



UNIVERSITI
TEKNOLOGI
MARA

Institut
Pengajian Siswazah

POSTGRADUATE STUDIES GUIDELINE



Semester **March 2023**

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



Contents

CONTENTS	PAGE
1. Introduction	1
2. Universiti Teknologi MARA (UiTM)	2
- Motto	
- Philosophy	
- Vision	
- Mission	
- Objectives	
3. Institute of Postgraduate Studies	3
- Motto	
- Vision	
- Mission	
- Objectives	
4. UiTM Postgraduate Society (UiPS)	4
5. IPSis Directory	6
5. Bursary Office Directory	7
6. Faculty's Directory	8
7. Duration of Study	11
8. Academic Calendar Semester March 2023	12
9. Lecture Week Semester March 2023	14
10. Course Registration	15
11. Login To UiTM Student Portal	16
12. Financial Aids For Postgraduate	17
13. Student's Car Sticker	18
14. IPSis Location	19
15. University Songs	20

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 Graduate Studies (IGS) 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 IGS. 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.

IGS 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 (IGS) of Universiti Teknologi MARA was established in April 1997, with the aim of strengthening the University's graduate programmes. It's 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 Objective

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 (IPSIS) 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>

IP Sis Directory

No	Name	Position	Telephone	E-mail
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1	Prof. Ir. Dr. Zuhaina Hj. Zakaria	Dean	03-5543 8485	zuhainaz@uitm.edu.my
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Academic Unit				
1	Ms. Asmiza Supar	Senior Assistant Registrar	03-5543 8480	asmiza769@uitm.edu.my
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Research Department				
1	-	Head of Graduate Studies	03-5543 8405	-
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ICT				
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Academic Development, Resources and Students Department				
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Recruitment and Admission				
1	Assoc. Prof. Dr. Hj. Mohd Shahnawi Muhmad Pirus	Head of Graduate Studies	03-5543 8408	dr_shahnawi@uitm.edu.my
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6	Fatinhanum Binti Yusof	Clerk (Bursary)	03-5544 8075	fatinhanum@uitm.edu.my
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SABAH CAMPUS

Faculty	KPPS	Contact
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ADMINISTRATIVE SCIENCE & POLICY STUDIES		
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SARAWAK CAMPUS

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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 2023

Registration Activities

1. Research	
• Registration Date for New Postgraduate Students	27 February - 23 June 2023
• Registration Date for Returning Students	17 March - 5 April 2023
2. Coursework & Mixed Mode	
• Registration Date for New Postgraduate Students	27 February - 17 March 2023
• Registration Date for Returning Students	17 March - 5 April 2023
• Last Date of Registration for Bespoke Candidate	20 March 2023
3. Deferment of Registration (New Students Only)	
• Application for Deferment of Registration (Research/Coursework/Mixed Mode)	27 February - 30 June 2023

Research

1. Continuation Appeal of Study	31 May 2023
2. Research Progress Submission Report by Students to Faculty/Campus	24 July 2023
3. Thesis Submission Semester March 2023	30 August 2023
4. Due Date for Thesis Submission Semester October 2023	28 February 2024
5. RESUFO (Screen Open)	17 March – 5 April 2023
6. D11 Status (for students who exceeding maximum duration of Study) - JKIPA September 2023	27 August 2023
7. Virtual Seminars	
• IGS Research Skill Seminars – Series 3/2023	TBC
• IGS Research Skill Seminars – Series 4/2023	TBC
• IGS Research Skill Seminars – Series 5/2023	TBC
• IPSis Enhancement Skill Seminar (5 series throughout the year)	TBC

