



REGISTRATION GUIDELINES FOR NEW POSTGRADUATE STUDENTS

COURSEWORK & MIXED MODE

IMPORTANT CALENDAR – FOR ENGINEERING CAMPUS

Important Date	Activities				
1 June 2021 to 17 October 2021	<p>I. Acceptance of Offer</p> <p>II. Payment of Registration Fee</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Malaysian</th> <th style="text-align: center;">International</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">RM340.00</td> <td style="text-align: center;">USD227.50</td> </tr> </tbody> </table> <p>III. Self-Enrolment (Student Email Registration)</p>	Malaysian	International	RM340.00	USD227.50
Malaysian	International				
RM340.00	USD227.50				
1 June 2021 to 17 October 2021	<p>Self-Upload for Student Smart Card <u>System will be closed at 12.00 noon on 17 October 2021.</u></p>				
2 August 2021 to 17 October 2021	<p>Courses Registration and Tuition Fee Payment In case of any enquiries concerning course(s) registration, kindly contact the responsible officer from respective school.</p> <p>Timetable for each programme is available from 2 August 2021 Link - click here</p>				
4 August 2021 2 September 2021 4 October 2021	<p>Online Registration Briefing General overview for registration process by Institute of Postgraduate Studies. Similar briefing will be conducted on these three dates. Students can choose to attend to any of these briefing.</p> <p>Meeting link: https://usm-cmr.webex.com/usm-cmr/j.php?MTID=mc73e7745f00c6b540926a501e5b32d53 Meeting number: 184 119 9908 Password: USMBRIEFING Time: 10.00 a.m.</p>				
Refer here	<p>Program Orientation and School Briefing Get to know in detail for the programme, schedule of classes, learning arrangement and also get in touch with the lecturers and school administrative staff.</p>				
25 October 2021	Teaching & Learning Session commences				

10 STEPS FOR SELF-REGISTRATION

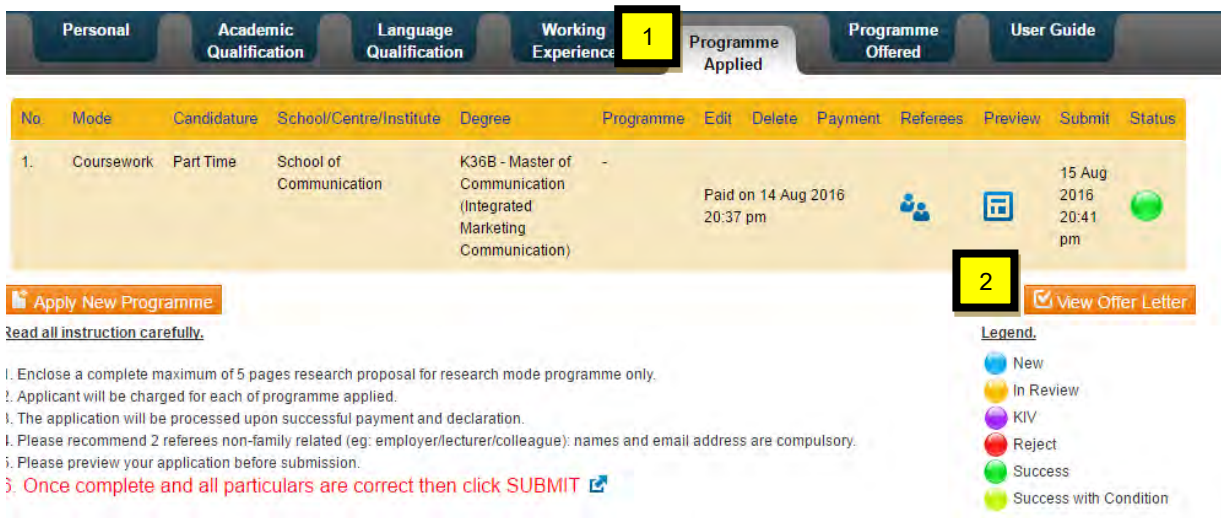
Step 1 (A): Visa Application

For all international students, please proceed for Visa Application. Refer to the **Seven Steps to Get A Student Visa**. Do not travel to Malaysia prior to approval of your Student Visa. Currently, EMGS Approval Letter will be used for online registration purpose instead of eVAL. Candidate can register with USM by using EMGS Approval Letter. This process is subject to change and students are required to obtain latest information from USM Visa Office through www.imcc.usm.my/visa

ONLINE PHASE

Step 1 (B): Accepting of Offer

You need to log in into the Online Application portal (<http://onlineips.usm.my/admission/>). Refer to the below image and click according to the sequence as shown below.



1

No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Coursework	Part Time	School of Communication	K36B - Master of Communication (Integrated Marketing Communication)	-			Paid on 14 Aug 2016 20:37 pm				15 Aug 2016 20:41 pm

2

Apply New Programme

Read all instruction carefully.

