



FACULTY OF MEDICINE
THE NATIONAL UNIVERSITY OF MALAYSIA

POSTGRADUATE STUDENT HANDBOOK

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1. SECRETARIAT OF POSTGRADUATE STUDIES

- ▶ The Secretariat of Postgraduate Studies is responsible for all academic matters related to postgraduate studies. Our responsibilities include the following :-
 - i To facilitate academic processes related to registration, examination and awarding degree for postgraduate students in accordance to university guidelines.
 - ii. To propose internal guidelines by coordinating with university faculties related to postgraduate studies.
 - iii. To recommend the endorsement of new programs through careful study and coordination between the proposed program and current programs.
 - iv. To recommend the approval of course curriculum for postgraduate studies and matters related to modification or change of program.
 - v. To facilitate and resolve any concern of postgraduate students.

Contact Us:

Secretariat of Postgraduate Studies, Faculty of Medicine, UKM
Level 2, Kompleks Pendidikan Perubatan Canselor Tuanku Ja'afar,
Jalan Yaacob Latif, Bandar Tun Razak, 56000, Cheras, Kuala Lumpur, Malaysia

Email : medicpostgrad@hctm.ukm.edu.my

Website : <https://www.ukm.my/spsfper/>

Operation Hours:

Monday – Thursday

8:00 am – 1:00 pm

2:15 pm – 5:00 pm

Friday

8:00 am – 12.15 pm

2.45 pm – 5.00 pm

Saturday/ Sunday/ Public Holiday

Closed

2. INTERNATIONAL AFFAIRS UNIT:

- ▶ The International Affairs Unit is responsible for supporting international applicants in processes related to admission, student's affairs and VISA related matters. Our roles include:
 - i. To provide any information needed by the applicant pertaining to admission, registration, Visa application and accommodation.
 - ii. To act as a liaison between the Faculty of Medicine and the Centre for Educational Extension (UKMShape).
 - iii. To assist international students for any of the above matters while studying in our university from time to time.

Contact Us:

International Affairs Unit, Faculty of Medicine, UKM
Level 2, Kompleks Pendidikan Perubatan Canselor Tuanku Ja'afar,
Jalan Yaacob Latif, Bandar Tun Razak, 56000, Cheras, Kuala Lumpur, Malaysia

Email : medint@ukm.edu.my

Website : <https://www.ukm.my/medicine/language/en/international-affairs-unit-iau/>

Operation Hours:

Monday – Thursday

8:00 am – 1:00 pm

2:15 pm – 5:00 pm

Friday

8:00 am – 12.15 pm

2.45 pm – 5.00 pm

Saturday/ Sunday/ Public Holiday

Closed

3. SECRETARIAT OF RESEARCH & INNOVATION

- ▶ The Secretariat of Research & Innovation is responsible to uphold competency and efficiency in research management. Our roles include:
 - i. Process applications to conduct research at the Faculty of Medicine UKM application for repayment of publishing and editing fee assistance.
 - ii. Management of publications of the Journal of Medicine & Health and the Journal of Surgical Academia.
 - iii. Book publishing management and management of manuscript writing.
 - iv. Organizing research and publishing workshops & seminars and writing clinic for Faculty of Medicine UKM.
- ▶ As a postgraduate student, you are encouraged to complete a research project as part of your program requirement. Please conform to the research timelines below when planning a research project:

Timelines For Research Postgraduate Student

- Write a research proposal
 - Apply for human ethics approval/NMRR
 - Apply for faculty GFFP fund
 - Conduct a research project
 - Write a manuscript
 - Submit the manuscript for publication
- ▶ You are also required to attend the Medical Research Week, held annually, where you will be guided on all the steps to conduct and complete a research project.

Contact Us:

Secretariat of Research and Innovation, Faculty of Medicine, UKM
Level 6, Preclinical Building
Jalan Yaacob Latif, Bandar Tun Razak, 56000, Cheras, Kuala Lumpur, Malaysia

