NO.	ACTION	REMARK
1.	Face to face verification of registration must be done at Counter 2, School of Graduate Studies as soon as possible or **before third semester**. Below are the documents that need to be brought during for verification of registration: a) Registration Checklist for New Student [Verification Purposes] – download from your PutraENROLL b) Original Passport for International/ Identity Card for Local c) Original Certificate/Senate Letter/Completion Letter of Bachelor or/and Master's Degree d) Original Transcript of Bachelor or/and Master's Degree. e) IELTS/TOEFL/PTE/MUET/CIEP – If related (Only for international students)	

2.	For those who are required to register and pass **PREREQUISITE COURSE**: -
	
	a) Students are not allowed to register for any other courses stated in **No. 7 (Credit Requirements)** before passing the prerequisite course/s.
	
	b) However, student is allowed to take the prerequisite course/s with: -
	
	    ● SPS5999/SPS6999
	    ● Postgraduate Intensive English 2 (PIE2) **– for international student only**
	    ● Malay Language Communication (LPM2100) **– for international student only**
	
	c) Students are given a maximum of two (2) semesters only to pass the prerequisite course with provisional status. If the student fails the prerequisite course twice, his studies status will be 'Suspended', and the student will be allowed to continue studying after passing it. However, if the student fails, your candidature will be terminated in the following semester.
	
	Note:
	The student is strongly advised to refer to your advisor and Postgraduate Department at the Faculty/Institute.	

	MAIN SERVICE POSTGRADUATE OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)
	POSTGRADUATE CANDIDATURE CHECKLIST - BY RESEARCH

NO.	ACTION	REMARK
3.	Meet/Contact your advisor as stated in the offer letter or Postgraduate Department at the Faculty/Institute to discuss your study plan and programme requirement.	

4.	For **INTERNATIONAL STUDENT**, you must:
	
	a) Register for **Malay Language Communication (LPM2100)** during the first semester - except for those who have been granted for course exemption and **must get 'M' grade**;
	
	   AND
	
	b) Register and pass **Postgraduate Intensive English (PIE) 2** within the first two (2) consecutive semesters if your English Proficiency Score is as follows:
	
	   ● **Band 5.5 for IELTS (Academic Training)**; or
	   ● **51** – 64 for TOEFL Internet-based; or
	   ● **Band 3**.5 (score 164 – 210) for MUET; or
	   ● **51** – 58 for PTE Academic; or
	   ● **Level 107** and **108** of CIEP at ELS Language Centre; or
	   ● **Level 108** and **109** of Placement Test result at ELS Language Centre; or
	   ● **162 – 168 for Cambridge Linguaskill; or**
	   ● **B2 Low of CEFR; or**
	   ● **Its equivalent test**
	
	Note:
	Students who fail PIE2 after two attempts shall be suspended [Rule 54 (v) b]. His candidacy shall be reinstated only if he passes PIE2 at the third attempt, otherwise his candidacy shall be terminated.	

5.	Register for **Doctoral/Master's Research EVERY** semester until your thesis is submitted for examination. Get advice from your supervisor on the number of research credits (3, 6, 9, or 12) that is appropriate for your workload of the semester. You **will not be allowed** to submit your research progress report (*PG/ACA/GS-11*) at the end of semester if you **fail to register** for this course every semester. <table><tr><th>Master (by research)</th><th>PhD</th></tr><tr><td>SPS5999</td><td>SPS6999</td></tr></table>	

NO.	ACTION	REMARK
6.	Register and pass the **research methodology** no later than the second semester of your study, otherwise your status will be "**Suspended**" in your third semester and will be "**Terminated**" in the **fourth semester** if no action is taken.	
7.	**Credit Requirements** a) Register for courses (including research methodology and other courses as determined by your faculty/school/institute for your field of study) before the **2nd week** of semester. b) Register for Doctoral/Master's **Seminar (Research Proposal)** no later than the **second semester** of your study otherwise your status will be "**Suspended**" in the **third semester** and will be '**Terminated**' in the **fourth semester** if no action is taken.	