1. Enclose a complete maximum of 5 pages research proposal for research mode programme only.
2. Applicant will be charged for each of programme applied.
3. The application will be processed upon successful payment and declaration.
4. Please recommend 2 referees non-family related (eg: employer/lecturer/colleague); names and email address are compulsory.
5. Please preview your application before submission.
6. **Once complete and all particulars are correct then click SUBMIT**

Legend.

- New
- In Review
- KIV
- Reject
- Success
- Success with Condition



USM UNIVERSITI SAINS MALAYSIA

INSTITUTE OF POSTGRADUATE STUDIES

INSTITUTE OF POSTGRADUATE STUDIES

Welcome RAZEANY | Change Password | Log Out

Personal Academic Qualification Language Qualification Working Experience Programme Applied Programme Offered User Guide

1. Applicant need to choose only ONE programme
2. In any event of new offer being issued later than the first choice was made, the latter offer is consider void
3. After updating, please complete your registration by creating USM ID account (Self Enrolment) and uploading photo (Self Upload)
4. Please refer to New Postgraduate Students Registration Activities Schedule for the next registration steps



No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Offer Letter	Choices
1.	Coursework	Full Time	School of Medical Sciences	S114 - Master of Pathology (Medical Microbiology)	-		

3

4

Submit

Step 2: Payment of Registration Fee

Registration fee is required to be paid for student to proceed with Self Enrolment and Self Upload.

Click payment icon and payment can be made either via ePayment portal (online payment) or cash at bank. All students are **highly advice to use the online payment method.**

For cash at bank option, please print out the transaction slip. Only slip with printed payment transaction by the bank will be considered valid and send the slip to vp@usm.my and admission_ips@usm.my to confirm the payment.

Note: For cash payment option, confirmation by USM is required for you to proceed for the rest of the steps.

Please also note that this step will no longer be available after 17 October 2021. Registration Fee will directly be added into the Tuition Fee invoice. Student will need to skip this part at that time.

The screenshot shows the registration portal interface. At the top, there are navigation tabs: Personal, Academic Qualification, Language Qualification, Working Experience, Programme Applied (highlighted), Programme Offered, and User Guide. Below the tabs, there are instructions for candidates. A table lists available programmes, with a yellow arrow pointing to the 'Registration Fee' column for the first programme. Below the table, there are links for 'Academic Calendar', 'Registration Steps and Forms', and 'Registration Activities Schedule'. A 'Back to Programme List' button is also visible.

No	Mode	Candidature	School/Centre/Institute	Degree	Programme	Offer Letter	Registration Fee	Pin Number	Self Enrolment	Self Upload
1.	Coursework	Part Time	School of Communication	K36B - Master of Communication (Integrated Marketing Communication)	-			Only available upon successful payment		

Step 3: Self Enrolment (Student Email Address Registration)

You are allowed to create your email address by using your preferred email address. Take note for the pin number as in the previous step because you will use this pin number to activate your account at the [Self Enrolment](#) page.

The screenshot shows the self-enrolment page. On the left, there are logos for 'identity self management', 'USM UNIVERSITI SAINS MALAYSIA', 'APEX', and 'identity self management'. A yellow arrow points to the 'Register new Identity' button. Below it is a 'Change Password' button. On the right, there is a login form with fields for 'Identity Card/Passport Number:' and 'PIN Number:', and a 'Login' button. A message on the right side of the form states: 'If you have tried accessing this site but failed, it is likely due to your information is not yet available in registration database. Please contact person or department that supply your PIN number. Please provide information to ICT Security Unit at infosec@usm.my if you encounter any problem.'

Note: After generating the email address, it can be used to log in to Campus Online portal, access to online library and other online facilities for registered students.

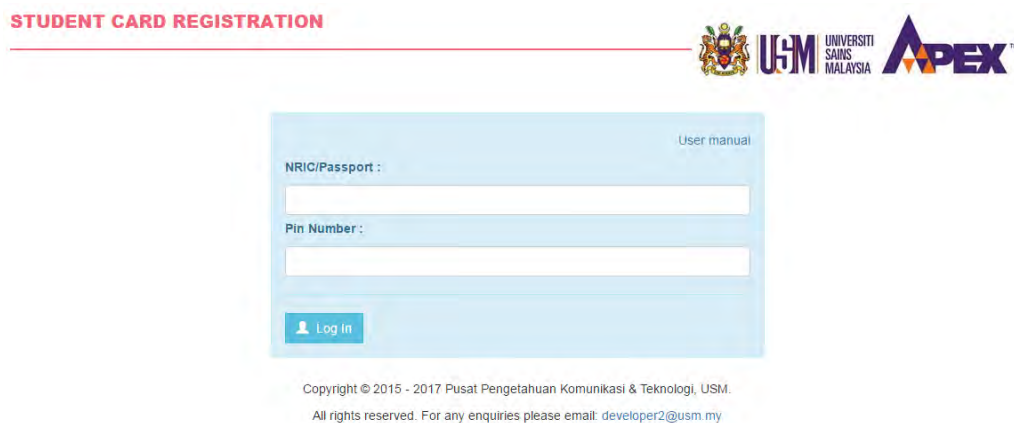
Step 4: Self Upload for Smart Card

You need to upload a white background passport-sized photograph for your [Smart Card](#). For those who successfully created the smart card before the deadline, the card will be ready for collection on the first week of class at the respective schools/centres/institutes.

