

SULTAN IDRIS EDUCATION UNIVERSITY



INSTITUTE OF GRADUATE STUDIES FRIENDLY SESSIONS & QUESTION AND ANSWER SESSIONS WITH NEW STUDENTS

WEDNESDAY (20TH APRIL 2022)

2.30 PM - 4.00 PM (MALAYSIA TIMEZONE)



WEBEX MEETING (ONLINE) ID: 25129858713 PASSWORD: G7g2ttJtZi3



(SEMESTER 2 SESSION 2021/2022)



IGS TOP MANAGEMENT



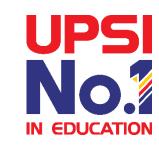
PROF. DR. RAJA NOR **SAFINAS BINTI RAJA** HARUN

Dean of IGS



Deputy Dean (Academic Development and Graduation) & **Deputy Dean** (Admission and Lectures)





PROF. ChM. DR. AZLAN BIN **KAMARI MRSC**



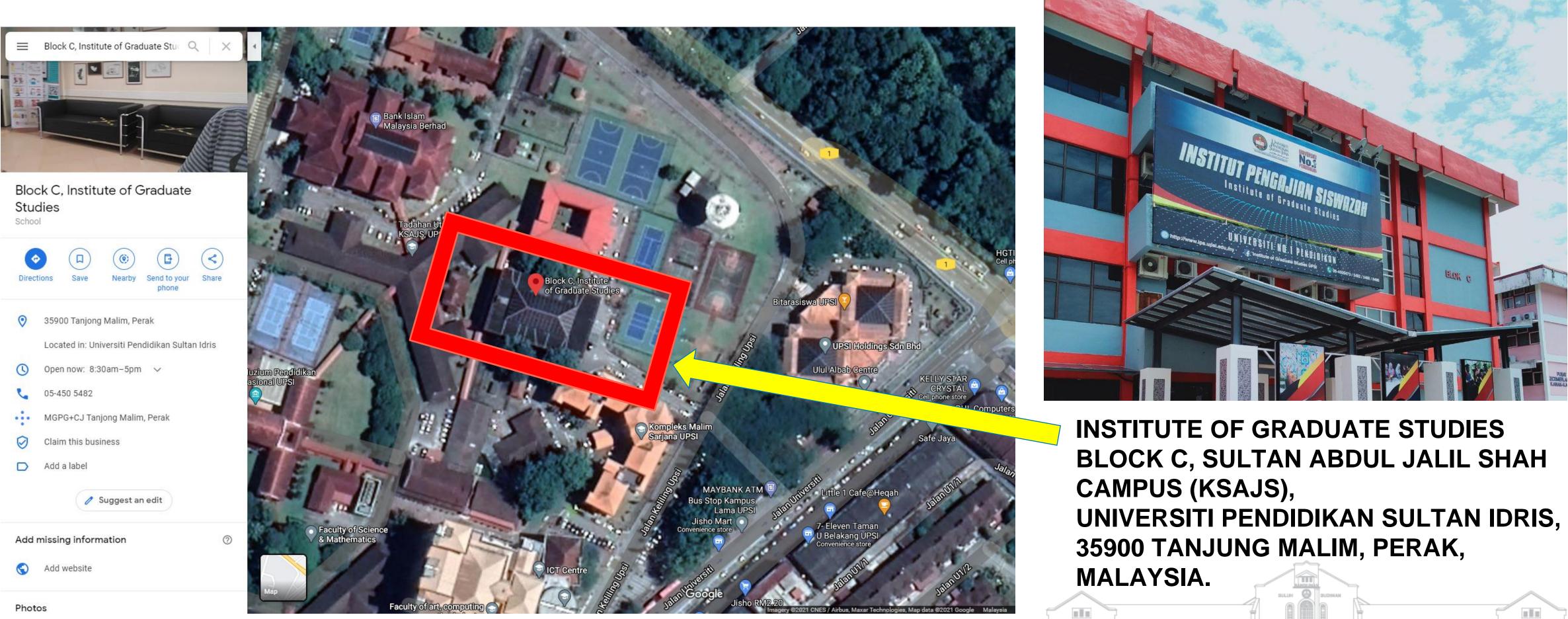
DR. MUHD IBRAHIM BIN MUHAMAD DAMANHURI

Deputy Dean (Student Affairs & Alumni and Publication)