Email : spipi@hctm.ukm.edu.my
Website : <https://www.ukm.my/spifper/>

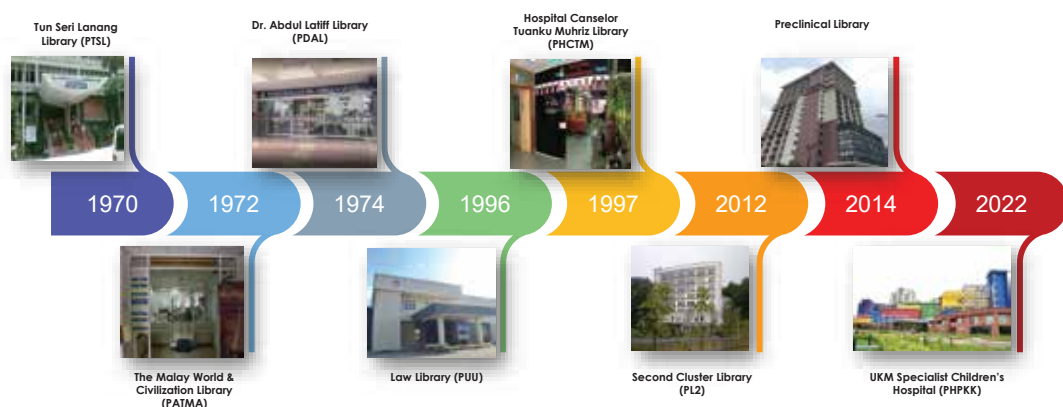
4. ROLE OF LIBRARY

4.1 INTRODUCTION

Hospital Canselor Tuanku Muhriz (HCTM) Library initially operated on the 14th July 1997 in accordance to the establishment of Hospital UKM during that time with the aim to support the activities of teaching, learning and research in UKM Kuala Lumpur Campus, Cheras Zone as well in supporting the information needs of medical professionals in giving treatment to patients in HCTM. HCTM Library is located at Level 3, Kompleks Pendidikan Perubatan Canselor Tuanku Jaafar, Hospital Canselor Tuanku Muhriz, Bandar Tun Razak, Cheras Kuala Lumpur.

HCTM Library commits to upgrade its service to all its user whether academic staff, undergraduate and postgraduate students, medical professionals and non-medical staff. Besides, Medical Virtual Library which was officially launched by His Honorable Minister of Education Malaysia on 11th February 2000, was an initiative of the Library to realize the concept of 'Borderless Library'. This Virtual Library service is upgraded to be a portal that enables information sources in the field of Medicine and Health Sciences to be accessible through online as well as to be managed in more systematic, efficient and effective manner. This library portal can be accessed through URL address <http://lib.hctm.ukm.my>.

UKM LIBRARY & BRANCH LIBRARIES



4.2 OPENING HOURS

Throughout the semester

Monday – Thursday	8.00 a.m. - 6.00 p.m.
Friday	8:30 a.m - 12:15 p.m
	2:45 p.m - 6:00 p.m
Saturday & Sunday	Closed

The Library is closed during Federal Territories/State public holidays . The opening hours are also applied to the changes that shall be informed.

4.3 MEMBERSHIP PRIVILEGES

4.3.1 Borrowing and Returning

Borrowing privileges are different according to the user's categories as below:

Categories	Loan Eligibility
	General Collection
Undergraduate, Diploma Student	7 books/ 14 days
Postgraduate/ Advanced Diploma Student	20 books/ 40 days
Academician /University officer	25 books/ 60 days
General Staff	5 books/ 14 days
Part time Lecturer/ Visiting Professor	10 books/ 30 days
Research Assistant	2 books / 14 days
Permata Pintar	1 book / 14 days
Asasi Pintar	1 book / 14 days

Each book is allowed for 3 renewals (if renewed before the expiration date or no other borrowers 'request').

Fines for Overdue Books

Overdue books are subjected to fines at the following rates:

- General Collections RM0.50 per book per day

Fines are not imposed during holidays (Library closed)

Fines for Loss of Books

Users are subjected to the following procedures:

- Replace the book with the same or latest edition with RM100.00 processing fee OR pay the current price of the book with RM100.00 processing fee
- Overdue fines (if any)

4.4 SERVICES

Borrowing & Returning Services:

All customers who register as library members are eligible to use this service according to their categories.

Hospital Canselor Tuanku Muhriz Library Portal



Hospital Canselor Tuanku Muhriz Library Portal is a service provided by HCTM Library to enable electronic information sources in the field of Medicine and Health Sciences to be accessible online much easier and faster.

HCTM Library Portal can be accessed at <http://lib.hctm.ukm.my>

Services offered by HCTM Library Portal are as follows:

4.4.1 Link to Online Public Access Catalogue (GEMILANG) Web Gateway:

4.4.2 Online Information Searching for: Library's subscribed databases listed below:

- Full Text Database
- EBSCO Medline Complete
- OVID Clinical Edge
- Pharmacy and related fields
- Merative IBM Watson Micromedex

E-Journal

- Antimicrobial Agents & Chemotherapy
- Applied & Environmental Microbiology
- Pediatric
- Pediatrics in Review

E-Journal (Perpetual Access)

- AAP Pediatric Journal
- Annual Reviews
- BMJ Journal
- Humana
- JAMA + 9 Archives
- Journal of Sexual Medicine + Sexual Medicine Review
- European Journal of Endocrinology
- Journal of Lipid Research
- Journal of Endocrinology
- Pre Hospital & Disaster Medicine
- Nature
- Sage Journals
- Springer Protocols
- Taylor & Francis

E-books

- EBSCO e-book
- Cambridge Book Online
- ClinicalKey Medicine Foundation
- Future Science Group e-book
- IG Publishing e-book
- LWW OVID e-book

- Oxford Medicine Online e-book
- SAGE Reference Online Health Collection

Clinical Medical Information

- BMJ Best Practice
- EB Medicine (Emergency Medicine Practice)
- STATdx
- UpToDate
- Medical Application
- AMBOSS

LibQuest System

LibQuest System can be access at the following link <https://libquest.ukm.my> to request for online library services as below:

- Pay Per View (PPV)
- InterLibrary Loan (ILL)
- Purchase Suggestion
- Door To Door
- Drive Thru
- Item Not Found On Shelf

Login LibQuest with the same ID and password with Sistem Maklumat Pelajar / Sistem Maklumat Kakitangan (SMK).

