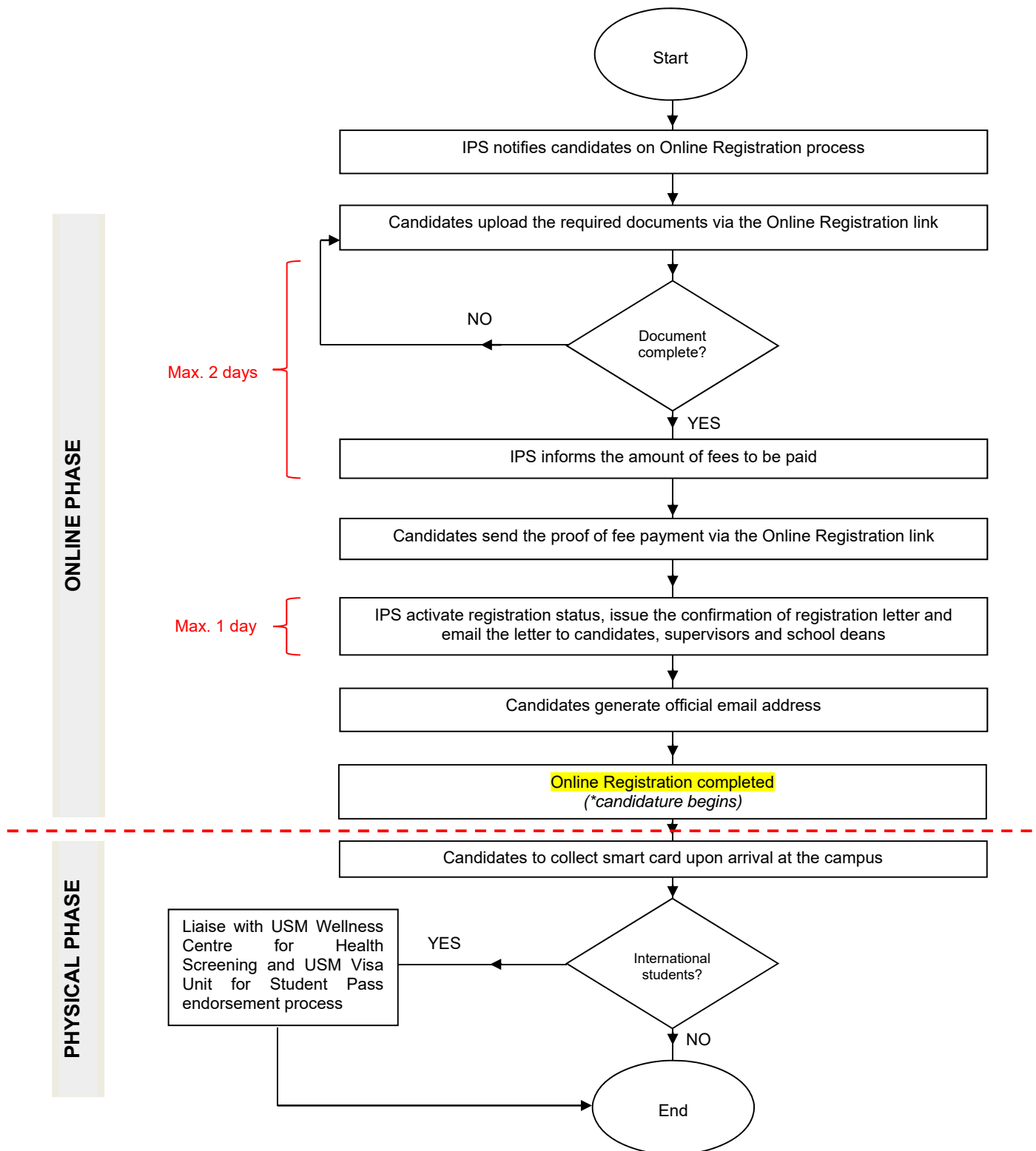




REGISTRATION GUIDELINES FOR NEW POSTGRADUATE STUDENTS

RESEARCH MODE

STEPS FOR REGISTRATION - RESEARCH MODE STUDENTS



* Student can start his/her research by communicating with the supervisor(s) and utilise USM online facilities as registered postgraduate students.