Master (by research)	PhD
SPS5903	**SPS6903**

c) Consult with your advisor/supervisor to ensure that the "**course status**" [Compulsory (**YW**), Audit (**AU**) or Elective (**ELF**)] and series of your registered courses are correct as this may affect your Cumulative Grade Point Average (CGPA).

Program	Course Code		
	4000 Series	**5000 Series**	**6000 Series**
PhD	Audit only	Allowed	Allowed
Master	Allowed	Allowed	Not Allowed

NO.	ACTION	REMARK
8.	Nominate your Supervisory Committee through GS-10a (*PG/ACA/GS-10a*) in the student portal **within the first 2 semesters** of study, otherwise your status will be "**Suspended**" in the **third semester** and will be '**Terminated**' in the **fourth semester** if no action is taken. **Note:** The Supervisory Committee should comprise a **chairman** and **at least one (1) other members** for PhD and Master student.	
9.	Submit your **Research Progress Report (GS-11) EVERY** semester through your student portal within the stipulated time. Please refer to the **current Academic Calendar** and **Important Dates** for the timeline and updates. Failure in submitting your GS-11 will result in 'TM' for your grade for SPS5999/SPS6999 and your study status will become 'Probation' in that semester. Your study status will be 'Terminated' if you received 'TM' for a second time. **Note:** Your study status may be affected if you miss the date for course registration, deferment of semester or any other candidature matters.	**Master** Semester 1: Semester 2: Semester 3: Semester 4: Semester 5: Semester 6: **PhD** Semester 1: Semester 2: Semester 3: Semester 4: Semester 5: Semester 6: Semester 7: Semester 8: Semester 9: Semester 10:
10.	Register for Doctoral/Master's **Seminar (Research Proposal)** no later than the **second semester** of your study, otherwise your status will be "**Suspended**" in the **third semester** and will be '**Terminated**' in the **fourth semester** if no action is taken. | Master by research	PhD
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SPS5903	**SPS6903**		

NO.	ACTION	REMARK
11.	Sit for the **Comprehensive Examination (CE)** after **completion of required coursework** by the **4th semester** for **full-time mode** and **6th semester** for **part-time mode** (for PhD only). **Note:** The CE shall consist of both written and oral examinations, and you are required to pass both examinations. ● You are not permitted to take the oral examination until you have passed the written examination. ● The oral examination shall be conducted **not later than 30 days** after the written examination.	
12.	All students in degree programmes by research must have **published or accepted journal articles** (as the first/corresponding author) based on research conducted during their candidature prior to graduation as follows:	

Prog.	Non-GRF Recipients	GRF/iGRF Recipients

PhD	(i) Two journal articles published or accepted in CIJ; or at least
	(ii) One journal article published or accepted in CIJ and one journal article published or accepted from any of the categories below:
	  ● Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal).
	  ● Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and
		(i) One journal article published or accepted in CIJ and one journal article published or accepted in JCR; or
		(ii) Two journal articles published or accepted in CIJ with a proof of submission for a publication of a journal article in JCR with decision (i.e. one of the journal articles that is accepted/ published in CIJ).

<table>
<tr><td rowspan="2">UPM logo
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI</td><td>MAIN SERVICE
POSTGRADUATE

OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMIC & INTERNATIONAL)</td></tr>
<tr><td>POSTGRADUATE CANDIDATURE CHECKLIST - BY RESEARCH</td></tr>
</table>

NO.	ACTION			REMARK
		listed under Malaysian Scholarly Publishing Council (MAPIM) **For PhD by Retrospective (Registering from First Semester 2021/2022 onwards):** One journal article published or accepted in CIJ based on the thesis produced for examination.		
	Master's	One journal article published/accepted from any of the categories below: ● Journal listed in CIJ. ● Journal published by the University or scientific publisher or listed in Malaysian Journal Management System (MyJurnal). ● Chapter in books published under the publisher list of Thomson Reuters Web of Science (WoS) or University Publisher or Dewan Bahasa dan Pustaka or any publisher recognized and listed under Malaysian Scholarly Publishing Council (MAPIM).	One journal article published or accepted in CIJ.	

