



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Azman Hashim
International Business School

POSTGRADUATE NEW INTAKE ACADEMIC BRIEFING

**AZMAN HASHIM
INTERNATIONAL
BUSINESS
SCHOOL**

PHAM3. PBSM3.
MHAM3. MHAM2. MBSC2. MBSM1

Be Entrepreneurial.
BE BOLD.

<https://business.utm.my>



Academic Programs



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Azman Hashim
International Business School

4

DOCTORAL

Programs
(JB & KL)

Doctor of Business
Administration (DBA)

Doctor of Philosophy

Doctor of Philosophy,
Field of Research : Management

Doctor of Philosophy,
Field of Research: Information
Systems

6

MASTERS

Programs
(JB & KL)

Master of Business
Administration

Master of Business
Administration (ODL)

Master of Management
(Specialization: Technology Management)

Master of Information
Technology
(Specialization: Information Technology
Management)

Master of Science
(Information Technology
Entrepreneurship)

Master of Philosophy
Field of Research: Management

3

UNDERGRADUATE

Programs
(JB)

Bachelor of Management
(Technology)
with Honours

Bachelor of Management
(Marketing)
with Honours

Bachelor of Accounting
with Honours

PG Academic Team



UTM
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DIRECTORS OF PROGRAM



Assoc. Prof. Norhayati Zakuan
*Director,
Business Administration*



Dr Aniza Othman
*Director,
Accounting & Finance*



Dr Suraya Miskon
*Director,
Information Systems*

HEADS OF PROGRAM



Dr Dewi Fariha Abdullah
*Post Graduate Academic
Manager*



Assoc Prof Dr Aslan Senin
*Program Coordinator,
Master of Management,
Master of Philosophy (Management)*



Tn Hj Md Hafiz Selamat
*Program Coordinator,
Master of Science
(Information Technology
Entrepreneurship)*

*Program Coordinator,
Doctor of Philosophy
(Management)
Master of Philosophy*



Dr Halina Mohamed Dahlan
*Program Coordinator,
Master of Information Technology*



Dr Mahadi Bahari
*Program Coordinator,
Doctor of Philosophy
(Information Systems)*

ADMINISTRATIVE STAFF



**Mdm Nor
Qamariah
Othman**
*Assistant
Registrar*



**Mr Mohd
Faizatulazhar
Zainuddin**
*Senior
Administrative
Assistant*



**Mdm Azlina
Gombak @Atan**
*Senior
Administrative
Assistant*



**Mdm Susilawati
Md Sukor**
*Administrative
Assistant*



**Mdm Norhafizah
Hamdan**
*Administrative
Assistant*



Prof. Dr Nur Naha Abu Mansor
Dean



Assoc. Prof. Dr Noriza Mohd Jamal
*Deputy Dean
(Academic & Student Affairs)*

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THE ROLES OF SPS, SRAD & AMD



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LOCATIONS for UTMKL

SPS, SRAD & AMD

Level 8, Razak Tower,

UTM Kuala Lumpur

LOCATIONS for UTMJB

SPS:

(School of Graduate Studies)

Level 2, Wing B, Block F54, UTM JB

SRAD:

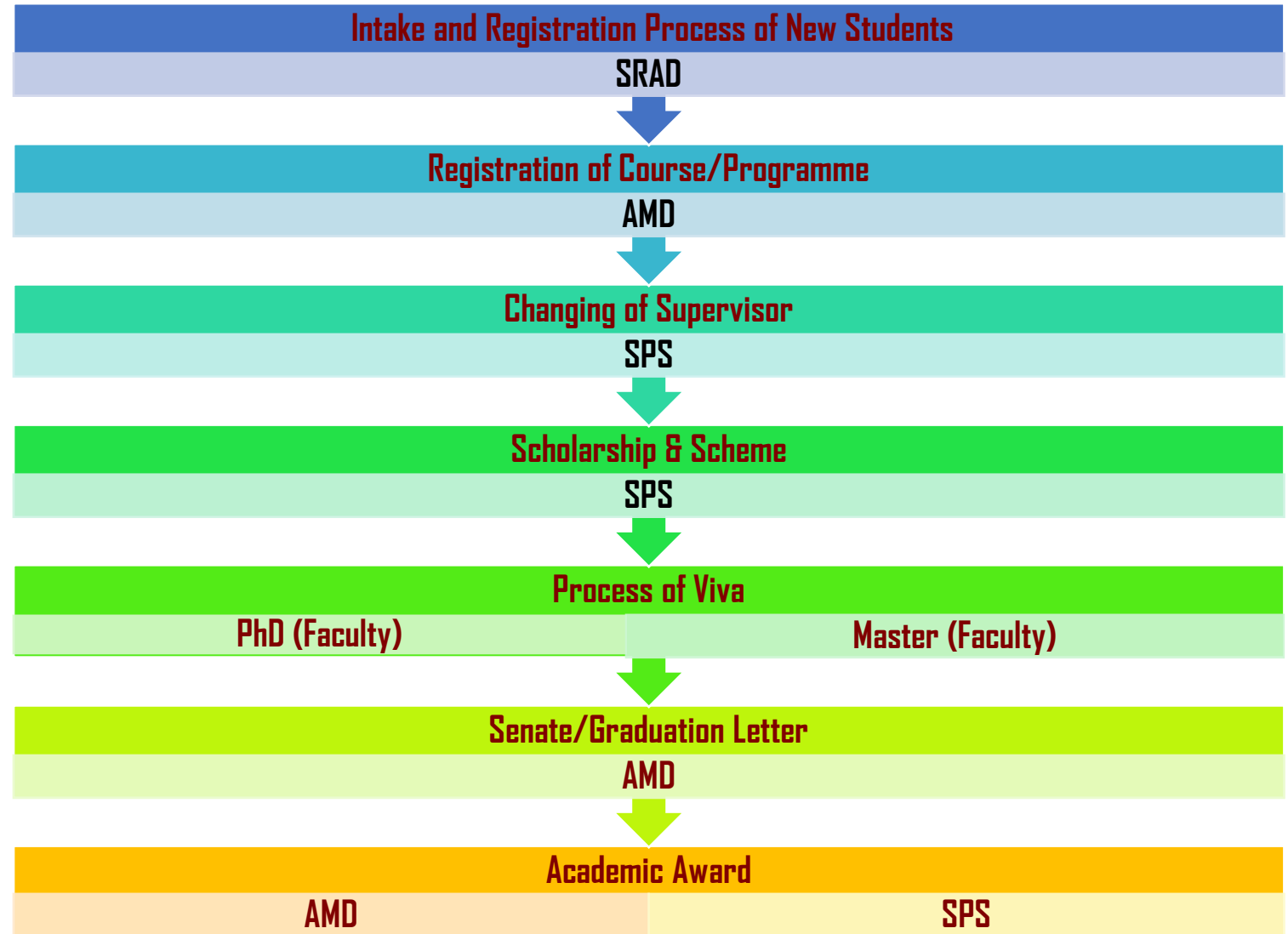
**(Student Recruitment & Admission
Division)**