Do not proceed this step if you are changing your passport number. You need to update IPS first, otherwise if your Student Card has been successfully printed with the old passport number, you need to apply for a new student card with additional payment.

Please note that this step will no longer be available after 17 October 2021. Student will need to skip this part at that time and manually process it on a later date.

STUDENT CARD REGISTRATION



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All rights reserved. For any enquiries please email: developer2@usm.my

Step 5: Course Registration and Tuition Fee Payment

Students are required to complete the course registration and tuition fee payment. Students will then be allowed to attend classes, access to e-learning portal and use the University's facilities.

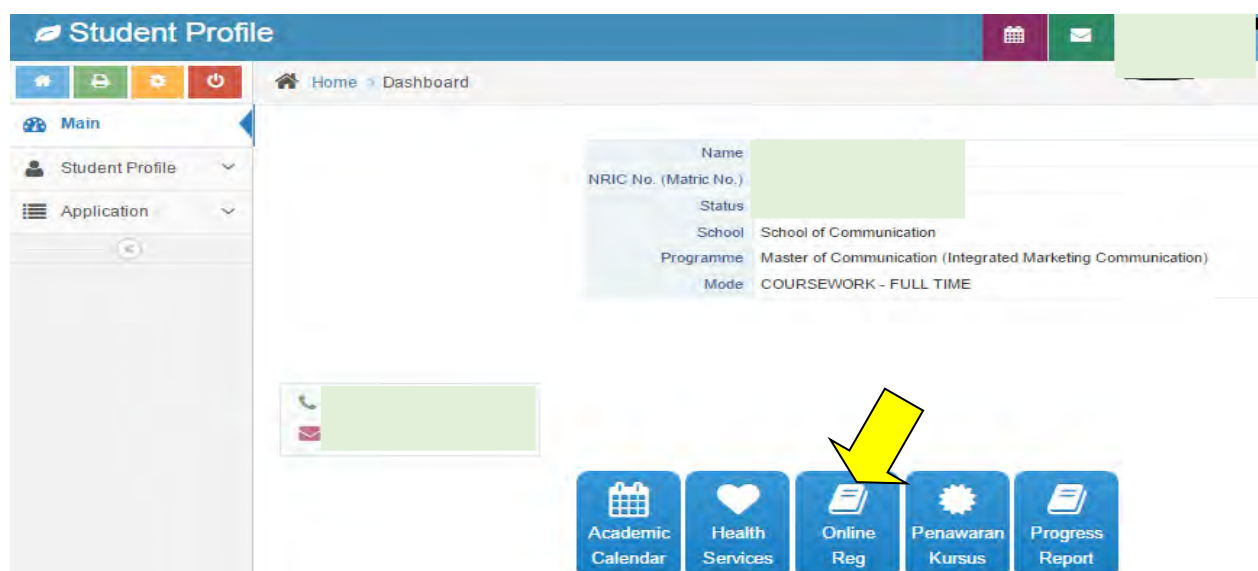
Please note that this step will be available from 2 August 2021.

Log-in to Campus Online portal (<https://campusonline.usm.my/>) by using the ID and password created at Step 3 previously. You can register for courses that you wish to follow for that particular semester.

Please refer to the program timetable at [IPS website](#) or if it is not available, please refer to your respective schools.

Tuition fee is to be paid before activation of status can be done. Total fees will be automatically calculated by the system depending on how many courses registered.

A: Click the Online Reg button



B: Select the required courses, follow steps as the below sequence.

Name : School : IC Number : Matrix Number : Current Status : **Due For Payment**

Drop Courses | **Add Courses**

1 Courses Offered : Select course(s) to register

Code	Title	Unit
<input type="checkbox"/> NDP504	MASTER'S IN SUSTAINABLE DEVELOPMENT PRACTICE PROJECT	5
<input type="checkbox"/> NDP512	SOCIAL SERVICES MANAGEMENT	3
<input type="checkbox"/> NDP517	ECONOMIC ANALYSIS FOR SUSTAINABLE DEVELOPMENT	3
<input type="checkbox"/> NDP544	APPLICATION OF ENVIRONMENTAL SCIENCE	3
<input type="checkbox"/> PLG597	PRAKTIKUM DALAM BIMBINGAN DAN KAUNSELING	8
<input type="checkbox"/> PLG598	PROJEK PENYELIDIKAN	8

2 Submit ---->

Selected Course(s).
 NDP504
 1 courses selected
 Total 5 units

3 Continue To Step 2 >>

C: Change the course type. If the selected courses are correct, click Confirm.

