SCHOOL OF MECHANICAL ENGINEERING

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

MPhil and PhD Academic Regulation and Guidelines

Semester I 2021/2022

innovative • entrepreneurial • global

ACADEMIC RULES AND GUIDELINES

The regulation and guidelines given here are extracted from the complete regulation which can be referred to at the website of the School of Graduate Studies (SPS)

MUST READ

Download from SPS Website
https://sps.utm.my/policy-guidelines-v2/

REGISTRATION

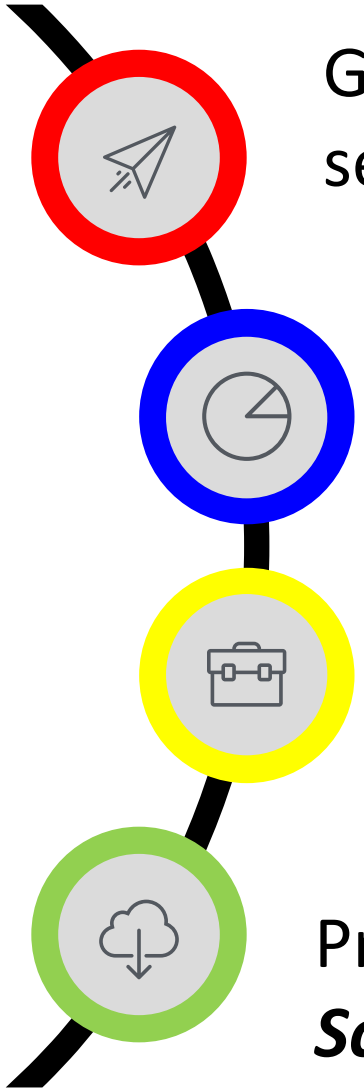
Type of Registration:-

1. Programme registration
   - Only once (first semester)

2. Course registration
   - Must be done **EVERY** beginning of the semester
   - Refer to **UTM Academic Calendar** for specific deadlines

https://sps.utm.my/academic-related-resources/

How to register the course?



Get your ACID (pre-assigned starting from 2019/2020 session. To reset password: http://utmid.utm.my

Go to STUDENT RECORD AND SUBJECT REGISTRATION (https://my.utm.my/)

Register the Course
**please refer to your school for the list of courses*

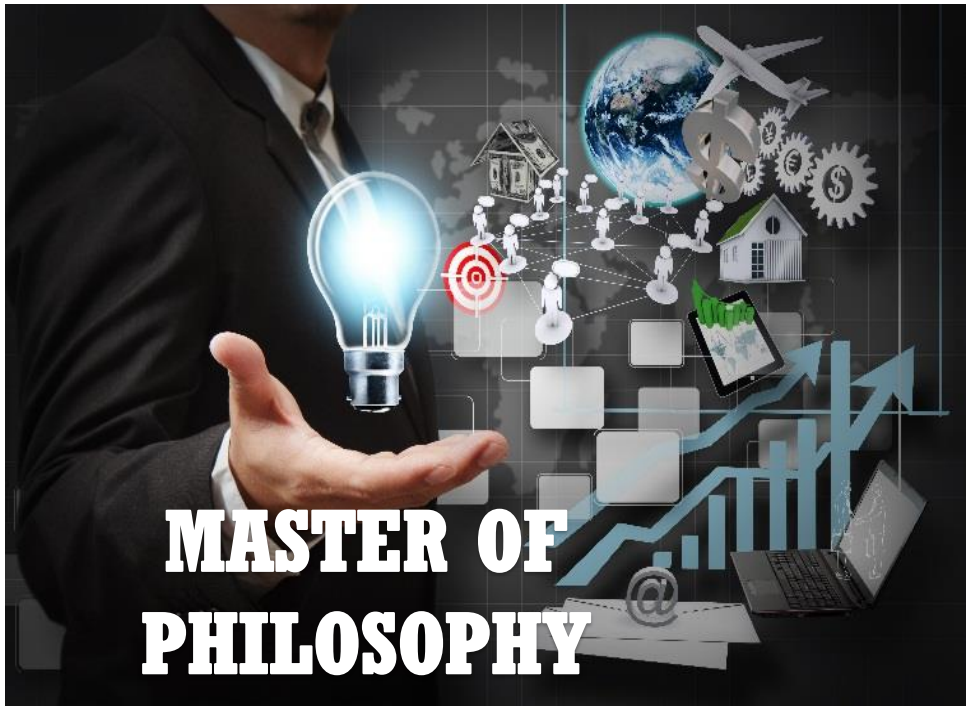
Print Registration Slip ***(Submit/e-mail the copy to the School-compulsory)***