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LOCATION





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7 UNITS IN IGS

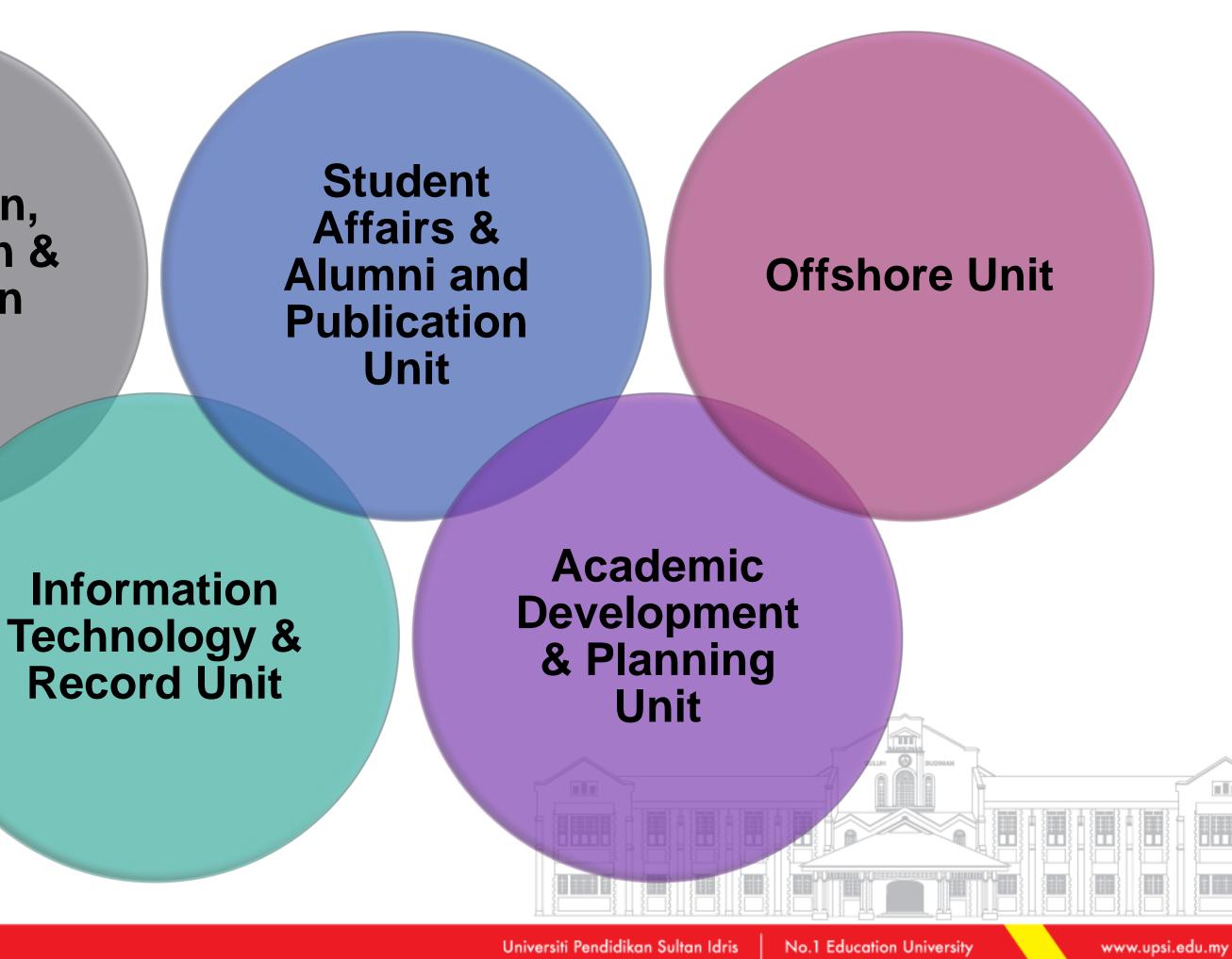
Admission & Lecture Management Unit

Supervision, **Examination &** Graduation Unit

Administration **& Finance Unit**









Lecture Management Unit

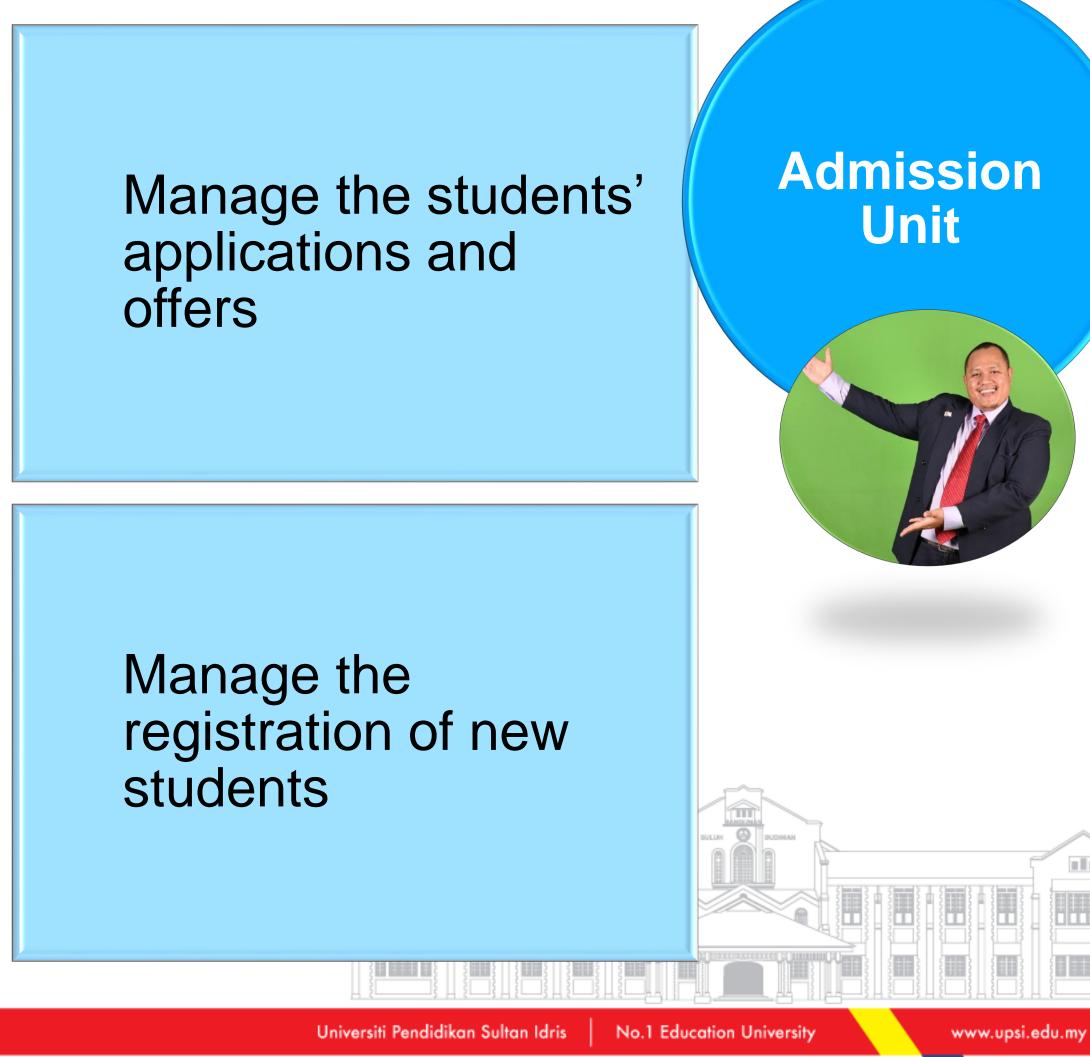


Manage the lecture timetable, offered course and registration course

Manage the academic affairs; deferment, change of programme / field / mode / status, extension of study, add & drop course













Supervision, **Examination &** Graduation Unit



Manage the exam's timetable, exam's slip and exam's result

Manage the LKPS, appointment of supervisor, appointment of thesis/dissertation's examiner, students' viva and correction.

Manage the students' the academic transcript and manage the





publication, prepare convocation matter

Manage the confirmation for the students' appointment of Graduate Research Assistance (GRA)

Manage the EPF withdrawal confirmation letter

Administration **& Finance Unit**





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Academic Development & Planning Unit



Help student to the review program's accreditation status

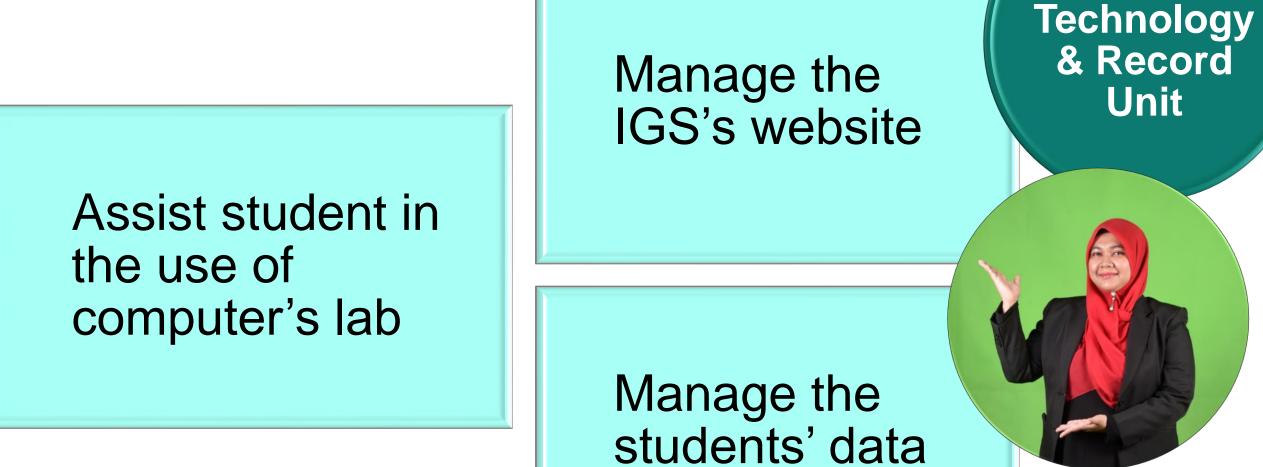
Help student to review the program sponsored by PTPTN



Information

Unit







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and record

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Student Affairs & Alumni and Publication Unit



Manage training workshop student

the and for

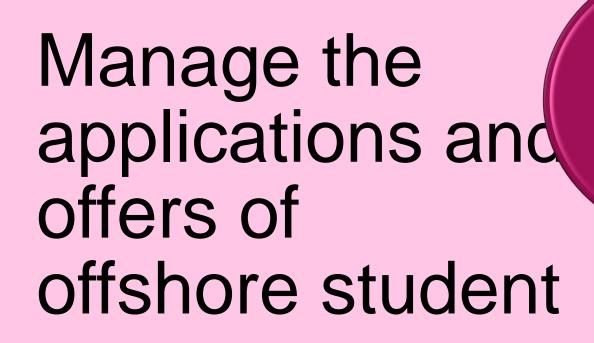
Manage the students' affair



Offshore

Unit





Manage the academic affairs of offshore students

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WHAT SHOULD I KNOW??