Level 2, Wing A, Block F54, UTM JB

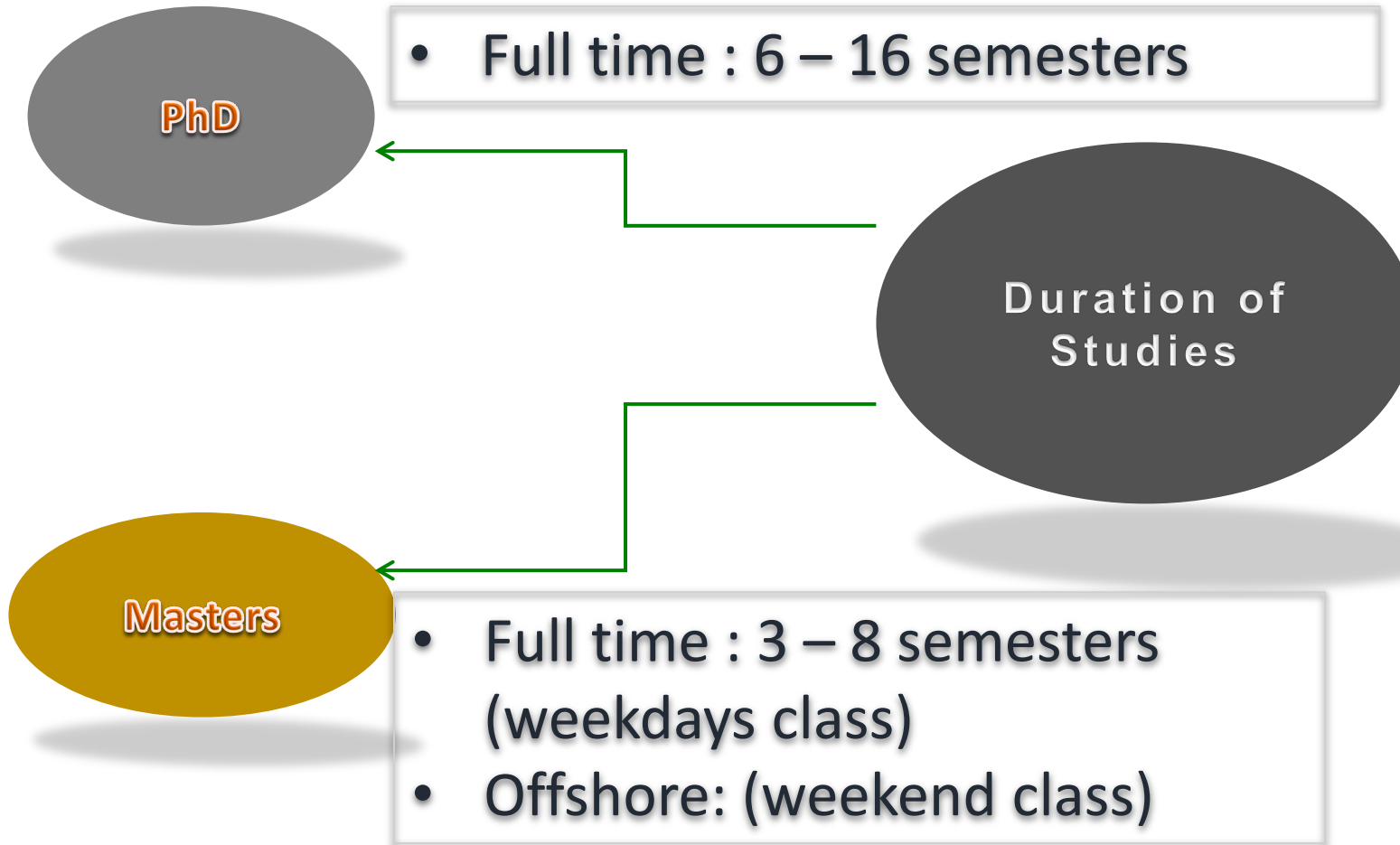
AMD:

(Academic Management Division)