IMPORTANT:

Students are required to complete the whole process above. Failure to do so will lead to registration termination without prior notice.

RESEARCH MODE PROGRAMMES
REGISTRATION DATE

March Intake	
Candidate who register between the below listed date is going to pay:	
16/3 - 15/4	Full one semester tuition fee
16/4 - 15/5	(less) one month tuition fee
16/5 - 15/6	(less) two months tuition fee
16/6 - 15/7	(less) three months tuition fee
16/7 - 15/8	(less) four months tuition fee
16/8 - 15/9	(less) five months tuition fee
October Intake	
Candidate who register between the below listed date is going to pay:	
16/9 - 15/10	Full one semester tuition fee
16/10 - 15/11	(less) one month tuition fee
16/11 - 15/12	(less) two months tuition fee
16/12 - 15/1	(less) three months tuition fee
16/1 - 15/2	(less) four months tuition fee
16/2 - 15/3	(less) five months tuition fee
*16/3 - 15/4	(less) five months tuition fee

**Additional month due to the adjustment of Academic Calendar, 2021/2022*

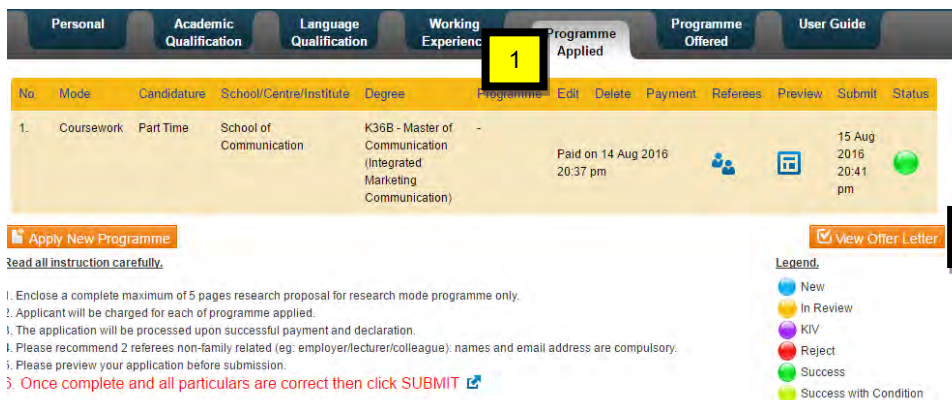
STEPS FOR REGISTRATION - RESEARCH MODE STUDENTS

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. You are required to physically be in campus after Malaysian government allowing all international students to obtain the Visa Approval Letter. Temporarily, only EMGS Approval Letter will be issued to all for the purpose of online registration into any universities in Malaysia.

Step 1 (B): Accepting Offer

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



The screenshot shows the 'Programme Applied' tab in the online application portal. A table lists the applied programmes. A yellow box with the number '1' highlights the 'Programme' column. Below the table, there is an 'Apply New Programme' button and a 'View Offer Letter' button, which is highlighted with a yellow box and the number '2'. A legend on the right side of the page explains the status icons: New (blue circle), In Review (yellow circle), KIV (purple circle), Reject (red circle), Success (green circle), and Success with Condition (light green circle).

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	

Apply New Programme
Read all instruction carefully.

View Offer Letter

Legend:
 New
 In Review
 KIV
 Reject
 Success
 Success with Condition

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**

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)	-		

Step 2: Online Registration

All students are required to upload all the required document through the online form <https://form.jotform.com/ipsusm/onlineregistrationips2> . Please refer to the checklist of required documents to be presented during this process. Refer to **Registration Steps and Forms** document.

Step 3: Payment of Fees

Upon the verification of all the documents, you will be informed regarding the fee amount that has to be paid. You are required to upload the receipt of payment in the online form and notify us through the person in-charge who had communicated with you via e-mail.

