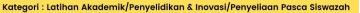


POSTGRADUATE MANAGEMENT SYSTEM @ UMT

25th July 2024



SISTEM PENGURUSAN SISWAZAH DI UMT

25 Julai 2024 (Khamis) [9:30 pagi hingga 12:30 tengah hari]

Bilik Seminar Ibnu Khaldun, Kompleks Pengurusan Akademik dan Penyelidikan

 \bigotimes

SINOPSIS :-

> Latihan ini bertujuan untuk menerangkan mengenai sistem pengurusan siswazah di Universiti Malaysia Terengganu (UMT) secara keseluruhannya. Peserta akan diperkenalkan kepada setiap seksyen pengurusan serta operasi di Pusat Pengurusan Siswazah serta program pengajian penyelidikan (Sarjana dan Doktor Falsafah yang melibatkan 18 bidang utama) dan Program Sarjana Kerja Kursus. Di samping itu, peserta juga akan diberi penerangan mengenai peraturan dan undangundang pelajar siswazah serta prosedur operasi standard yang digunapakai di UMT. Latihan ini akan meningkatkan pengetahuan peserta berkaitan perlaksanaan dan pengurusan program pengajian siswazah di UMT.

PENCERAMAH Prof. Madya ChM. Dr. Siti Kamilah binti Cł	he Soh + +
Timbalan Pengarah Pusat Pengurusan Siswazah	+++++++
ANJURAN :	MAKLUMAT LANJUT, SILA HUBUNGI: 09-668 4524 🥑
Pusat Pembangunan Bakat dan Inovasi, UMT	unit.latihan@umt.edu.my 🙀



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WELCOME TO POSTGRADUATE STUDY @ UMT

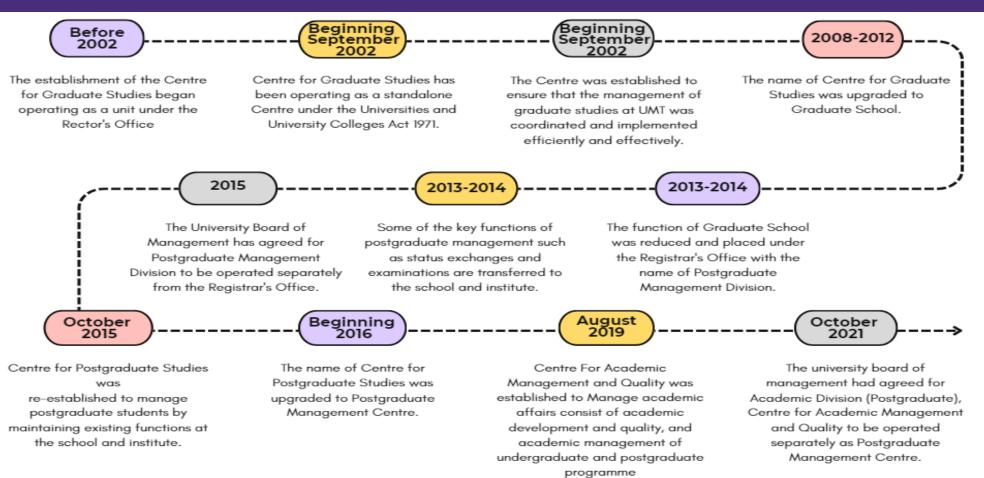


July 2024





HISTORY OF POSTGRADUATE MANAGEMENT CENTRE



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WORLD UNIVERSITY RANKINGS

UNIVERSITY

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VISION AND MISSION OF PPS

VISION

To make UMT as a centre for postgraduate studies of choice in producing competent, competitive and innovative postgraduate

MISSION

Implementing systematic, effective and efficient postgraduate management to ensure quality postgraduate programmes and meeting the stakeholders' needs



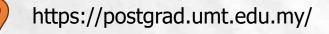


POSTGRADUATE MANAGEMENT CENTRE (PPS) CONTACT



gso@umt.edu.my (general issues);
gs.daftar@umt.edu.my (for registration matter only);
gs.admission@umt.edu.my (for admission matter only)

+609-668 4335/5057



https://t.me/+wjjoNNrnN_NmMmQ9 (PG 2021) - PG students https://t.me/+QJuBCatKILFmNDQ9 (PG To Be) – candidates issued with offer letter already https://t.me/+8xd1T1TYkaRjMWU1 (PG To Be (English)) – candidates not meeting English requirement





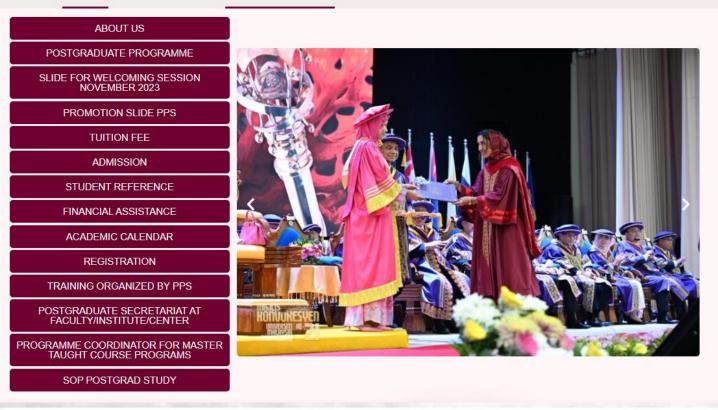
https://postgrad.umt.edu.my/ PPS WEBSITE





POSTGRADUATE MANAGEMENT CENTRE

Universtit Malaysia Terengganu

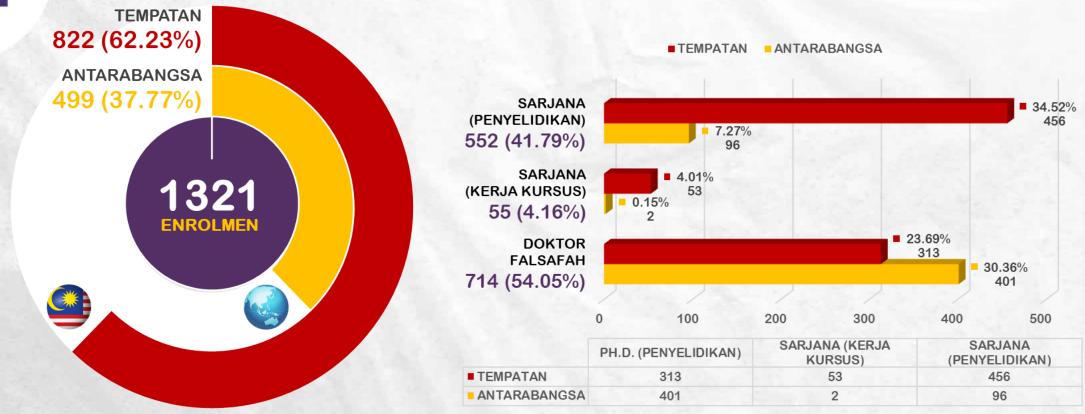






ENROLMENT STATISTICS (ACTIVE STUDENTS)

ALL our postgraduate programmes are accredited by Malaysian Qualification Agency (except for new taught course programmes)



As of July 13, 2024



Terokaan Seluas Lautan, Demi Kelestarian Sejagat I Ocean of Discoveries for Global Sustainability



ENROLMENT STATISTICS (ACTIVE STUDENTS)

ENROLMEN - FAKULTI / INSTITUT (PROGRAM)

