

FAQ FOR THE MOVEMENT RESTRICTION ORDER (MCO)

1) SUPERVISION

NO.	QUESTIONS	ANSWERS
1	Is there any changes of date for the project paper Turnitin soft copy submission for this semester?	Yes, there is a change of date for the project paper Turnitin soft copy submission. Please refer to the amended Academic Calendar for Postgraduate Program on the IGS website.
2	Is there any changes of the final date submission for the project paper to the faculty this semester?	Yes, there is a change of the final date submission for the project paper to the faculty. Please refer to the amended Academic Calendar for Postgraduate Program on the IGS website.
3	Is there any changes of the final date for the online Postgraduate Research Progress Report this semester?	Yes, there is a change of the final date for the online Postgraduate Research Progress Report. Please refer to the amended Academic Calendar for Postgraduate Program on the IGS website.
4	Is there any changes of the final date for the early submission of dissertation/thesis to IGS for this semester?	Yes, there is a change of the final date for the early submission of dissertation/thesis to IGS. Please refer to the amended Academic Calendar for Postgraduate Program on the IGS website.
5	Will I be awarded the Unsatisfactory/Not Satisfactory for this semester if I do not fulfil the requirement to attend other student's proposal defend and cannot defend my proposal due to MCO?	IGS will not award the Unsatisfactory/Not Satisfactory status to students who are supposed to attend a proposal defend of other students and/or defend a proposal for this semester with a condition that it is compulsory for the students to fill in the Postgraduate Research Progress Report and obtain Satisfactory status from the supervisors' evaluation.
6	I received an email informing that I need to submit the hardbound of my project paper during MCO. Will the submission date be extended?	Please contact the faculty (via email) because the matters about the submission of the Project Paper are fully handled by the faculty.
7	Will the Viva Meeting be held during MCO? If not, when will my Viva Meeting be held?	Viva Meetings will not be held during MCO. Viva Meetings will be scheduled after MCO has ended and will be based on the

		availability of external and internal examiners. For any queries, please email to uppp.ips@upsi.edu.my
8	I plan to defend my proposal after MCO has ended. What are the procedures to defend the proposal?	The administration and implementation of proposal defend is organized by the faculty. During the MCO, students can contact the faculty via email obtained on the faculty's website for further information.
9	Can I get the verification letter to conduct a study outside and other letters which are in MyUPSI Portal during MCO?	Students can apply for the verification letters which are in MyUPSI Portal. However, IGS will only issue the letters after MCO has ended because the letters need to be printed on the letterhead. Students can confirm the status of the letters applied via email at uppp.ips@upsi.edu.my by stating the matric numbers and names after the MCO has ended.
10	I have conducted my Viva and the submission date is during the MCO. Will the submission date change or postpone when the MCO ends?	Students are allowed to submit the corrections of the thesis after the MCO ends (latest 30 days after the MCO has ended). Students who have problems to submit the corrections of the thesis within the allocated time need to write an application letter of thesis corrections extension and the approval will depend on the Postgraduate Committee Meeting.
11	Can I continue my research process for the Research Mode/Ph.D. after the MCO ends since the teaching and learning process will only continue on 1 st June 2020 based on the amended Academic Calendar for Postgraduate Program?	<p>The research process can be continued considering that students are in continuous contact with supervisors via email, skype and others. However, the important dates (Postgraduate Research Progress Report, early thesis submission) need to be referred to the latest amended Academic Calendar.</p> <p>If students need to use the laboratories to conduct the study after the MCO ends, the permission from supervisors are needed beforehand.</p>
12	Until 1 st June, are all matters pertaining to the form submission/Proposal Defend/Findings Presentation and others postponed?	All the deadlines related to the students' research process are postponed (without considering the MCO). IGS will abide to the government's order and MHE. If the MCO ends on 14 th April 2020, students can conduct their studies and do not need to wait until 1 st June. For Master's and PhD students, you are encouraged to write