Coursework

1. Appeal for Continuation of Study	10 - 24 March 2023
2. Course Registration	17 March - 5 April 2023
3. Add & Drop of Courses	17 March - 5 April 2023
4. Validation of Registered Courses	6 - 12 April 2023
5. Appeal for Re-Marking of Final Examination / Assessment Result (Feb 2023)	10 - 24 March 2023
6. SUFO (Screen Open)	13 June - 24 July 2023
7. Final Assessment / Examination Activities	
• Date of Final Assessment / Examination	24 July - 13 August 2023
• Announcement of Semester March 2023 Assessment / Examination Result	8 September 2023
• Appeal for Re-Marking of Final Examination / Assessment Result (July 2023)	8 - 16 September 2023

Mixed Mode	
1. Thesis submission for viva examination	5 May 2023 (PhD) 9 June 2023 (MSc)
2. Final thesis submission after correction (PhD & MSc)	4 August 2023

Fees (Research / Coursework / Mixed Mode)	
1. Due Date of Tuition Fees Payment	12 July 2023
2. Fees Deferment	17 March - 5 April 2023
• Online Application	6 April 2023
• Result of Application	
• 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 6 April 2023)	12 July 2023
Staggered Date:	
First payment	10 April 2023
Second payment	19 May 2023
Third payment	12 July 2023

Academic Appeal / Activities (Coursework/Research/Mixed Mode)	
1. Appeal for Changing Mode / Programme / Campus	19 March 2023
2. Application Deadline for Special Leave / Deferment of Academic Semester	10 July 2023
3. Due Date for Faculty / Campus to Update Graduation Date	29 August 2023
4. Due Date to update MUET status (Graduation requirement for International Students who have been attended English Proficiency Course (EPC) class)	20 April 2023

UiTM Postgraduate Teaching Assistant (UPTA) Activities	
1. UPTA Online Application	27 February - 19 March 2023
2. UPTA Selection by Faculty	20 - 24 March 2023
3. UPTA Offer Letter Issuance	25 March 2023
4. UPTA Report Duty	27 March 2023

Lecture Week (Semester March 2023)

ACADEMIC SESSION 2 2022/2023 (MARCH 2023 – AUGUST 2023)		
ACTIVITY	PERIOD	DURATION
Lecture 1	20 March – 21 April 2023 * 19 March – 20 April 2023	5 weeks
Entrance Survey Process	28 March – 10 April 2023	2 weeks
Mid-Semester Break	22 April – 1 May 2023 *21 April – 1 May 2023	1 week
Lecture 2	2 – 26 May 2023 *2 – 25 May 2023	4 Weeks
Special Break	27 May – 5 June 2023 *26 May – 5 June 2023	1 week
Lecture 3	6 – 23 June 2023 *6 – 22 June 2023	3 weeks
Special Break	24 June – 2 July 2023 *23 June – 1 July 2023	1 week
Lecture 4	3 – 14 July 2023 *2 – 13 July 2023	2 weeks
Student Feedback Online (SuFO)	13 June – 24 July 2023	6 weeks
Proses Exit Survey	4 – 7 July 2023	2 weeks
English Exit Test (Speaking) (Writing)	17 – 19 July 2023 24 July 2023	3 days 1 day
Revision Week	17 – 23 July 2023 *16 – 23 July 2023	1 week
Examination	24 July – 13 August 2023	3 weeks
Semester Break	14 August – 1 October 2023	7 Weeks