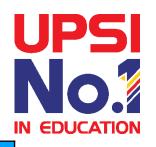
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PERIOD OF STUDY		SULTAN IDRIS EDUCATION UNIVERSITY	
Program	Full Time	Part time	
Master of Research	4 Semester (min) 6 Semester (max)	6 Semester (min) 10 Semester (max)	
Master of Research & Coursework/ Master of Coursework	3 Semester (min) 6 Semester (max)	4 Semester (min) 10 Semester (max)	
Doctor of Philosophy	6 Semester (min) 10 Semester (max)	6 Semester (min) 14 Semester (max)	
Doctor of Psychology	6 Semester (min) 8 Semester (max)	8 Semester (min) 12 Semester (max)	
Doctor of Education	10 Semester	14 Semester	
This period is up to the initial thesis/ dissertation submission stage			
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	UNIVERSITI PENDIDIKAN SULTAN IDRIS Idrigani di	
SULTAN IDRIS E	DUCATION UNIVERSITY	





GRADUATE ON TIME (GOT)

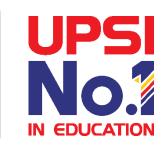
Program

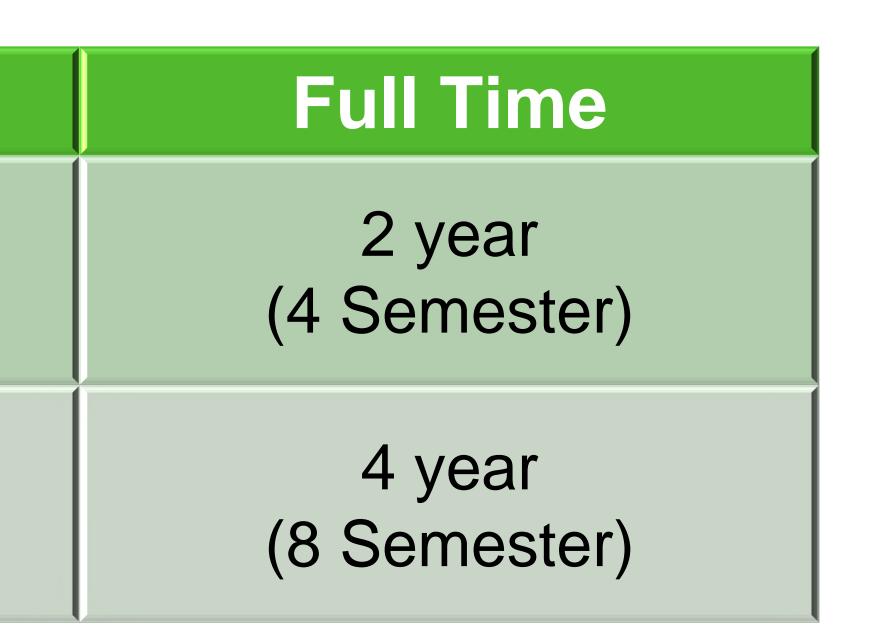
Master

Ph.D/ Psy.D/ Ed.D

NOTE: The Study Period is calculated from the date of registration of students until the approval of graduation by SENATE





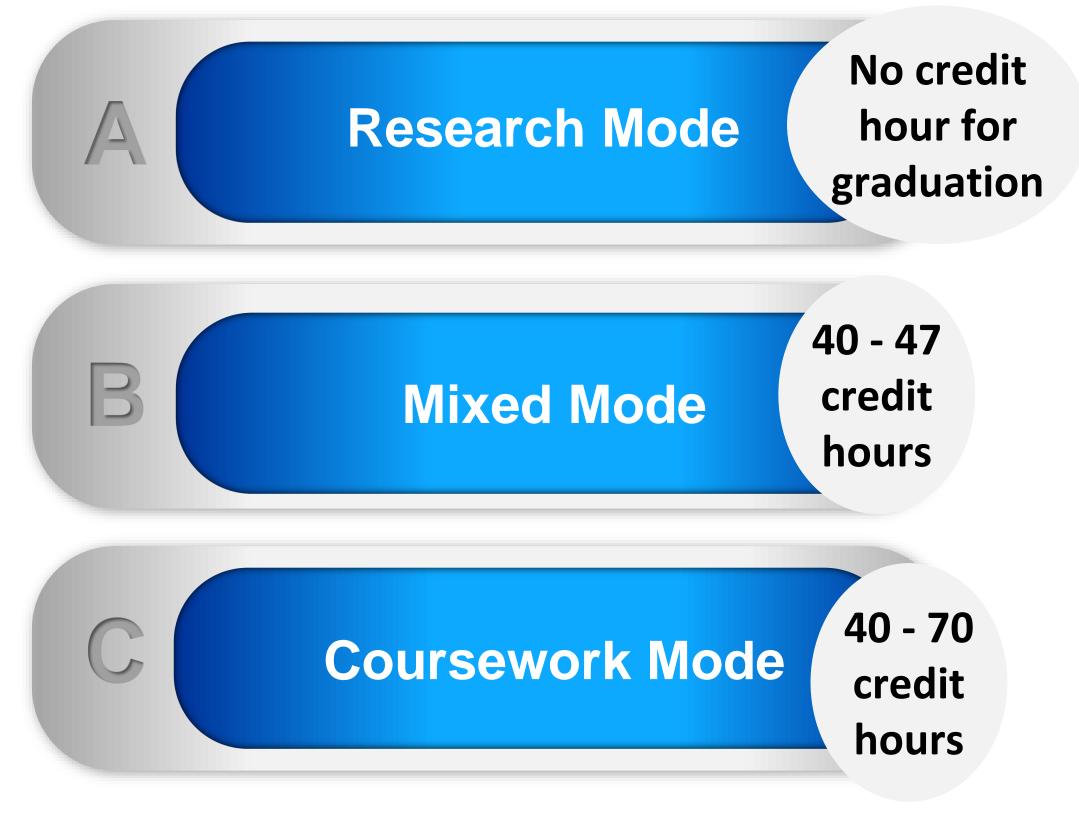


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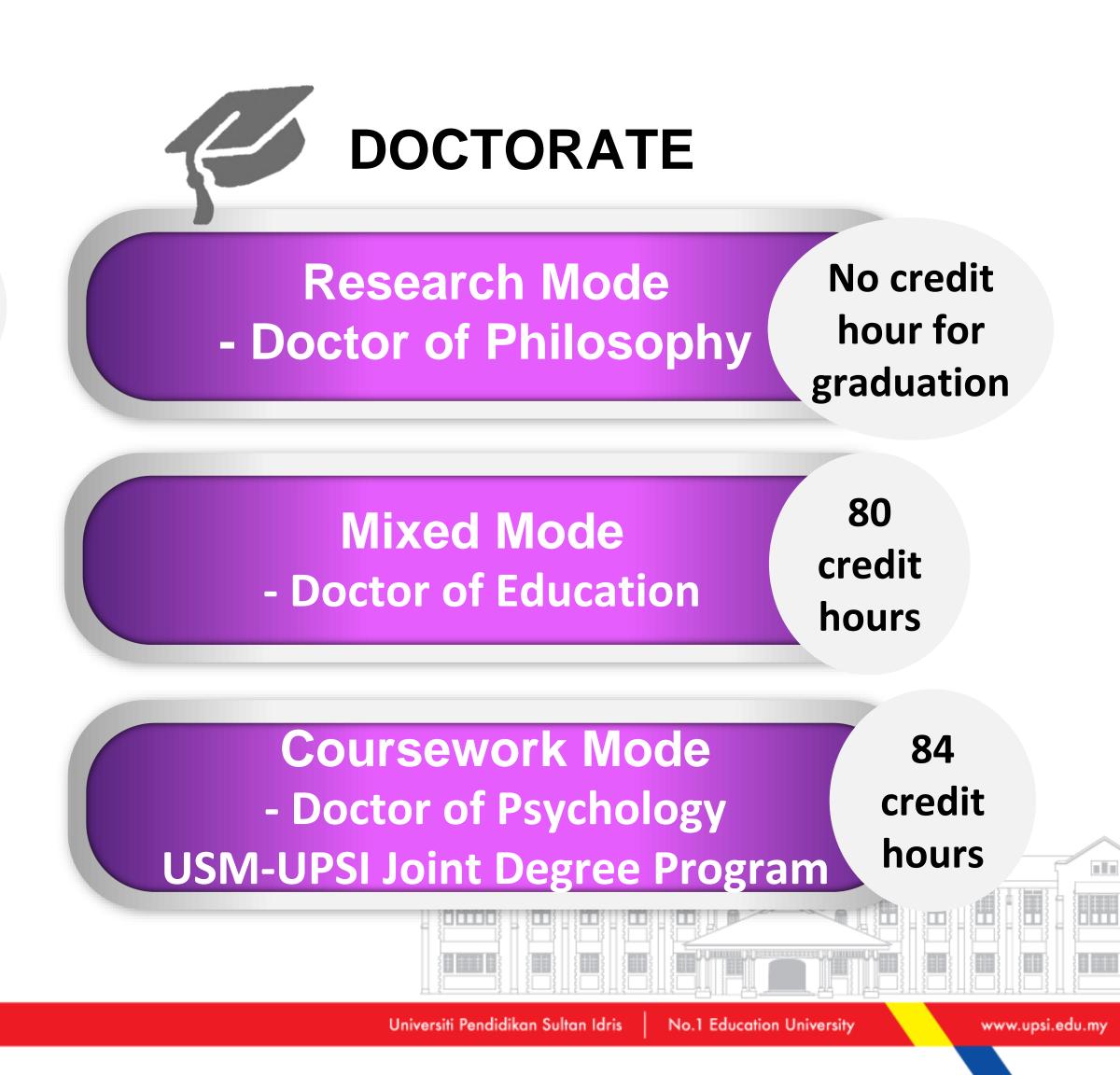