Ground Floor, Wing A, Block F54,
UTM Johor Bahru



DURATION OF STUDIES



RESEARCH STUDENT PATHWAY



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

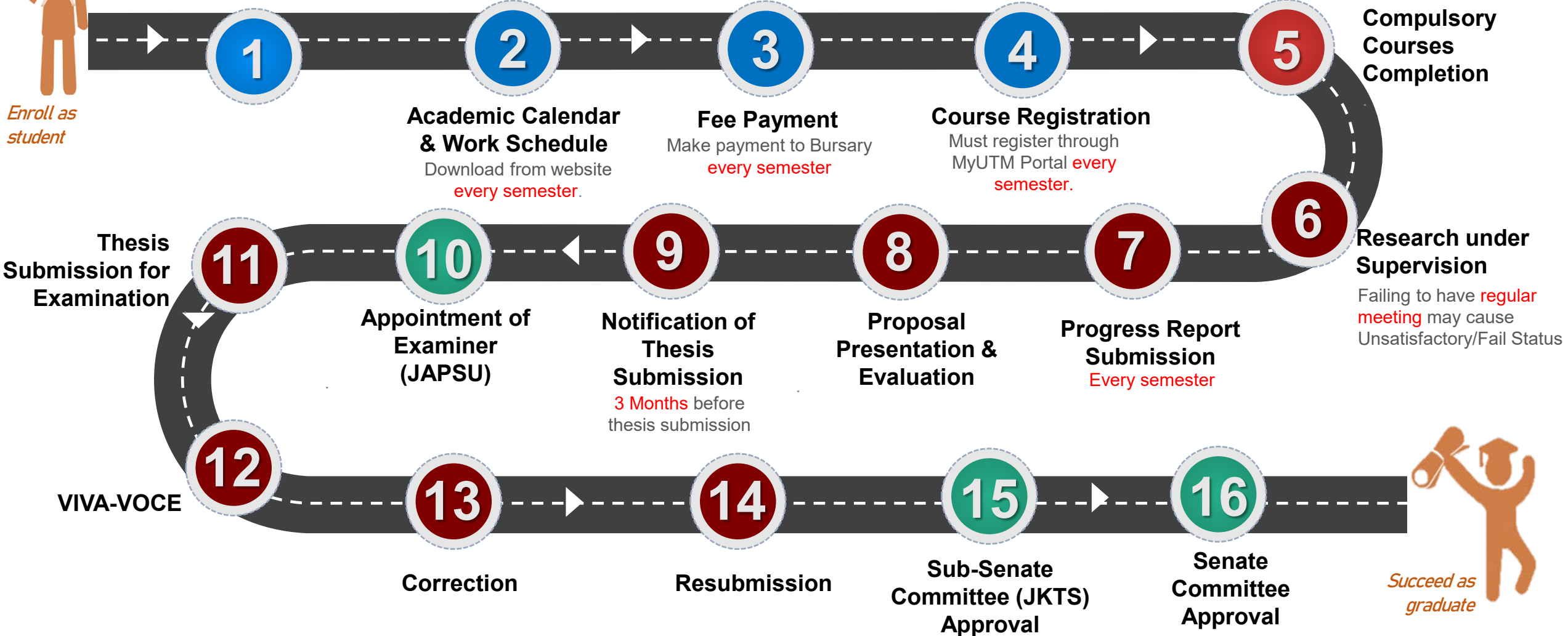
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Academic Program Structure

Get your academic program structure from faculty's office or website.



Enroll as student



MIXED MODE STUDENT PATHWAY



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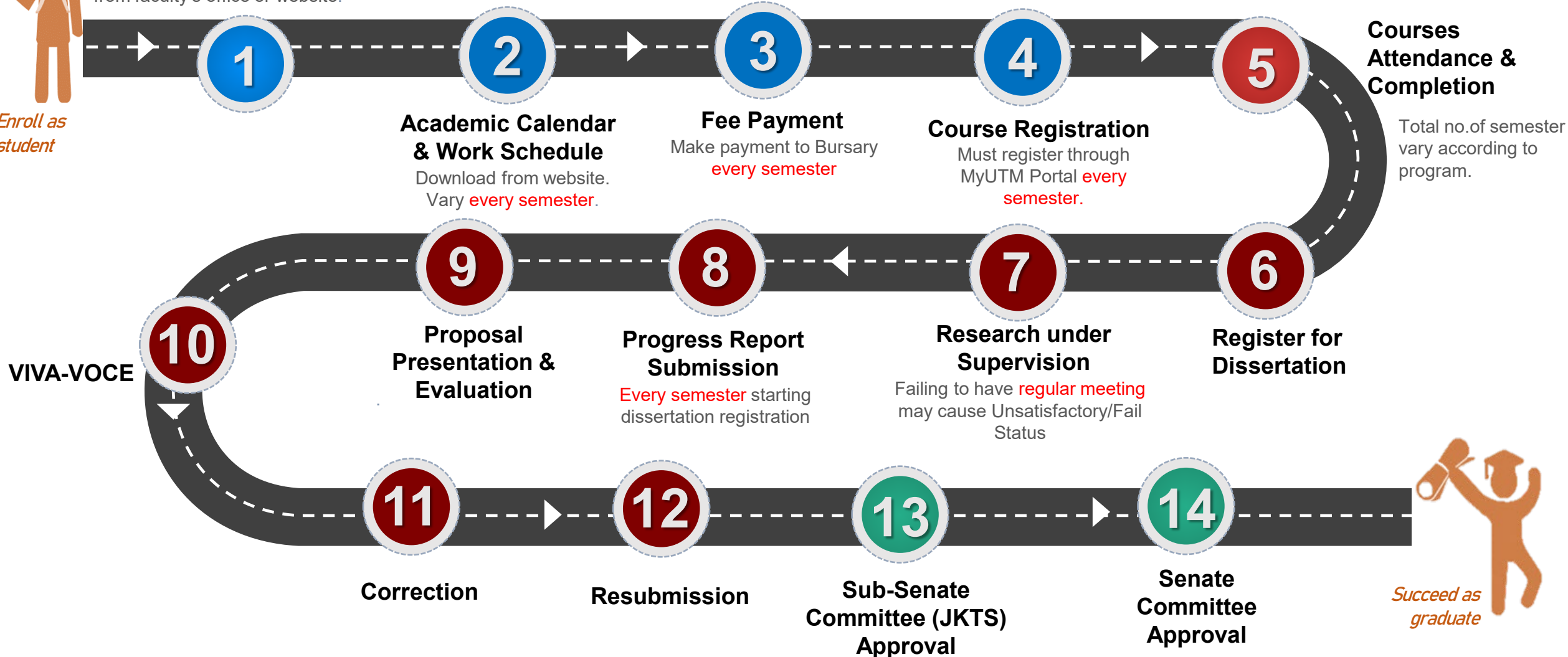
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Academic Program Structure

Get your academic program structure from faculty's office or website.



Enroll as student



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*Prepared by: AHBS 2020
REFERENCES: SPS & AMD*

TAUGHT COURSE STUDENT PATHWAY (M.Sc.(IT Entrepreneurship))



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International Business School

Academic Program Structure

Get your academic program structure from faculty's office or website.



Enroll as student

1

2

3

4

5

Academic Calendar & Work Schedule

Download from website.
Vary **every semester.**

Fee Payment

Make payment to Bursary
every semester

Course Registration

Must register through MyUTM Portal **every semester.**

Courses Attendance & Completion

Total no. of semester vary according to program.