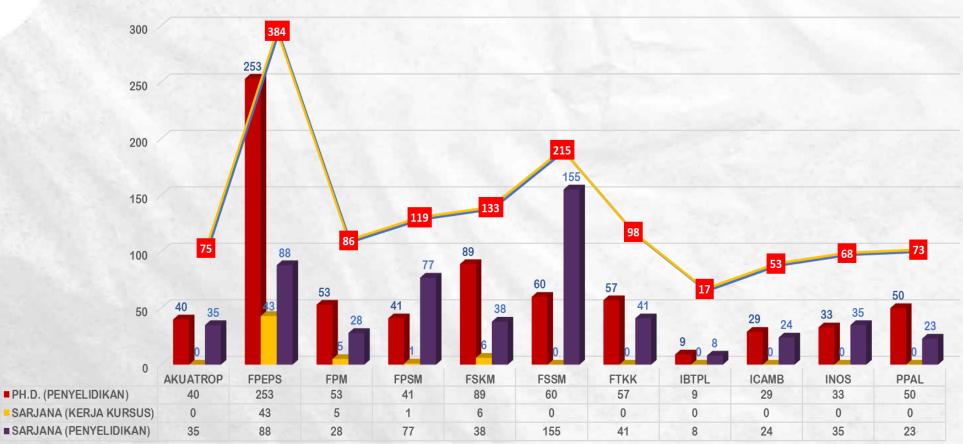
PH.D. (PENYELIDIKAN) SARJANA (KERJA KURSUS)

WORLD UNIVERSITY RANKINGS

UNIVERSITY

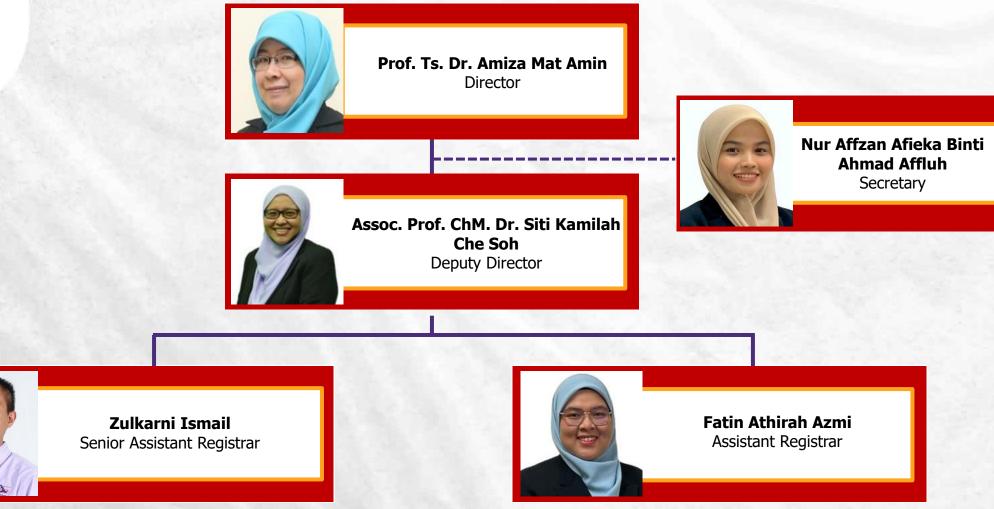
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RSUS) SARJANA (PENYELIDIKAN)





PPS MANAGEMENT







PPS STAFFS







INTERCONNECTION OF POSTGRADUATE STUDY PROCEDURES BETWEEN STUDENT, PTj (Faculty/Institute/Centre/International Centre) AND PPS

PROGRAMME COORDINATOR FOR COURSEWORK AND POSTGRADUATE SECRETARIAT (MASTER & PhD)

SOP SUMMARY FOR POSTGRADUATE STUDY



PROGRAMME COORDINATOR FOR MASTER TAUGHT COURSE PROGRAMS

PROGRESS FOLDER (RESEARCH PROGRAMME)



Please check which step are you referring to the Summary of SOP for Postgraduate Study-To ensure that you ask the right person





ADMINISTRATION & ACADEMIC OPERATIONS THAT NEED APPROVAL FROM POSTGRADUATE STUDIES COMMITTEE (JKPS) OF FACULTY/INSTITUTE/CENTRE

Admission

 New admission application

Chairman: Dean/Director

Changes in

- Supervision
- Study Programme
- Field of study
- Faculty/ Institute/ Centre
- Deferment of study
- Withdrawal
- Appeal
- Conversion
- Mode of study

Examination management

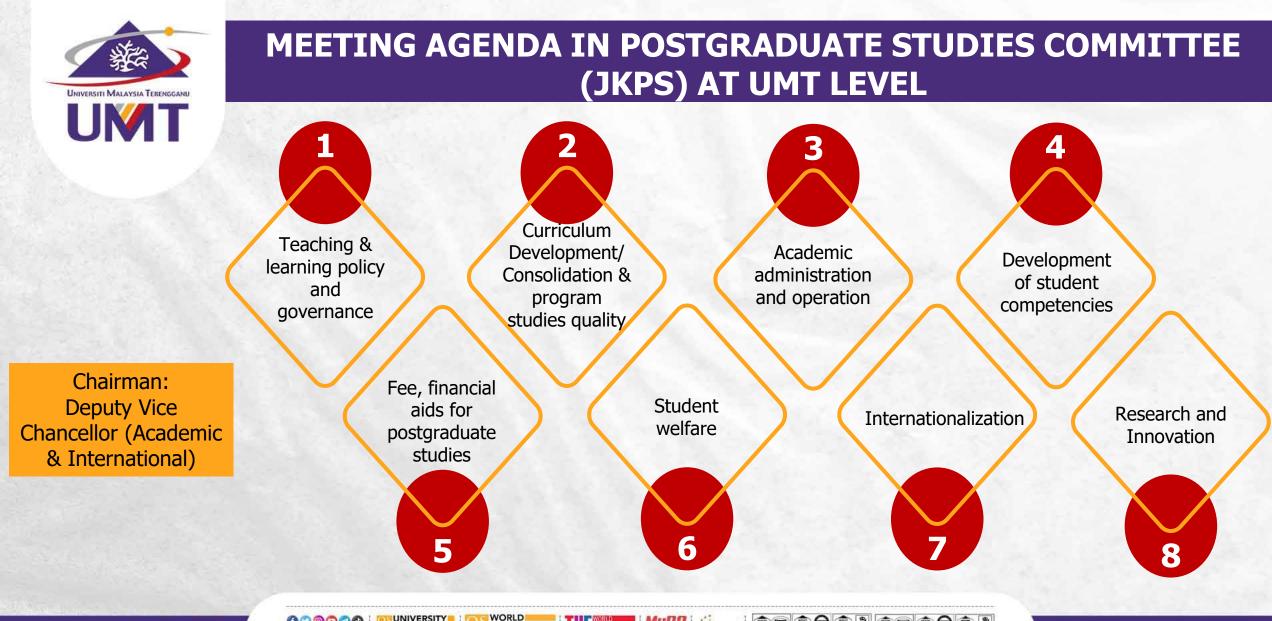
- Examination results (Taught Course)
- Progress Evaluation Result (Research)
- Viva voce result
- Graduation (Taught Course and Research)
- Grade review appeal
- Examination resit