Interlibrary Loan (ILL) / Document Delivery Service (DDS)

This service is available for academic/ professional/management and students. For this service, the library will borrow unavailable materials or articles in HCTM Library from other universities either from branch libraries in UKM or from external libraries. For ILL/DDS service, request can be made through the library portal/LibQuest (<https://libquest.ukm.my>)

Information Packaging Service

This service provides assistance/advice to students and staff in information search for their research projects, working papers and coursework. The librarian will perform literature search on your topic in the appropriate databases and will provide a list of references. Request can be made through the library portal (<https://lib.hctm.ukm.my>)

Information Skills Courses

Information Skills courses provide guidance related to OPAC GEMILANG, Library Portal, Reference Management software (EndNote & Mendeley), etc., and to improve the information searching skills effectively for the needs of learning, teaching, and research. It is open to UKM staff/students. The courses are scheduled or to be requested by a library user.

Infoclinic

Individual or group assistance for information searching/guidance.

Pay-per-View Service

This service provides journal articles from several databases that were not subscribed by the library. This service is free of charge and can be apply through the library portal/LibQuest (<https://libquest.ukm.my>)

Drive-Thru@PHCTM

Loan and book supply services to customers at the HCTM Library. This service can be apply through the library portal/LibQuest (<https://libquest.ukm.my>). Delivery of materials/books on a working day via Drive-thru or in front of the auditorium entrance.

New Arrivals Display

New arrivals books from the library will be displayed and can be borrowed by the library user. The purpose of the display is to promote the newly purchased books to the library user.

4.5 FACILITIES

Self-Check Borrowing & Returning Machine

The Self-Service Borrowing & Returning Machine is a service provided by PHCTM to facilitate library users in borrowing and returning materials independently without going through the Loan Counter.

Discussion Room (Bilik Tun Seri Lanang)

There is one discussion room available in the Library which can accommodate up to 16 people at a time. The use of the discussion room is free of charge and can be reserved through the Discussion Room Booking System at the Library Counter.

Mini Theatre

Mini theatre, which can accommodate up to 40 people at a time, can be reserved by library users for teaching and learning purposes.

Lockers

This facility is provided for all library users. Users may rent a locker at a rate of RM5.00 per month with an additional RM15.00 as a deposit. A locker key will be provided and must be returned to the library when ending the rental in order to claim back the deposit. Additionally, coin-operated lockers are available for daily use at a rate of RM0.50.

Photocopying & Printing Services

These facilities are provided to assist users in printing articles, notes, and other materials at a rate of RM0.20 per page (library-supplied paper) and RM0.10 per page (user's own paper). Photocopying, printing, scanning, and binding services are managed by an external company appointed by the University.

Internet Facilities

All computers in the library are equipped with internet access. The library also provides WiFi access.

24-Hour Reading Area

The 24-Hour Reading Area, located in front of the library entrance, is equipped with WiFi and air conditioning to provide comfort for users who wish to study or have group discussions.

Additional Space

The Additional Space, located adjacent to the main area of the library, was newly opened to users in 2022. It operates according to the library's operating hours.

Meeting Room

The Library Meeting Room can be used for discussion purposes and must be booked in advance.

Multimedia Lab

The Multimedia Lab can accommodate up to 26 people at a time and may be reserved by library users for teaching and learning purposes.

4.6 LIBRARY COLLECTION

General Collection

This open access collection consists of text books in medicine and other medical-related fields, as well as text books in general subjects such as management, information technology and religion. Books in this collection can be borrowed by the user based on their eligibility.

Theses Collection

This collection consists of graduates' theses in Medicine. Theses collection is for reference purpose only.

Reference Collection

Consist of dictionaries and encyclopaedias in Medicine and related subjects as well in general subjects. This collection cannot be borrowed and can only be used for reference inside the library.

Media/ Multimedia Collection

This collection contains audio-visual materials in the forms of video tape, slide, kit and cassettes. User can use these materials in the mini theatre. Reservation for these materials is limited to certain membership privileges.

5. HOW TO CREATE SISWA E-MAIL

- i. You can log in to your new email address at <http://mail.siswa.ukm.edu.my>
- ii. Your email address is created based on your matrix number.
E.g.: P12345@siswa.ukm.edu.my
- iii. The default password for your email is: IC number / Passport number and you are required to change your password the first time you log-in. The password is case sensitive.
- iv. For your safety, the new password should be at least 8 characters long with a combination of alphanumeric characters.
- v. All formal communications will be done through this email.
- vi. You are strongly advised to forward your personal email to the new siswa account and use this as your main email to avoid any missed information.
- vii. Please call our helpdesk at 03-8921 7070 or email to pentadbir_emel@ukm.edu.my should you have any inquiries.