IMPORTANT DATES – RESEARCH PROGRAMME

SEMESTER I 17 OCTOBER 2021 – 17 MARCH 2022 (UTM JB) | 18 OCTOBER 2021 – 18 MARCH 2022 (UTM KL)						
NO.	**PROGRAMME**	**DURATION**	**WEEK**	**CAMPUS**		**REMARKS**
				JOHOR BAHRU	**KUALA LUMPUR**	
1.	Registration of Research/Course for Semester I, 2021/2022 Session ***(ONLINE)***	2 weeks	-	3 – 18 Oct 2021		https://my.utm.my
2.	Student start & continue their Research	22 weeks	Week 1 – 22	17 Oct 2021 – 17 Mar 2022	18 Oct 2021 – 18 Mar 2022	
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	17 Oct – 9 Dec 2021	18 Oct – 10 Dec 2021	**Birthday of Prophet Muhammad S.A.W** 19 Oct 2021 **Deepavali** 4 Nov 2021
4.	Deadline for Registration of Courses ***(ONLINE)***	-	-	18 Oct 2021		https://my.utm.my
5.	Amendments of Course Registration ***(ONLINE)***	1 week	Week 1	19 – 25 Oct 2021		https://my.utm.my
6.	Deadline of Amendments of Course Registration ***(ONLINE)***	-	Week 2	25 Oct 2021		
7.	Late Registration of Courses **(WITH PENALTY)**	1 week	Week 2	26 Oct – 1 Nov 2021		A penalty of **RM100.00** for each course will be imposed for late registration/ amendments
8.	Deadline for Late Registration of Courses **(WITH PENALTY)**	-	Week 3	1 Nov 2021 5.00 pm		
9.	Amendments of Courses Registration **(WITH PENALTY)**	1 week	Week 3	2 – 8 Nov 2021		
10.	Deadline for Amendments of Courses Registration **(WITH PENALTY)**	-	Week 4	8 Nov 2021 5.00 pm		
11.	Course Withdrawal (TD)	4 weeks	Week 6 – 9	21 Nov – 16 Dec 2021	22 Nov – 17 Dec 2021	
12.	Faculty Check and Remind Students Who Did Not Register Any Courses	5 weeks	Week 6 – 10	21 Nov – 23 Dec 2021	22 Nov – 24 Dec 2021	**Christmas** 25 Dec 2021
13.	Application for Deferment or Withdrawal of Programme	9 weeks	Week 7 – 15	28 Nov 2021 – 27 Jan 2022	29 Nov 2021 – 28 Jan 2022	**New Year (KL Only)** 1 Jan 2022 **Thaipusam** 18 Jan 2022

https://sps.utm.my/academic-related-resources/ - click academic calendar - Research