Miscellaneous

- Extension of duration of study
- Candidature
 Assessment (CA)
- Exemption of Research Methodology course

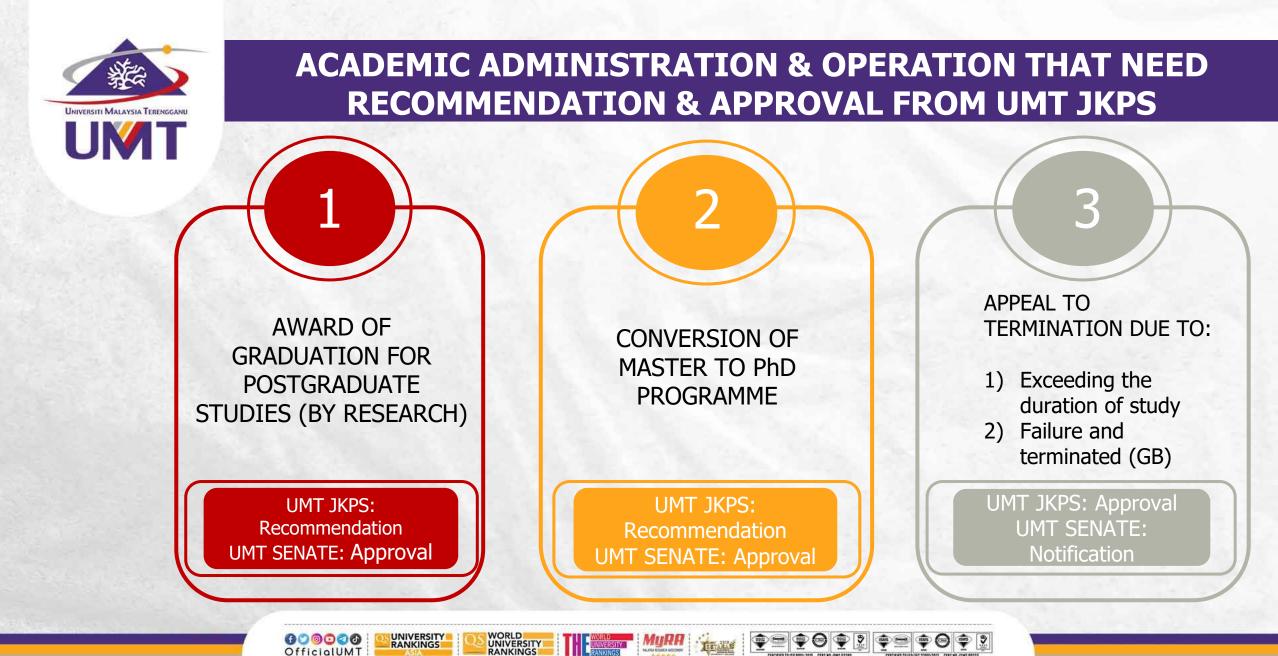


Julyl 2024





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LATEST RULES/ REGULATIONS/ SOP/FEES

