



UNIVERSITI
TEKNOLOGI
MARA

Institut
Pengajian Siswazah

POSTGRADUATE STUDIES GUIDELINE

Semester
March 2024

Unleashing Potentials
Shaping the Future



#StudyinUiTM
#Postgraduate
#IPSisUiTM

#UiTMDihatiku
#RealizingAspiration
#GRU2025

Message From The Dean

CONGRATULATIONS on your postgraduate student admission and we would like to wish you **“SELAMAT DATANG”** to Universiti Teknologi MARA (UiTM)

We are delighted to have you join our academic community and embark on your graduate studies in UiTM. Pursuing postgraduate education is a significant achievement and we are excited to support you in your academic journey.

As postgraduate students, you will have the opportunity to expand your knowledge and skills, conduct research, and make important contributions to your field of study. You will also have the chance to work closely with renowned faculty members who are experts in their fields, and to collaborate with other students who share your academic interests.

The most important things are to get familiar with relevant information especially *Postgraduate Academic Rules and Regulations, Process and Procedures for Research and Coursework programmes and Guideline on Thesis/Dissertation Format for Postgraduate Programme*. It is essential to visit IPSis website at <https://ipsis.uitm.edu.my> regularly to keep abreast with the latest information and academic announcements.

We encourage you to take advantage of all the resources and opportunities available to you, such as workshops, seminars, conferences, and research groups. Make sure to attend orientation sessions to get a better understanding of the expectations, deadlines, and requirements of your program.

In addition to your academic pursuits, we also encourage you to get involved in other activities and events, which can help you build new skills, develop new interests, and expand your social network.

We wish you all the best as you begin your graduate studies and look forward to seeing all that you will achieve during your time here. Good luck and welcome!

Prof. Ir. Dr. Zuhaina Hj. Zakaria
Dean
Institute of Postgraduate Studies



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Introduction

UiTM takes pride in its establishment as one of the premier institutions of higher education in the country. Although the history of UiTM dates back to 1956, the genesis and growth of the Institute of Postgraduate Studies (IPSiS) can be traced to April 1997. It was the passing and ratification of the ITM Act in 1976/1997/1999 that laid the foundation for the establishment of IPSiS. Although being relatively new, the Institute prides itself as being progressive, dynamic and innovative in fulfilling its aims of providing opportunities for Bumiputera graduates to further their education at the Master's and Doctoral levels.

This thus endorses its vision of engendering academic excellence and being at the forefront of graduate academic advancement. In striving to raise the levels of professional graduate education, it is the Institute's mission to nurture the creation of a graduate learning community by providing educational opportunities that would help to push its frontiers for societal well-being.

IPSiS operates as the nerve-centre of graduate-level education in the institution and is responsible for the implementation and management of overall administration. It coordinates and formulates policies on admission and academic regulations, as well as provides support to facilitate research and learning among postgraduate students.



Universiti Teknologi MARA (UiTM) :

Motto, Philosophy, Vision, Mission and Objectives



Motto

“Endeavour, Religious, Dignified”



Philosophy

Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and nation.



Vision

To establish UiTM as a Globally Renowned University of Science, Technology, Humanities and Entrepreneurship



Mission

To lead the development of agile, professional Bumiputeras through state-of-the-art curricula and impactful research



Objectives

- To expedite accessibility to higher education
- To provide world-class education
- To offer competitive academic programmes that fulfil market needs, spearhead national development and promote global prosperity
- To produce well-balanced, entrepreneurial graduates who are globally competent
- To strengthen the internationalization of values via enhancement programmes
- To sustain organizational excellence through effective and efficient governance
- To champion impactful research through stronger research ecosystem
- To strengthen strategic alliance with alumni and industries
- To provide cutting edge ecosystem conducive for academic advancements
- To regulate cost-effective financial practices towards organizational sustainability

Institute of Postgraduate Studies (IPSis) : Motto, Vision, Mission and Objectives

The Institute of Postgraduate Studies (IPSis) of Universiti Teknologi MARA was established in April 1997, with the aim of strengthening the University's graduate programmes. Its motto, vision, mission and objectives are as stated below:



Motto

“Soaring You to Greater Heights... Degree by Degree”



Vision

To be at the forefront of scholarship that enhances academic advancement at the graduate level, in the pursuit of academic excellence and world class standards of graduate education.



Mission

Enhance the community of graduates who are constantly promoting the advancement of knowledge through academic study and research culture.