6. APPLYING FOR STUDENT'S CAMPUS CARD:

GUIDELINES FOR STUDENT'S CAMPUS CARD APPLICATION

1. All students are required to apply campus card while doing confirmation of acceptance in the **Graduate Admission Application System (Guest: guest.ukm.my)**
2. Those who did not apply via Guest, procedures for student's campus card applications are as below:
 1. Visit UKM's Campus Card System website: <http://www.ukm.my/ukmcard/>
 2. Enter User ID (Student's Registration No: P12345) and Password. For new students, password is the same number used in the [www.ukm/smpweb](http://www.ukm.my/smpweb).
 3. Click on the menu: STUDENT > Application.
 4. Please check the displayed information. Please inform the secretariat if there is any wrong/inaccurate information.
 5. At the form of Card Application Information, browse picture in the picture location.
 6. For acceptable image format, please click on the Guide/Picture Criteria link. The acceptable picture is:

- Image size (158 pixels or 5.57 cm) x (121 pixels or 4.27 cm)
- Size of image file not exceed than 100KB
- The format of the picture is .jpg
- Color image with a blue color background (except for armed forces)
- The picture should clear and be forwardly picture
- The face should be more than half of overall picture
- Do not wear the face veil or turban

7. If you must to change the picture, please click the 'Browse Back' button and repeat the above process.
8. Click the 'Preview Card' button to see examples of smart cards which will be print.
9. Click the 'Submit' button to send the smart card application.
10. The message 'Application Success' will be displayed if the application is successfully sent or the message 'Unsuccessful Application' is displayed if the application failed to send. Please try again if the application is not successful.

Any inquiries, please contact 03-89118468 (Mr. Azmie) or email to ukmcard@ptm.ukm.my

7. GUIDELINES FOR LOGIN INTO SMPWEB FOR NEW STUDENTS:

- ▶ SMP web is the online platform for all academic processes. You are required to register SMP web to activate your student status. The guidelines for logging into SMP for new students is shown below:-

Guideline to register in SMPWEB for new students

- 1 Go to www.ukm.my/smpweb
- 2 Enter your matrix number
- 3 Press **"Enter"** button
- 4 Enter your identity Card / Passport No. in **"Old Password"** column
- 5 Enter a new password in **"New Password"** column. This Password must include 8 to 12 characters alphanumeric (combination of any alphabet, number and symbol)
- 6 Re-enter a new password in the column **"Confirmation of New Password"**
- 7 Press **"Update Password"**
- 8 Go to www.ukm.my/smpweb and log in using new password
- 9 Update your personal detail & register your course/thesis for every semester



Any inquiries, please email to operasi@ukm.edu.my

8. GUIDELINES FOR LATE REGISTRATION



LATE REGISTRATION FEE PAYMENT GUIDELINE



1

Please visit ekewangan.ukm.my and click on the 'BAYARAN TANPA INVOIS' section.



2

Choose and fill up as shown on the picture above and click 'Bayar' button.



3

Choose online payment type and click on the 'Bayar/Pay' button.



4

Payment receipt will generated after the payment has been made. Please email to ukpbendahari@ukm.edu.my your payment receipt.

Prepared by: Secretariat of Postgraduate Studies

9. COURSE REGISTRATION GUIDELINE FOR CLINICAL MASTER STUDENT

Please see the guide below to complete your registration:-



REGISTRATION GUIDELINE CLINICAL MASTER STUDENTS

Pendaftaran Kursus Awal

Pendaftaran Kursus Semasa

Pendaftaran Klinikal / Disertasi Awal

Pendaftaran Klinikal / Disertasi Semasa

Tarik Diri Kursus

Wujud Pendaftaran

FIRST STEP

Click on the '**Pendaftaran Klinikal / Disertasi**' to register for each semester. Please **print out** the registration slip.

SECOND STEP

Click on the '**Pendaftaran Kursus Semasa**' menu for course registration for each semester. Please **print out** the registration slip after registration has been made.