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

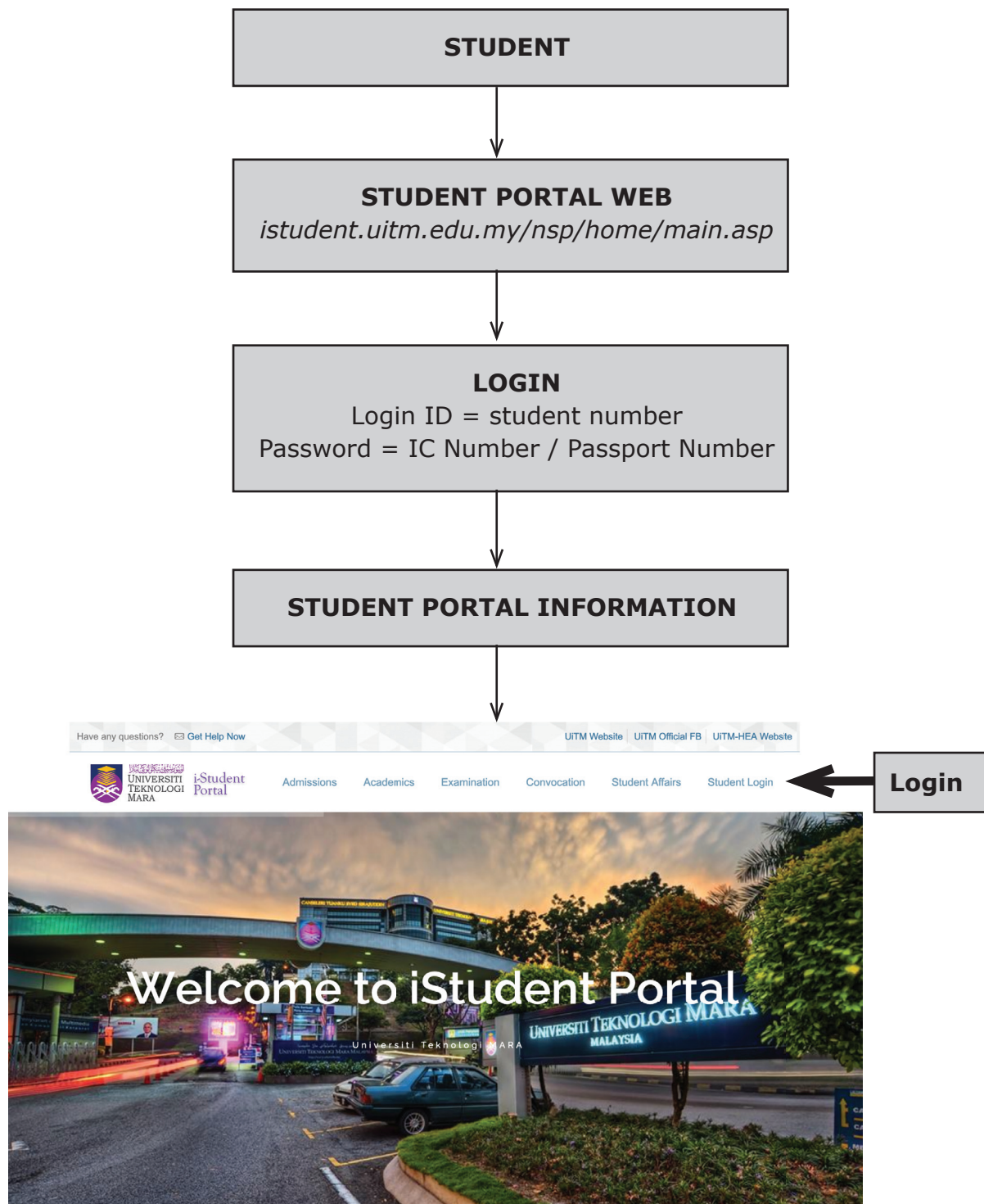
Course Registration

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: <i>Kindly fill the online registration through your i-student portal.</i></p>	Student
2	<p><i>Check student status and obtain endorsement from Faculty's Postgraduate Coordinator.</i></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 <i>Bursary for International Student, Zone 7, Office of International Affairs. Payment can be made at the Bursary or any Bank Islam branch.</i> <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
UPTA - UiTM Postgraduate Teaching Assistant <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>	03-5543 8438 / 8555 https://ipsis.uitm.edu.my/index.php/upta
Skim Pembiayaan Pendidikan PTPTN <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>	03-2080 4455 https://www.ptptn.gov.my/
UiTM Endowment Programme <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>	03-5543 5966 https://endowment.uitm.edu.my
Conference Support Fund (CSF) <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) 	https://ipsis.uitm.edu.my/index.php/csf
Journal Support Fund <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) 	https://ipsis.uitm.edu.my/in