Objectives

- To be the center for administration and management for postgraduate studies for UiTM
- To broaden postgraduate learning opportunities globally
- To preserve scholastic quality of postgraduate studies
- To establish policies & procedures pertaining to postgraduate studies

UiTM Postgraduate Society (UiPS)



INTRODUCTION

UiTM Postgraduate Society commonly known as UiPS, was established in 2006. Historically, the society itself was initiated by thirty Master's Degree and PhD students before eventually grew to 3600 members ranging from various courses and faculties. The slogan "Together We Strive Towards Excellence" holds a significant ideology towards the success of research quality for the benefit of the nation and society. Not only that, UiPS has become the main support system in facilitating students' affairs from academic and non-academic perspectives. Another essential purpose of UiPS's establishment is to enrich the lives and study experience of postgraduate students by conducting various impactful physical and virtual events.

As in 2021, UiPS comprises 20 committee members from different faculties, cultures and areas of expertise with a sole purpose to cater to specific needs of the society's operations. UiPS is led by high committee members with wide cumulative management experience, assisted by business-minded entrepreneurship exco, diplomatic international affairs exco, resourceful student development and research exco, adaptive community outreach exco, energetic student affairs exco, creative multimedia exco, seasoned industry engagement exco as well as renowned faculty representatives.

1.1 Objectives

There are four keywords associated with this society; social networking, skills, platform and research culture. It is believed that these keywords emerge as a contributive tool of assistance among the postgraduate members. As we know, the journey of postgraduate studies is an uphill battle, thus, UiPS strives to become an adversary to ensure that all members are given an equal opportunity to succeed. There are three main objectives of UiPS:

1. Providing a platform for social networking so members can be inter-connected, physically (organising events and activities) and virtually.
2. Enhancing and encouraging members to develop mobility skills through classes, workshops and training sessions.
3. Supporting the Institutes of Graduate Studies (IPSI) on promoting research culture among members.

1.2 List of activities from UiPS

- Cross Cultural Integration
- We Care We Share 2.0: With Rohingya Kids
- Cancer Kids Visit
- C.A.K.A.P.: Communication Kickstart Programme
- Webinar (How To Collect Data Online Effectively, Psychological Well-Being for Postgraduate Students, Quantitative Research Methodology, Effective Literature Search Using Google Scholar, Strategies to Graduate On Time (GOT), Developing PhD Proposal, and Managing a Supervisor-Student Relationship)
- Charity Work and Programme with Rumah Kasih Harmoni, Sg. Buloh
- IG Live session with UiPS committees
- Postgraduate New Normal Video Submission
- QUIPS (Quizzes about UiPS)
- Entrepreneurship Talk webinar series
- Talk with the Dean
- Lepak Teh Tarik session
- Annual Grand Meeting (AGM)
- Projek Murni (Collaboration with Rumah Kasih Harmoni)
- Sahur with RKH Kids

Various activities conducted to assist members to travel the journey and obtain the most precious experience.

1.3 Merchandise

Our EXCLUSIVE UiPS MERCHANDISE is available! Check out our Official Postgraduate Jersey-ish T-Shirt, Face Mask and Lanyard and start placing your order.

Merchandise : <https://www.instagram.com/p/CPCkqjhJzTd/>

Kindly contact us through various channel as stated below:

Facebook : https://m.facebook.com/profile.php?id=100066003638605&ref=content_filter

Instagram : https://www.instagram.com/uitm_uips/

Linkedin : <https://www.linkedin.com/company/uitm-postgraduate-society>

Telegram : <https://t.me/uitmpostgraduatesocietygroup>

IPsis Directory

No	Name	Position	Telephone	E-mail
Dean's Office				
1	Prof. Ir. Dr. Zuhaina Hj. Zakaria	Dean	03-5543 8485	zuhainaz@uitm.edu.my
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Academic Affairs				
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Academic Development, Resources and Students Department				
1	Sr. Dr. Siti Mazzuana Shamsuddin	Head of Graduate Studies	03-5544 8392	mazzuana@uitm.edu.my
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No	Name	Position	Telephone	E-mail
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Bursary Office Directory