Name : School : IC Number : Matrix Number : Current Status : **Due For Payment**

Drop Courses | **Add Courses**

Courses Registered

No.	Date	Code	Title	Type	Unit
1	19/2/2020	NDP504	MASTER'S IN SUSTAINABLE DEVELOPMENT PRACTICE PROJECT	Core (C)	5
2	10/2/2020	NDP517	ECONOMIC ANALYSIS FOR SUSTAINABLE DEVELOPMENT	Core (C)	3
3	19/1/2020	NDP544	APPLICATION OF ENVIRONMENTAL SCIENCE	Elective (E)	3
4	19/2/2020	NDP544	APPLICATION OF ENVIRONMENTAL SCIENCE	Core (C)	3
5	9/3/2020	NDP504	MASTER'S IN SUSTAINABLE DEVELOPMENT PRACTICE PROJECT	Select Type	5
				Select Type	19
				Core (C)	
				Elective (E)	

1 Confirm

2

Courses Drop

D: Click Method of Payment to proceed the payment step.

Below is the summary of the fees to be paid. If you are Malaysian student, the amount charged will be in Malaysian Ringgit and if you are International student, the amount charged will be in USD.

Summary Method of Payment
My Pre-Registration. Query? email: record_ips@

* How to make a payment? please click [here](#) or tab 'Method of Payment'.

ITEM	DEBIT	CREDIT				
Balance Forward	MYR-	MYR-				
No.	Date	Code	Title	Type	Unit	
1	22/1/2020	YSK505	QUALITATIVE COMMUNICATION RESEARCH METHOD	Elective	4	
2	22/1/2020	YSP501	PRINCIPLES AND PRACTICES OF INTEGRATED MARKETING COMMUNICATION	Core	3	
3	22/1/2020	YSP505	BRAND MANAGEMENT	Core	3	
					Total Unit:	10

Add/Drop Courses

Non-Recurring Fee (Yuran Tak Berulang)
 Yuran Pendaftaran (Registration Fees) MYR 340.00
 Bayaran Yuran Pendaftaran (Registration Fees Payment) MYR - MYR 340.00

Recurring Fees (Yuran Berulang)
 Yuran Pengajian (Tuition Fees) MYR 3,600.00 (MYR360.00 x 10 unit)

Amount To Pay : MYR 3,600.00

Reprint Bill

Summary Method of Payment
My Pre-Registration. Query? email: record_ips@

* How to make a payment? please click [here](#) or tab 'Method of Payment'.

ITEM	DEBIT	CREDIT				
Balance Forward	USD-	USD-				
No.	Date	Code	Title	Type	Unit	
1	24/1/2020	YSP505	BRAND MANAGEMENT	Core	3	
2	24/1/2020	YSP508	MESSAGE DESIGN FOR INTEGRATED MARKETING COMMUNICATION	Core	3	
3	24/1/2020	YSP509	INTERNATIONAL ADVERTISING	Core	3	
					Total Unit:	9

Non-Recurring Fee (Yuran Tak Berulang)
 Yuran Pendaftaran (Registration Fees) USD 227.50
 Bayaran Yuran Pendaftaran (Registration Fees Payment) USD - USD 227.50
 Jaminan diri (Personal Bond) USD 475.00

Recurring Fees (Yuran Berulang)
 Yuran Pengajian (Tuition Fees) USD 1,203.75 (USD133.75 x 9 unit)

Amount To Pay : USD 1,678.75

Reprint Bill

E: Click e-Payment or direct online payment transaction.

For any enquiries regarding the payment process, email to pelajar_eng@usm.my

U.S.M. APEX SMCU-IPS INSTITUTE OF POSTGRADUATE STUDIES

Name : School : IC Number : Matrix Number : Current Status : **Due For Payment**

Summary Method of Payment
My Pre-Registration. Query? email: record_ips@usm.my

Attention All Postgraduate Students!
 Payment of fees can be made through the following options:

- e-Payment** ([click here](#))
- Bursary Counter**
 Cheque, Bank Draft, Credit/Debit Cards are accepted for transaction at the Bursary Counter.
 *Cheque/Bank Draft - payable to Universiti Sains Malaysia

Thank you.

F: The below page will be shown and you can proceed the payment steps until complete.

Versi Bahasa | English Version

ePayment UNIVERSITI SAINS MALAYSIA

Main Menu

- Main Page
- Services
 - Student Invoice
 - Main Campus (Penang)
 - Health Campus (Kelantan)
 - Engineering Campus
 - Penalty
 - Breach of Contract
 - Compound
 - Student Disciplinary
 - Penalty Academic Dress
 - Health
 - HUSH
 - IPPT
 - Pusat Sejahtera
 - Accommodation
 - APEX HALL
 - CEMACS
 - Desasiswa Utama
 - Library
 - Main Campus
 - Health Campus
 - Engineering Campus
 - Pusat Islam
 - Bilik Tetamu
 - Sport Utilities

Invoice Description

Please ensure the information displayed is accurate before proceed for payment.