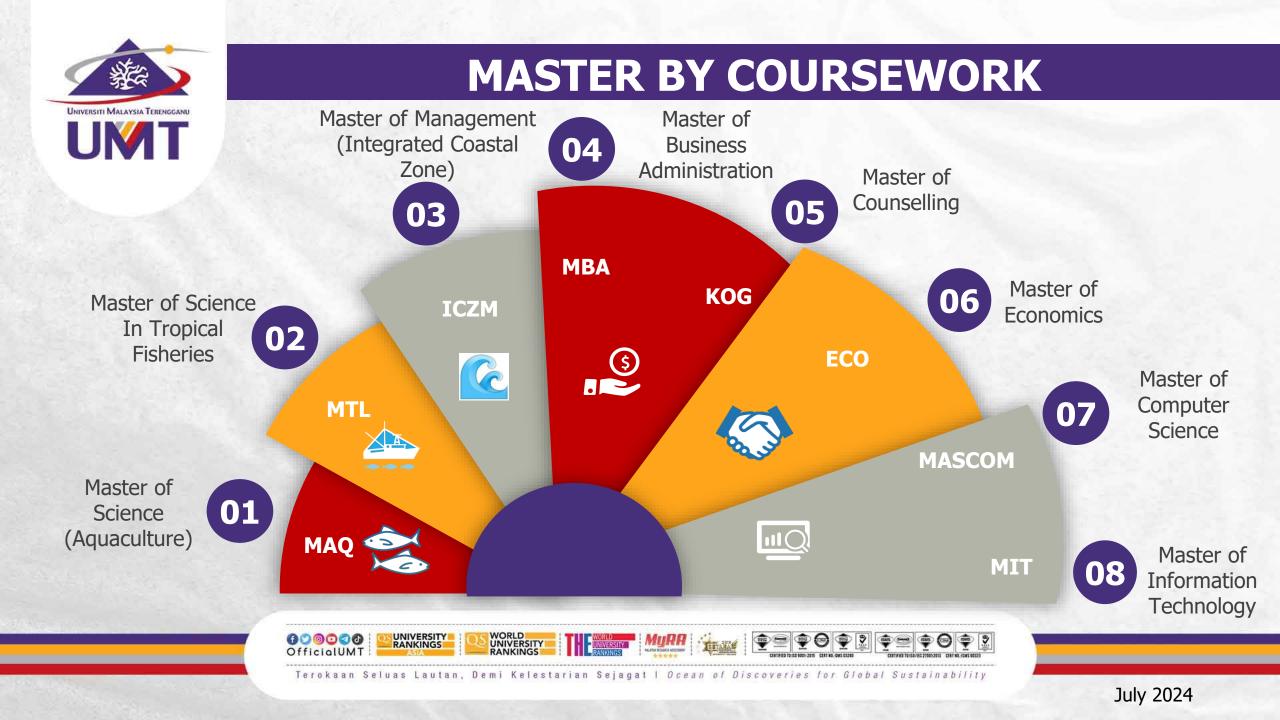


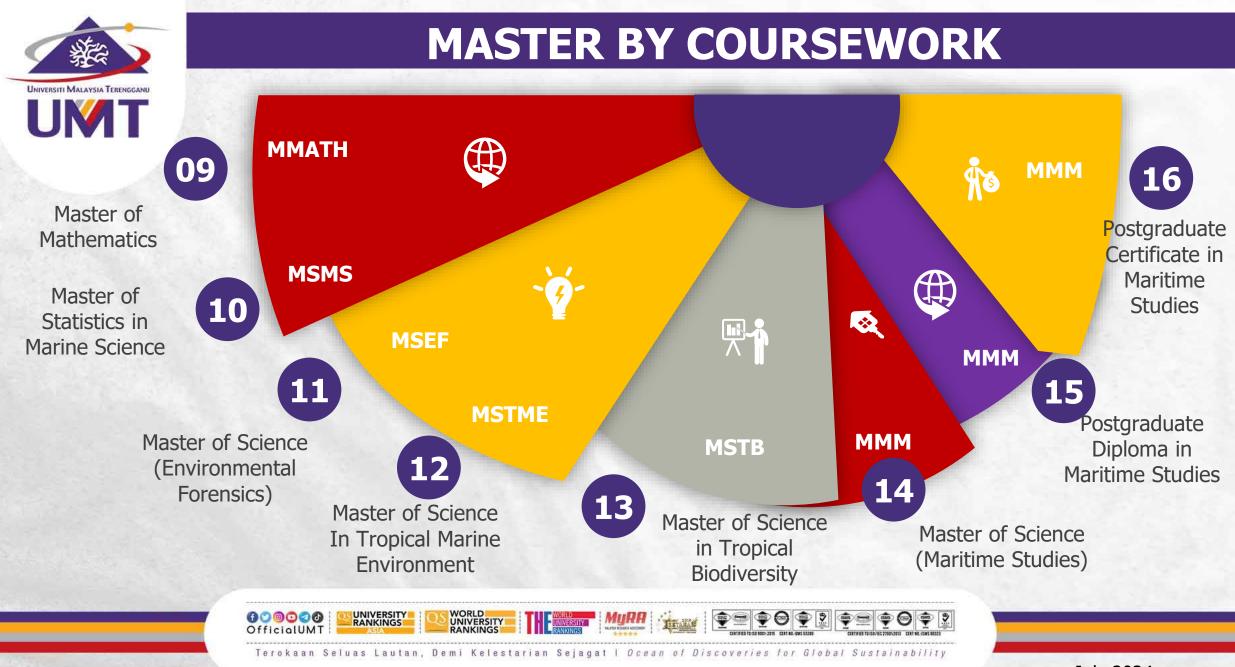


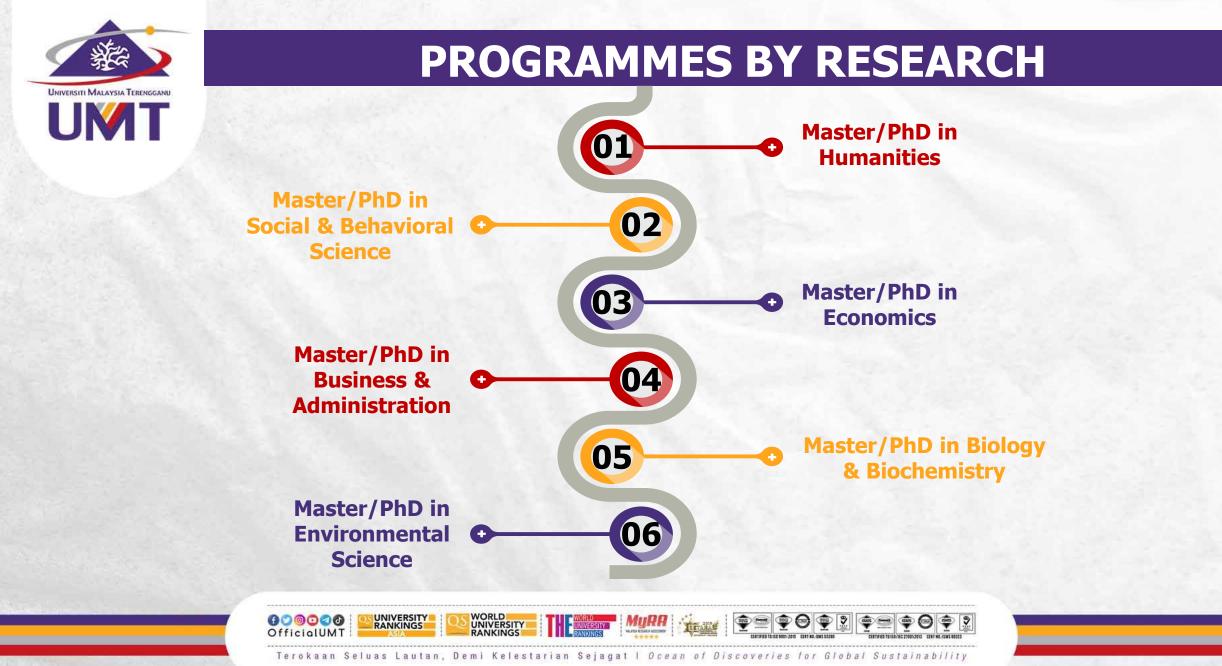
Terokaan Seluas Lautan, Demi Kelestarian Sejagat I Ocean of Discoveries for Global Sustainability

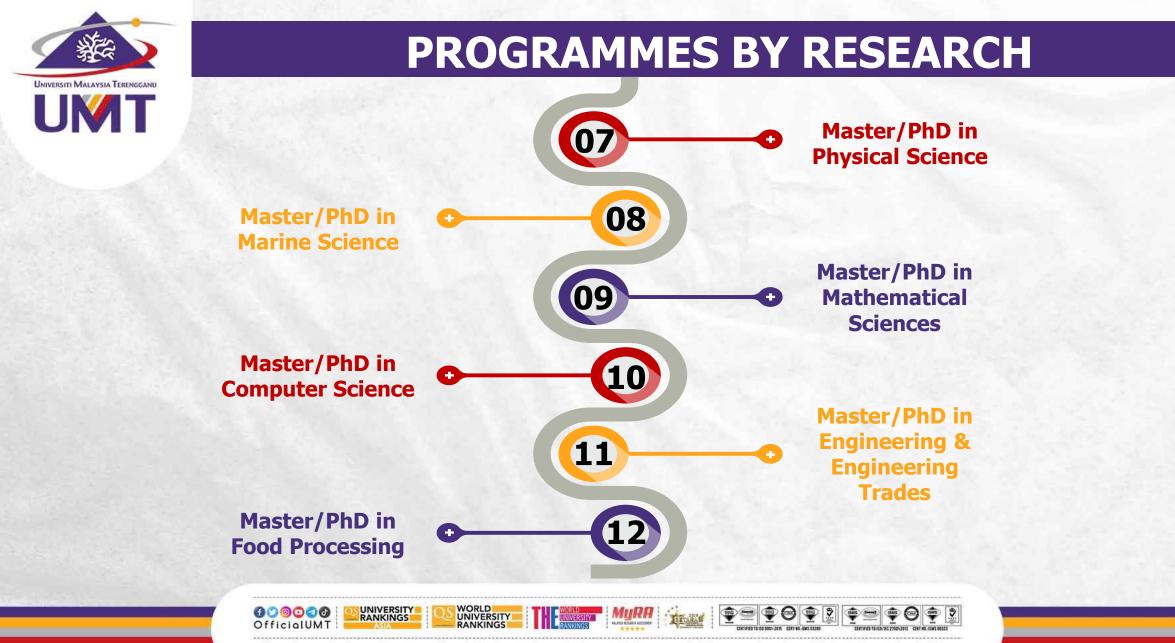
REFERENCES USED







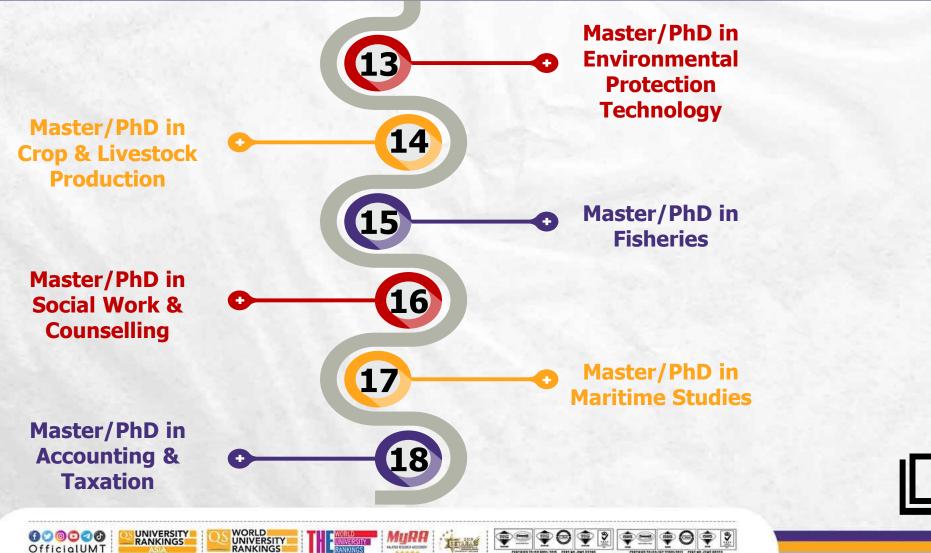




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PROGRAMMES BY RESEARCH



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TUITION FEE RESEARCH – REFER PPS WEBSITE