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Faculty's Directory

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ARSHAD AYUB GRADUATE BUSINESS SCHOOL (AAGBS)	Dr. Wahida Ahmad	Shah Alam	03 - 5544 4696 wahida@uitm.edu.my
	Dr. Rizwan Abu Karim	Melaka (Bandaraya Melaka)	06 - 558 2000 rizuwan305@uitm.edu.my
	Assoc. Prof. Dr. Zuhail Hussein	Kelantan (Kota Bharu)	09 - 741 7798 zuhail@uitm.edu.my
	Dr. Hafizah Besar Sa'aid	Kedah (Sungai Petani)	04 - 456 2150 fizah598@uitm.edu.my
	Gs. Dr. Nor Eeda Haji Ali	Perak (Seri Iskandar)	05 - 374 3577 noree038@uitm.edu.my
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COMPUTER & MATHEMATICAL SCIENCE	Assoc. Prof. Dr. Norjansalika Janom	Shah Alam	03 - 03-5521 1204 norjansalika@uitm.edu.my
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Faculty	KPPS	Campus	Contact
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	Ts. Dr. Mohd Hafiz bin Mohd Noh Coordinator (Coursework & Mixed Mode Programme)		03-5521 1822 hafiz669@uitm.edu.my
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DENTISTRY	Dr. Farha Ariffin	Sungai Buloh	03 - 6126 6464 drfarha@uitm.edu.my
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PLANTATION & AGROTECHNOLOGY	Assoc. Prof. Ts. Dr. Zaiton Sapak	Melaka	06 - 264 5177 zaiton3338@uitm.edu.my
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ADMINISTRATIVE SCIENCE & POLICY STUDIES	Dr. Asiyah Kassim	Shah Alam	03 - 5544 4173 asiyah@uitm.edu.my
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SABAH CAMPUS

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COMPUTER & MATHEMATICAL SCIENCE	Dr. Dewi Binti Tajuddin	088 - 325 162 dewi400@uitm.edu.my
ADMINISTRATIVE SCIENCE & POLICY STUDIES		
ACCOUNTANCY	Dr. Nabila Azwa Binti Ambad	088 - 525166 / 5109 nabila1793@uitm.edu.my

SARAWAK CAMPUS

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APPLIED SCIENCES		
ADMINISTRATIVE SCIENCE & POLICY STUDIES		
PLANTATION & AGROTECHNOLOGY		
COMPUTER & MATHEMATICAL SCIENCE		
EDUCATION		
CIVIL ENGINEERING		
ACADEMY OF LANGUAGE STUDIES		
MALAYSIAN ACADEMY OF SME & ENTREPRENEURSHIP DEVELOPMENT (MASMED)	Dr. Siti Madinah Abdul Hamid	082 - 678 227 ctmardinah@uitm.edu.my

Duration of Study

BY RESEARCH

Mode of study	Masters (semester)		Doctorate (semester)	
	Minimum	Maximum	Minimum	Maximum
Full-time	3	6	5	14
Part-time	4	8	5	14

BY COURSEWORK

Mode of study	Masters (semester)		Doctorate (semester)	
	Minimum	Maximum	Minimum	Maximum
Full-time	2 3 4	3 4 5	6	10
Part-time	2 3 4 5	4 6 8 10	6	12

Academic Calendar Semester March 2024

Registration Activities

1. Research	
• Registration Date for NEW Postgraduate Students	26 February 2024 - 2 June 2024
• Registration Date for RETURNING Postgraduate Students	12 March 2024 - 1 April 2024
2. Coursework & Mixed Mode	
• Registration Date for NEW Postgraduate Students	26 February 2024 - 15 March 2024
• Registration Date for RETURNING Postgraduate Students	12 March 2024 - 1 April 2024
3. Deferment of Registration to October 2024 Intake (New Students Only)	
• Application for Deferment of Registration (Research/Coursework/Mixed Mode)	11 December 2023 - 30 June 2024

Research

1. Continuation Appeal of Study	30 April 2024
2. Research Progress Submission Report by Students to Faculty/Campus	1 July 2024
3. Thesis Submission Semester March 2024	15 August 2024
4. Due Date for Thesis Submission Semester October 2024	28 February 2025
5. RESUFO (Screen Open)	12 March 2024 – 1 April 2024
6. D10 & D11 Status (for students who exceeding maximum duration of Study) - JKIPA September 2024	16 August 2024
7. Virtual Seminars	
• IGS Research Skill Seminars – Series 2/2024	23 - 24 April 2024
• IGS Research Skill Seminars – Series 3/2024	25 - 26 June 2024