9

Project Evaluation

8

Project Report Submission

7

Project under Supervision

6

Register for Project

10

Correction for Final Submission

11

Resubmission

12

Sub-Senate Committee (JKTS) Approval

13

Senate Committee Approval



Succeed as graduate

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Prepared by: AHBS 2020
REFERENCES: SPS & AMD

Definition of GOT PhD

01



GOT - MOHE
48 Months

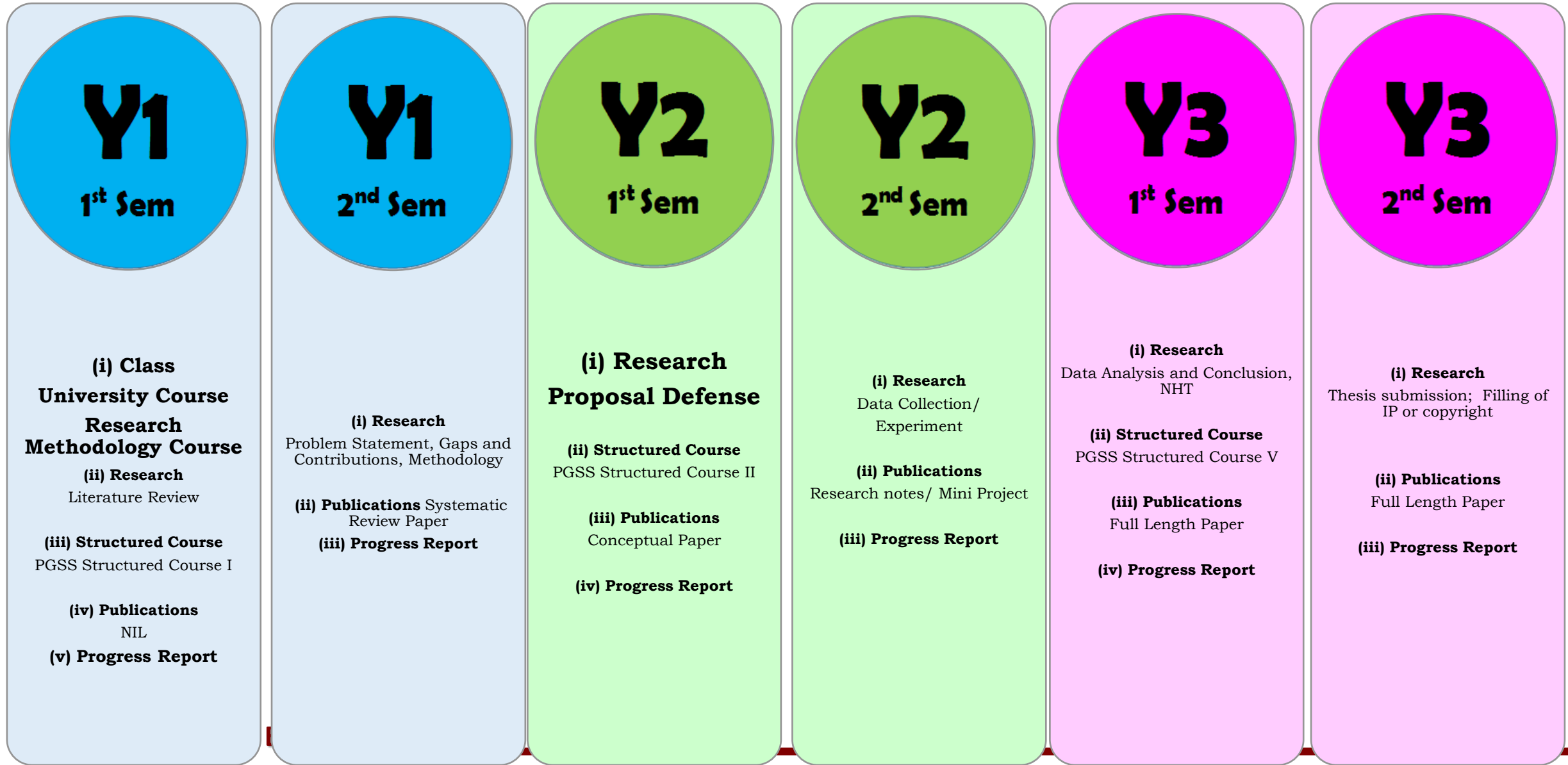
02



GOT - MyRAII
42 Months



PhD GRADUATE ON TIME (GOT) PATH





IMPORTANT DATES OF COURSE REGISTRATION FOR POSTGRADUATE PROGRAMME SEMESTER I, 2020/2021 SESSION

LATE COURSE REGISTRATION (WITH PENALTY)

JB : 1 – 5 NOVEMBER 2020

KL : 2 – 6 NOVEMBER 2020

(With penalty RM100 per course)

AMENDMENT OF COURSE REGISTRATION (WITH PENALTY)

JB : 15 – 19 NOVEMBER 2020

KL : 16 – 20 NOVEMBER 2020

(With penalty RM100 per course)

REMINDER & TERMINATION STATUS

A student must register a course/ research every semester. Those who fail to register without acceptable reasons will be

TERMINATED

OCT

COURSE REGISTRATION (ONLINE)

1 – 16 OCTOBER 2020

NOV

AMENDMENT OF COURSE REGISTRATION (ONLINE)

8 – 13 NOVEMBER 2020

NOV

NOV

COURSE WITHDRAWAL (TD)

JB : 22 NOV – 17 DEC 2020

KL : 23 NOV – 18 DEC 2020

(A penalty RM 100 per course will be charged after this date)

DEC

DEC

Updated by
AMD | Sep 2020



Things to **REMEMBER !!**

-  **Academic Calendar**
-  **Course Registration**
-  **Pay your Fees**
-  **Progress Report for Research**
-  **Complete and Attend Examination for Coursework**