REGISTRATION PROGRAMME



Mechanical Engineering

Marine Technology

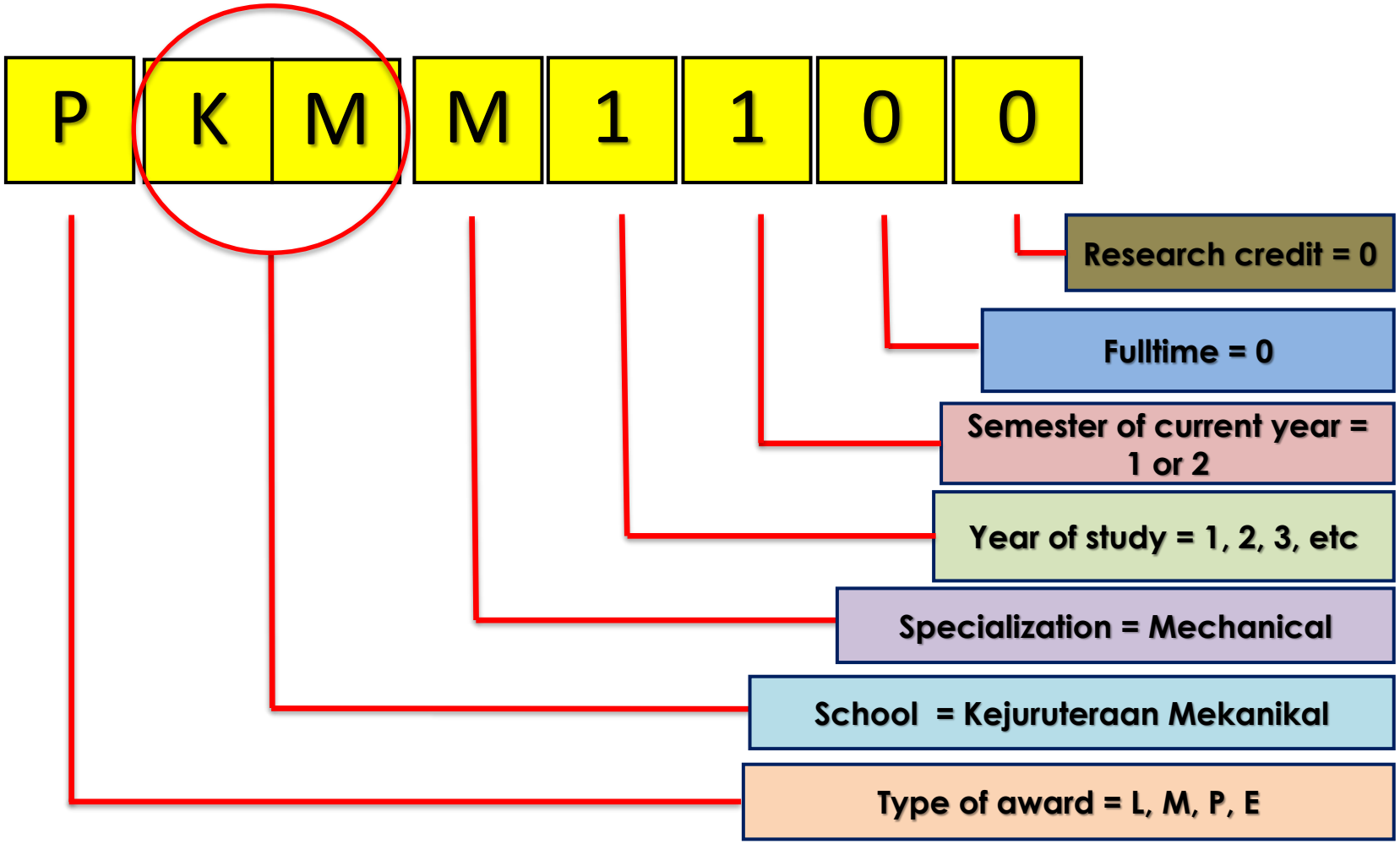
Mechanical Engineering

Mainstream programme - offered at UTM Johor Bahru campus & KL City Campus during normal working hours

PhD – Industry: cooperation of UTM & industry; student must be the staff of the organisation and research work is based on the problems in the company

COURSE REGISTRATION

CODES FOR RESEARCH COURSE



** Type of registration for UTM Postgraduate Studies is Full Time only*

EXAMPLE OF COURSE REGISTRATION

Doctor of Philosophy			Master of Philosophy in Mechanical Eng			Master of Philosophy in Marine Technology		
YEAR	SEMESTER		YEAR	SEMESTER		YEAR	SEMESTER	
	1 (oct)	2 (Mac)		1 (oct)	2 (Mac)		1 (oct)	2 (Mac)
1	PKMM 1100	PKMM 1200	1	MKMR 1100	MKMR 1200	1	MKMS 1100	MKMS 1200
2	PKMM 2100	PKMM 2200	2	MKMR 2100	MKMR 2200	2	MKMS 2100	MKMS 2200
3	PKMM 3100	PKMM 3200						

For more detail: https://engineering.utm.my/mechanical/guideline-skm/

REGISTRATION

- ✓ Research students must also register:
  1. **General University elective (e.g UHAP6013, UHAZ6123, UXXX)** (https://sps.utm.my/academic-related-resources/)
  2. **Research Methodology (UKMP0010)**

- ✓ Students **MUST COMPLETE** **University elective and Research Methodology** **DURING THE FIRST YEAR OF STUDY**

- ✓ These two courses are as part of graduation requirement
- ✓ **Vertical Credit Transfer** is not allowed for the postgraduate programmes except for UTM students

- ✓ Research student must register with **(HS)** code for any course taken which does not mean for gaining credits and has not computed grade