Coursework

1. Appeal for Continuation of Study	8 March 2024 - 22 March 2024
2. Course Registration	12 March 2024 - 1 April 2024
3. Add & Drop of Courses	12 March 2024 - 1 April 2024
4. Validation of Registered Courses	2 April 2024 - 15 April 2024
5. Appeal for Re-Marking of Final Examination / Assessment Result (February 2024)	8 March 2024 - 22 March 2024
6. SuFO (Screen Open)	10 June 2024 - 14 July 2024
7. Final Assesment / Examination Activities	
• Date of Final Assesment / Examination	15 July 2024 - 4 August 2024
• Announcement of Semester March 2024 Assesment / Examination Result	30 August 2024
• Appeal for Re-Marking of Final Examination / Assessment Result (July 2024)	30 August 2024 - 12 September 2024

Mixed Mode	
1. Thesis submission for viva examination	3 May 2024 (PhD) 7 June 2024 (MSc)
2. Final thesis submission after correction (PhD & MSc)	2 August 2024

Fees (Research / Coursework / Mixed Mode)	
1. Due Date of Tuition Fees Payment	23 April 2023
2. Fees Deferment	
• Online Application	11 March 2024 - 21 April 2024
• Result of Application	22 April 2024
• Last Date of Fees Payment for Successful e-Deferment Application (Note: Please log on to https://online.uitm.edu.my/ipsis/deferment/feedeferment/ for application's result on 22 April 2024)	24 June 2024
Staggered Date:	
First payment	23 April 2024
Second payment	23 May 2024
Third payment	24 June 2024

Academic Appeal / Activities (Coursework/Research/Mixed Mode)		
1. Appeal for Changing Mode / Programme / Campus	Session March 2024	Session October 2024
	19 February 2024	9 September 2024
2. Application Deadline for Special Leave (CK) / Deferment of Academic Semester (TG)	24 June 2024	
3. Due Date for Faculty / Campus to Update Graduation Date	18 March 2024	
4. Due Date to update MUET status (Graduation requirement for International Students who have been attended English Proficiency Course (EPC) class)	20 April 2024	

UiTM Postgraduate Teaching Assistant (UPTA) Activities	
1. UPTA Online Application	2 - 29 March 2024
2. UPTA Selection by Faculty	30 March - 5 April 2024
3. UPTA Offer Letter Issuance	6 - 12 April 2024
4. UPTA Report Duty	15 April 2024

Lecture Week (Semester March 2024)

ACADEMIC SESSION 2 2023/2024 (March – August 2024)		
ACTIVITY	PERIOD	DURATION
Lecture 1	18 March – 7 April 2024 * 17 March – 6 April 2024	3 weeks
Mid-Semester Break	8 – 13 April 2024 (Raya Aidilfitri: 10 – 11 April 2024)	1 week
Lecture 2	15 April – 26 May 2024 *14 April – 25 May 2024	6 Weeks
Special Break	27 May – 2 June 2024 (Harvest Festival: 30 - 31 May 2024) (Gawai: 1-2 June 2024)	1 week
Lecture 3	3 June – 7 July 2024 *3 June – 6 July 2024	5 weeks
English Exit Test (Speaking)	9 – 11 July 2024	1 week
Revision Week	8 – 14 July 2024	1 week
Final Examination / Assessment & EET (Writing)	15 July – 4 August 2024	3 weeks
Semester Break	5 August – 6 October 2024	9 Weeks

Note: [] For Kedah / Kelantan / Terengganu / Johor Only.