		your thesis at your own house and communicate with supervisors via email/WhatsApp and other mediums. Please refer to the latest amended Postgraduate Program Academic Calendar for more information about any amendments of the dates on IGS website.
13	Is the assessment process of authenticity (Turnitin) thesis/dissertation/project paper is postponed? If yes, what is the justification of the decision, since it is only conducted online.	Yes, the examination of thesis/dissertation/project paper via Turnitin is also postponed and will only be processed after the MCO ends. This is because the examination of thesis/dissertation/project paper via Turnitin needs the internet access with high speed engaging for the data search from all over the whole.
14	Will the Early Submission Notice for thesis/dissertation for Master's Mode A, Mode B and PhD only be done after 1 st June?	The process of Early Submission Notice for thesis/dissertation can be conducted after the MCO ends. If students plan to submit the submission notice during the MCO, they need to submit the form to their respective supervisors via email. Then the supervisors will give their consent and need to forward the form to the faculty for the nomination of examiners. Then the faculty will forward the complete form to IGS via email at uppp.ips@upsi.edu.my
15	The process of data collection is also affected by the MCO. Can students apply for deferment for the semester?	The Academic Calendar for Postgraduate Studies Program for this semester is amended by extending the semester without considering the MCO. Therefore, students can proceed with the data collection process after the MCO ends.
16	I am the final semester student. When is the final date for my early submission of the thesis?	The Academic Calendar for Postgraduate Studies Program for this semester is amended by extending the semester without considering the MCO. Therefore, the final date for thesis submission is 30 th August 2020 (subject to changes). If students do not submit the notice form, they need to submit the notice form together with the thesis to the faculty before the final date stated. Please ensure the Turnitin assessment is completed before printing 6/7 copies of the thesis.
17.	Will the Senate Letter of Verification stating my completion of Master's/PhD studies will be postponed for a long time?	The Senate Letter of Verification will be issues after the MCO ends subject to the JPS and Senate Meeting. The MCO will not be taken into account in students' study period.

2) EXAMINATION AND GRADUATION

NO.	QUESTIONS	ANSWERS
1	Will the changes take place for the examination week in the Academic Calendar for Postgraduate Studies Program?	Yes, the examination week is affected by the changes due to the closing of UPSI operation and extending of the teaching and learning process during the MCO. The latest dates for examination week can be referred to the Academic Calendar for Postgraduate Studies Program on the IGS website.
2	When will the convocation ceremony for this year be conducted?	The UPSI convocation ceremony for this year has not been finalised. Any latest information will be informed on IGS website.
3	Can the letter for Completion of Study and Academic Transcripts be sent via email earlier?	The letter for Completion of Study and Academic Transcripts will be sent via email after the MCO had ended.
4	Where can I obtain my examination results since the results cannot be downloaded from emysis.upsi.edu.my system?	Students can obtain the examination results by stating the application information with names and matric numbers via email to IGS at uppp@upsi.edu.my

3) ACADEMIC CALENDAR

NO.	QUESTIONS	ANSWERS
1	What are the justifications of the University to re-continue the teaching and learning process on 1 st June 2020 since the MCO instructed by the government (at the moment) is only until 14 th April 2020?	The extension of the teaching and learning process until 1 st June 2020 is aligned with the Media Statement by the Ministry of Higher Education (MHE) dated 28 th March 2020 suggesting that all public universities to continue with Semester 2 Session 2019/2020 latest by 1 st June 2020. The decision made for 1 st June 2020 is to ensure the movement of students back to campus is in phases and prudent.