University elective

ACADEMIC CALENDAR AND WORK SCHEDULE

CALENDAR & CLASS	ITEM
ACADEMIC CALENDAR SEMESTER I 2020/2021 SESSION	• Course work and Mix mode • Research
CLASS SCHEDULE FOR NORMAL MODE SEM I 2020/2021 SESSION	• UBSE 1123 – Organization Behaviour and Development • MBSA 1533 – Business Ethics, Responsibility and Sustainability • UHAP 6013 – Seminar on Global Development, Economic and Social Issues • UHAZ 6123 – Malaysian Society and Culture • UICW 6023 – Philosophy of Science and Civilization (NORMAL MODE) • UPPF 6023 – Dynamics of Leadership • ULAM 6013 – Malay Language for Post Graduates • URSP 6013 – Environmental Ethics • UANP6013 – Informatics in Society • URSP6023 – ICT Ethics and Society • UCSM 1263 – IT Project Management

https://sps.utm.my/academic-related-resources/

DURATION OF STUDY

Research Programme	Full-time	
	Duration (semester)	GOT (month)
Master by Research	2 – 8	24
Doctor of Philosophy	6 – 16	42

✓**Graduate-On-Time (GOT)** refers to students who completed their study within normal duration **(the registration date to senate approval date)**

PHD/MASTER
PROPOSAL EVALUATION

Research Programme	Semester of study
Master of Philosophy	2
Doctor of Philosophy	3

GRADUATE STUDIES MANAGEMENT SYSTEM (GSMS)

http://spsapp3.utm.my:8080/gsmsv4/index.jsp

WHAT IS IN THE SYSTEM ?

Offer Letter	First Assessment	Progress Report
Log Book	Subject Registration	Notice of Submission
Result Examination	Key in Marks (for Mix Mode & Coursework)	Zamalah/ International Doctoral (Fund)

PROGRESS REPORT

- ✓ All research students **MUST** submit progress report via on-line **EVERY SEMESTER** using GSMS system (log-in through MyUTM)
- ✓ Supervisors will evaluate the progress report through GSMS

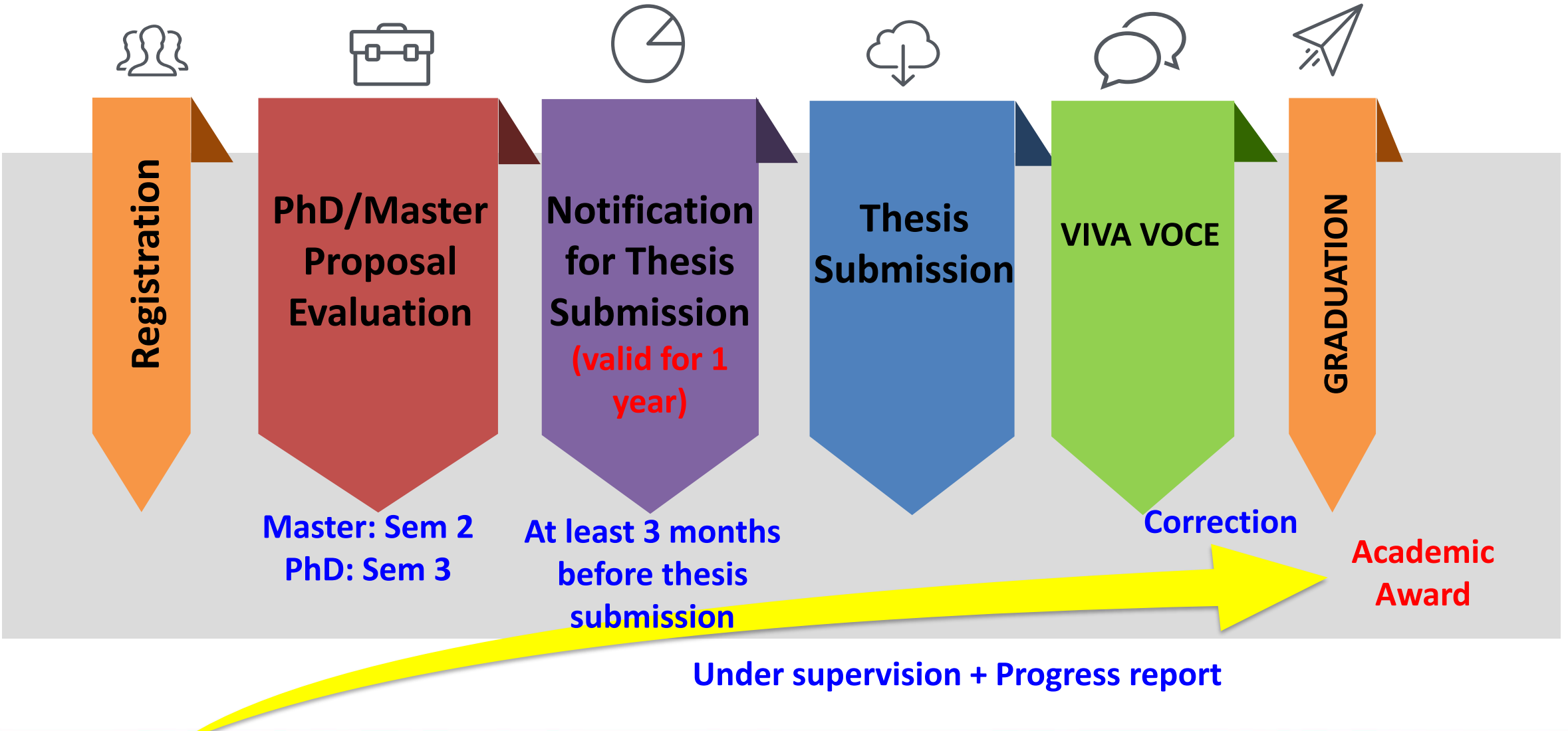
- ✓ Without submission of progress report, **TM status will be given for the current semester**
- ✓ A student who obtained **TM** for two (2) consecutive semesters **WILL BE TERMINATED**