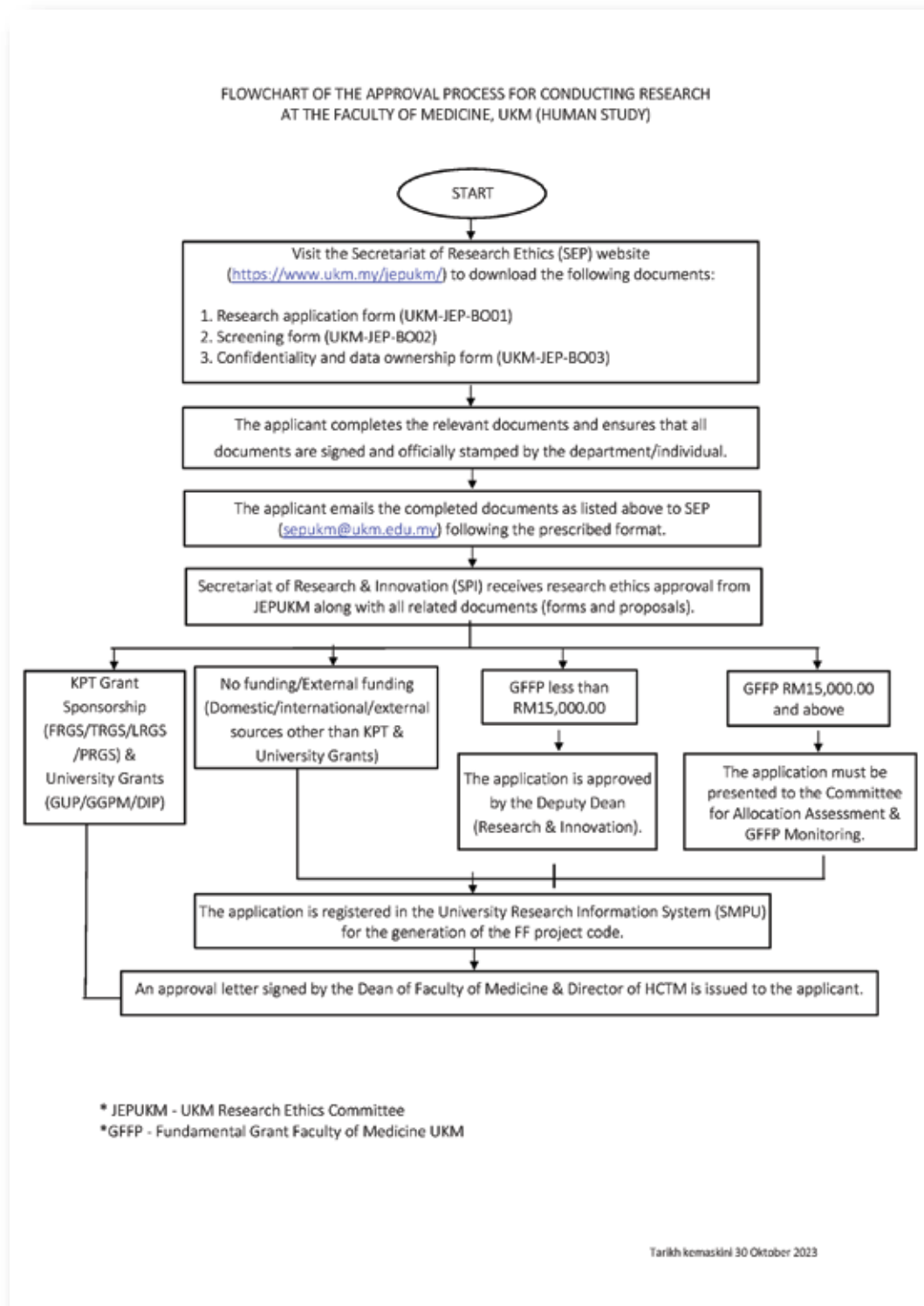
441	PEMBANGUNAN VI
ME135	BAKTERIOLOGI IV
ME264	VIROLOGI IV
ME363	IMUNOLOGI IV
ME461	MIKOLOGI IV
442	PENYELIDIKAN PENCUBATAN

THIRD STEP

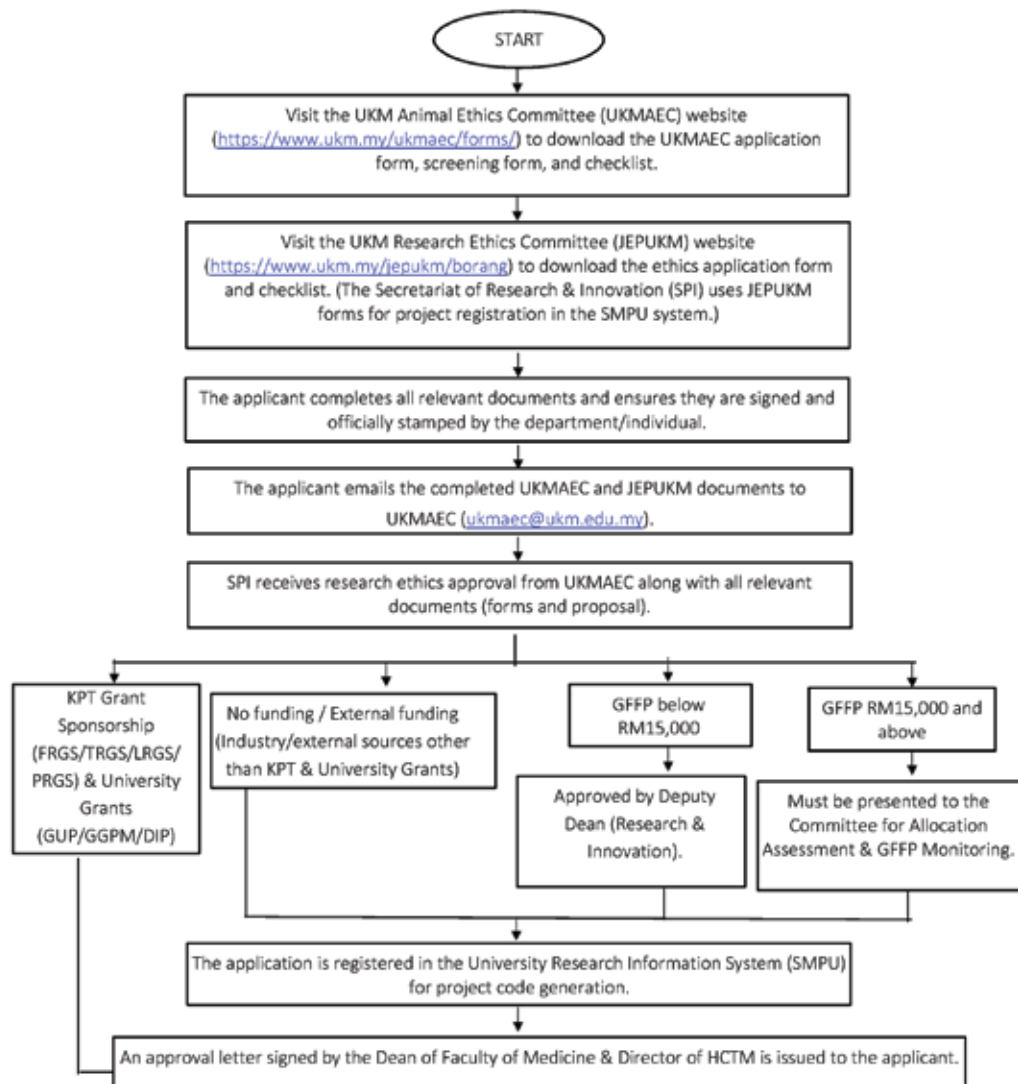
One (1) copy of the course registration slip has to be **submitted** to the Person In Charge of the program in your department for course registration verification.

