-oriented projects.	This course focuses on three aspects of research namely research methods, statistical analysis, and innovation. Upon completion of this course, students should be able to conduct a literature review, apply appropriate research and statistical methods in their research, describe the pathway for producing intellectual property and commercialising research products, and propose entrepreneurship-oriented projects.
Course assessment: i. Literature review (65%) ii. Statistical analysis (15%) iii. Grant proposal (20%)	Course assessment: i. Literature review (65%) ii. Statistical analysis (15%) iii. IP and commercialisation (20%)
MALAY LANGUAGE COURSES	
LMCM1083 Communicative Malay Language for International Students OR LMCM1093 Malay Language for Nusantara <i>(for students from Indonesia and Brunei)</i> For course information, please visit this website.	

3.3.3 COURSE MANAGEMENT SYSTEM



All academic courses offered by the university or faculty are managed using UKMFolio, an online learning management. Course profiles, timetables, and other lecture materials can be downloaded from UKMFolio.

The platform also serves as the primary channel for important course-related announcements, such as timetable changes, and for continuous assessments, including quizzes and assignments.

3.4 CONVERSION TO THE DOCTORAL PROGRAMME

The requirements and procedures for this application are also subject to Article 19 of the Rules of Universiti Kebangsaan Malaysia (Postgraduate Studies) 2026.

1. A student enrolled in a research-mode Master's programme under paragraph 3(1)(a) of the Regulations may apply in writing to the Dean of the Faculty for conversion from the Master's programme to a Doctoral programme, subject to the following conditions:
 - a. the application is accompanied by a recommendation from the Main Supervisor or the Chairperson of the Supervisory Committee; and
 - b. the application is made no later than the second semester for a full-time student and the fourth semester for a part-time student.
2. For the purpose of evaluating a student's application for conversion from a Master's programme to a Doctoral programme, an Evaluation Committee shall be established.
3. The membership of the Evaluation Committee shall comprise:
 - a. the Dean of the Faculty or their representative, as Chairperson;
 - b. the Head of Department or Chairperson of the Centre of Studies, or their representative;
 - c. three academic staff members in the relevant field who are Professors or Associate Professors;
 - d. the Main Supervisor or Chairperson of the Supervisory Committee; and
 - e. one Secretary.
4. The Evaluation Committee shall be responsible for the following:
 - a. evaluating the research proposal and the student's performance during the presentation session based on the criteria prescribed by the Faculty and, where the student is deemed eligible, endorsing the student's application for conversion from the Master's programme to the Doctoral programme;
 - b. informing the Centre for Academic Management in writing of the approval of the student's conversion of programme before the end of the third semester for a full-time student and the fifth semester for a part-time student; and
 - c. determining the period of study for a student who converts from a Master's programme to a Doctoral programme, which shall be calculated from the date of registration for the Master's programme.
5. The decision of the Evaluation Committee shall be final and shall not be subject to appeal.

3.5 PRESENTATIONS

To hone your communication skills, you are required to give the following presentations throughout your studies:

- a. Once within the first year for your research proposal.
- b. Regularly at progress meetings.
- c. Once for the final report before your viva voce.

Your supervisor may also request that you present your work at symposiums and conferences.

3.5.1 POSTGRADUATE SEMINARS

The faculty periodically holds **Postgraduate Seminars**, where you will present both your research proposal and final report (please refer to the presentation guidelines provided). Lecturers with relevant expertise will be appointed to evaluate your presentations and provide feedback.

You must attend the seminars even when you are not a presenter. Your attendance will be recorded in your logbook, which will be reviewed by your thesis examiners to determine whether you have achieved the PLOs. **Failure to attend** the seminars without a valid reason is considered a form of student **misconduct**.

3.5.2 PROGRESS REPORTS

To ensure you stay on track to complete your research project within the allocated period, you are required to present progress reports regularly at meetings **held by your assigned research centre**.

3.6 CANDIDATE PROGRESS REPORT

At the end of every semester, your supervisor is required to submit a report on your progress and performance – “Laporan Kemajuan Calon”, or Candidate Progress Report. The assessment is based on the following criteria:

- a. Mastery of research methods.
- b. Mastery of the basics.
- c. Research rigour.
- d. Originality of ideas.
- e. Language proficiency and communication skills.