<https://amd.utm.my/> or <https://sps.utm.my>



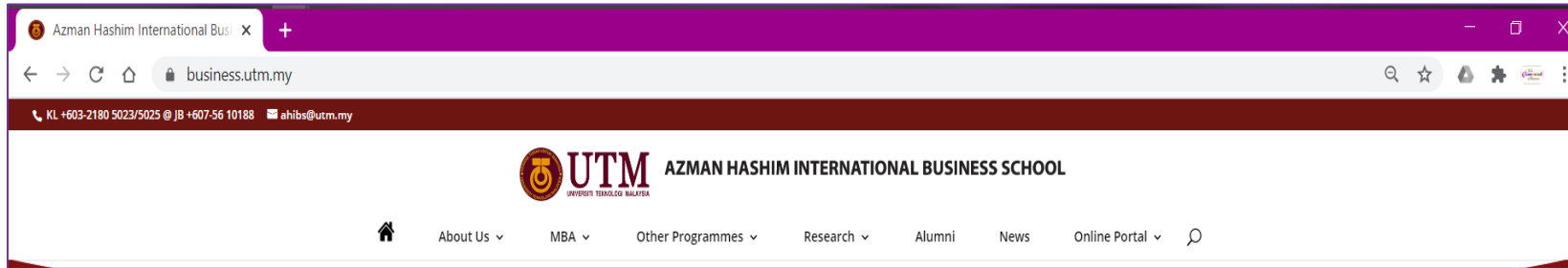
Login to Student Portal
<https://my.utm.my/>

MAIN REFERENCES :



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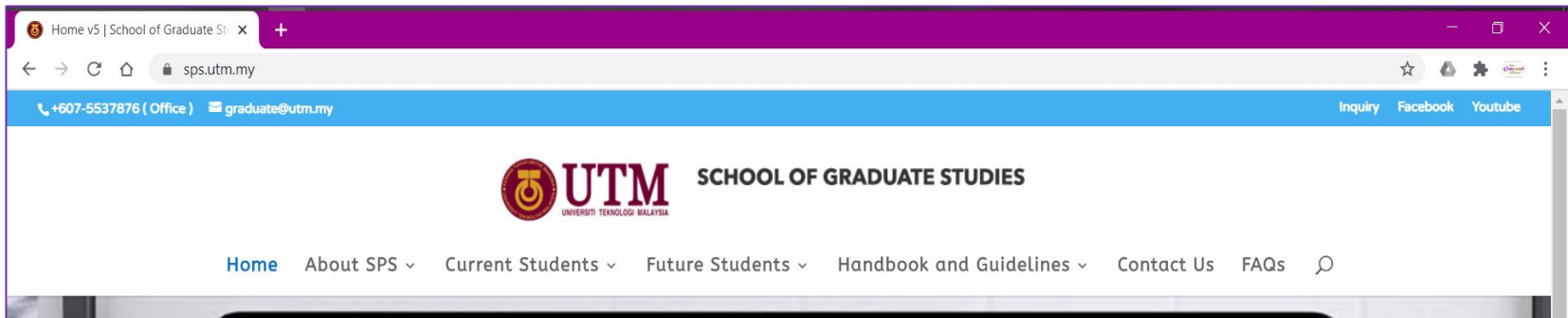
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AHIBS website

<http://business.utm.my/>

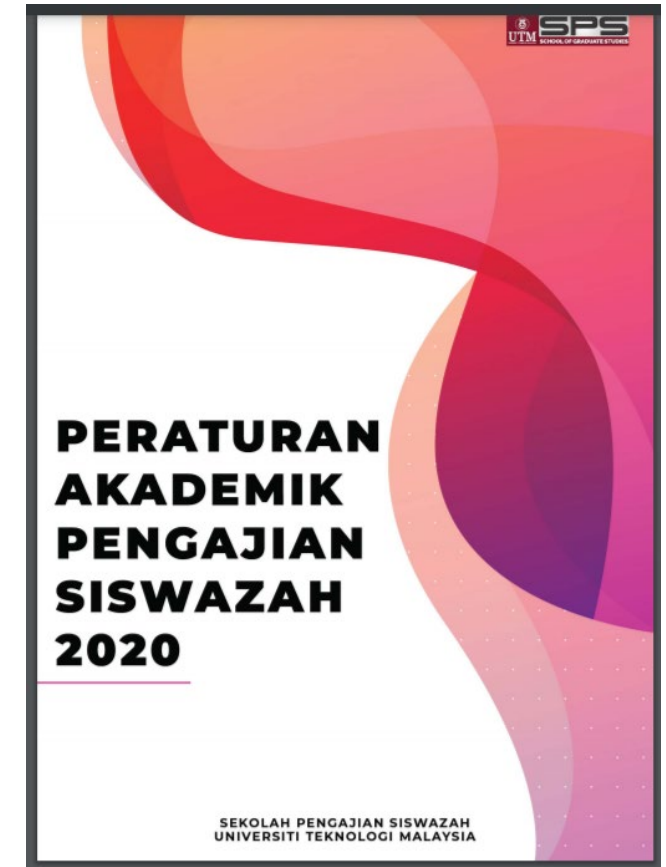
- About AHIBS
- Find your SVs & AHIBS's staff
- About your academic programs



School of Graduate Studies (SPS) website

<http://sps.utm.my/>

- Academic Related Resources eg Forms, Academic Calendar
- Rules & Regulations
- Guidelines