https://spsapp3.utm.my:8080/gsms21/portal/index.jsp

EVALUATION OF PROGRESS REPORT

Penilaian Umum [Overall Assessment]		Keterangan mengikut kategori [Statement by category]	Deskripsi Markah [Mark Description]	Markah (M)** [Mark] [M]**	Komen [Comments]
(a)	Memuaskan (MM) [Satisfactory]	Cemerlang [Excellent]	9.0 ≤ M ≤ 10.0		
		Sangat Baik [Very Good]	8.0 ≤ M < 9.0		
			7.0 ≤ M < 8.0		
		Baik [Good]	6.0 ≤ M < 7.0		
			5.0 ≤ M < 6.0		
(b)	Tidak Memuaskan (TM) [Unsatisfactory]	Sederhana [Fair]	4.0 ≤ M < 5.0		
			3.0 ≤ M < 4.0		
(c)	Gagal (GG) [Fail]	Lemah [Poor]	2.0 ≤ M < 3.0		
			1.0 ≤ M < 2.0		
			0.0 ≤ M < 1.0		

RESEARCH STUDENT EXAMINATION



THESIS SUBMISSION REQUIREMENT FOR EXAMINATION

Supervisor Approval for thesis submission

Fulfill the Post Graduate Academic Rules & Regulation

Format of the thesis must follow UTM Thesis Manual (2018 Edition)