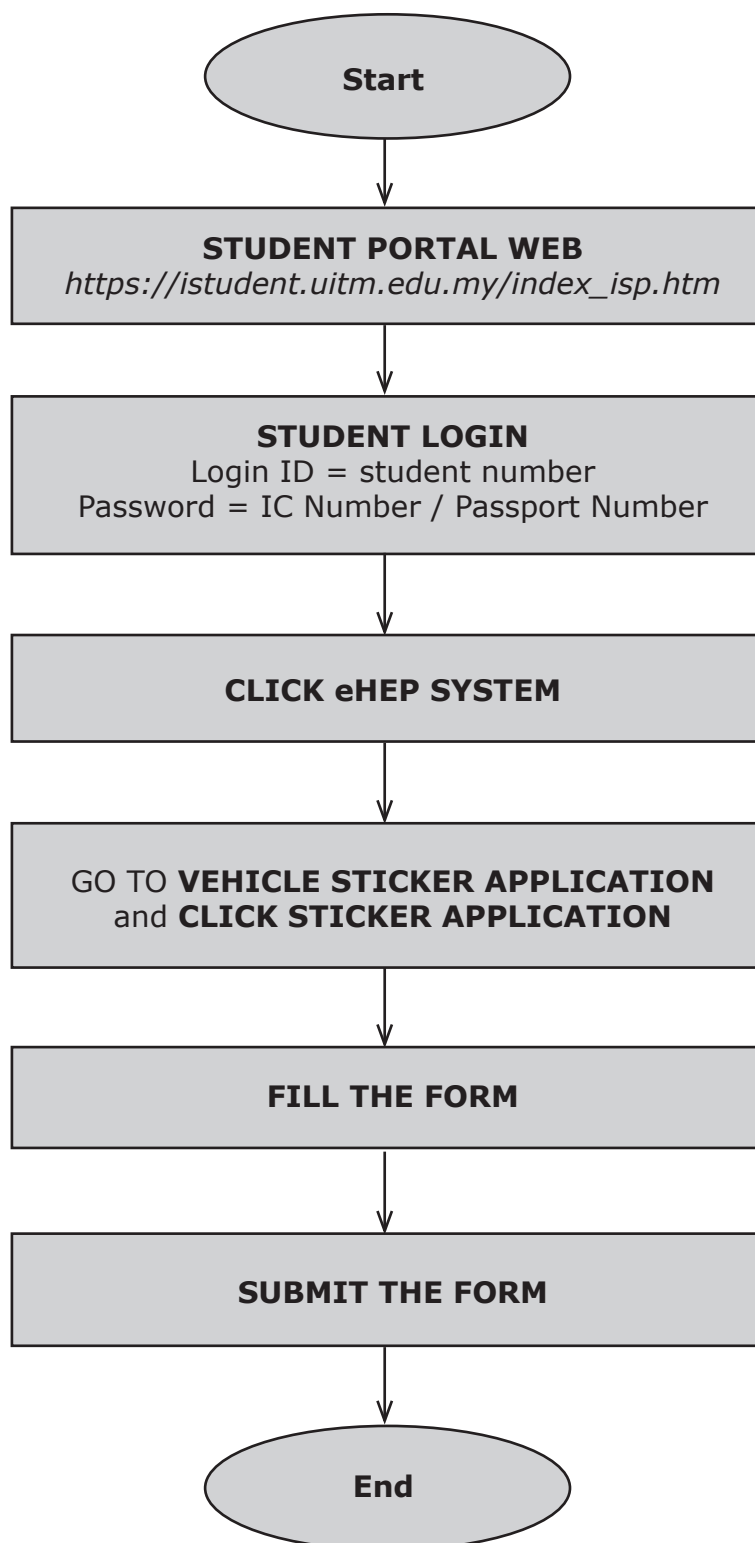
For further information please contact:

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

Contact Person :