1 subject equal to 4 credit hours

TYPES OF STUDY

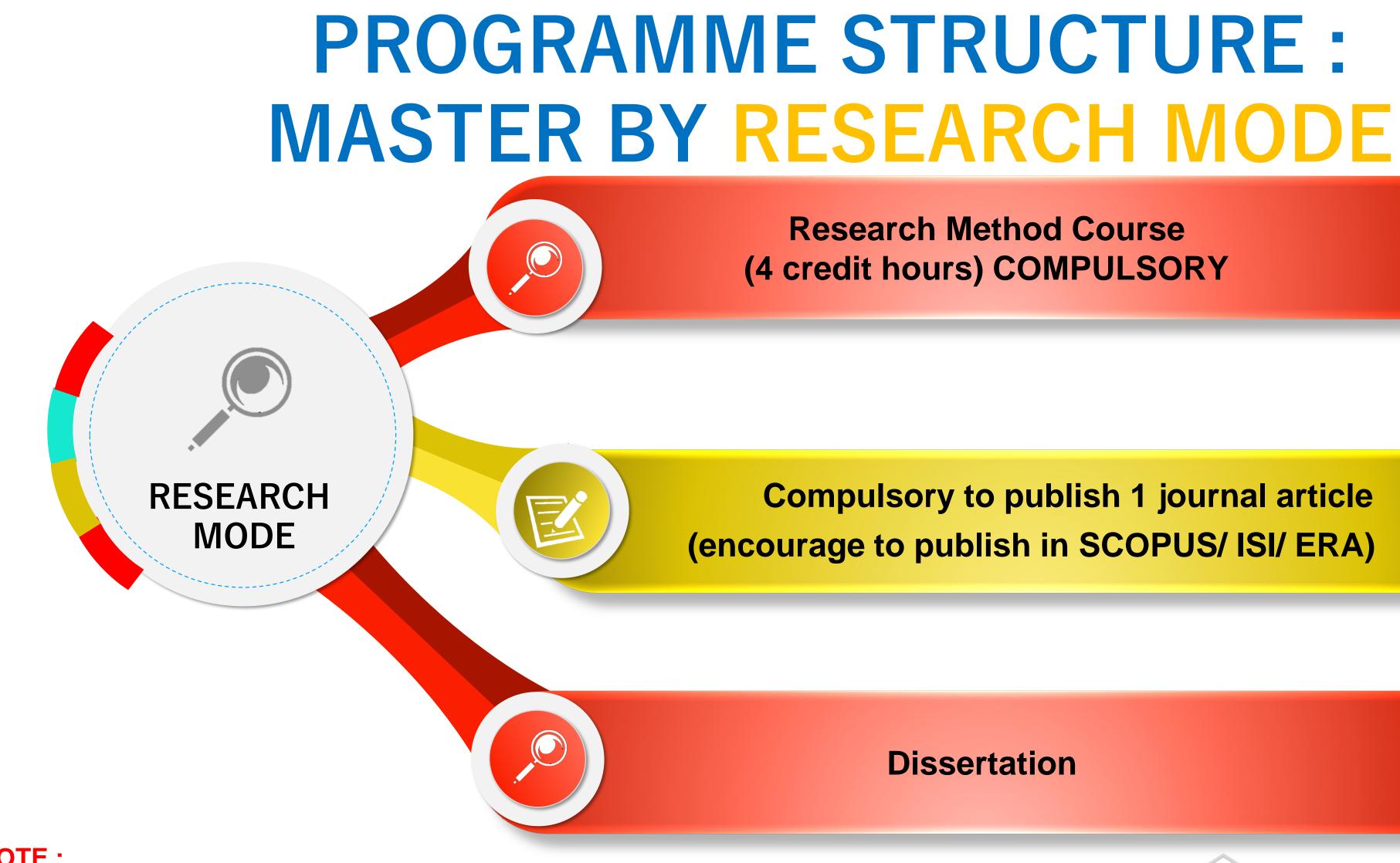












NOTE:

- Submit Research Progress Report every semester
- Н. Register Dissertation every semester

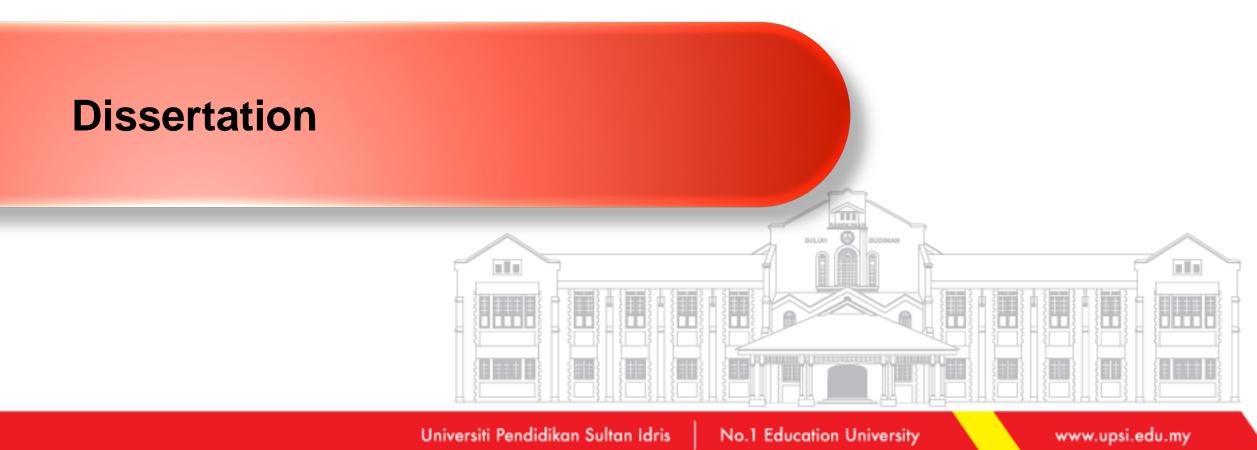
(within first 2 weeks of academic calendar)





Research Method Course (4 credit hours) COMPULSORY

Compulsory to publish 1 journal article (encourage to publish in SCOPUS/ ISI/ ERA)