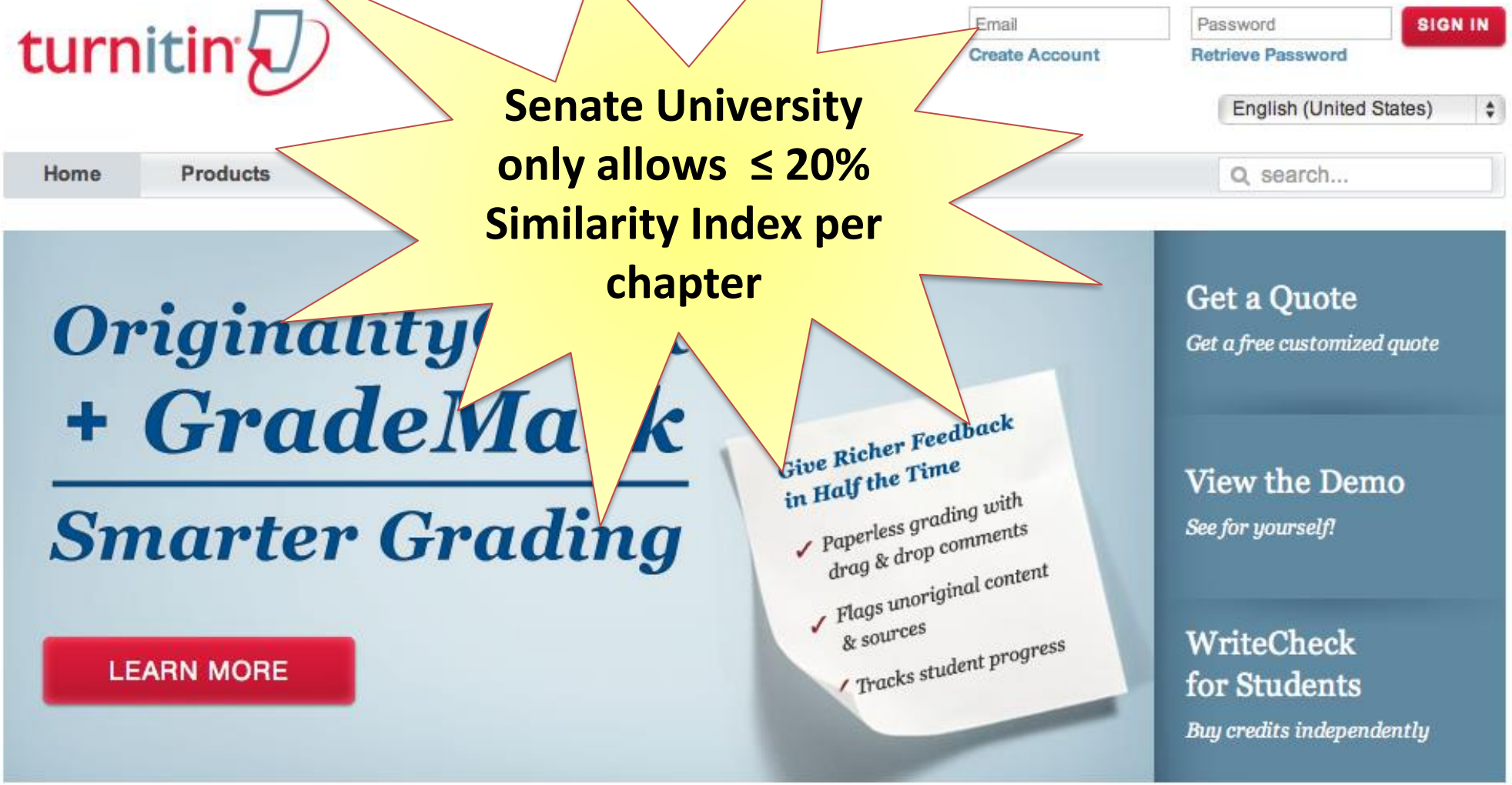
Plagiarism check Verification

Complete all the required forms

Guidelines & Forms can be download at https://sps.utm.my/policy-guidelines-v2/

PLAGIARISM CHECK REQUIREMENT

Senate University only allows ≤ 20% Similarity Index per chapter



CHECKLIST FOR VIVA-VOCE

PUBLICATION REQUIREMENT (SEM I 2016/2017 ONWARDS)

- ✓ **Master of Philosophy:**
  - **Condition: The student has ONE (1) publication in form of journal article OR conference paper OR book chapter that has been accepted for publication OR has been published**
- ✓ **Doctor of Philosophy:**
  - **Condition: The student has ONE (1) published article in indexed journal (SCOPUS/ERA @ WOS) OR two (2) articles in indexed proceeding (SCOPUS/ERA @ WOS) that has been accepted for publication OR has been published**

Publication

- **Incentive Publication Claim:**
  - ✓ ISI publication:
    - ➢ Q1 or Q2 - RM 250.00
  - ✓ Criteria:
    - ➢ The applicant must be the First Student Author, UTM Graduate student and Supervisor(s) must be one of the author
    - ➢ Affiliation must be Universiti Teknologi Malaysia
    - ➢ Published paper must have Volume No. and Page No.
    - ➢ All claims made in the current year are only valid for paper published in the CURRENT SEMESTER and in ONE PREVIOUS SEMESTER