Payment Information

Payment For : [Redacted]
 Bill/Invoice No. : [Redacted]
 Passport/IC No. : [Redacted]
 Student's Name : [Redacted]
 Payment Total : [Redacted]
 Payment Total (MYR) : [Redacted]

Payment Document Description

Document Status : **Proforma**
 Proforma Invoice Number : **PR0000145866**

Description	Amount (USD)	Tax (USD)
TUITON FEE	2,456.25	0.00
Total (USD)	2,456.25	
Tax Total (USD)		0.00
Grand Total (USD)	2,456.25	

Next

This status **Current Status - Due For Payment** will be shown after the payment. USM Bursary Team will update the status from time to time after checking the payment confirmation. Please make sure you print or save the receipt of payment for future reference. Your course registration will be considered complete after your payment status for all courses being updated like this **Current Status - The payment was confirmed on**

List of the registered courses will be shown in your Campus Online profile on the first day of the new semester started.

Step 6: Self-Registration (Online)

All students are required to upload all the required document through the online form <https://form.jotform.com/ipsusm/online-registration-cwmm>. Please refer to the checklist of required documents to be uploaded for this process in **Appendix A**.

Please note that if you have successfully completed the fee payment but fail to complete this Self-Registration part, you are still not considered as a Registered Student of USM.

UNIVERSITI SAINS MALAYSIA INSTITUTE OF POSTGRADUATE STUDIES

Postgraduate Online Registration Form
 (Coursework/Mix/Online Studies Mode)

Greetings to all students!

This online registration is for Coursework/Mix/Online Studies programmes.

Submission of document is accepted as below:

	March Intake	October Intake
Period for student to submit document	1 February - 16 March	1 September - 4 October 1 September - 17 October (latest update)
Semester Commence	22 March 2021	11 October 2021 25 October 2021 (latest update)

Should you have uploaded all the required documents and submitted the form, you will receive a notification through the email address that you have provided in the form.

Step 7: Student Activation Status

Activation of status from **New Enrollment** to **Active** will be made after the confirmation of tuition fee payment and/or from 1 September until 17 October 2021. Your candidature status will be activated and you will be notified through email with the following documents:

- i. Confirmation of Registration Letter
- ii. Softcopy of Postgraduate Student Handbook
- iii. Student Profile Page

ON-CAMPUS PHASE

Step 8: Collection of Student Card

You can collect your Student Card at your respective School/Centre/Institute (if you have successfully completed the Self Upload process) in the first week after the semester started. For those who manually submitted their photo after the Self-Upload deadline, the collection date will be announced later.

Step 9: Medical Report

For international students, Health Examination is required to be completed at USM Health Facilities Centres/ USM Hospital / Malaysian Public Hospitals or Clinics only. It has to be done after arrival to Malaysia and a copy of the report must be submitted to IPS Office before collection of the Student Card.

Step 10: Activation of Student Card

Activation of Student Card can be done directly at the USM Library premises for the use of physical library facilities such as to borrow books.

DOCUMENT CHECKLIST FOR ONLINE REGISTRATION

Name: _____

I/C No. or Passport no.: _____

Checklist for softcopy documents that need to be **submitted online** for registration.

- | | |
|---|--------------------------|
| 1. Copy of Offer Letter | <input type="checkbox"/> |
| 2. Health Declaration Form (international students) – Page 11
Medical Examination Report (local students) – Page 12 – 16 | <input type="checkbox"/> |
| 3. Confirmation of Registration Form (Part A to D) – Page 17 – 18 | <input type="checkbox"/> |
| 4. Student Pledge Form – Page 19 | <input type="checkbox"/> |
| 5. Passport sized photograph with white background | <input type="checkbox"/> |
| 6. Scholarship / sponsorship letter of offer (if any) / Payment receipt | <input type="checkbox"/> |
| 7. EMGS Approval Letter or eVAL from the Malaysian Immigration
<i>*applicable for International Students</i> | <input type="checkbox"/> |

Note:

Health Declaration Form is applicable for international students who have yet to arrive in Malaysia.
Upon arrival to Malaysia, a complete Medical Examination Report is necessary to be submitted to IPS.

All the above document can be submitted via this platform ([CLICK HERE](#)).

You are required to complete this process latest by 17 October 2021.

HEALTH DECLARATION FORM

I hereby declare that I am free from the following diseases/conditions:

ITEMS	SELF		IF NO, PLEASE STATE	IF YOU HAVE SOUGHT CONSULTATION FOR ANY OF THE LISTED DISEASES/CONDITION, YOU ARE REQUIRED TO SUBMIT YOUR MEDICAL HISTORY/REPORT FROM YOUR TREATING PHYSICIAN TO EDUCATION MALAYSIA GLOBAL SERVICES (EMGS) PANEL CLINIC/UNIVERSITY HEALTH CENTRE.
	YES	NO		
Tuberculosis				
Hepatitis B				
Hepatitis C				
HIV				
Drug use/abuse of:				
1. Opiates				
2. Cannabinoids				
3. Amphetamine				
4. Methamphetamine				
Sexually Transmitted Diseases				
Congenital or Inherited Disorder				
Cancer				
Epilepsy				
Psychiatric Illness				
Other illness				

I declare that I will submit myself for compulsory Post-Arrival Health Examination as per Malaysian regulations. In the event that I should be diagnosed with any condition that deems me **UNSUITABLE** for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirements on the visit pass and exit before the pass expiration, or any deadline given to me whichever is earlier.