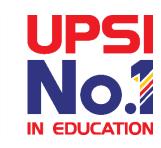


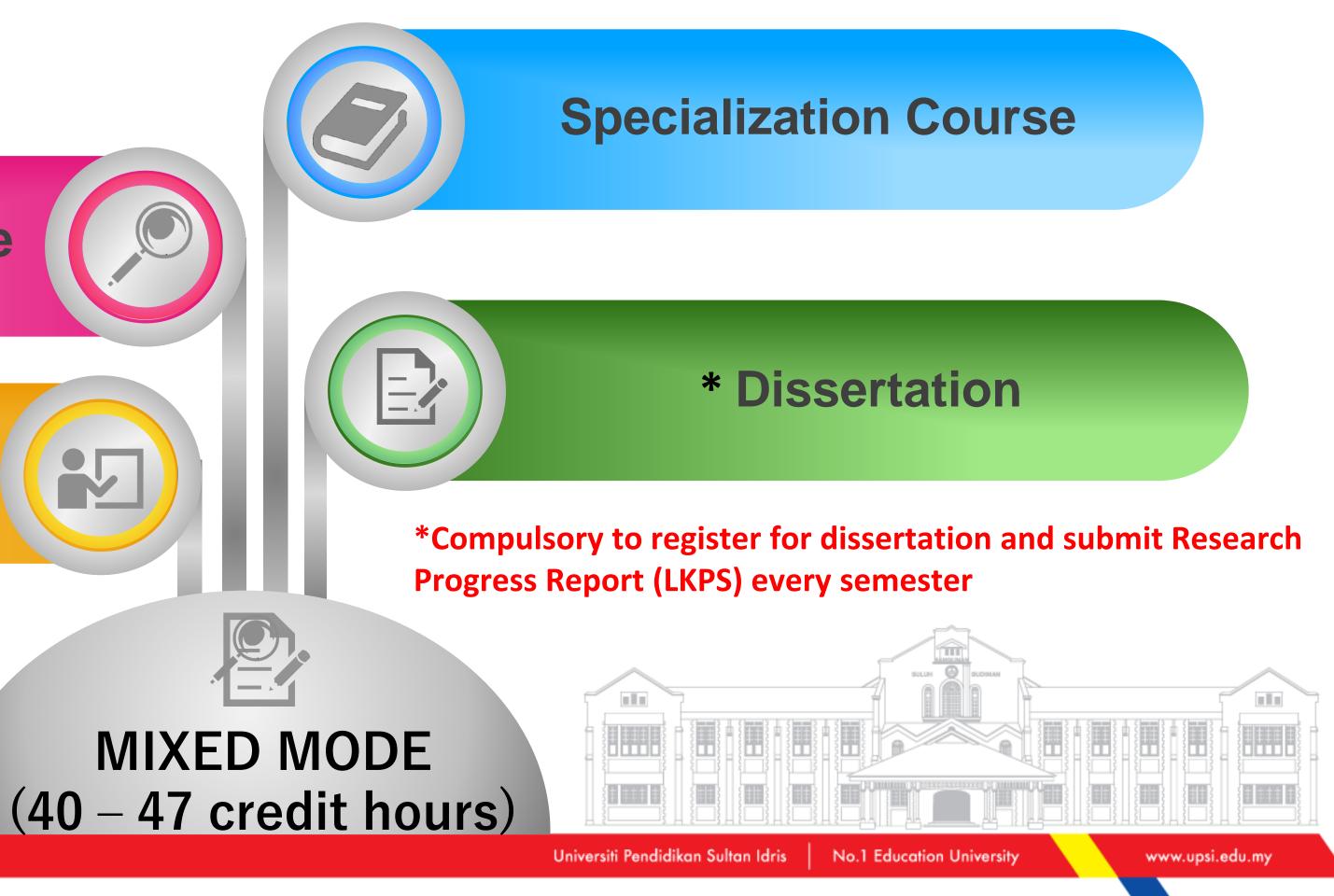
PROGRAMME STRUCTURE : MASTER BY MIXED MODE

Research Method Course

Education Course







PROGRAMME STRUCTURE : MASTER BY COURSEWORK MODE

COURSE MODE (40 – 70 credit hours)

*register your project paper at the 3rd semester



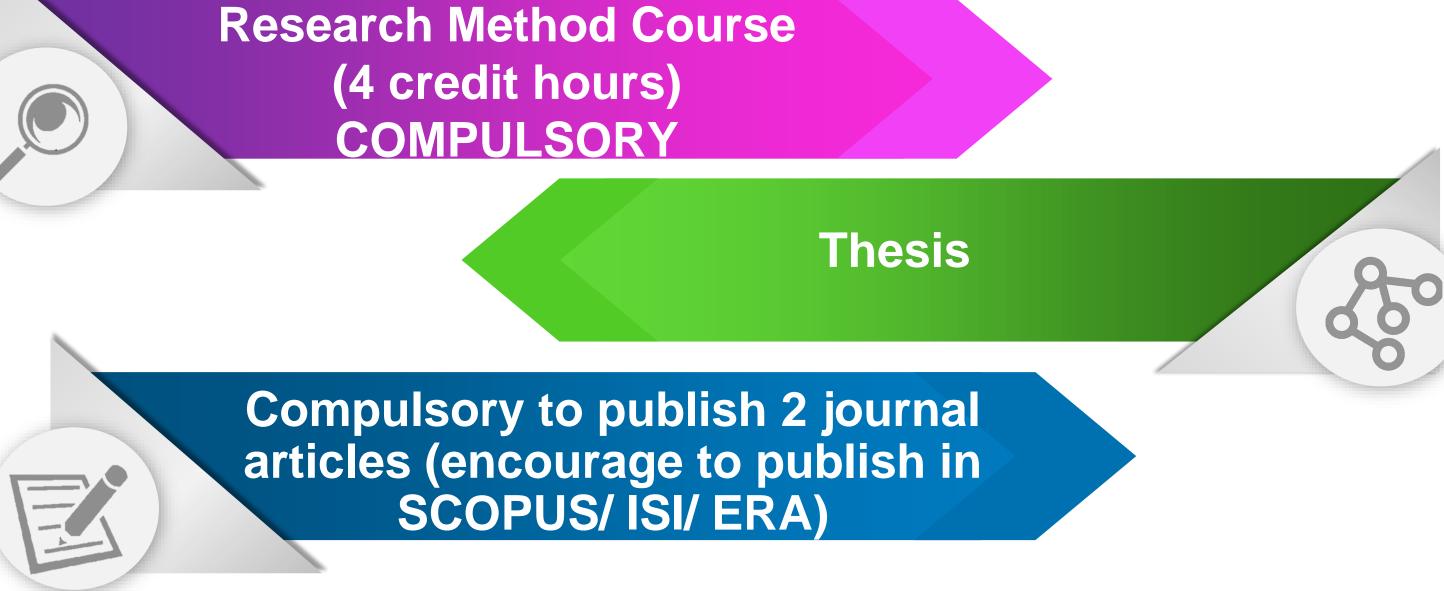






PROGRAMME STRUCTURE : DOCTOR OF PHILOSOPHY



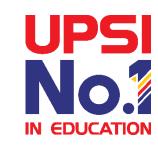


NOTE :

- Submit Research Progress Report every semester
- **II. Register Thesis every semester**

(within first 2 weeks of academic calendar)







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PROGRAMME STRUCTURE : DOCTOR OF EDUCATION

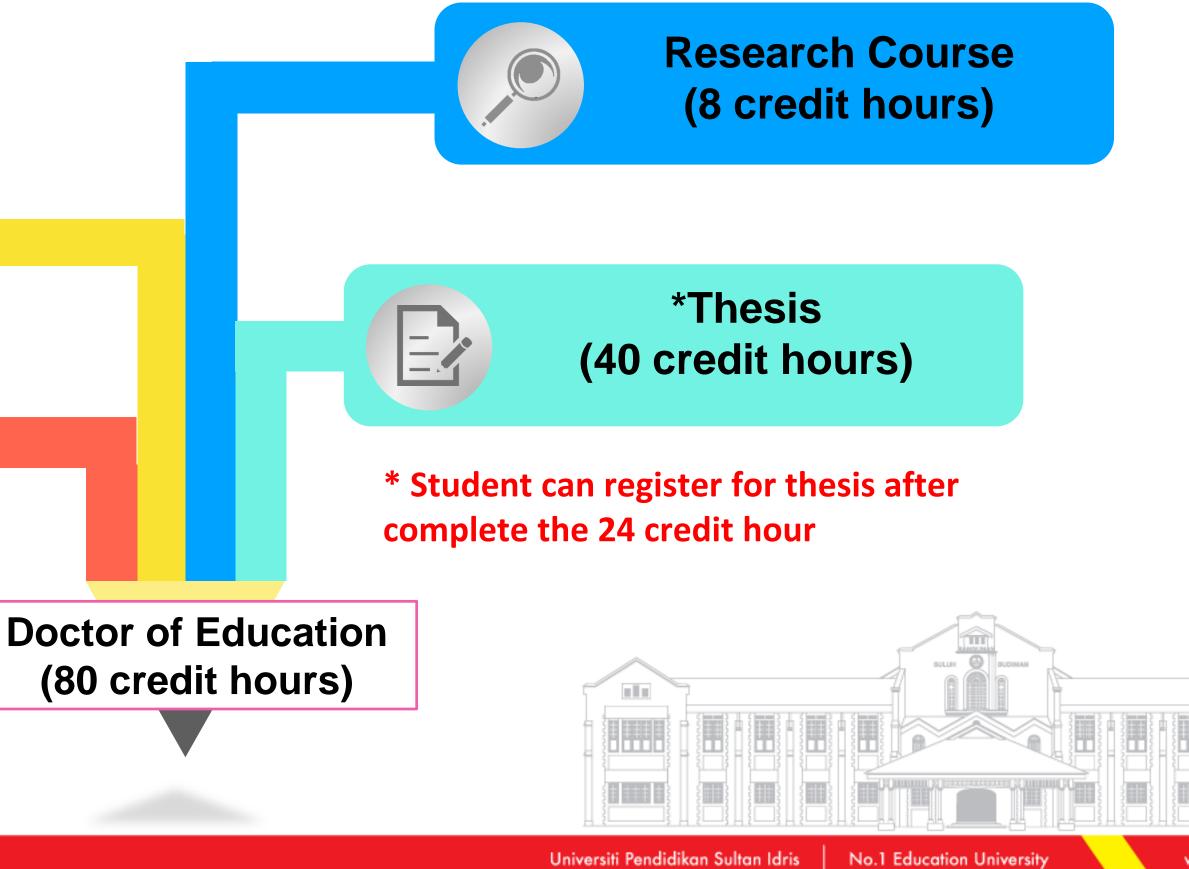
Specialization Course (20 credit hours)