Step 4: Student Activation Status

Your status of candidature will be activated and you will be notified through email once. You will be provided with the following documents:

- i. Confirmation of Registration Letter
- ii. Pin No. for Self Enrolment (Student Email Registration)
- iii. Softcopy of Postgraduate Student Handbook

Step 5: Self Enrolment (Student Email Registration)

You are allowed to generate your own email by using your preferred email address. Use the pin number to activate your account at the Self Enrolment page (<https://self.usm.my/>).



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 students.

ON- CAMPUS PROCESS

Step 6: Collection of Student Card

You are required to come to IPS Office to collect your student card.

Step 7: Endorsement of Medical Report and Student Pass

For international student, you are required to get your medical report endorsed by USM Wellness Center and your Student Pass endorsed by USM Visa Unit.

Step 8: Activation of Student Card

You are advised to visit the library to activate your Student Card for the use of physical library facilities such as to borrow books.



Name: _____

I/C No.: _____

SECTION A

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

- | | | |
|---|--------------------------|--------------|
| 1. Copy of Offer Letter / Extension of Offer Letter | <input type="checkbox"/> | |
| 2. Medical Examination report | <input type="checkbox"/> | Page 6 - 10 |
| 3. Health Declaration Form (applicable for International students only) | <input type="checkbox"/> | Page 11 |
| 4. Confirmation of Registration Form (Part A – D) | <input type="checkbox"/> | Page 12 - 13 |
| 5. Student Pledge Form | <input type="checkbox"/> | Page 14 |
| 6. Change of Address Form (if necessary) | <input type="checkbox"/> | Page 15 |
| 7. Scholarship / sponsorship letter of offer (if any) | <input type="checkbox"/> | |
| 8. Passport-sized Photo with WHITE background (in JPEG/JPG/ PNG file only) | <input type="checkbox"/> | |
| 9. EMGS Approval Letter / eVAL (applicable for International students only) | <input type="checkbox"/> | |

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

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

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://referencephs.usm.files.wordpress.com/2013/06/four-4-publishers-not-recognized-by-malaysia-ministry-of-education.pdf Beall's List of Predatory Publishers https://predatoryjournals.com/publishers/ Beall's List of Predatory Journals https://predatoryjournals.com/journals 	

_____ Date

_____ Signature of Candidate

(For IPS Office Use Only)

Registration date :

IPS Staff confirmation :



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 smnorasmah@usm.my ridhuan@usm.my haznida@usm.my
BURSARY (Fees related matters)	+604 – 653 2995 (Main Campus) +604 – 599 5024 (Engineering) +609 – 767 2132 (Health Campus)	norhayaty@usm.my ukpbendahari@usm.my bsbaizura@usm.my pelajar_eng@usm.my imankck@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	mnooraida@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 5389	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

SCHOOL/CENTRE/INSTITUTE PERSONNEL		
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

Version: September 2021

Institute of Postgraduate Studies

Universiti Sains Malaysia

11800 USM

Penang, MALAYSIA

email : admission_ips@usm.my

www.admissions.usm.my

ADDENDUM

Malay Language (LKM100) or (LKM111) course registration.

- i. Students are advised to register this course manually at the School of Languages, Literacies and Translations.
- ii. No additional payment required for this course.
- iii. Students may register at any semester prior to graduation, but normally the School of Languages, Literacies and Translations will put high priority for students in the final year first.
- iv. Kindly refer to <https://ppblt.usm.my/index.php> for more details.

Research Methodology course registration.

- i. Students will be registered for Research Methodology course at the first semester. In case the date of registration has already exceeded week-2 after the semester started, students will be automatically listed for second semester group.
- ii. Additional payment of USD80 (international) or RM320 (Malaysian) will be charged upon registration.
- iii. Exemption to take this course is applicable, and subject to School approval and endorsement. Should students be exempted to take this course, official letter will be issued by IPS and refund of the fee paid will be made.