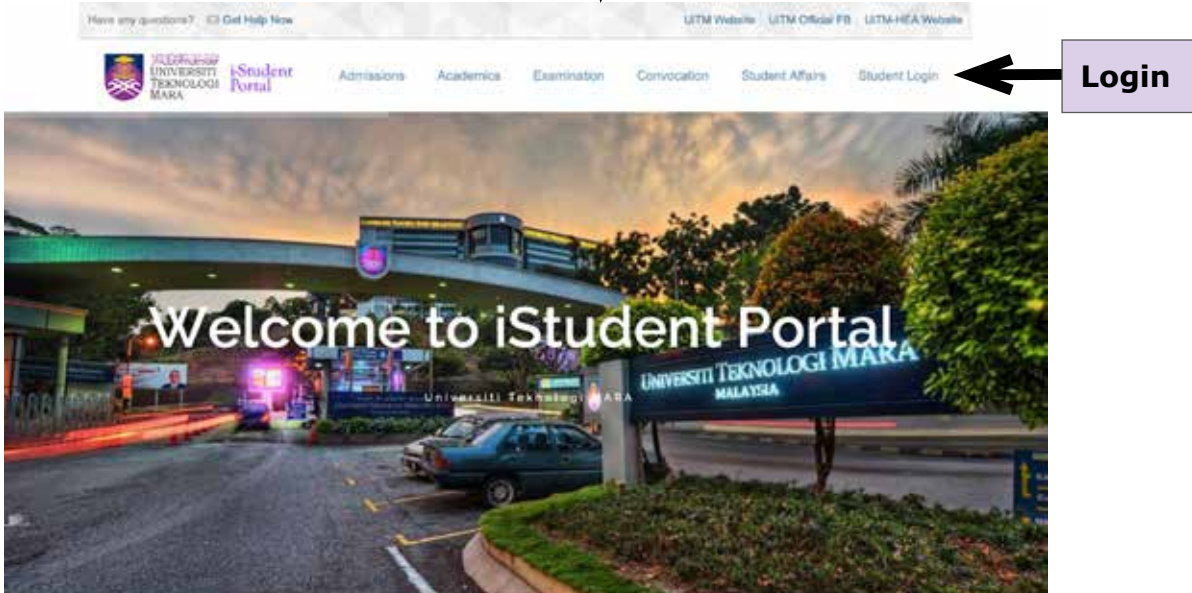
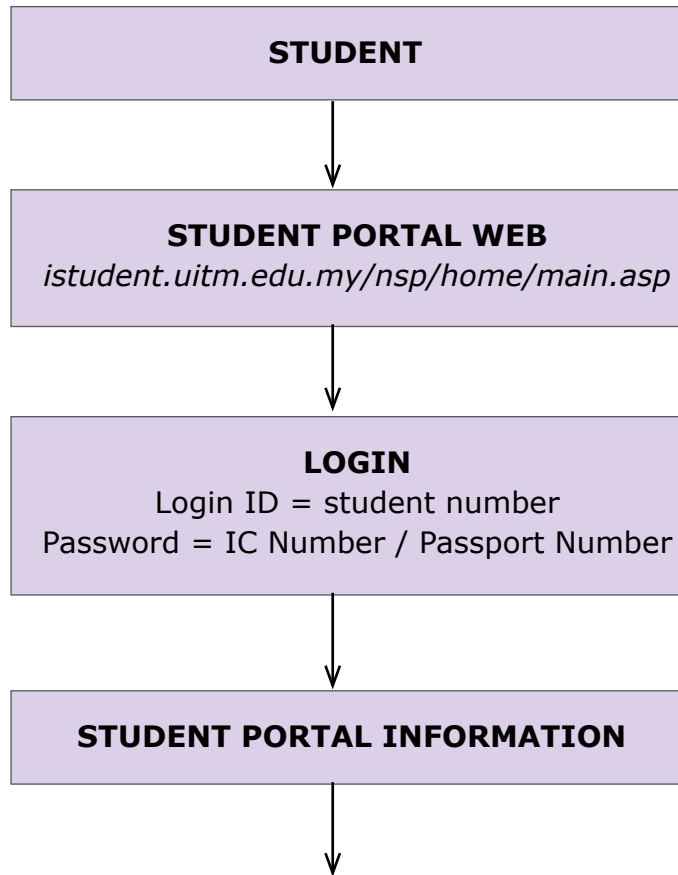
Course Registration

Course Registration Process for NEW and RETURNING STUDENTS

LOCAL STUDENT WITH ACTIVE STATUS		
No.	Activities	Action
1	<p>Go to student portal to begin registration process</p> <p>Complete ReSUFO How to complete ReSUFO?</p> <ul style="list-style-type: none"> • Login student portal • Click on i-learn logo • i-Learn screen will appear. Status SuFo Evaluation shown 'Incomplete' means that student have not complete the ReSuFO. Click IGS200 to complete it. • Click "Start Evaluation" • Answer all questions and click "Submit" • Your status should change to "Completed" • After several hours, you can login back to Student portal and register. 	Student
2	<p>Go to student portal to continue registration process (allow a few hours for ReSUFO to update)</p> <p><i>*Follow the instructions specified.</i></p>	Student
3	<p>Refer to ONLINE REGISTRATION FOR RETURNING POSTGRADUATE STUDENTS (RESEARCH) (Student Manual) https://ipsis.uitm.edu.my/images/pdf/researchregister-manual.pdf</p>	Student

INTERNATIONAL STUDENT WITH ACTIVE STATUS		
No.	Activities	Action
1	<p>Registration: Kindly fill the online registration through your i-student portal.</p>	Student
2	<p>Check student status and obtain endorsement from Faculty's Postgraduate Coordinator.</p>	Student & Faculty's Postgraduate Coordinator
3	<p>Submit endorsed Registration Form to IGS.</p>	Student & IGS
4	<p>Student obtains the latest billing from Bursary for International Student, Zone 7, Office of International Affairs. Payment can be made at the Bursary or any Bank Islam branch. <i>*Please keep the receipt as proof of payment.</i></p>	Student and Bursary