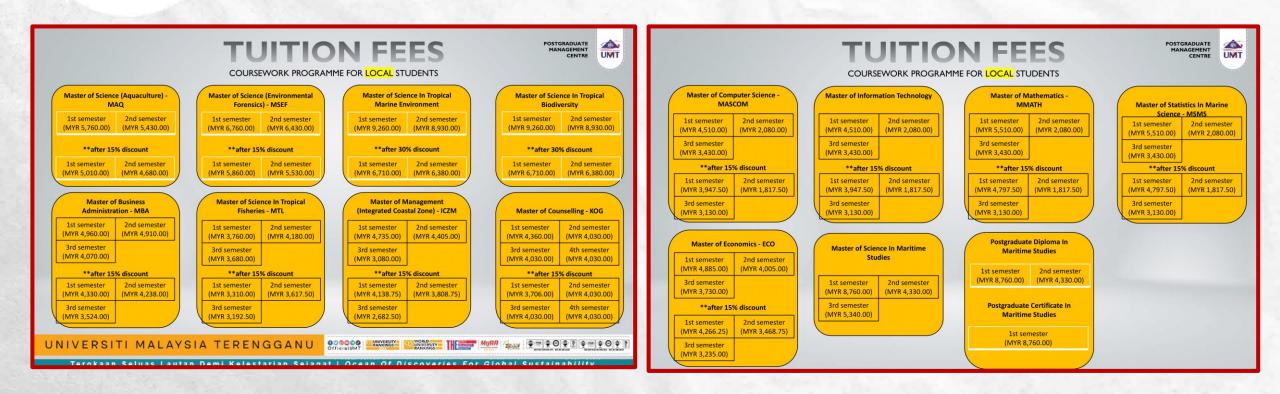




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TUITION FEE COURSEWORK – REFER PPS WEBSITE

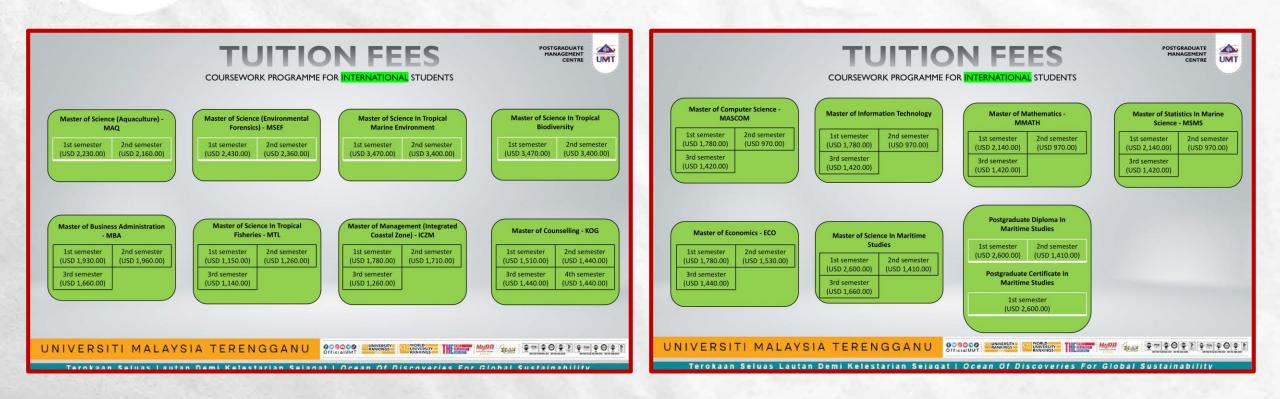




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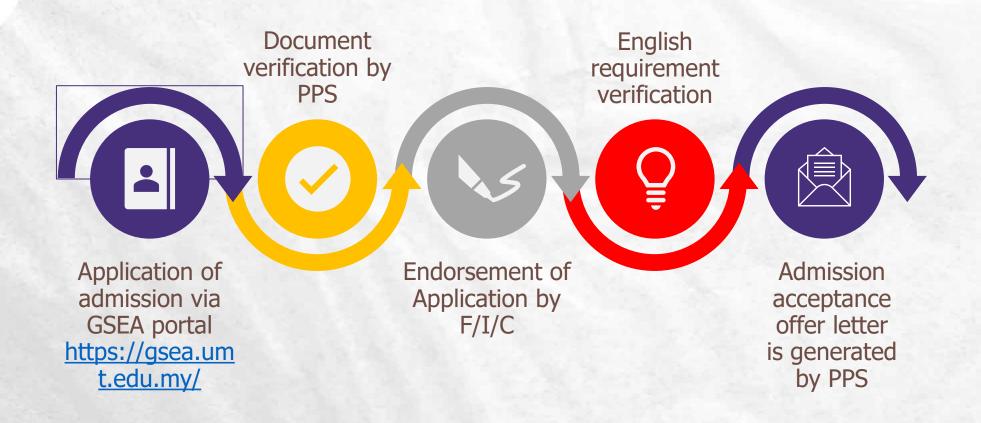
TUITION FEE COURSEWORK – REFER PPS WEBSITE





Terokaan Seluas Lautan, Demi Kelestarian Sejagat I Ocean of Discoveries for Global Sustainability

POSTGRADUATE ADMISSION



UNIVERSITI MALAYSIA TERENGGAN

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CHECKLIST FOR GRADUATION REQUIREMENTS

PAY TUITION FEE/ REGISTER EVERY SEMESTER AND GRADUATE WITHIN THE PERMITTED PERIOD



New student:

have to register

face to face

	Full	Time	Part	Graduate on	
Programme	Number of Minimum semester	Number of Maximum semester	Number of Minimum semester	Number of Maximum semester	Time
PhD	4	10	6	14	3.5 years
Master	2	6	4	10	2 years

Current students: who failed to register will have his/her name dropped (GUGUR NAMA (GN)). Student may appeal within 1 year to continue study

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Application to extend duration of study:

- Made to the faculty
- Made 3 months before the last semester ends.
- Not allowed to change the study to part time after maximum duration of study is reached

Approval:

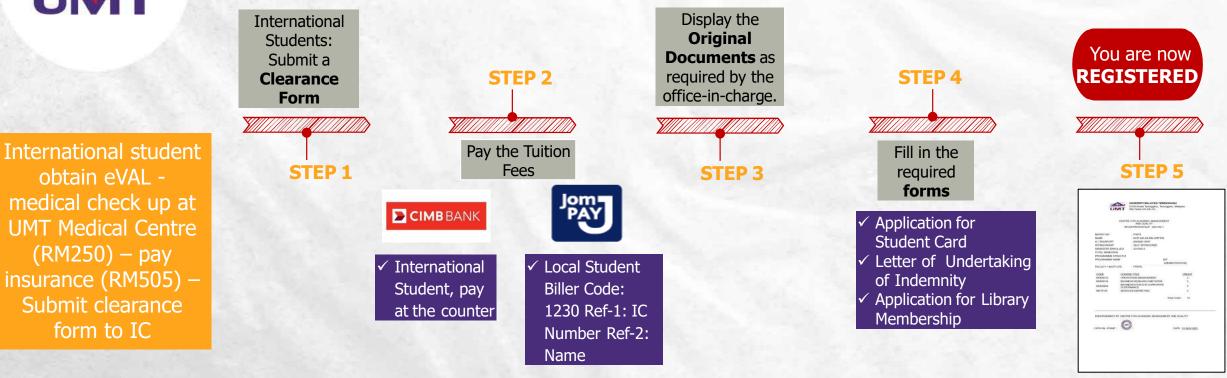
JKPS of faculty/institute/centre (1 semester/application; maximum 2 applications)

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WORLD UNIVERSITY RANKINGS



PROCEDURE OF REGISTRATION FOR NEW STUDENTS AFTER CLEARANCE OF VISA – FACE TO FACE



*Note:

- Mode of Registration for New Students is Face-to-Face at the Postgraduate Management Centre
- Failure to register within the stipulated date, please apply for deferment by emailing us at gs.admission@umt.edu.my





IMPORTANT DATES OF STUDENT ADMISSION FOR EACH SEMESTER, ACADEMIC SESSION



Last Week Registration for **Coursework** Students

WEEK 10

Last Week for Late Registration (with penalty) for Current **Research** Students

RESE	ARCH PR	OGRAM	IME	
ACTIVITIES	Di	ATE	DURATION	NOTES
	SEMESTE	R 1, 2023/2	2024 SESS	SION
Registration	October 1, 2023	November 4, 2023	5 Weeks	Deepavali 12 November 2023 (Sunday)
Deferment of Study	October 1, 2023	November 4, 2023	5 Weeks	Christmas 25 December 2023 (Monday)
Research Activities	October 8, 2023	January 20, 2024	15 Weeks	Isra and Miraj 8 February 2024 (Thursday)
Assessment of Research Progress Report	January 21, 2024	February 10, 2024	3 Weeks	Chinese New Year 10 & 11 February 2024 (Saturday & Sunday)
	SEMESTE	R 2, 2023/2	2024 SESS	SION
Registration	March 10, 2024	April 20, 2024	5 Weeks	Nuzul Al-Quran 28 Mac 2024 (Thursday)
Deferment of Study	March 10, 2024	April 20, 2024	5 Weeks	Hari Raya Aidifftri 10 - 11 April 2024 (Wednesday & Thursday)
Research Activities	March 17, 2024	June 29, 2024	15 Weeks	Birthday of the Sultan of Terenggan 26 April 2024 (Friday) Labour day
				1 May 2024 (Wednesday) The Yang di-Pertuan Agong's Birthda 3 June 2024 (Monday)
Assessment of	June 30, 2024	July 20, 2024	3 Weeks	Wesak day

(F P	RESEARCH I	MIC CA PROGRAMME UATE STUD I MALAYSI	SESSION 2	2023/202	(4) Unstain Maxim	
	COURS	EWORK	PROGR	AMME		
	ACTIVITIES	DA	re	DURATION	NOTES	
Avr.		SEMESTER	1, 2023/2	024 SESS	ION	
R	egistration	October 1, 2023	November 4, 2023	5 Weeks	Deepavali	
De	eferment of Study	October 1, 2023	November 4, 2023	5 Weeks	12 November 2023 (Sunday) Christmas	
Le	ectures	October 8, 2023	November 25, 2023	7 Weeks	25 December 2023 (Monday) Isra and Miraj	
м	id-Term Break	November 26, 2023	December 2, 2023	1 Week	8 February 2024 (Thursday)	
Le	ectures	December 3, 2023	January 20, 2024	7 Weeks	Chinese New Year 10 & 11 February 2024	
St	udy Week	January 21, 2024	January 27, 2024	1 Week	(Saturday & Sunday)	
b	camination	January 28, 2024	February 10, 2024	2 Weeks	Anniversary of the Coronation of the Sultan of Terengganu	
Se	emester Break	February 11, 2024	March 9, 2024	4 Weeks	4 March 2024 (Monday)	
		SEMESTER	2, 2023/2	024 SESS	SION	
R	egistration	March 10, 2024	April 20, 2024	5 Weeks	Nuzul Al-Quran 28 March 2024	
Þ	eferment of Study	March 10, 2024	April 20, 2024	5 Weeks	(Thursday) Hari Raya Aidiffiti	
-	ectures	March 17, 2024	April 6, 2024	3 Weeks	10 - 11 April 2024 (Wednesday & Thursday)	
M	lid-Term Break	April 7, 2024	April 13, 2024	1 Week	Birthday of the Sultan of Terengganu 26 April 2024 (Friday)	
- A "	ectures	April 14, 2024	June 29, 2024	11 Weeks	Labour day	
5	tudy Week	June 30, 2024	July 6, 2024	1 Week	1 May 2024 (Wednesday) The Yang di-Pertuan Agong's Birthday	
E	xamination	July 7, 2024	July 20, 2024	2 Weeks	3 June 2024 (Monday) Wesak day	
					5 June 2024 (Wednesday)	-
					Day of Arafat & Hari Raya Akiladha 16-18 June 2024 (Sunday - Tuesday)	1
32					Awal Muharram 7 July 2024 (Sunday)	4
		SHORT SEME	STER, 2023	/2024 SI	ESSION	14
	Registration	July 21, 2024	July 27, 2024	1 Week	National Day 31 August 2024 (Saturday)	
141	Lectures	July 28, 2024	September 21, 2024	8 Weeks	Malaysia Day	
200	Examination	September 22, 2024	September 28, 2024	1 Week	16 September 2024 (Monday)	
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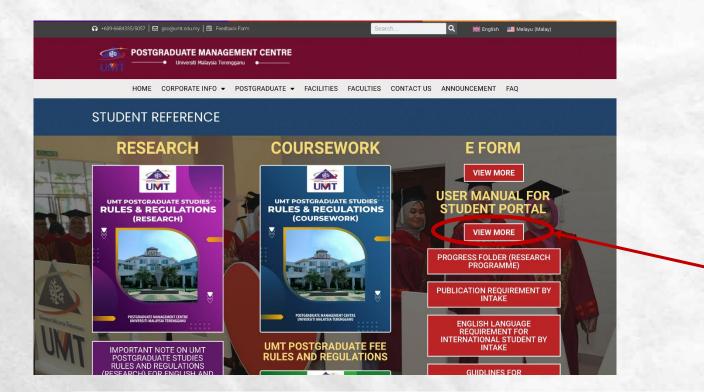
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REGISTRATION FOR CURRENT STUDENT

ONLINE (UNTIL WEEK 4) MANUAL (AFTER WEEK 4)

MANUAL (AFTER WEEK 4) WITH LATE REGISTRATION FINE OF RM100 (PAY THE TUITION FEE AND EMAIL PROOF OF PAYMENT TO gs.daftar@umt.edu.my



- The instruction for online registration is available at PPS website
- Check the instruction from PPS whether you should register online or manual (may vary based on student intake)



WHY YOU CANNOT LOGIN MyNemo STUDENT ACCOUNT?