Prepared by: Secretariat of Postgraduate Studies

10. FLOWCHART OF THE APPROVAL PROCESS FOR CONDUCTING RESEARCH



FLOWCHART OF THE APPROVAL PROCESS FOR CONDUCTING RESEARCH AT THE
FACULTY OF MEDICINE, UKM (ANIMAL STUDY)



*GFFP - Fundamental Grant Faculty of Medicine UKM

Tarikh kemaskini 30 Oktober 2023

11. FLOW CHART FOR THESIS SUBMISSION PROCESS





STEPS BEFORE SUBMITTING CORRECTED THESIS

STEP

01

Email a soft copy of the thesis in PDF format for GAYA UKM checking format.

STEP

02

Click and complete the form below:

- **Form and Check List of Amended Thesis Submission**
- **Thesis Evaluation Verification Form After Viva By Main Supervisor / Internal Examiner / External Examiner**

STEP

03

Fill out the **Publication Status Verification Form** and submit the softcopy of corrected thesis through Google Form Link

Publication Status Verification Form Link

Click on the Google Form Link

Prepared by Secretariat of Postgraduate Studies Faculty of Medicine

[Click here for the infographic in PDF format](#)

12. GRADUATION REQUIREMENTS

DOCTOR OF PHILOSOPHY (RESEARCH)

1. Mandatory Course Requirements : Bahasa Melayu Course (International students) and Research Methodology course; AND
2. Submission of thesis and has passed the oral examination; AND
3. Presented one (1) paper at a conference; AND
4. Publication of two (2) Articles in Web of Science (WoS) Indexed Journals.

MASTER OF MEDICAL SCIENCE (RESEARCH)

1. Mandatory Course Requirements : Bahasa Melayu Course (International students) and Research Methodology course; AND
2. Submission of thesis and has passed the oral examination; AND
3. Presented one (1) paper at a conference; AND
4. Publication of two (1) Articles in Web of Science (WoS) Indexed Journals.

MASTER OF MEDICAL SCIENCE (MIXED MODE AND COURSEWORK)

1. Mandatory Course Requirements : Bahasa Melayu Course (International students); AND
2. Submission of dissertation and has passed the oral examination; OR Presented the project report (subject to the Department's Program Proforma); AND
3. Presented one (1) paper at a conference; OR Submitted one (1) article to Indexed Journals (SCOPUS/WoS).

MASTER (CLINICAL)

1. Mandatory Course Requirements : Bahasa Melayu Course (International students); AND
2. Writing of dissertation using the format as determined by the Faculty of Medicine; AND
3. Submission of one (1) article to refereed journal; OR Presented one (1) paper at a local / international conference; OR Publication in one (1) proceedings.

13. GUIDELINES OF THE TEACHING AND SUPERVISION EVALUATION SYSTEM (SPPP):

- ▶ The SPP evaluation is compulsory and you are required to complete the teaching and supervision via the SPPP system prior to registering into a new semester.
- ▶ Please see the guideline shown below:-



14. GUIDELINES FOR FAST TRACK PATHWAY AND THESIS BY COMPILATION (FOR RESEARCH ONLY)

Please visit <https://www.ukm.my/spsfper/registration-guidelines/> for the:

- 14.1 Flowchart of the process for writing a thesis/dissertation in compilation format.
- 14.2 The procedure for student admission through the fast track pathway at the Faculty of Medicine.

15. STUDENT SUPPORT AND FACILITIES

15.1 Graduate Assist:

Students who need psychological support may refer to our Graduate Assist liaison contact person at the Secretariat of Postgraduate Studies. Following this, students are referred to counselors for counseling sessions, if agreeable.

► Graduate Assist Liaison Officer:

Madam Nurul Khairina binti Abd Hamid
Secretariat of Postgraduate Studies, Faculty of Medicine, UKM
Level 2, Kompleks Pendidikan Perubatan Canselor Tuanku Ja'afar,
Jalan Yaacob Latif, Bandar Tun Razak, 56000, Cheras, Kuala Lumpur, Malaysia
Tel: +603-9145 6123
Email: wannurulkhairina@ukm.edu.my
Website: <https://www.ukm.my/spsfper/graduates-assist/>

15.2 Student Affairs Centre HEP-UKM:

- This unit also provides guidance and counseling services to help students in need of psychological support.
- Students may contact directly to:

Students Affairs Centre
Aras 7, Bangunan PUSANIKA
43600 UKM, Bangi Selangor, Malaysia
Tel: +603-8921 5347
Email: hep@ukm.edu.my
Website: <https://www.ukm.my/hepukm/>

15.3 PSIFER (Persatuan Siswazah Fakulti Perubatan)

- ▶ As postgraduate students, you are all automatically members of PSIFER. PSIFER is a platform for postgraduate students to communicate with each other in a more relaxed environment. PSIFER provides a support ecosystem to enhance your postgraduate journey.
- ▶ PSIFER social media details:

Facebook : PSIFER UKM
Instagram : @PSIFERUKM
YouTube : PSIFER UKM
Email : psifer@siswa.ukm.edu.my

SERVICE & FACILITIES IN CHERAS CAMPUS

Accommodation

Condominiums, apartment and landed properties are available for renting in both townships. International Youth Centre Residence is within walking distance from the campus and accommodation for short-term stay is available.