Login To UiTM Student Portal



Financial Aids For Postgraduate Students

SCHOLARSHIP / LOANS	CONTACT
<p>UPTA - UiTM Postgraduate Teaching Assistant</p> <p>This UiTM Postgraduate Teaching Assistant Scheme provides financial aid for the students to support their studies. The students are required to serve the faculty as the teaching assistants for a maximum of six hours with RM25 per hour wage.</p> <p>* for international & local students</p>	<p>03-5543 8438 / 8555 https://ipsis.uitm.edu.my/index.php/upta</p>
<p>Skim Pembiayaan Pendidikan PTPTN</p> <p>PTPTN Education Loan Scheme was established to give educational loans to students studying at Higher Education Institutions (HEIs) local. This funding will allow students to pay full or partial tuition fees and living costs during the period of their studies at university. Thus, the scheme is open up more opportunities for all groups of students to pursue higher education.</p> <p>* for local students only</p>	<p>03-2080 4455 https://www.ptptn.gov.my/</p>
<p>UiTM Endowment Programme</p> <p>UiTM is providing an opportunity for excellent Malaysian and international students to pursue their undergraduate and postgraduate studies at Universiti Teknologi MARA (UiTM) by offering them the UiTM Endowment Scholarship, the first of its kind in UiTM. The scholarship will not only cover academic tuition fees but also a rewarding monthly allowance. For the year 2020, more than 50 scholarships will be awarded to selected students categorised as follows:</p> <ul style="list-style-type: none"> • Undergraduate scholarships for Malaysian citizens • Postgraduate scholarships for Malaysian citizens • Postgraduate scholarships for overseas students studying at UiTM in the stipulated prioritised areas. <p>The best candidates who have been offered to further their studies full time at Universiti Teknologi MARA are invited to apply for the UiTM Endowment Scholarship.</p>	<p>03-5543 5966 https://endowment.uitm.edu.my</p>
<p>Conference Support Fund (CSF)</p> <p>The aim of the Conference Support Fund is to help students pay the fees for publishing papers and attending conferences, either locally or abroad. With this support, it is hoped that students will be able to effectively enhance their communication skills. It is also hoped that by continuously publishing papers in indexed and high quality conferences, the postgraduate students in UiTM can excel. To qualify for CSF, you'll need to:</p> <ul style="list-style-type: none"> • Be an active student • Pursue a full-time Master's/Doctoral Degree by Coursework, Mixed Mode or Research • Be clear from any financial support/scholarship except My Master and financial support in forms of educational loans (PTPTN, MARA, etc) 	<p>https://ipsis.uitm.edu.my/index.php/csf</p>
<p>Journal Support Fund</p> <p>The aim of the Journal Support Fund is to help the postgraduate students of UiTM to pay the publication fees and provide the opportunity for them to publish their research work in indexed journals. It is hoped that by continuously publishing in indexed and high quality journals, postgraduate students of UiTM can excel. To qualify for JSF, you'll need to:</p> <ul style="list-style-type: none"> • Be an active student • Pursue a full-time Master's Degree by research or PHD by coursework, mixed Mode or research • Be clear from any financial support/scholarship except My Master and financial support in forms of educational loans (PTPTN, MARA, etc) 	<p>https://ipsis.uitm.edu.my/in</p>

For further information please contact:

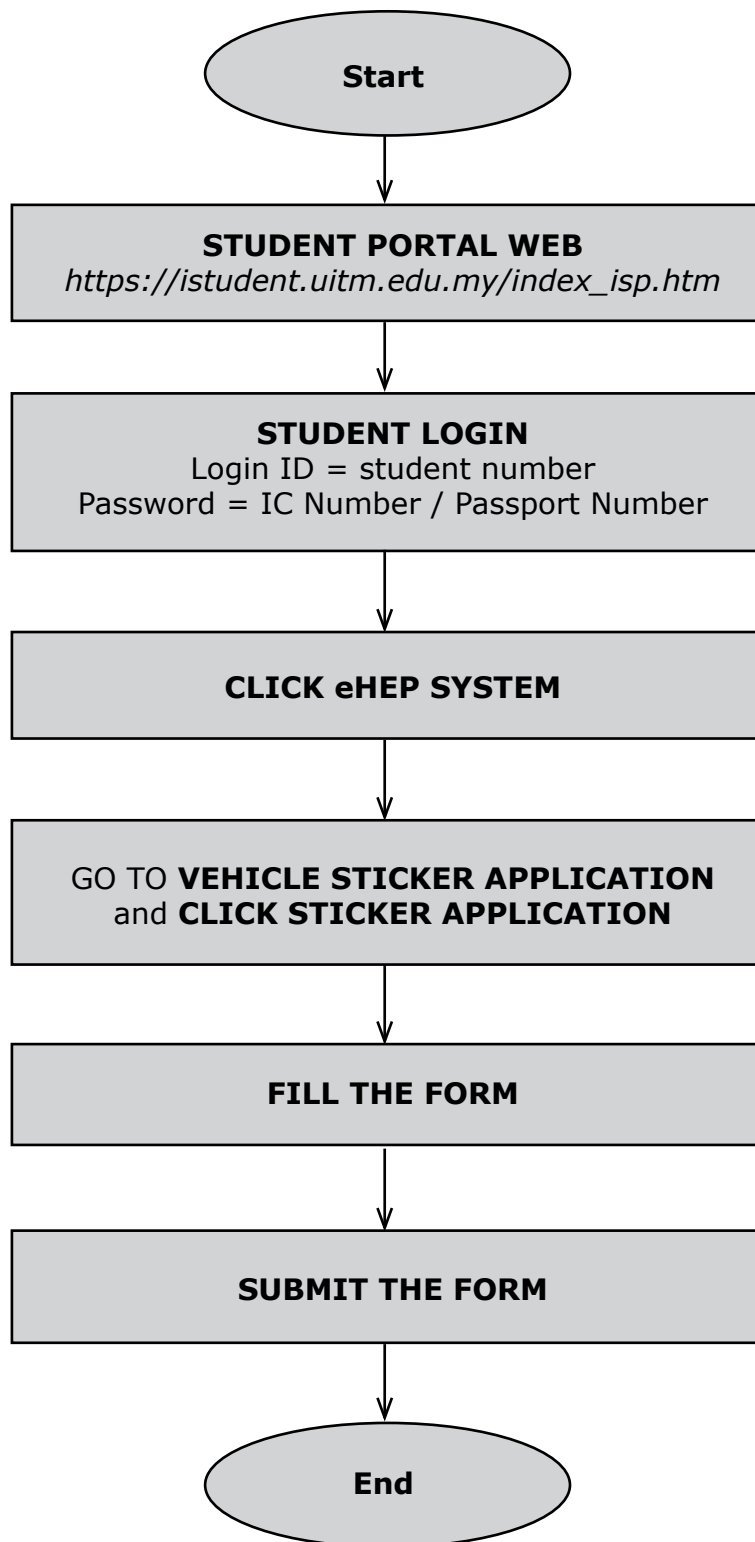
The Academic, Development, Resources and Students Department, Institute of Graduate Studies.

Contact Person :