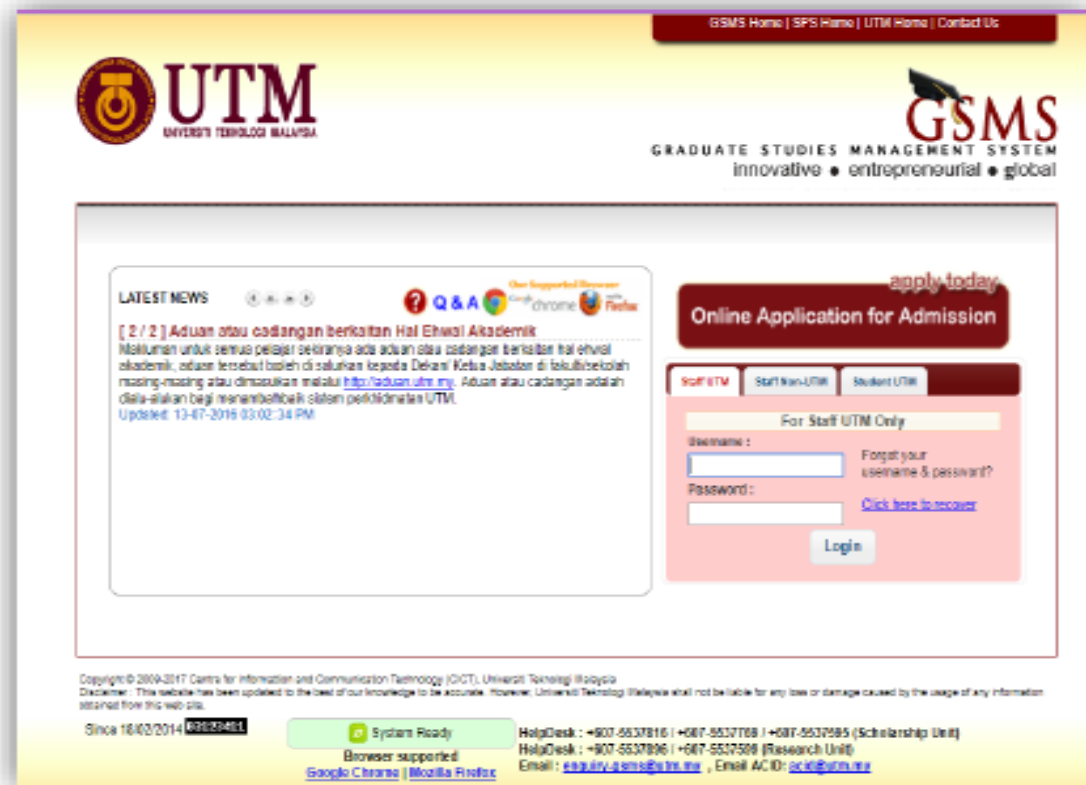


<https://sps.utm.my/policy-guidelines-v2/>

- Academic Rules & Regulation
- **Academic Rules of Graduate Studies 2020**

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GRADUATE STUDIES MANAGEMENT SYSTEM (GSMS)



The screenshot shows the GSMS website interface. At the top, there are navigation links: GSMS Home | SPS Home | UTM Home | Contact Us. The UTM logo is on the left, and the GSMS logo with the tagline 'GRADUATE STUDIES MANAGEMENT SYSTEM innovative • entrepreneurial • global' is on the right. The main content area features a 'LATEST NEWS' section with a news item about an admission application deadline. To the right is an 'Online Application for Admission' form with fields for Username and Password, and a 'Login' button. Below the form are links for 'Staff UTM', 'Staff Non-UTM', and 'Student UTM'. At the bottom, there is a footer with copyright information, a 'System Ready' status indicator, and contact details for the HelpDesk.

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)

TERMINATED STATUS

*(Did Not Register Any Course OR
Did Not Pay The Fee)*



APPEAL

- Use **Application For Reinstatement Of Terminated Status Form**
- Within **14 days**
- Have not been given Terminated Status more than **TWO (2) semesters**

ENDORSEMENT

RESEARCH STUDENT:

Main Supervisor

COURSEWORK/MIXED MODE STUDENT:

Deputy Dean
(Academic)

PENALTY CHARGE

RM250.00

DEFERMENT OF STUDIES



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SEMESTER WILL NOT BE COUNTED

JOB COMMITMENT

(MUST attach an official letter from organization)

HEALTH PROBLEM

(MUST attach the medical report)

UNIVERSITY/NATION INTEREST

(MUST attach an official letter)

MAX : TWO (2) YEARS

(2 sem per application)

FORM:

Application For Deferment of
Study

<http://amd.utm.my/pg-forms>

INTERNATIONAL STUDENTS

must get approval from
UTM International Office

<https://www.utm.my/international/>

SEMESTER WILL BE COUNTED

OTHER REASONS

(eg: personal matters)

MAX : ONE (1) SEMESTER

per application

Fail to register after TWO (2)

CONSECUTIVE semester

= subject to be **TERMINATED**

CHANGE OF SUPERVISOR



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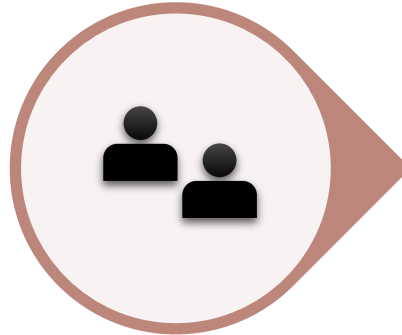


FORM

Get **APPLICATION FOR CHANGE SUPERVISOR FORM** from SPS website:

website:

<http://sps.utm.my/resource-current-student/>



APPROVAL

Get **approval** from:

- a) **Current SV**
- b) **Proposed SV**



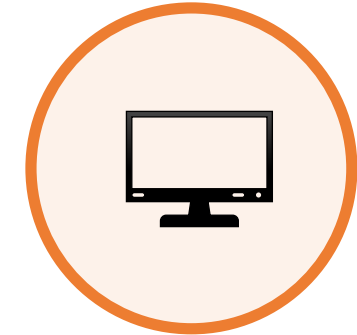
ENDORSEMENT

From JKA meeting



VERIFICATION

From Deputy Dean (Academic)



RECORD

Send to SPS for updating record in system

PROPOSAL DEFENSE / DISSERTATION



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		Pre-requisite	Reminder	Unsatisfactory Status (TM)
PROPOSAL DEFENSE	PhD	<ol style="list-style-type: none"> 1. Passed Research Methodology 2. Passed University Elective Course 3. Publication – at least a conference paper 	3 rd Semester	4 th Semester
	Master (Full Research)	<ol style="list-style-type: none"> 1. Passed Research Methodology 2. Passed University Elective Course 	2 nd Semester	3 rd Semester
DISSERTATION	Master (Mixed Mode)	-	2 nd Semester	3 rd Semester

TWO (2) CONSECUTIVE
Unsatisfactory Status (TM)
= Students will be
TERMINATED

NOTIFICATION FOR FIRST EVALUATION (PROPOSAL DEFENSE)

2 MONTHS before proposal submission



Approval

JKA monthly meeting
(faculty level)



Validity

Valid for 6 months



Date

Date will be fixed
after report is sent to
the Office



Plagiarism

Turnitin similarity
index
≤ 20%

NOTIFICATION FOR THESIS SUBMISSION (NHT)

3 MONTHS before thesis submission



Approval

JKA monthly meeting
(faculty level)



Approval

JAPSU monthly meeting
(University level)



Validity

12 months (PhD)
6 months (Master)