RESEARCH STUDENT ROLE & RESPONSIBILITY

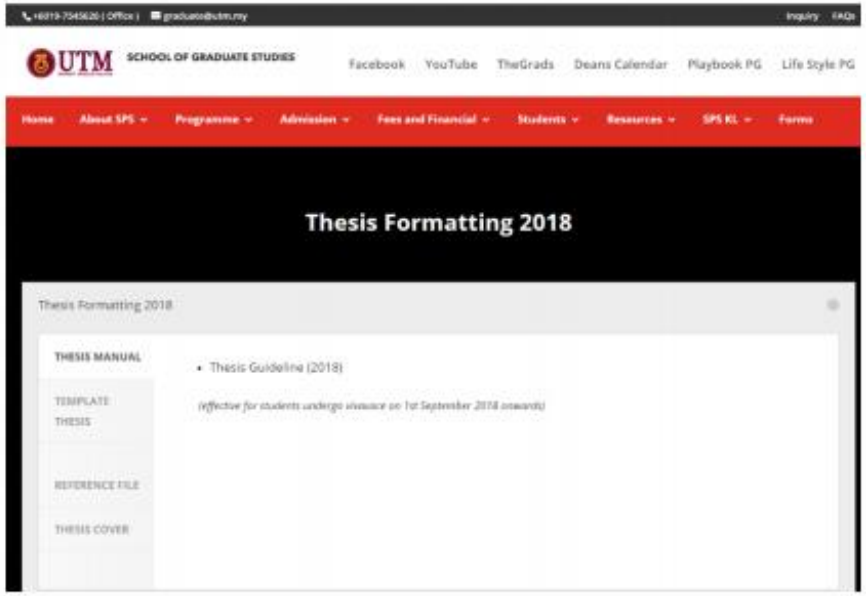
Register Research Course every Semester	Ensure that there is no outstanding fee every semester	Submit progress report to supervisor every semester
Schedule a meeting with a Supervisor	Comply all the Post Graduate Rules & Regulation for Graduation	Make a plan for the research progress
Have a professional relationship with Supervisor	Produce publication	Practice a good research ethics

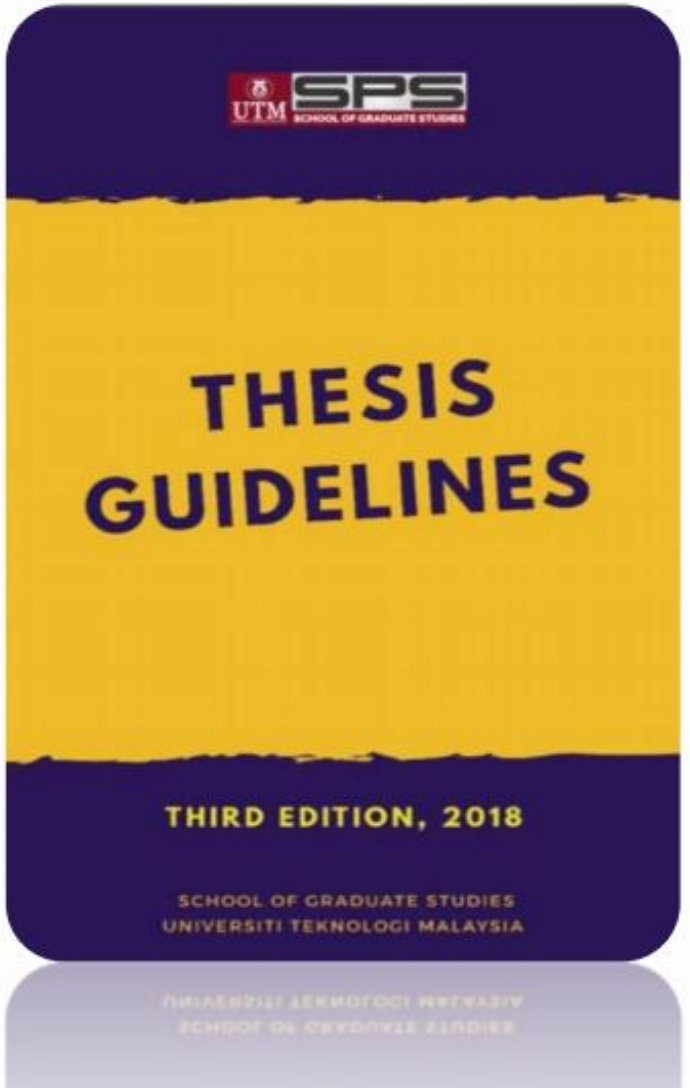
Thesis Guideline

WHERE TO FIND THE GUIDELINES ?