4) ADMISSION UNIT

NO.	QUESTIONS	ANSWERS
1.	The registration date which I received is on 16 th March until 2 nd April, however, the MCO has been extended to 14 th April and will probably be extended again. How do I register as a new student for this semester?	During the MCO, the process of admission can be conducted online by sending all the required documents via email at admission.ips@upsi.edu.my after payment of the fees has been made.
2.	I am offered to be enrolled in UPSI for Coursework Mode. However, I would like to apply for a deferment for this semester and register in the coming semester which is in September 2020 because I have missed lectures for a number of weeks. Am I allowed to do this?	<p>Yes, because for this semester, lectures have started for four weeks. Therefore students need to defer their admission. Please attach a deferment letter via email stated in the offer letter received. The feedback letter will be emailed to the respective students.</p> <p>However, Research Mode (Mode A) or PhD students can proceed with the registration without registering Research Methods course. This course can be completed before graduating.</p>
3.	Can I apply for the admission to Postgraduate Studies during the MCO?	Yes, you can apply for the September 2020 intake. IGS will still process your application. The closing date for the September intake is in August 2020.

5) LECTURING UNIT

NO.	QUESTIONS	ANSWERS
1.	Do I need to pay the penalty for late registration of the course during the MCO?	Throughout the MCO, all penalties are waived
2.	I have problems to access the ONLINE STUDENT SERVICE. It states that I have overdue payment. How do I register the courses since I cannot self-register?	All the course registration after Week 3 of lecture will be completed by IGS after students pay all the stated penalties. However, since all the penalties are waived for this semester, students need to

		email the payment receipts to ezma@upsi.edu.my and zaliza@upsi.edu.my for IGS to register the respective courses.
3.	I would like to apply for deferment because I am still abroad and cannot return to Malaysia because of <i>lockdown</i> . What should I do?	Starting from February 2020, all applications for deferment and withdrawal need to be completed online via students' respective portal.
4.	When will the final date to appeal for re-enrolment because I have received the termination notice from IGS?	The appeal application for re-enrolment must be completed three (3) weeks from the date of termination notice from IGS. Please complete the Re-Enrolment Form.
5.	I want to apply for deferment based on a number of factors and I have applied via MyUPSI Portal. However, I have some concerns about my outstanding balance, since a complete payment for the semester has been made.	The deferment application needs to be completed before Week 7 of lecture so that the fees for the respective semester can be brought forward. The deferment application will be approved after all the process at the Faculty, Library and Bursary Department are completed. The deferment approval will be informed by IGS via email address registered in the students' portal.
6.	I am a PhD student of semester 4. For this current semester, I want to make the payment for the fees via KWSP, but the process will take 3 weeks. Then the MCO is effective and this will take longer time for the process. I have not registered for this semester because the registration fees have not been paid. Can the registration be extended without the penalty?	The application will be first checked with the Bursary Department. After the feedback, IGS will register the thesis. Registration cannot be extended. If registration is only conducted in Week 8 of lecture, students can be terminated.
7.	I am a Master's student of semester 4. I forgot to register the courses because I made a late payment for the fees due to financial problems. I do not know how to register because IGS is closed due to the MCO.	Throughout the duration of MCO, IGS staff will be working from home. After the review is made and if there is no financial problems, IGS will register the student's thesis because the penalty for late registration of the courses/semester has been waived.
8.	I have been terminated. How do I submit the Re-Enrolment Form because IGS office is closed?	Students can submit the complete form via email at ezma@upsi.edu.my and farhana@upsi.edu.my for our next course of action. The approval of the application will be notified via email.

9.	I am a student of Coursework Mode, what about my lectures during the MCO?	According to the Vice Chancellor Circular No 3/2020, throughout the MCO, no movements of the students and staff are permitted. Therefore the mid semester break will start throughout the MCO. Students need to stay where they are. Please refer to the amended Academic Calendar for Postgraduate Studies Program on IGS website.
10.	Am I permitted to return to my hometown since all lectures are cancelled?	Students who are still on campus (residential college, rented house or other private residence) SHOULD REMAIN where they are and ARE NOT PERMITTED to return to their hometown, although the tickets are bought.
11.	How about international students?	International students ARE PERMITTED to return to their original countries but ARE NOT PERMITTED to come back to Malaysia during the MCO or any time prescribed by the authority. The international students who do not return to their original countries SHOULD REMAIN on their respective campus (residential college, rented house or other private residence). Students need to report to the International and Mobility Centre (IMC).