Note:
- A student is required to publish journal articles with his chairman and members of the Supervisory Committee. Any publication in fulfilment of the requirements must always mention the student affiliation with the University.
- A student who has filed for a patent or utility innovation or copyright or industrial design or printed circuit board based on research conducted during his candidature is equivalent to

NO.	ACTION	REMARK
	one journal article and may apply in writing to the Dean for exemption. All processes must be approved by Putra Science Park (PSP) UPM for the purpose of graduate requirements. ● Students must comply with the publication requirements before going through the University Graduate Studies Committee (JKPSU) and Senate. Failure to fulfill the requirement will affect the conferment of the degree. For a PhD, it will be postponed for two (2) years while for a Master is one year after submission of the GS-16a form. ● CIJ – Journal in Scopus/ERA/In-cite JCR.	
13.	**Notice of Thesis Submission (GS-14a)** a) A student must give notice of intention to submit his thesis at least 3 months in advance, accompanied by the following documents: ● Table of Contents ● Thesis Abstract b) The student should discuss their intention to submit the GS-14a form with the Supervisory Committee. If the committee agrees, inform the Deputy Dean of the Faculty/School or Deputy Director of the Institute. c) The faculty/school/institute will submit student's information to the SGS once the student fulfills the requirements for the notice of thesis submission as follows: ● the study status must be 'Continue'; ● the Supervisory Committee has been appointed. ● passed all compulsory courses with a minimum CGPA of 3.000 (6 credits for PhD and Masters); ● passed SPS5903/SPS6903 – Seminar (Research Proposal) ● passed Malay Language Course (for international students) ● passed Comprehensive Examination (CE) for PhD programme; and ● Settled all outstanding fees.	

NO.	ACTION	REMARK
	Note: Students are required to submit a hard copy of the GS-14a form to the office of Deputy Dean (Graduate Studies) at the Faculty/School or Deputy Director at the Institute.	
14.	**Nomination of Examination Committee (GS-14b)** a) Recommendation by the Faculty/Institute b) Review by the JKKPPPTP c) Endorsement by the University Graduate Studies Committee (JKPSU) Members of Examination Committee: a) Chairman b) 2 internal (for PhD)/1 internal (for Master) c) 1 external d) Assistant Chairman The Examination Committee must fulfil the criteria set forth by the University.	
15.	**Thesis Submission for Examination (GS-15a)** a) Complete GS-15a form online through student portal. b) Print the form and get endorsement from the Supervisory Committee and the Faculty/Institute. c) Submit the form together with softcopy of the thesis (A4 format) and plagiarism report (i.e., Turnitin) (≤ 30%), to SGS through email sgs_thesis@upm.edu.my. The student shall submit the thesis only after the appointment of the Examination Committee.	
16.	**Thesis Examination Process** The thesis shall be examined based on the quality of the study conducted and the thesis presented for evaluation, and defence of the thesis during the viva voce, both of which the student must pass. The examination usually takes place within 4 months after thesis submission.	

NO.	ACTION	REMARK
17.	**Final Examination (Viva Voce)** The acceptance of thesis may be categorised as follows: a) Distinction – 15 days b) Minor – 3 months c) Major – 6 months d) Re-submit – 2 semesters (with **GS-15b form**) e) Re-submit as a Masters – 60 days f) Re-viva – 60 days g) Reject	
18.	**Thesis Submission After Viva (GS-16a)** Students must submit a GS-16a form within the prescribed time accompanied by: a) 1 soft bound copy of thesis b) List of corrections c) 1 copy of thesis abstract d) GS-17 form (particulars for graduation) e) GS-25 form (information for publication) f) plagiarism report (i.e., Turnitin) (≤ 30%) Note: ● No more extension and failure to submit thesis within the prescribed time, will result in termination of student candidature. ● Students must comply with the publication requirements before going through the University Graduate Studies Committee (JKPSU) and Senate. ● Failure to fulfill the requirement will affect the conferment of the degree. For a PhD, it will be postponed for two (2) years while for a Master is one year after submission of the GS-16a form.	
19.	**Submission of Hard Bound Final Thesis (GS-16b)** Upon endorsement by the Senate, the student shall submit the following to the SGS: a) 1 CD of a PDF version of final thesis; and b) Copy of final thesis (hardbound) for Faculty/School/Institute and member of Supervisory Committee (if required).	