You will be able to view the reports once they are reviewed and approved by the faculty. Your supervisor may arrange a meeting with you to discuss the feedback and suggestions provided in the report.

3.7 THESIS

Doctoral students are required to submit a thesis not exceeding 100,000 words for evaluation by an **External Examiner** and an **Internal Examiner**. Likewise, master's students are required to submit a thesis not exceeding 60,000 words for examination.

By default, you are required to write your thesis in Malay. However, you may apply for an exemption from the requirement if you meet one of the following criteria:

- a. You are an international student.
- b. Your scholarship provider or employer requests it.
- c. You have an international supervisor.
- d. Your thesis will be evaluated by an examiner who does not understand Malay.

3.7.1 THESIS FORMAT

You may structure your thesis according to the chapter-based format, which typically includes:

- a. A brief introduction providing a thesis overview.
- b. A literature review highlighting research gaps and providing context for your study.
- c. Detailed descriptions of the methods used in your study.
- d. Individual chapters on independent but interconnected projects.
- e. Concluding remarks and suggestions for future work.

Alternatively, project-specific results can be presented in a single chapter, followed by a separate chapter for discussion.

3.7.2 THESIS BY COMPILATION

You may also opt to submit an article-based thesis (*thesis by compilation*) if you meet the following criteria:

- a. If you are enrolled in the doctoral programme, you must publish at least **FOUR articles**, including **TWO in Q1 journals**; if you are a master's student, you are required to publish at least **TWO articles**, including **ONE in a Q1 journal**.
- b. All the published articles must be directly related to your research objectives.
- c. Review articles are not counted unless they are related to your research objectives.
- d. You must be the first or corresponding author for all the published articles.

3.7.3 THESIS SUBMISSION

When submitting a dissertation or thesis for examination, students are required to:

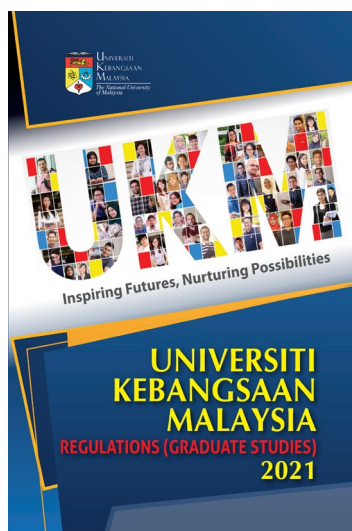
- a. Complete the Dissertation/Thesis Submission Form;
- b. Pay the dissertation or thesis examination fee; and
- c. Attach evidence that the required manuscript(s) have been accepted for publication.
- d. Submit other relevant documents.

3.8 PUBLICATION REQUIREMENTS

This requirement is also stipulated under Article 25 of the Regulations of Universiti Kebangsaan Malaysia (Postgraduate Studies) 2026.

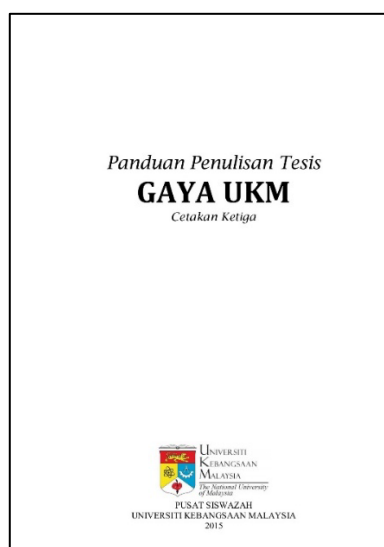
2. All students must meet the publication requirements as a prerequisite for submitting their dissertation or thesis for examination, as follows:
 - a. Master of Science – One (1) article in a WoS- or Scopus-indexed journal
 - b. Doctor of Philosophy – Two (2) articles in WoS- or Scopus-indexed journals

4. IMPORTANT GUIDELINES AND DOCUMENTS



UNIVERSITI KEBANGSAAN MALAYSIA REGULATION (GRADUATE STUDIES) 2026

You can download the handbook using this [link \(Malay version\)](#).