I declare that in the event I should be diagnosed with any conditions that does not require my removal from Malaysia but requires medical treatment and I choose to remain in Malaysia to continue my studies, I will bear any and all costs relating directly or indirectly towards the medical management of my medical condition.

I confirm that EMGS Panel Clinic/University Health Centre shall not be responsible in any manner or whatsoever, arising out of EMGS Panel Clinic/University Health Centre certification of my medical status as suitable to study or reside in Malaysia despite the medical condition described above. I further undertake to hold EMGS Panel Clinic/University Health Centre harmless from any loss or liability arising from this decision and agree to indemnify and keep EMGS Panel Clinic/University Health Centre from any loss or liability arising from this decision.

.....
Date (dd/mm/yyyy)

.....
Name as indicated in the passport

.....
Signature

.....
Passport number

SECTION 1

(PART B) - Please tick (✓) in the relevant box

Declaration of self and family illness. Explain in full if you or your family has any of the following illness.

• Immediate family refers to father, mother, brothers / sisters

MEDICAL PROBLEMS	SELF		IMMEDIATE FAMILY		If "Yes" please state
	Yes	No	Yes	No	
1. Congenital or inherited disorder					
2. Allergy					
3. Mental illness					
3. Fits, stroke, other neurological disease					
5. Diabetes Mellitus					
6. Hypertension					
7. Heart or vascular disease					
8. Asthma					
9. Thyroid disease					
10. Kidney disease					
11. Cancer					
12. Tuberculosis					
13. Drug addiction					
14. AIDS, HIV					
15. History of surgery					
16. Other illness					

Current medication (Long term)

IMMUNISATION HISTORY (where applicable)	DATE IMMUNISED				
1. Yellow Fever*					
2. BCG*					
3. Meningitis (Quadrivalent)*					
4. Hepatitis B*					
5. Others					

** Applicable for international candidates only.*

I hereby certify that the information given above is true. I understand that my application will be rejected if there is any false information given.

Date

Signature of candidate

SECTION 2 - PHYSICAL EXAMINATION

To be filled by examining doctor

1. BASIC MEASUREMENT	
HEIGHT : _____ m	BLOOD PRESURE : _____ mmHg
WEIGHT : _____ kg	PULSE RATE : _____ / min
VISION TEST : Unaided : (R) (L) Aided : (R) (L)	COLOUR VISION TEST: NORMAL / ABNORMAL

2. GENERAL EXAMINATION			
ITEM	YES	NO	COMMENT
a. DEFORMITIES			
b. PALLOR			
c. CYANOSIS			
d. JAUNDICE			
e. OEDEMA			
f. SKIN DISEASES			

3. SYSTEM EXAMINATION			
ITEM	NORMAL	ABNORMAL	COMMENT
a. EYES (Including fundus copy)			
b. EARS			
c. NOSE			
d. ORAL CAVITY / THROAT			
e. NECK			
f. HEART			
g. LUNGS			
h. ABDOMEN / HERNIAL ORIFICES			
j. MENTAL CONDITION			
k. MUSCULOSKELETAL SYSTEM			

SECTION 3 - INVESTIGATIONS

To be filled by examining doctor

1. URINE TEST		
ITEM	DATE TAKEN	RESULT
a. ALBUMIN		
b. SUGAR		
c. MICROSCOPIC		
d. MORPHINE		
e. CANNABIS		
f. AMPHETAMINES TYPE STIMULANT		

** International candidates are required to conduct all the above tests.*

** Malaysian candidates are required to conduct tests for item a, b, and c only.*

2. BLOOD TEST (Please attach all the original lab report)		
ITEM	DATE TAKEN	RESULT
a. HEPATITIS Bs ANTIGEN		
b. HEPATITIS C		
c. HIV		
d. VDRL / TPHA		
e. MALARIAL PARASITE		

** International candidates are required to conduct all the above tests.*

** Malaysian candidates for Master of Medicine, Master of Surgery and Master of Pathology are required to conduct tests for item a, b, and c only.*

** Malaysian candidates for other programs are NOT required to conduct Blood Test.*

3. CHEST X-RAY INFORMATION	
CHEST X-RAY NO.	
DATE TAKEN	
PLACE TAKEN	
REPORT	

SECTION 4 - CERTIFICATION BY THE EXAMINING DOCTOR

Please tick (✓) in the appropriate box

I certify that I have on this date _____ examined Mr. / Ms. _____

IC / Passport No. _____ and found him / her: -

IN GOOD HEALTH

HAVING THE FOLLOWING MEDICAL COMPLICATION(S) (Please State)

UNDERGOING TREATMENT FOR: (Please State)

Date _____

Signature of Doctor _____

Name of Doctor _____

Qualification _____

Hospital / Clinic _____

Registration Number _____

Official Stamp _____

Remarks by University / College Official



CONFIRMATION OF REGISTRATION FORM

FULL NAME (AS PASSPORT / IC):

IDENTITY CARD NO. (MALAYSIAN STUDENT):
STUDENT):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PASSPORT NO. (INTERNATIONAL

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SCHOOL / CENTRE / INSTITUTE:

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A. DEGREE TYPE

DOCTOR OF PHILOSOPHY / DOCTORAL

MASTER

B. CANDIDATURE TYPE

FULL TIME

PART TIME

C. STUDENT DECLARATION

I agree that the copyright to a thesis belongs to the student. However, as a condition of being awarded the degree, I hereby grants to the University, a free, ongoing, non-exclusive right to use the relevant work and/or thesis for the University's teaching, research and promotional purposes as well as free and the non-exclusive right to retain, re-produce, display and distribute a limited number of copies of the thesis, together with the right to require its publication for further research and archival use.