Mrs. Nurul Akma Abdul Rahim : 03-5543 8555

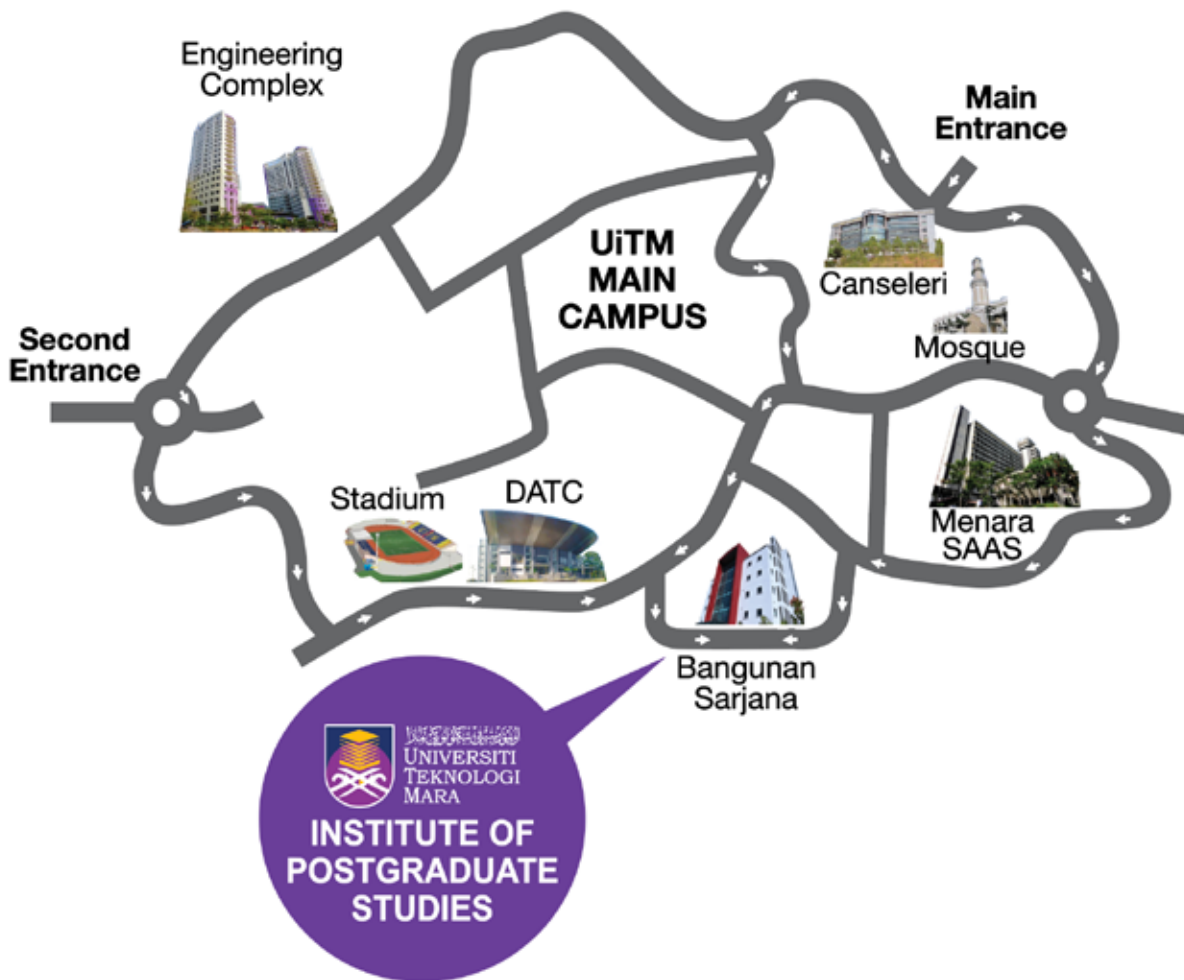
Mrs. Khuzaimah A. Rahman : 03-5543 8438

Application for Student's Car Sticker



For application please visit : <http://istudent.uitm.edu.my>

IPSiS Location



Level 4 & 5,
Bangunan Sarjana,
Universiti Teknologi Mara,
40450 Shah Alam,
Selangor Darul Ehsan.

University Songs

UiTM Di Hatiku

Wujudmu Di Sini Di Tanah Anak Merdeka
Bagai Obor Ilmu Memayungi Putra-Putrinya
Pelopor Hidup Budaya Bangsa Agama ... Negara
Pembentuk Akhlak Manusia Agar Jadi Sempurna

Ku Yang Melangkah Ke Sini Ingin Mempelajari
Rahsia Di Muka Bumi Dengan Cara Hakiki
Tunjukkan Aku Jalan Ilmu-Mu Untukku Menuju
Destinasi Cita-Cita Negara Dan Bangsaku

Majulah Bangsa.....
Maju Negara.....
Berkat Usaha Jaya Mara
Kami Berikrar, Akan Berjasa
Hingga Kita Berjaya ... Demi Bangsa

Watikah Yang Ku Miliki Kan Ku Semat Di Hati
Janjiku Pada Pertiwi Untuk Menabur Bakti
Ku Sempurnakan Seikhlas Hati Membela Negara
Doa Restu Ayahbonda Ku Untuk Semua
Uitm ... Usaha Taqwa Mulia

Wawasan Setia Warga UiTM

Bersatu kita warga UiTM
Kita bangsa perkasa
Taat dan setia ku untuk negara
Penuh semangat waja

Kita ... Jangan mudah terlupa
Pengorbanan, perjuangan anak bangsa
Kita ... Jangan mudah terleka
Kemajuan, keamanan yang ada ..

Kita ... Berterima kasih
Pada pemimpin-pemimpin negara
Kita ... Rasa penuh bersyukur
Kerahmatan, kemuliaan dari Nya

Kamilah .. Pendokong pewaris bangsa
Kamilah .. Pendaulat bangsa malaysia
Kamilah .. warga berwawasan
Untuk ... negaraku...



Prepared by:

INSTITUTE OF POSTGRADUATE STUDIES

<http://ipsis.uitm.edu.my>