Date

Date will be fixed
after report is sent to
the Office



Plagiarism

Turnitin similarity
index
≤ 20%

PUBLICATION REQUIRED FOR THESIS SUBMISSION



SYARAT PENERBITAN PELAJAR SARJANA PENYELIDIKAN & KEDOKTORAN



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PENGAJIAN	AMBILAN SESI 20092010	AMBILAN SESI 20162017
SARJANA PENYELIDIKAN	Tiada	<p>Pelajar Ijazah Sarjana boleh mengemukakan tesis untuk peperiksaan lisan (viva-voce) dengan syarat mengemukakan sekurang-kurangnya satu (1) penerbitan yang telah diterima atau diterbitkan sama ada artikel jurnal, kertas kerja persidangan atau bab dalam buku.</p> <p>A master by research candidate may submit his/her thesis for viva-voce provided that he/she produced at least one (1) accepted or published publication from journal article, conference proceeding or book chapter.</p>
DOKTOR FALSAFAH	<p>Bagi pelajar yang telah cukup tempoh pengajian iaitu 36 bulan, pelajar dikehendaki menerbitkan sekurang-kurangnya SATU (1) artikel jurnal berwasit sebelum dibenarkan untuk menghantar tesis bagi tujuan peperiksaan lisan (viva-voce).</p> <p>For candidates who have fulfilled the conventional 36 months, candidate is required to have published at least ONE (1) refereed journal article prior to submission of thesis for examination and viva-voce.</p>	<p>Pelajar Ijazah Kedoktoran boleh mengemukakan tesis untuk peperiksaan lisan (viva-voce) dengan syarat mengemukakan sekurang-kurangnya satu (1) penerbitan artikel dalam jurnal berindeks atau dua (2) artikel dalam prosiding konferen berindeks yang telah diterima atau diterbitkan dalam SCOPUS/Excellence in Research for Australia (ERA) & Web of Science (WOS).</p> <p>A doctoral candidate may submit his/her thesis for viva-voce provided that he/she produced at least one (1) indexed article or (2) indexed conference proceedings accepted or published in SCOPUS/Excellence in Research for Australia (ERA) & Web of Science (WOS).</p>

PLAGIARISM CHECK REQUIREMENT



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[Retrieve Password](#)

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in Half the Time**

- ✓ Paperless grading with drag & drop comments
- ✓ Flags unoriginal content & sources
- ✓ Tracks student progress

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View the Demo

See for yourself

Senate University only

allow $\leq 20\%$

Similarity Index

PROGRESS REPORT SUBMISSION



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Report

Submission of progress report
EVERY SEMESTER: Week 10
-13 via GSMS (online)



Presentation

Presentation of progress
report on **WEEK 9**



Fail to submit

Unsatisfactory Status (TM)

<http://spsapp3.utm.my:8080/gsmv21/portal/index.jsp>

GSMS Home | SPS Home | UTM Home | Contact Us

UTM
UNIVERSITI TEKNOLOGI MALAYSIA
RESEARCH UNIVERSITY

GSMS
GRADUATE STUDIES MANAGEMENT SYSTEM
innovative • entrepreneurial • global

Staff UTM | Staff Non-UTM | Student UTM

For Student Only

Login

LATEST NEWS

Application to Taught Course Programme

Application to taught course and mixed mode programme for Semester 1-2012/2013 (September 2012 Intake) is already closed last 31st May. Application period for next intake (Semester II-2012/2013/February 2013 Intake) will be opened in September-October 2012. Application made outside application period will be processed for the nearest possible semester (eg: application made in June 2012 will be processed for February 2013 intake).
Dikemaskini pada: 20-06-2012 08:34:37 AM

PROGRESS REPORT SYSTEM

- Progress report **MUST BE SUBMITTED EVERY SEMESTER** by **ONLINE**.
- Go to <http://spsapp3.utm.my:8080/gsmv21/portal/index.jsp>



GSMS Home | SPS Home | UTM Home | Contact Us



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Staff UTM | Staff Non-UTM | Student UTM

For Student Only

Login

GSMS Home | SPS Home | UTM Home | Contact Us



GRADUATE STUDIES MANAGEMENT SYSTEM
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Login ACID

Username :

Password :

Faculty :

Faculty Of Science (FS)

Forgot your username & password?

[Click here to recover](#)

Login

Close



000104504 | 10.02.19.227 | 29-Aug-2012 13:19



Personal Particulars | Status Account | Financial | Research | Useful Links | Online Form

Personal Particulars

Matric No.		IGPassport No.	
Full Name		IGPassport No.	
Programme	MABJAJA - MASTER OF ENGINEERING (MATRIAL)	Semester/Month	CURRENT : 2 NORM : 3 MAX : 8 (3 YEARS 9 MONTHS)
Faculty	FACULTY OF CIVIL ENGINEERING	Type of Registration	FULL TIME
Email **		Date of Birth	
Correspondence Address **		Mailing Address **	
Admission Date		Contact No **	
Title of Thesis **			
Main Supervisor **			
Co-supervisor(s)			
External supervisor(s)			
Exam Results	-- Please Select --		



please create the information such as (1) address, (2) email address, (3) phone number, (4) Supervisor Title and (5) Supervisor to make sure it is correct, for any changes, please fill in the form again and send to SPS for update.

Fax No : 07-5507880
 Email : graduate@utm.my

** Regarding this matter you may correct your information as below:

- (1) Address - we have form for [change of address](#), but you also can do it online at <http://spsapp3.utm.my/sps> and go to update personal data (address)
- (2) Email address - as a student you have to use your student mail (Example: adsm@live.utm.my). Any notification will sent to this email.



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]	$9.0 \leq M \leq 10.0$		
	Sangat Baik [Very Good]	$8.0 \leq M < 9.0$		
		$7.0 \leq M < 8.0$		
	Baik [Good]	$6.0 \leq M < 7.0$		
		$5.0 \leq M < 6.0$		
(b) Tidak Memuaskan (TM) [Unsatisfactory]	Sederhana [Fair]	$4.0 \leq M < 5.0$		
		$3.0 \leq M < 4.0$		
(c) Gagal (GG) [Fail]	Lemah [Poor]	$2.0 \leq M < 3.0$		
		$1.0 \leq M < 2.0$		
		$0.0 \leq M < 1.0$		