_____ Date

_____ Signature of Candidate

D. GRADUATION REQUIREMENT FOR RESEARCH MODE PROGRAMME

Please be informed that all postgraduate research mode students are compulsory to fulfil the following publication requirements for graduation. These requirements applied for registered students starting from Semester 1, Academic Session, 2017/2018 and onwards:

CLUSTER	MASTER	DOCTOR OF PHILOSOPHY
Sciences/ Engineering/ Health & Medical	At least one (1) article journal, accepted or published in journals / proceedings indexed by WoS / SCOPUS	At least one (1) article journal published or accepted in journal indexed by WoS Q1/Q2; or At least two (2) article journal, accepted or published in journals indexed by WoS/ SCOPUS
Arts	At least one (1) article journal, accepted or published in any categories listed below: i. Journals/proceedings indexed by WoS / SCOPUS / ERA ii. Journals by the University or listed in myJurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Centre) iii. Book chapters published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or Penerbit USM or MAPIM	At least one (1) article journal, accepted or published in journals indexed by WoS / SCOPUS / ERA or At least two (2) articles, accepted or published in any categories listed below: - i. Journals by the University or listed in myJurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Centre) ii. Book chapters published by publishers listed in the Thomson Reuters Web of Science (WoS) Master Book List or Penerbit USM or MAPIM
Authorship	Publications accepted must be published with the supervisor(s). The candidate must be the first student author. Only the first student author is allowed to use this article to fulfil his/her graduation requirement.	
Plagiarism	Plagiarized article will not be accepted for graduation requirement.	
Topic of publications	Publications accepted must be related to his/her thesis/dissertation in his/her thesis.	
Affiliation	Publications accepted must carry USM affiliation.	
Blacklisted journals	Publications in the following journals are NOT accepted: <ul style="list-style-type: none"> List of blacklisted journal publishers by Ministry of Higher Education, Malaysia https://referencephsuum.files.wordpress.com/2013/06/four-4-publishers-not-recognized-by-malaysia-ministry-of-education.pdf Beall's List of Predatory Publishers https://clinicallibrarian.wordpress.com/2017/01/23/bealls-list-of-predatory-publishers/ 	

Date

Signature of Candidate

(For IPS Office Use Only)

Registration date :	IPS Staff confirmation :
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STUDENT'S PLEDGE FORM

I HEREBY SOLEMNLY AND SINCERELY DECLARE THAT I ACCEPT THE STATUS AS A REGISTERED STUDENT OF **UNIVERSITI SAINS MALAYSIA**, AND I AGREE TO ABIDE BY THE STUDENTS DISCIPLINARY RULES AND ALL THE UNIVERSITY REGULATIONS, AND ORDERS AS DETERMINED AND ENFORCED BY THE UNIVERSITY AUTHORITY FROM TIME TO TIME.

I PLEDGE TO ABIDE BY THE PRINCIPLES OF THE UNIVERSITY CONSTITUTION, AND REGULATIONS THERETO TO ENSURE PEACE AND HARMONY IN THIS CAMPUS.

I ALSO PLEDGE TO STRIVE FOR EXCELLENCE IN MY FIELD, AND TO APPLY KNOWLEDGE AS A KEY TOWARDS ACHIEVING SUCCESS AND SUSTAINABILITY FOR TOMORROW.

I UNDERTAKE TO UPHOLD THE HONOUR AND REPUTATION OF **UNIVERSITI SAINS MALAYSIA**.

FULL NAME: _____
AS IN PASSPORT/ MALAYSIAN ID CARD (USE CAPITAL LETTER)