UNIVERSITI KEBANGSAAN MALAYSIA STYLE GUIDE (GAYA UKM)

You must format your thesis according to the Universiti Kebangsaan Malaysia Style Guide. You can download the guideline and a thesis template from this [link](#).

4.1 LINKS TO OTHER DOCUMENTS

1. [Faculty of Pharmacy Postgraduate Guidebook](#)
2. Student Portfolio (to be submitted with thesis)
3. MSc Progress record (to be submitted every semester)
4. PhD Progress record (to be submitted every semester)
5. Supervisory meeting record (to be filled for individual records)

4.2 LINKS TO OTHER FORMS (ONLY TO BE ACCESSED VIA UKM EMAIL ACCOUNT)

1. [Application for course exemption](#)
2. [Application for conversion to the doctoral programme](#)
3. [Application for writing thesis in English](#)
4. [Changing full-time / part-time status](#)
5. [Application for deferment of study](#)
6. [Application for extending study period](#)
7. [Changing supervisor](#)
8. [Notice of thesis submission](#)
9. [Non-plagiarism verification](#)
10. [Thesis submission form](#)
11. [Post-thesis amendment checklist](#)
12. [Verification of publications](#)

5. PEER SUPPORT

5.1 UKM Pharmacy Postgraduate Society (PSFFar)

PSFFar is a crucial source of peer support and activities that will enrich your scholarly journey. Upon enrolment, you will, by default, become a member of PSFFar (see **Figure 2**). The society is a good platform for you to meet other postgraduate students and fellow researchers through symposiums, conferences, workshops, and social gatherings.

WELCOME
postgraduate student

GETTING TO KNOW US

“ Welcome to the heart of the Faculty Pharmacy, UKM postgraduate community. As a vibrant and inclusive association, we are dedicated to enhancing the postgraduate experience through various initiatives and activities.

We serve as a platform for networking, collaboration and support among postgraduate students.

We provide resources and support to help students navigate their academic journey with confidence and success.

We organize a wide range of events, academic seminars and social gatherings to help you connect with peers, building a strong network, career opportunities and lifelong friendships.

We serve as your voice within the university, advocating for your needs and concerns.

INTRODUCE YOURSELF, DO EMAIL US :)

Faculty of Pharmacy Graduate Association/
Persatuan Siswazah Fakulti Farmasi (PSFFar)
psffar.ukm@gmail.com
Post-graduate Room (PG Room)
Level 2 Block E UKM KUALA LUMPUR

PSFFar
FACULTY PHARMACY GRADUATE ASSOCIATION
PERSATUAN SISWAZAH FAKULTI FARMASI

@psffarukmofficial
UKM Pharmacy Postgraduate Society

UNIVERSITI KEBANGSAAN MALAYSIA
KAMPUS KUALA LUMPUR
<http://www.ukm.my>

UNIVERSITI KEBANGSAAN MALAYSIA
The National University of Malaysia

Figure 2. The UKM Pharmacy Postgraduate Society.

5.2 Postgraduate by Research WhatsApp Group



6. RELEVANT WEBSITES AND EMAILS

Online library portals (eSumber@ptsl / eResources@ptsl)

<https://eresourcesptsl.ukm.remotexts.co/user/login?destination=database>

Portal Gemilang UKM

<https://gemilang.ukm.my/iii/encore/?lang=eng>

ICT UKM (for available software provided)

<https://ptm.ukm.my/pelajar/>

Centre for Student Affairs (HEP-UKM)

<https://www.ukm.my/hepukm/en/>
hep@ukm.edu.my

Centre for Academic Management (for postgraduate students)