0

Major Course (12 credit hours)









PROGRAMME STRUCTURE : DOCTOR OF PSYCHOLOGY



Specialization Course (34 Credit Hours)



Internship (26 Credit Hours)







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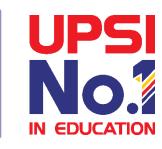
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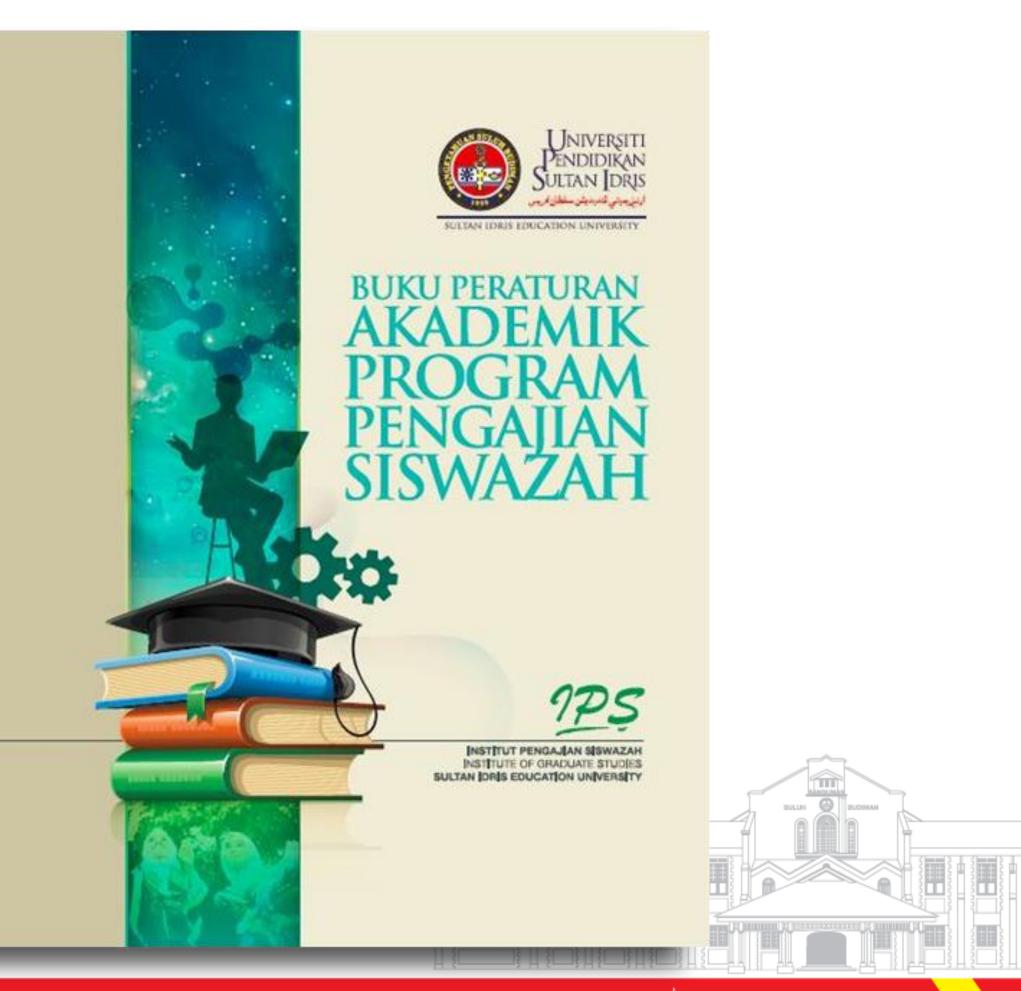




INSTITUT PENGAJIAN SISWAZAH UNIVERSITI PENDIDIKAN SULTAN IDRIS 35000 Tanjong Malim, Perak Darul Ridzuan (C+605-450 5480/5482/5494 (E+605-450 4649 Laman Web : http://ips.upsi.edu.my







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REGISTER

(*except Research Mode)

- of 16 credit hours per semester
- ✓ Students are allowed to register for more than 16 credit hours with the approval of the Dean of the faculty.
- Courses registration shall be made online for every semester (https://emysis.upsi.edu.my)
- ✓ Courses registration shall be made 2 (two) weeks before semester commence





COURSE REGISTRATION

✓ Full time students: minimum of 12 credit hours and maximum

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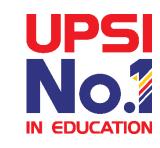
weeks before class begins

taking final examination

DEFERMENT OF STUDIES

- ✓ Not more than **two (2) consecutive semesters** except for health reasons ✓ Application shall be made before 7th week of the semester academic
- calendar
- ✓ The period of deferment for **health reasons shall not be considered** in the calculation of the maximum duration of study for the study programme





TIMETABLE & ATTENDANCE

- \checkmark Timetable for every semester will be uploaded on IGS website two (2)
- Students with total attendance of less than 80% can be barred from

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ACADEMIC RULES & REGULATIONS **CHANGE OF MODE**



- semester
- ✓ Applications must be submitted before the 3rd semester Email the application form to up.ips@upsi.edu.my



- ✓ Applications to change the field of PROGRAMME shall be submitted before semester three of study. Applications made after this period shall not be considered.
- ✓ **Only two (2) times** during the entire duration of study
- Complete the Change of Field/Programme form and submit to IGS





Only two (2) times within the entire period of study \checkmark submit the applications before the seventh (7th) week of the

CHANGE OF FIELD OF STUDIES OR PROGRAMME

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ADDING AND DROPPING COURSES

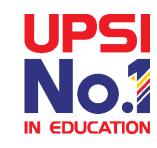


LOSS OF STATUS AS STUDENT



seventh (7th) week of the semester





✓ Students are **allowed to add courses** after obtaining the advice and recommendation of academic advisers within two (2) weeks of the commencement date of the semester ✓ Students are allowed to drop any registered courses within seventh (7) weeks of commencement of the semester

✓ Student shall loss their status as student if they fail to pay fees, fail to register for the semester and course or fail to make application for deferment study by the end of the

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CHANGE OF SUPERVISOR



✓ A change of supervisor is allowed with the approval of the faculty, consent of the original and the new and supervisors, approval of the Graduate **Studies** Committee.

✓ Complete the Application for Change/Addition Supervisor form

of





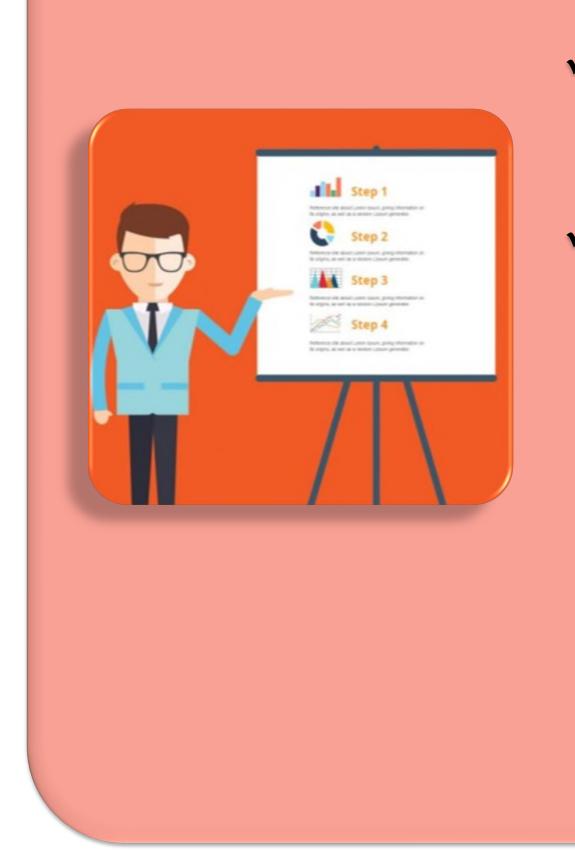
NUMBER OF WORDS

Level of Study	Number of Words	Term	
Doctor of Philosophy	Between 80,000 – 100,000	Thonic	
Doctor of Education	Between 50,000 – 60,000	Thesis	
Master by Research	Between 50,000 – 60,000		
Master by Mixed Mode	Between 20,000 – 40,000	Dissertation	
Master by Course Work	Between 10,000 – 20,000	Paper Project	