IC.NO/PASSPORT NO: _____

SCHOOL/CENTRE/INSTITUTE: _____

PROGRAMME OF STUDY: _____

DATE OF-SELF REGISTRATION: _____

SIGNATURE: _____

IMPORTANT CONTACT DETAILS

UNIT	CONTACT NO.	E-MAIL
ADMISSION (Registration matters) (Postponement of registration date)	Main Campus +604 – 653 6309 +604 – 653 2958 (CWMM) +604 – 653 2958 (CWMM) +604 – 653 2944 (CWMM) +604 – 653 6027 (Research) +604 – 653 2946 (Research) +604 – 653 2946 (Research) +604 – 653 2951 +604 – 653 2937 Engineering Campus +604 – 599 5075 (Mixed Mode) +604 – 599 5060 (Research) +604 – 599 6525 Health Campus +609 – 767 2383 +609 – 767 2384	admission_ips@usm.my nuryaakop@usm.my ayunizulikha@usm.my noradilahr@usm.my angelolive@usm.my snfa@usm.my siti_hajar@usm.my syazira@usm.my farah_man@usm.my julia_ahmad@usm.my mohd_azri@usm.my srnorasmah@usm.my ridhuan@usm.my haznida@usm.my
BURSARY (Fees related matters)	+604 – 599 5024	bsbaizura@usm.my pelajar_eng@usm.my
FELLOWSHIP (Financial Assistance)	+604 – 653 2983	noorzamreena@usm.my
VISA (Student Pass matters)	Main / Engineering Campus +604 – 653 2493 +604 – 653 2777 Health Campus +609 – 767 2033 Sains@KL +03 – 2681 0091	visa@usm.my msidek@usm.my fadzilla@usm.my sulbahri@usm.my hafezie@usm.my
ON-CAMPUS ACCOMMODATION	Main Campus +604 – 653 4050 +604 – 653 3192 Health Campus +609 – 767 1316 +609 – 767 1302 +609 – 767 1346 Engineering Campus +604 – 599 5514 +604 – 599 5504	shalina@usm.my bfpphostel@gmail.com hafidz@usm.my pbsyazana@usm.my dlfahrul@usm.my

SCHOOL/CENTRE/INSTITUTE PERSONNEL		
MAIN CAMPUS		
School of Housing, Building and Planning	+604-653 6193	ferial@usm.my
School of Industrial Technology	+604-653 2218	rasslene@usm.my
School of Biological Sciences	+604-653 4035	ezliza@usm.my
School of Chemical Sciences	+604-653 3540	subrag@usm.my
School of Communication	+604-653 3600	hasfizani@usm.my
School of Computer Sciences	+604-653 3263	zuhaida@usm.my
School of Distance Education	+604-653 2302	nazira_za@usm.my
School of Educational Studies	+604-653 2049	jayajohan@usm.my
School of Humanities	+604-653 3850	bazilah@usm.my
School of Languages, Literacies and Translation	+604-653 4543	bfaridah@usm.my
School of Management	+604-653 3367	mnnooraida@usm.my
School of Mathematical Sciences	+604-653 2629	wafi@usm.my
School of Pharmaceutical Sciences	+604-653 4593	faizbadiozaman@usm.my
School of Physics	+604-653 3025	edzuwyn@usm.my
School of Social Sciences	+604-653 3362	fikri_ay@usm.my
School of Arts	+604-653 3620	hidayahrahman@usm.my
Advanced Medical & Dental Institute	+604-562 2352	yusmadi@usm.my
Analytical Biochemistry Research Centre (ABrC)	+604-653 4696	amiraazman@usm.my
Centre for Chemical Biology	+604-653 5513	zulkiflimdy@usm.my
Centre for Drug Research	+604-653 3274	nurulamira_ali@usm.my
Centre for Global Archaeological Research	+604-653 4148	azmandarus@usm.my
Centre for Global Sustainability Studies	+604-653 2461	muzalifah@usm.my
Centre for Instructional Technology and Multimedia	+604-653 3225	azzah@usm.my
Centre for Islamic Development Management Studies	+604-653 4601	ahmad_shaharil@usm.my
Centre for Marine and Coastal Studies	+604-653 2604	alif_rashidi@usm.my
Centre for Policy Research and International Studies	+604-653 3385	zuraida@usm.my
Collaborative Microelectronic Design Excellence Centre (CEDEC)	+604-653 5628	nuha@usm.my
Graduate School of Business (GSB)	+604-653 2795	mariyam@usm.my
Institute of Nano Optoelectronics Research and Technology (INOR)	+604-653 5640	wanrosdan@usm.my
Institute for Research in Molecular Medicine	+604-653 4808	redzuan@usm.my
National Advanced IPv6 Centre	+604-653 3001	malar@usm.my
National Higher Education Research Institute	+604-653 5754	dhurga_ragava@usm.my
National Poison Centre	+604-653 2078	rosilawaty@usm.my

ENGINEERING CAMPUS		
River Engineering & Urban Drainage Research Centre	+604-599 5464	dunorzaide@usm.my
School of Aerospace Engineering	+604-599 5967	sitihajarms@usm.my
School of Chemical Engineering	+604-599 5880	kamil.ashar@usm.my
School of Civil Engineering	+604-599 6209	liliqzaharah@usm.my
School of Electrical and Electronic Engineering	+604-599 6011	normala@usm.my
School of Materials and Mineral Resources Engineering	+604-599 5003	mdkamal@usm.my
School of Mechanical Engineering	+604-599 6305	cerasyidah@usm.my

HEALTH CAMPUS		
School of Dental Sciences	+609-767 5522	shmastura@usm.my
School of Health Sciences	+604-767 7522	ithma@usm.my
School of Medical Sciences	+604-767 6052	zubaidahkck@usm.my

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Institute of Postgraduate Studies

Universiti Sains Malaysia

11800 USM

Penang, MALAYSIA

email : admission_ips@usm.my

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