ACADEMIC STANDING FOR MIX-MODE

CGPA	DISSERTATION/ RESEARCH GRADE	ACADEMIC STANDING	CONDITION TO PROCEED WITH THE STUDY	AWARD OF THE DEGREE
GOOD PASS (KB) <u>CGPA ≥ 3.00</u>	MM	KB	QUALIFIED	QUALIFIED
	TM	KS	QUALIFIED	NOT QUALIFIED
	GG	KS	QUALIFIED	NOT QUALIFIED
CONDITIONAL PASS (KS) <u>2.67 ≤ CGPA < 3.00</u>	MM	KS	QUALIFIED	NOT QUALIFIED
	TM	KS	QUALIFIED	NOT QUALIFIED
	GG	KG	TERMINATED	NOT QUALIFIED
FAIL (GG) <u>CGPA < 2.67</u>	MM	KG	TERMINATED	NOT QUALIFIED
	TM	KG	TERMINATED	NOT QUALIFIED
	GG	KG	TERMINATED	NOT QUALIFIED

MM	SATISFACTORY
TM	UNSATISFACTORY
GG	FAIL

GRADING SYSTEM FOR TAUGHT COURSES



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MARKS	GRADE	POINT VALUE	LEVEL OF ACHIEVEMENT
90 - 100	A+	4.00	EXCELLENT PASS
80 - 89	A	4.00	
75 - 79	A-	3.67	
70 - 74	B+	3.33	GOOD PASS
65 - 69	B	3.00	
60 - 64	B-	2.67	PASS
55 - 59	C+	2.33	FAIL
50 - 54	C	2.00	
45 - 49	C-	1.67	
40 - 44	D+	1.33	
35 - 39	D	1.00	
30 - 34	D-	0.67	
00 - 29	D	0.00	



SCHOOL OF GRADUATE STUDIES

**APPLICATION FOR POSTGRADUATE
SCHOLARSHIP SESSION 2020/2021 -1**

UTM ZAMALAH

UTM NATIONAL POSTGRADUATE FUND (NPF)

INTERNATIONAL DOCTORAL FELLOWSHIP (IDF)

Please visit SPS website :
<https://sps.utm.my/scholarship/>
for more information and scholarship requirements

Contact us :
sps.scholarship@utm.my
07-5537816 / 07-5537769

Application is open
to PhD and
Master students

Save the date !

Application Date :
5th Oct 2020
until
22nd Oct 2020

Please visit : <https://my.utm.my/> to apply





UTM SCHOLARSHIP

UTM Zamalah

- For Malaysian only.
- Full time PHD student.
- Unemployed and not receiving other scholarship.
- Not more than 35 years old.
- Sponsorship of tuition fees and monthly allowances - RM1,500.00.

International Doctoral Fellowship (IDF)

- For International students.
- Full time PHD student.
- Unemployed and not receiving other scholarship.
- Exemption of tuition fee of RM3,000.00.

Skim Pembantu Siswazah (Graduate Assistantship) - GRA

- For Malaysian only
- Full time PHD and Master (Research) new student only
- RM600/month for a period of 4 months.
- To apply, please go to URL : pgs.utm.my/OpenBiasiswa

UTM National Postgraduate Fund (NPF)

- For Malaysian only.
- Full time PHD and Master (Research/Mixed Mode/Taught Course) student
- Unemployed and not receiving other scholarship.
- Exemption of tuition fee of RM1,000.00.



ACADEMIC AWARD



SELF APPLICATION

through
ONLINE
(MyUTM Portal)

Criteria:

01

Duration of study

02

Viva-voce result

03

Publication

04

Recognition (for publication/
research)

05

Student's personal qualities

POSTGRADUATE STUDENT SOCIETY (PGSS)



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To promote **social cohesion** among AHIBS postgraduate students community



To organise **academic** and **social programs** that will be of immense benefit to AHIBS postgraduate students



To address within its powers, **issues** faced by the AHIBS postgraduate students

RESEARCH SUPERVISION DURING COVID -19



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Research supervision and student's performance shall continue to progress

Communication using online tools (WhatsApp, Google Meet, Zoom, etc).

Must complete **LOG BOOK (min 2 times per semester)** in GSMS as evidence that there is continuous supervision



Plan for Publication or attend Conference.

Complete Progress Report on time.

Please keep update with Online Teaching & Learning and other related guidelines.

Steps on Updating Supervision Meeting in Log Book via GSMS (spsapp3.utm.my)



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Step 1

Supervisory meeting to discuss on research progress and plans.



Step 2

Student update discussion details in their GSMS Log Book. **Submit.**



Step 3

Supervisor to update comments in Log Book. **Submit.**



Step 4

Print and sign the copy of Log Book as supporting evidence



Student Log Book - Google Chrome

Not secure | spsapp3.utm.my:8080/resv4/index.jsp?pageid=bukuLogMainPenyelia&nokp=890418145272&nomatrik=PBS183020

Student Log Book

Action Done Action Not Done

Student's General Information			
Name:	MASITAH BINTI ZULHAM	Faculty:	AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL
Program:	PBSG3AJAJA - DOCTOR OF PHILOSOPHY (ARCHITECTURE)	Session:	201920202
NRIC / Passport No.:	890418145272	Matic No.:	PBS183020
Title Research	The Role of Financial Development in Economic Growth: Evidence from Malaysia		

No.	Type of meeting (circle as appropriate)	Date of meeting	Action
1	Scheduled	14 Feb 2019	Edit Delete Details

Click Edit

Google Chrome

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Please answer the following questions:

(i) Has the student made sufficient progress in meeting the objectives?	Add Comments	Supervisor
(ii) Are the supervisor and student clear about current objectives?	Add Comments	Yes
(iii) Have any specific problems associated with the work or supervision been identified? If appropriate, please comment below.	Add Comments	No
(iv) Are the supervisor and student clear about the work to be done before the next meeting?	Add Comments	Yes

Report of supervisory session - please note any additional comments here.
Please outline current/new objectives agreed for period from today to next meeting.

Main Supervisor

1. Discussed on current issues and development in financial development.
2. To work on draft of chapter 1, chapter 2 and research framework.

Co-Supervisor I
[Add Comments](#)

Co-Supervisor II
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Co-Supervisor III
[Add Comments](#)

Date of next meeting: 17-Apr-2020

Copies to be retained by students and supervisor. Copies will be required as part of semester report on student progress.
To complete journal write up.

Signature (student): MASITAH BINTI ZULHAM
Signature (supervisor): DR. DEWI FARHA BINTI ABDULLAH (Main SV)

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
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