<https://www.ukm.my/akademik/pelajar-pascasiswazah/>
akad@ukm.edu.my

The Faculty's Research Office

tdpiffar@ukm.edu.my

Counselling Unit

<https://www.ukm.my/hepukm/unit-kaunseling-2/>

PRESENTATION GUIDELINES

PROPOSAL PRESENTATION

1. Doctoral students are required to deliver a 15-minute presentation, followed by 15 minutes of questions and feedback; master's students are required to give a 10-minute presentation, followed by 10 minutes of questions and feedback.
2. Students should submit the abstracts for their research proposals at least ONE week before their presentations to the Postgraduate Office.
3. The abstract should contain a concise description not exceeding 350 words of the proposed project. It should include the following:
 - a. Project title.
 - b. Study background, significance, and objectives.
 - c. Methods that will be used, alongside explanations of how they will produce the data necessary to address the research question.
 - d. The likely outcomes and implications of the proposed study.
4. The presentation should include the following:
 - a. Project title, along with your name, student ID, and programme of study, and the names of your supervisor and co-supervisor(s).
 - b. Introduction and literature review covering the following aspects of the study:
 - A concise literature review on the selected topic.
 - Problem or purpose of the study – Describe the problem which gave rise to the research.
 - Research gaps, questions, or hypotheses – Outline a clear research question or hypothesis that the research is designed to address.
 - Significance of the study – Discuss why the research is significant and whether it addresses an important problem. Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the project aims are novel and innovative.
 - c. Research objectives.
 - d. Research design and methods – Describe research design and methods and demonstrate that these are adequately developed, well integrated, and appropriate to the project aims.
 - e. Proposed timeframe – Include a brief timeline indicating how you will approach the task and complete it.
 - f. Value proposition, which states the expected future value of the project along with its future relevance and distinct benefits to the target users of the findings.
 - g. References.
5. Wordy slides impede effective presentations. Please avoid having too much text in your presentation.

FINAL PRESENTATION

1. Doctoral students are required to deliver a 20-minute presentation, followed by 20 minutes of questions and feedback; similarly, master's students are required to give a 15-minute presentation, followed by 15 minutes of questions and feedback.
2. Students should submit the abstracts for their final reports to the Postgraduate Office at least ONE week before their presentations.
3. The abstract should contain a concise description not exceeding 350 words of the research project. It should include the following:
 - a. Project title.
 - b. Study background, significance, and objectives.
 - c. Methods.
 - d. Results and discussion.
 - e. The implications and commercialisation potential of the study findings.
4. The presentation should include the following:
 - a. Project title, along with your name, student ID, and programme of study, and the names of your supervisor and co-supervisor(s).
 - b. Introduction and literature review, which should cover the following aspects of your study:
 - i. A concise literature review on the selected topic.
 - ii. Research gaps, questions, or hypotheses – Outline a clear research question, or hypothesis that the study is designed to address.
 - iii. Significance of the study – Discuss why the study is significant and whether it addresses an important problem. Describe how the findings help to advance the knowledge base of the discipline and why the project aims are novel and innovative.
 - c. Research objectives – These should be specific, measurable, achievable, relevant, and time-based (SMART).
 - d. Research design and methods – Describe the research design and methods and demonstrate that these are adequately developed, well integrated, and appropriate to the project aims.
 - e. Study findings – Make sure these are appropriately formatted and complete; and the tables, figures, graphs, control, statistics, etc. are used effectively.
 - f. Discussion of the results in relation to the research gaps, literature, and hypothesis.
 - g. Conclusions, drawn according to the objectives.
 - h. Suggestions for further research.
 - i. Value proposition (1-2 slides), which is “a promise of expected future value, illustrating that future relevant and distinct benefits will outweigh the total cost of ownership”. It should cover the following:
 - i. Impact – Who will benefit from the findings (e.g. patients, industrial stakeholders)?
 - ii. Capability – How can the findings be applied (e.g. new treatments, novel drug leads)?
 - iii. Monetary – How can the findings be commercialised or translated into financial benefits (e.g. marketing of new drugs)?
 - iv. Unique – What sets your research apart?
 - v. Alignment – Does your research align with the key needs of the intended users of the findings?
 - j. References.
5. Wordy slides impede effective presentations. Please avoid having too much text in your presentation.
6. Allocate 30 seconds to 1 minute for each slide. For example, the ideal number of slides for a 20-minute presentation is between 20 and 40.