Outdoor Recreation and Sport

Taman Tasik Permaisuri (49.4 hectare) is located just besides the campus providing places for outdoor recreation and sport activities. A public swimming pool and Kuala Lumpur Football Stadium is also located nearby.

Public Transport

The campus is easily reachable via major highways/expressways and public transports including RapidKL buses, LRT, MRT and KTM Komuter. An integrated modern transportation hub (Terminal Bersepadu Selatan at Bandar Tasik Selatan (TBS-BTS)), which is 5 to 10 minutes drive from the campus, provide multiple option to travel to more than 150 destinations due south, east, and northern Malaysia. TBS-BTS also provide express bus and rail service to the Kuala Lumpur International Airport (KLIA).

Studying

The campus is equipped with two medical libraries, the Clinical Library and the newer Pre-Clinical library. Wifi and computers with internet connection are available in the libraries as well as discussion and multimedia rooms. Various subscribed online resources including journals, databases and software are available to the students. Free wi-fi is available within the campus for the students. Besides the Hospital Canselor Tuanku Muhriz that function as a teaching and tertiary hospital, the Advanced Surgical Skills Centre (ASSC) also located within the campus.

Dining

Several cafeterias, coffee shops and convenient stores are available in-campus. However, if you are running out of choice, there are plenty of eateries and shops in the townships. Locations in campus are also known by food delivery services. A food truck park (Tasik Permaisuri Foodtruck Valley) is also situated within walking distance from the campus for your dinner and supper needs.

Dolcezza Café:

Level 1, Preclinical Building, Hospital Canselor Tunku Mukhriz HCTM



Starbucks & My News:

Visitors' Lobby, Hospital Canselor Tunku Mukhriz HCTM



Gloria Jean's Coffees & Hot&Rolls:

Visitors' Lobby, Hospital Canselor Tunku Mukhriz HCTM



Health and Medical Services

Health services are provided under Hospital Canselor Tuanku Muhriz (HCTM) which include Poliklinik Warga and Klinik Primer. Besides, health and medical services can be sought from nearby Klinik Kesihatan Cheras, Hospital Rehabilitasi Cheras and private clinics in Bandar Tun Razak and Bandar Sri Permaisuri.