1. You do not remember your password

- Please contact Mr. Talib (ICT section) at talib@umt.edu.my
- Next, please follow the <u>User Manual for postgraduate student</u>

2. Your student status is not active or defer

(Your status in the last semester is either Drop Name (Gugur Nama, GN), or Fail and Terminated (Gagal Berhenti, GB)

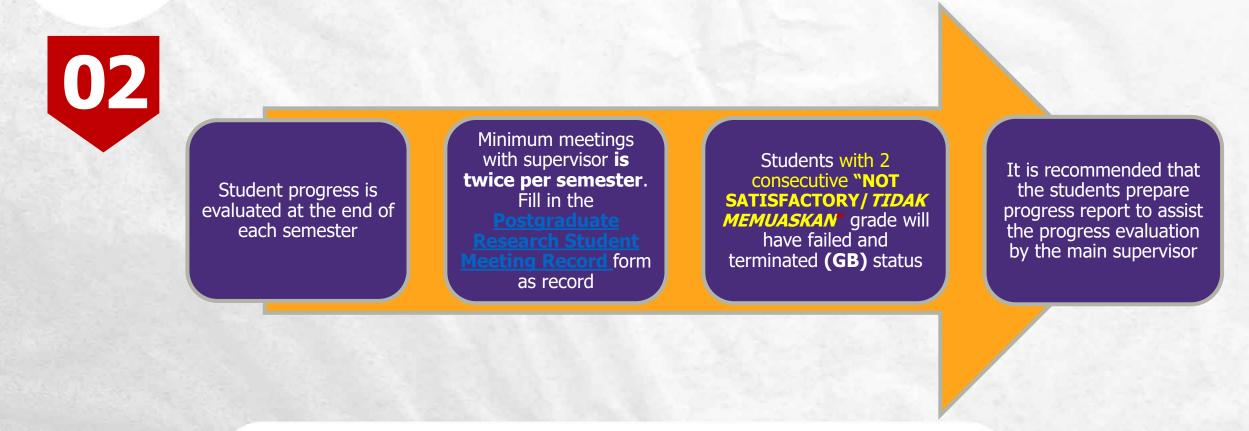
- For GB status, you have to apply for new admission
- For GN, you have to appeal to PPS by emailing to <u>gso@umt.edu.my</u> (within 1 year of the date of GN letter). GN is allowed **once only** during your study. Your appeal will be approved by the faculty and PPS will email the approval letter. Then only you can register.
- You have to email to <u>gs.daftar@umt.edu.my</u> informing us that you want to register for the new semester. For international student, please attach the clearance form as well.
- PPS will change your status to active.





CHECKLIST FOR GRADUATION REQUIREMENTS

OBTAINED "SATISFACTORY" / MEMUASKAN GRADE (M) FOR PROGRESS REPORT EVERY SEMESTER





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SEMESTER ACADEMIC STANDING

A REGISTERED STUDENT WILL BE GIVEN THE SEMESTER ACADEMIC STANDINGS BASED ON THE FOLLOWING STATUS



Good Standing (KB) (Kedudukan Baik)

Achieves an 'M' grade for current semester



Probation (KS) (Kelulusan Bersyarat)

Achieves a 'TM' grade for current semester.



Termination of Candidature (GB) (Gagal dan Diberhentikan)

Receives a 'TM' grade for two semesters or failed to complete his/her study within the maximum duration and subject to clause 7.4



Completed (TP) (Tamat Pengajian)

Completed when he/she has fulfilled all requirements as specified by the programme (UMT Postgraduate Committee's approval)



Graduated (GD) (Bergraduat)

Senate's approval



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CHECKLIST FOR GRADUATION REQUIREMENTS

PASSED RESEARCH METHODOLOGY COURSE (1st year)

1 credit hour: offered every semester	Exemption	Registration	Assessment
 1. PPS5011 Research Methodology in Technology and Engineering 2. PPS5021 Research Methodology in Social Science 3. PPS5031 Research Methodology in Applied Science INOS student is encouraged to take audit course OCN 5003 Tropical Oceanography starting Semester 2 Academic Session 2020/21 	 Approval from Postgraduate Studies Committee (JKPS) of faculty/institute/centre Students has taken relevant equivalent course during master's degree 	 Online Registration (until Week 4) Lecture: Week 6 to Week 14 (9 weeks) 	 Lecture Attendance 70% Proposal Writing 20% Oral Presentation 10% Passing mark = 55% Students will obtain AU grade in the results if the students passed the course



CHECK YOUR RESULT (RESEARCH METHODOLOGY COURSE & PROGRESS EVALUATION) AT KURSUS DAFTAR IN MYNEMO

«K	« KURSUS DAFTAR											
NO.	SEMESTER	KURSUS	TARAF KURSUS	TARIKH DAFTAR	KEPUTUSAN	MARKAH	GRED	TARIKH KEPUTUSAN	PADAM			
1	2020/21-1	PPS5021 (KAEDAH PENYELIDIKAN DALAM SAINS SOSIAL)	KURSUS AUDIT	03-MAR- 2021		(AU	>				
2	2020/21-1	PGN5999 (TESIS MASTER)	KURSUS WAJIB				М					
3	2020/21-2	PGN5999 (TESIS MASTER)	KURSUS WAJIB				М					
4	2021/22-1	PGN5999 (TESIS MASTER)	KURSUS WAJIB				М					
5	2021/22-2	PGN5999 (TESIS MASTER)	KURSUS WAJIB				М					
				±	+ Kemaskini							





CHECKLIST FOR GRADUATION REQUIREMENTS

PASSED CANDIDATURE ASSESSMENT (CA)



All postgraduate candidates are required to complete their Candidature Assessment by fulfilling the following requirements

FULL-TIME

Must be completed within four
 (4) semesters for PhD OR two
 (2) semesters for Master

PART-TIME

2. Must pass the Candidature Assessment within eight (8) semesters for PhD OR four (4) semesters for Master

> 3. External assessor(s) can be appointed if there is no related expertise from the faculty/institute/centre

4. All candidates must undergo Candidature Assessment conducted by the faculty/institute/centre

5. Present proposal in a Candidature Defense session. The members of the committee comprise two (2) assessors for Master or PhD. Maximum of 3 attempts are allowed.



CHECKLIST FOR GRADUATION REQUIREMENTS

PUBLICATION REQUIREMENTS (COMPULSORY STARTING SEMESTER 2 ACADEMIC SESSION 2016/17 INTAKE)



Publication requirement (**journal article**) may varies with student intake

All publication will be verified by UMT Library (PSNZ) Published journal articles (supervisor key in publication details in e-profile and will be verified by PSNZ)

Accepted journal article (fill in Verification of Accepted Journal Article form and email to PSNZ for verification of journal)





CHECKLIST FOR GRADUATION REQUIREMENTS

PUBLICATION REQUIREMENT STARTING SEMESTER 2 SESSION 2022/23

Students are required to fulfil the following publication requirements before graduating:

Programme	Requirements of Publication	Type of Publication
PhD	At least:- 2 journal articles (accepted)	Clarivate Analytics Web of Science (CA-WoS) /Scopus Journal
Master	At least:- 1 journal article (accepted)	Clarivate Analytics Web of Science (CA-WoS) /Scopus /MyCite Journal

- a) The publication must be related to the student's research in his/her submitted thesis.
- b) Only publications made during the candidature can be accepted.
- c) Publications must be published with the supervisor(s).
- d) One of the supervisors shall act as the corresponding author.
- e) The student must be the main author (first author).
- f) In the event of two or more students co-author in a journal article, only one student is allowed to use this article to fulfil his/her graduation requirement.