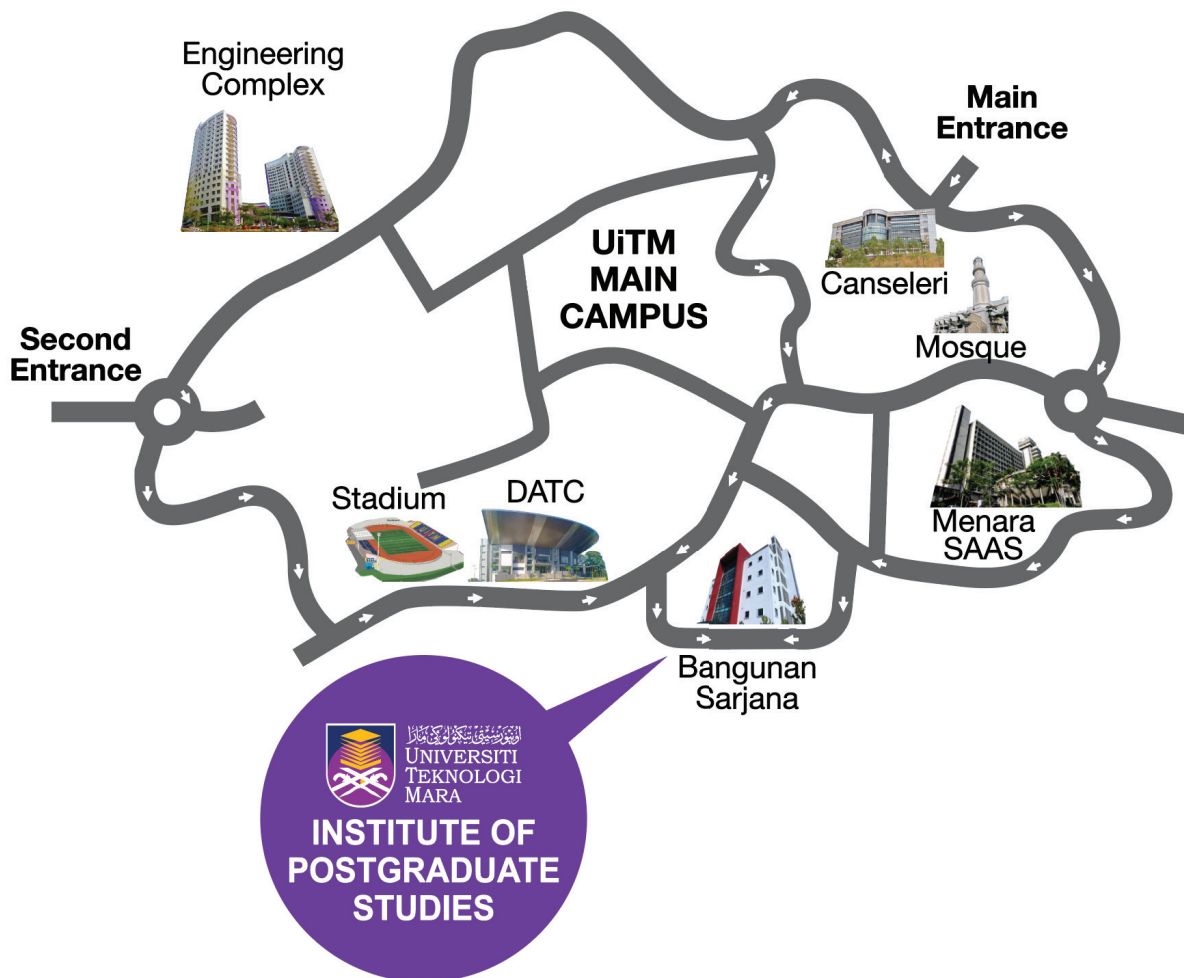
Mrs. Nurul Akma Abdul Rahim : 03-5543 8555
 Mrs. Khuzaimah A. Rahman : 03-5543 8438

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>