Click Link Below

http://sps.utm.my/thesis-formatting-2018/





FINANCIAL AID SCHEMES

1. **UTM Zamalah Scholarship (local PhD student)**
   - Coverage for tuition fees costs
   - Monthly allowances ranging from RM1,500.00

2. **Tan Sri Ainuddin Wahid Scholarship (local PhD student)**
   - Coverage of tuition fees for 6 semester;
   - Subsistence allowance for 36 months (RM4,000.00 a month);
   - Research funding up to RM10,000.00 a year;

3. **International Doctoral Fellowship (International PhD full-time student)**

4. **UTM National Postgraduate Fund ('active' status local research students)**
   (Master < 35 years old and PhD < 45 years old)

5. **UTM Young Scholars Grant (for all UTM research students)**
   - for attending national (<RM500) or international (<RM700) conferences

6. **Publication incentive award (for all UTM Graduate student)**

7. **Work-Study Scholarship** (for current and local research student)

https://sps.utm.my/scholarship/

OTHER FINANCIAL AIDS/ SCHEME

Financial Sponsorship for Malaysian students

- Biasiswa Sukan
- Biasiswa MyBrainSc
- Bantuan Kewangan OKU
- Hadiah Latihan Persekutuan (HLP)
- Hadiah Latihan Persekutuan Separa Biasiswa (HLPSB)
- Hadiah Latihan Persekutuan Bagi Kakitangan Bukan Akademik (SLPP)
- Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN)

Scholarships For International Students

- Islamic Development Bank (IDB)
- Commonwealth Scholarship and Fellowship Plan (CSFP)
- Malaysian Technical Cooperation Programme (MTCP)
- Malaysian International Scholarship (MIS)

View list of scholarships for International Students
http://www.utm.my/international/scholarship-opportunities/

School of Graduate Studies (SPS)
(U/P : Postgraduate Scholarship Unit)
Tel : 07-553 7816/7769/7997
Fax : 07-553 7800
Email : sps.scholarship@utm.my
Website : www.sps.utm.my

https://sps.utm.my/scholarship/

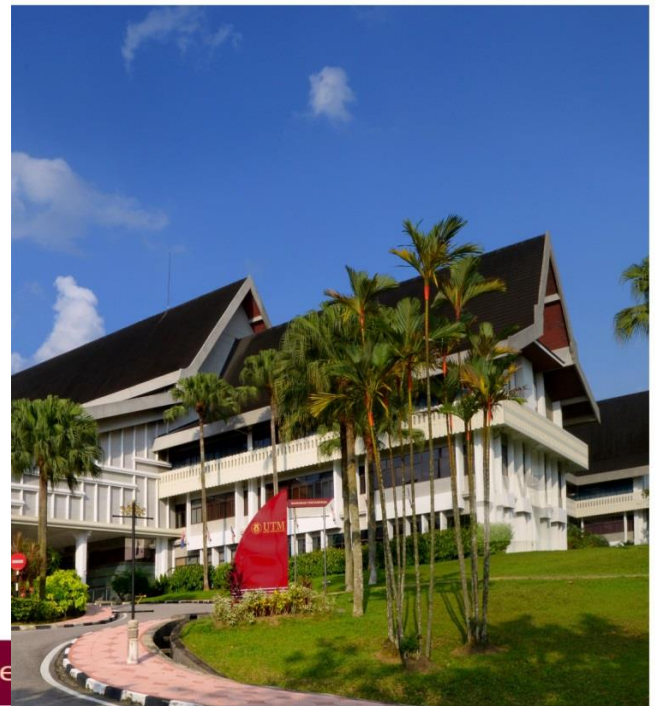
Postgraduate Management

Mr. Lokman Hakeem Bin Hashim
- Master taught course
- Master project
- Graduation

Mrs. Noormayawati Binti Abu Bakar
- Supervisor & examiner appointment
- Proposal defense
- Plagiarism check

Dr Haris Ahmad Israr Ahmad
Academic Manager

Mrs. Suhaiza Binti Yaacob
- Status letter, viva
- Thesis submission
- Graduation



POSTGRADUATE STUDENTS SOCIETY

- **Facebook PG, SKM**

  Universiti Teknologi Malaysia

  Mechanical Engineering Postgraduate Studies
- **Postgraduate Student Society SKM, UTM**

  Post-Graduate Student Society UTM (PGSS UTM)

facebook

PGSS
POSTGRADUATE STUDENTS SOCIETY
Faculty of Mechanical Engineering

Things to REMEMBER !!

Academic Calendar

Course Registration

Pay your Fees

Progress Report for Research

Complete and Attend Examination for Coursework

Staying Healthy

Be proud to be a UTM alumnus

THANK YOU

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

In the Name of God for Mankind

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