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proposal defense proposal is as follows:

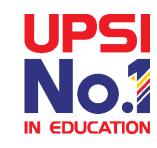
Level of Study

Doctor of Philosophy & Master by Research

Doctor of Education

Master by Mixed Mode





PROPOSAL DEFENSE

✓ Students who register for thesis and dissertation are COMPULSORY to attend a proposal presentation of other students before their own

The maximum period given to the student to present the research

Status of Study	Proposal Presentation BEFORE:
Full Time	End of SECOND semester
Full Time	End of the semester registered for thesis (4th semester)
Full Time	End of SECOND semester subsequent to registration of Dissertation

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SUBMISSION OF NOTICE & PRELIMINARY THESIS / DISSERTATION

- \checkmark The notice must be submitted at the latest three (3) months **before** the date of submission Dissertation/Thesis for examination.
- \checkmark The minimum period for the submission of the preliminary thesis/dissertation are as follow:

Level of Study	Submission of Preli Thesis/Dissertat	
Doctor of Philosophy & Doctor of Education	6 th semester	
Master by Research	4 th semester	
Master by Mixed Mode	3 rd semester	





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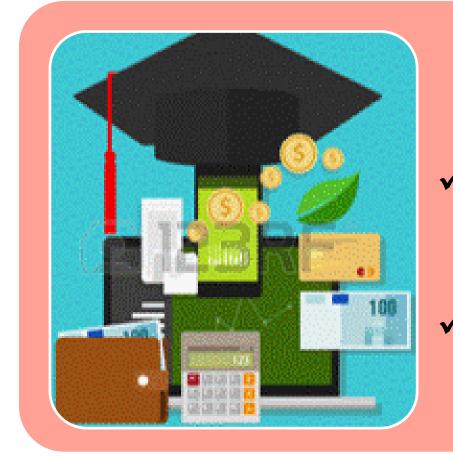
PRESENT YOUR FINDINGS



✓ Presentation of research findings is **compulsory** for students before the submitting the notice and preliminary thesis to IGS.

✓ Students are not allowed to submit the preliminary thesis before presenting the research findings.





UNIVERSITY FINANCIAL REGULATION

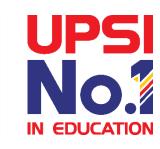
to the next semester



ASSESSMENT AND EXAMINATION

- following semester





 \checkmark Students may claim a fee refund for the semester from which they have withdrawn by producing the approval letter from the Institute of graduate Studies within 4 weeks from the start date of the semester. (T&C) Students who defer semester before the week 7, the fees will be carried forward

Students must pay all fees before they are allowed to sit for any examinations ✓ Students who obtained grade C+ in any courses may repeat such courses to improve their CGPA and the better grade will replace the previous grade ✓ Students who failed any courses (grade F) shall repeat such courses in the

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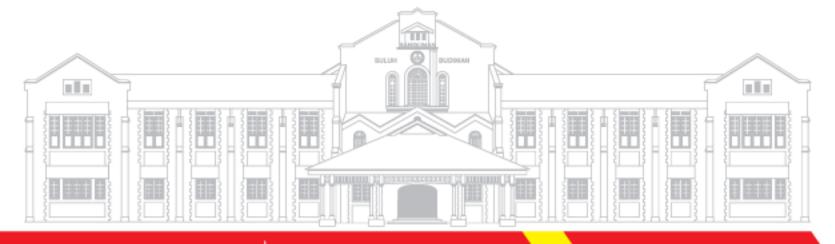
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INPORTANT



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Research Progress Report

- the academic calendar
- cause the student to be **terminated**

Plagiarism

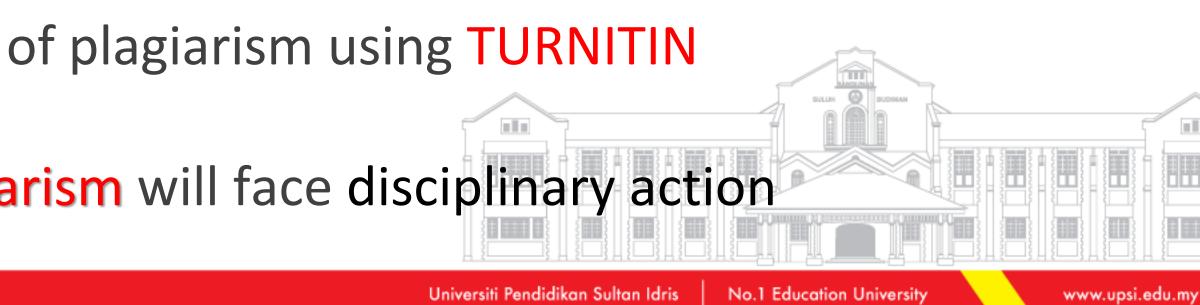
- Serious crimes in education
- ✓ IGS provides service to check the level of plagiarism using TURNITIN (Email : turnitin@upsi.edu.my)
- Students who are found guilty of plagiarism will face disciplinary action







✓ Failure to submit the Research Progress Report for two consecutive semesters will





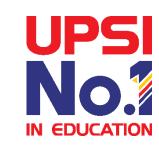


Research Ethics

✓ **ENCOURAGE** to obtain Research Ethics Center (RMIC) website at <u>http://rmic.upsi.edu.my</u>







✓ Research Ethics Form can be downloaded from Research Management and Information



PUBLICATIONS

Publishing Requirements for Master's Degree by Research

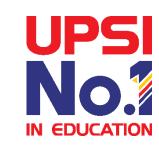
♥ 1 journal article

Publishing Requirements for Ph.D

2 journal articles

Students are encouraged to publish in SCOPUS/ ISI/ ERA

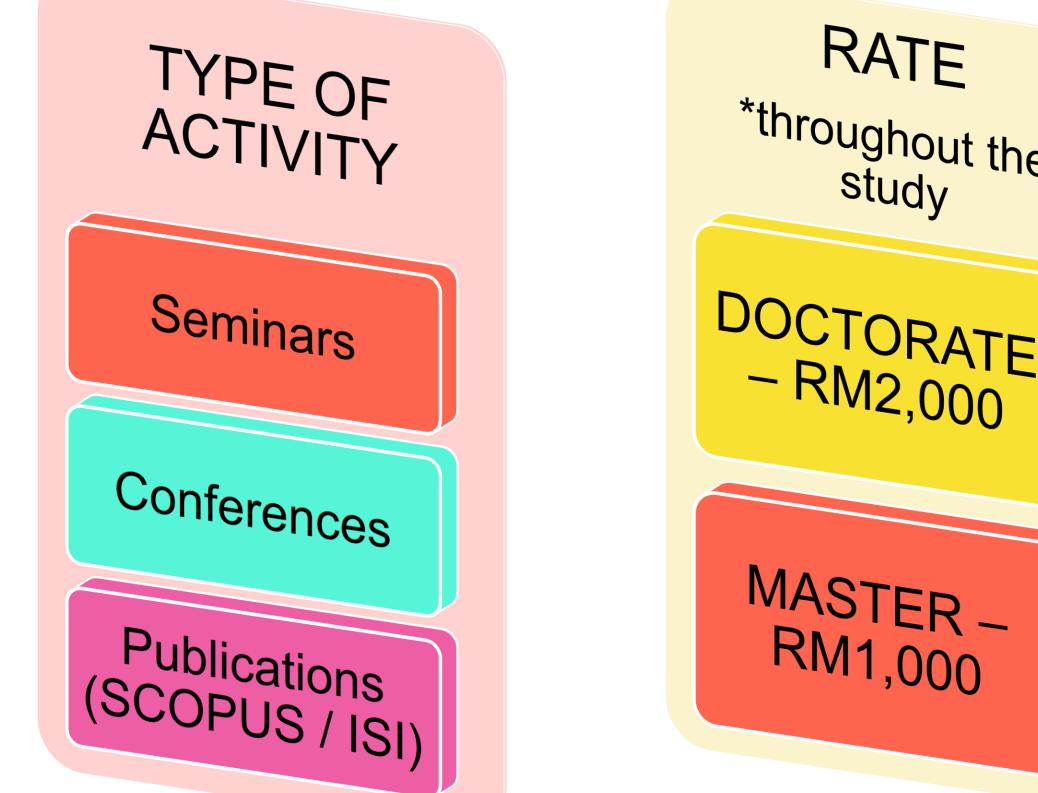








CLAIMS FOR SEMINARS / CONFERENCES / PUBLICATIONS







RATE *throughout the study

DOCTORATE - RM2,000

Presenter Exhibitor Exposer Performer

STUDENTS'