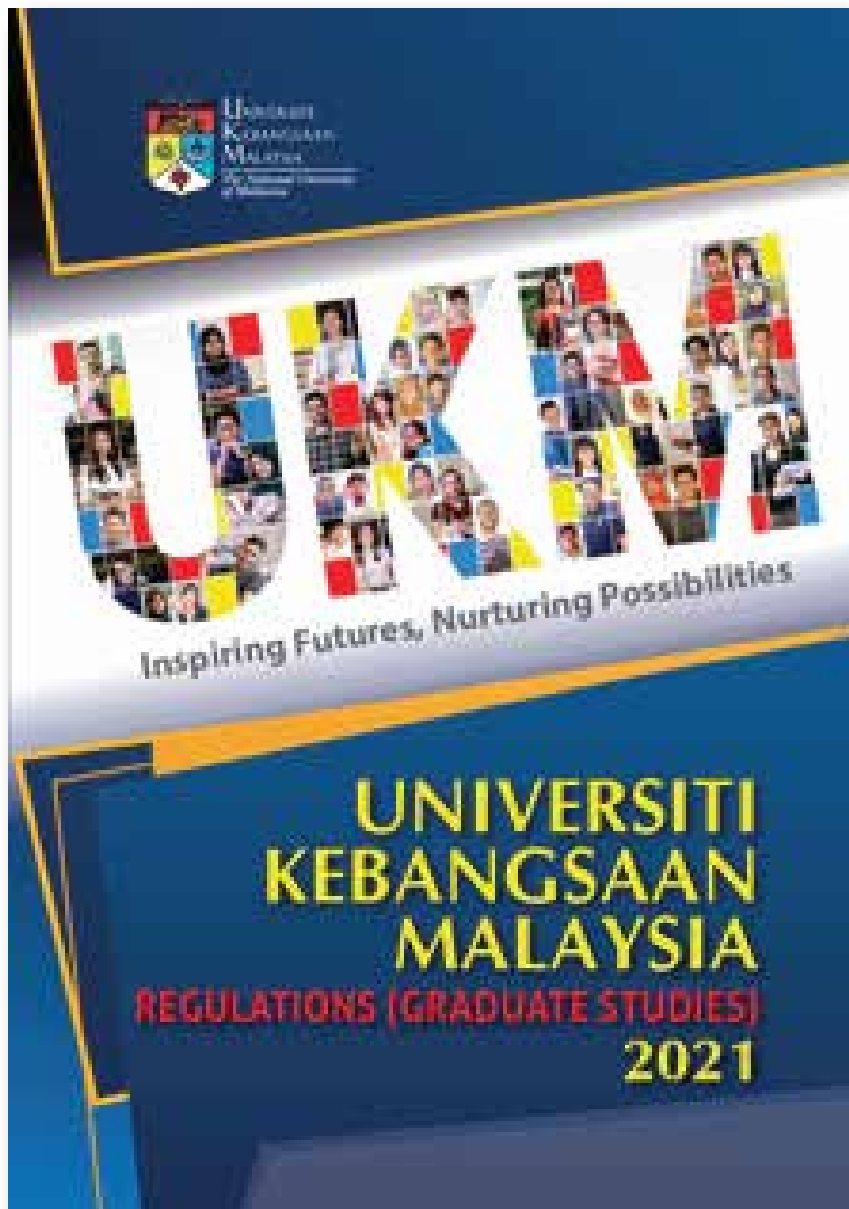
Postgraduate Room

The postgraduate room is designed to provide an environment conducive for studying. The layout is private and offers students the peace and quiet they need for reading, writing, and research. This room is equipped with study desks, ergonomic chairs and adequate lighting.



16. REFERENCES:

16.1 REGULATIONS AND GUIDELINES ON POSTGRADUATE STUDIES IN UKM



- For more details may refer: <https://www.ukm.my/spsfper/guidelines/>

16.2 Supervisory Log Book

BUKU LOG PENYELIAAN PASCASISWAZAH FAKULTI PERUBATAN

No. Dokumen	UKM.FPR.SPS 600-5/1/6
No. Isu	01
No. Semakan	00
Tarikh Kuat Kuasa	5/3/2024



UNIVERSITAS KEPTEL MAWANA
The National University of Maritime Education

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PERJANJIAN CALON SISWA/HAH
Candidate's Declaration

Semester/Semester: _____

Sesi/Session: _____

Nama Calon/Name of Candidate : _____

No. Pendaftaran/Registration No : _____

Program Pendidikan/Name of Programme : _____

Modul Pengajaran/Mode of Study : _____

Status Pendaftaran/Registration Status : _____

Topik Tesis/Dissertasi/Proyek Penelitian dan Praktikum
Title of Thesis/Dissertation/Research Project/Practicum: _____

Nama Penyelia/ Name of Supervisor(s) – nyatakan penyelia utama

1. _____

2. _____

3. _____

4. _____

SAYA BERJANJI UNTUK BERKUMPULAN DENGAN PENYELIA SEPERTI YANG DITETAPKAN OLEH FAKULTAS/INSTITUT BERIKUTAN JADUAL. PENYELIAAN YANG TELAH DIPERSETUJUS. SAYA JUSA BERJANJI AKAN MENYAHABIS SEMULA SEMULA SISWA/HAH DAN KOLOKUR PENYELIDIKAN SISWA/HAH YANG DITETAPKAN OLEH FAKULTAS/INSTITUT. SEMULA DADA DARIPADA HASIL KAJIAN ADALAH HAK MELIK UNIVERSITI DAN PERLU DIPULANGKAN KEPADA PENYELIA UTAMA.

I hereby declare that I shall meet my supervisor(s) as required by the Faculty/Institute according to the agreed supervision schedule. I shall also attend all postgraduate seminars and research colloquiums as required by the Faculty/Institute. All data from these research findings belong to the University and must be returned to the main supervisor.

Tandatangan Calon/Candidate's Signature : _____

Tarikh/Date : _____

Sila serahkan satu salinan kepada: Please submit a copy of this declaration to:
Fak. Pelajar / Pejabat Jabatan Meeting-Meeting
Student/Faculty in respective Departmental Office



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CARTA PERBATUAN
Milestones

Bil/No	Kriteria	Status & Tarikh/ Status & Tarikh Selesai/Completed (✓)
1	Pembentangan proposal dalam semesta pertama/Proposal presentation in first semester	
2	Kursus Kaedah Penyelidikan/Research Methodology Course	
3	Kursus Bahasa Melayu (pelajar antarabangsa sahaja)/Malay language course (international student only)	
4	Pembentangan kemajuan 12 bulan bagi PhD (lulus pentas)/12 months progress presentation for fast-track PhD	
5	Pembentangan kemajuan 12 bulan bagi sarjana atau 18 bulan bagi SEMUA PhD/12 months progress presentation for master or 18 months progress presentation for ALL PhD	
6	Penerbitan Berindeks WOS Pertama / First WOS-indexed publication	
7	Penerbitan berindeks WOS kedua / Second WOS-indexed publication (PhD student only)	
8	Satu (1) Pembentangan Lisan Atau Poster Di Persidangan/One (1) oral or poster presentation at conference	
9	Penghantaran tesis/Thesis submission	
10	Peperiksaan viva/Viva Examination	
11	Penghantaran tesis akhir yang diperbetulkan (salinan kuffi keras)/Final corrected thesis submission (hard-bound copy)	

*Grant Chart to be signed by supervisor
if there is any deviation, need to update and
get supervisor's signature*

SPS WEBSITE

<https://www.ukm.my/spsfper>