ROLE

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DISERTATIONS / THESIS FORMAT

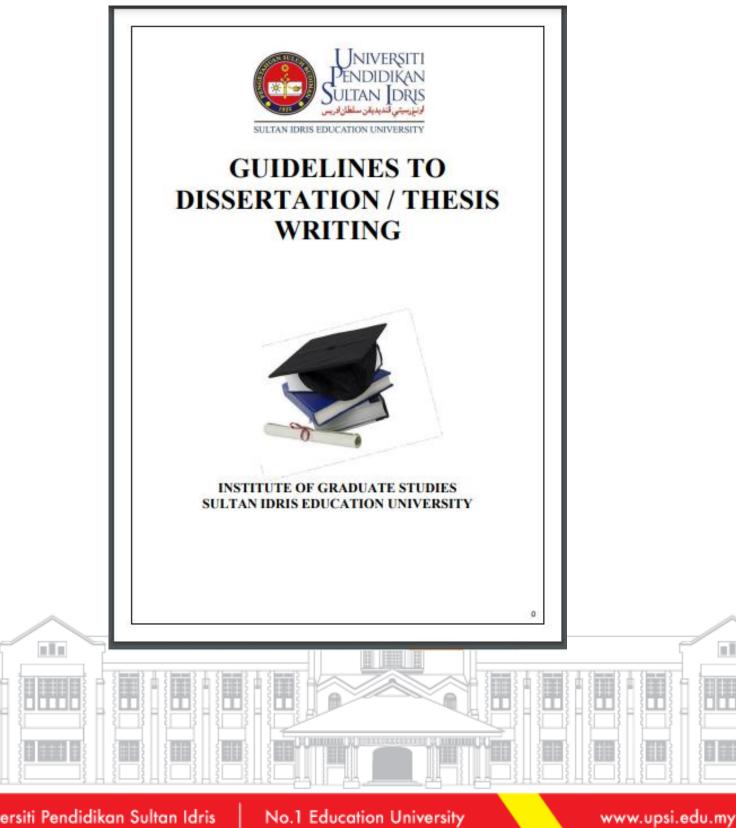
at <u>www.ips.upsi.edu.my</u>

✓ Reference – APA (American Psychological) Association) latest Versions (7th Edition)





✓ Please refer to the Dissertation & Thesis Writing from IGS website



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GRADUATION REQUIREMENTS







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4



TERMINATION OF STUDY









. THE IMPORTANCE OF VISITING UTAN IDENTIAL **IGS WEBSITE**



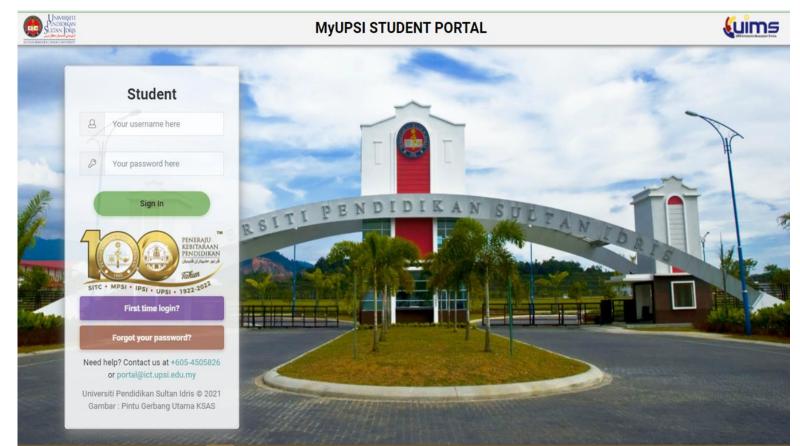
Latest information and important announcements such as:

- Academic Calendar, Fees Structure, Timetable
- IGS Forms, Study Plan
- Latest Guidelines
- Workshops Calendar organized by IGS
 - Announcement for viva session that will be held









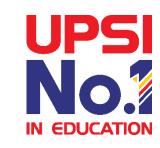
- ✓ Course registration review
- \checkmark Tuition fees review
- ✓ Application for student's confirmation letter, permission to undergo research, exemption letter for attending the tutorial
- ✓ Update Personal Information

https://unistudent.upsi.edu.my/login



E-APPLICATION





✓ Semester & Course registration ✓ Lecture Timetable

✓ Exam schedule & result

https://emysis.upsi.edu.my/login

✓ Lecture Note, Online Forum, Tutorial, Assignment Submission ✓ E-Portfolio ✓ Online Evaluation Survey https://myguru.upsi.edu.my/users/auth/login

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FACEBOOK





FACILITIES AT IGS



COURSES / WORKSHOPS



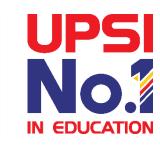


WRITING CLINIC









COMPUTER LAB



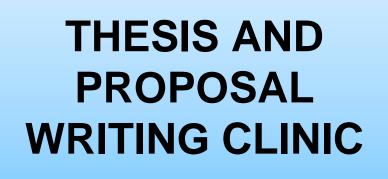


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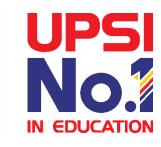


SUPPORT SERVICES









EDUCATIONAL SUPPORT WORKSHOP

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BULLIN 🙆





EDUCATION SUPPORT SERVICES

BEGINNER



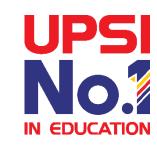
Literature Review
How to Write a Good Proposal & Thesis
Research Methodology -Qualitative
Quantitative
How to Write a Project Paper
Population, Sampling and Instrumentation

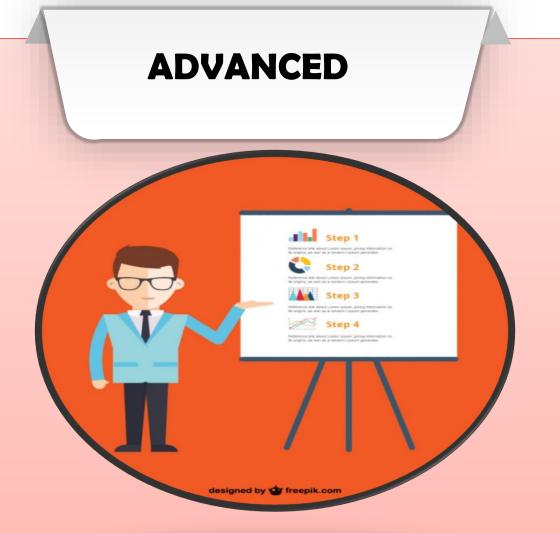
- *MS Word for Thesis and Mendeley*
 - Presentation Skills
 - Defend Proposal



Nvivo (Qualitative)
ATLAS. TI (Qualitative)
AMOS/ SEM (Quantitative)
SPSS
Beginner
Intermediate
Design & Development Research







 Journal Writing and Publication
 Surviving Viva



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INSTITUTE OF GRADUATE STUDIES HOTLINE & EMAIL



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+6013 556 2612 uhepa.ips@upsi.edu.my





CONGRATULATIONS & WELCOME

Institute of Graduate Studies **NEW STUDENTS**

SEMESTER 2 SESSION 2021/2022 MARCH 2022 INTAKE

То **UNIVERSITI PENDIDIKAN SULTAN IDRIS**

Institute of Graduate Studies UPSI Mains ips@upsi.edu.my



PROF. DR. RAJA NOR SAFINAS BINTI RAJA HARUN DEAN, INSTITUTE OF GRADUATE STUDIES