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WORLD UNIVERSITY RANKINGS

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CHECKLIST FOR GRADUATION REQUIREMENTS

SUBMIT THESIS, PASSED VIVA VOCE AND SUBMIT CORRECTED THESIS





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06

CHECKLIST FOR GRADUATION REQUIREMENTS

SUBMIT THESIS, PASSED VICA VOCE AND SUBMIT CORRECTED THESIS







REGISTRATION, DEFERMENT & WITHDRAWAL

Registration of New Students

Registration of

Continuing Students

Deferment of Study

Application for

Reinstatement (for

GN case)

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Recommended until Week 10; no penalty for late registration

Until Week 4 (after week 4- a late registration penalty of RM100 will be charged)

- Application: Until Week 4 (No tuition fees charged)
- Application After Week 4: Tuition fees will be charged
- Maximum Period of Deferment: Total of 2 Semesters
- **Not Allowed**: Students submitted PG-11 (Notice for Thesis Submission)
- Approval: Postgraduate Committee of faculty/institute/centre
- Application: Made to Postgraduate Management Centre
- Lapsed time for Application: Not more than 1 year after termination/withdrawal letter was issued
- Approval: Postgraduate Committee of faculty/institute/centre
- Application after 1 Year Period: Apply new admission

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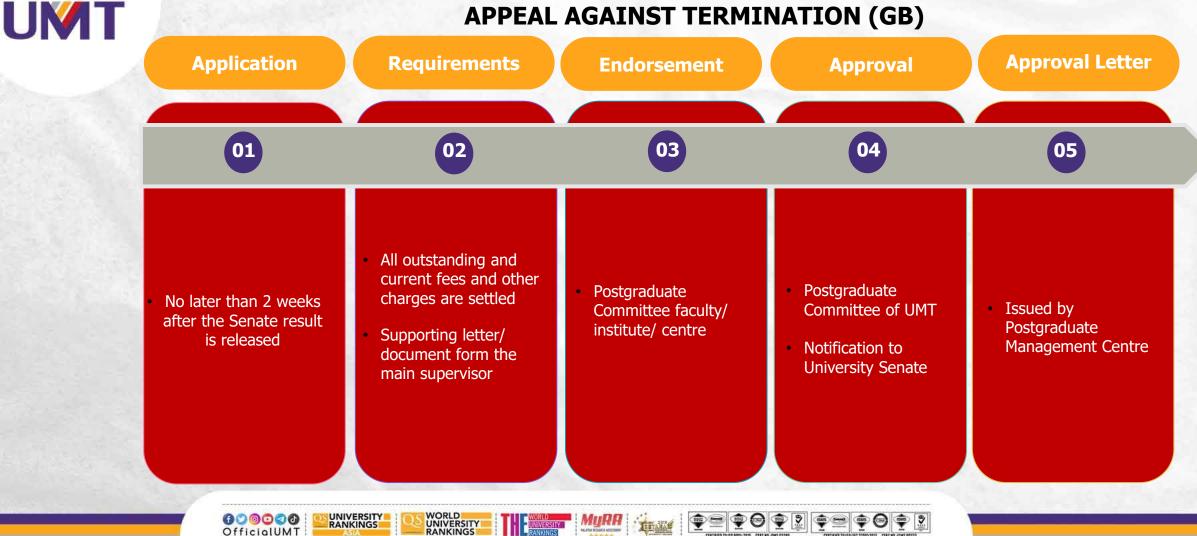
IMPORTANT POINTS IN POSTGRADUATE RULES & REGULATIONS (BY RESEARCH) 2023

CONVERSION (MASTER TO PhD) Approval by Senate must be obtained within semester 2 (full-time) or semester 4 (part-time)



Lautan, Demi Kelestarian Sejagat | Ocean of Discoveries for Global Sus

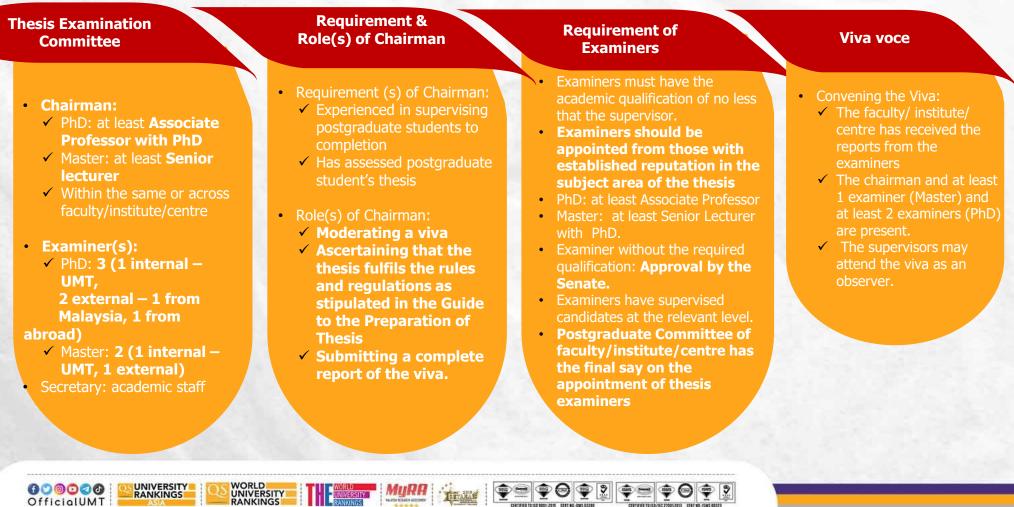
APPEAL AGAINST TERMINATION (GB)



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THESIS EXAMINATION



Terokaan Seluas Lautan, Demi Kelestarian Sejagat I Ocean of Discoveries for Global Sustainability



DECISION ON THESIS

Accepted with Minor Correction	 A maximum period of 6 months Extension period: not exceed 3 months Approval: Postgraduate Committee faculty/ institute/ centre
Accepted with Major Correction	 A maximum period of 12 months Extension period: not exceed 3 months Approval: Postgraduate Committee faculty/ institute/ centre
Rejected	 Thesis does not meet the requirement of a PhD/Master degree OR Candidate failed to submit the corrected thesis within the stipulated time
Appeal on Thesis Examination Result	 Candidate is allowed to appeal to the faculty/institute/centre within 2 weeks after receiving results from the faculty (For Rejected case only).





RESPONSIBILITY OF SUPERVISOR/FACULTY/INSTITUTE/CENTRE TO FACILITATE THE STUDENT

Approval of application

Checking of information & approval of application- courses add/drop subjects

Nomination of supervisor

Evaluation of research progress (research) & final examination (taught courses)

Preparation of proposal

Preparation of chemicals/consumables/equipment/laboratory

Claim of bench fee (depend on faculty/institute/centre)

Approval of deferment

Candidature Assessment

Notice, thesis submission and viva voce

Nomination of examiners for thesis

Verification of graduating student



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Student may refer to <u>Postgraduate</u> <u>Student Personal</u> <u>Progress Folder</u> (Research student) for detailed checklist or suggestion of progress throughout the study to graduate on time



student.

register.

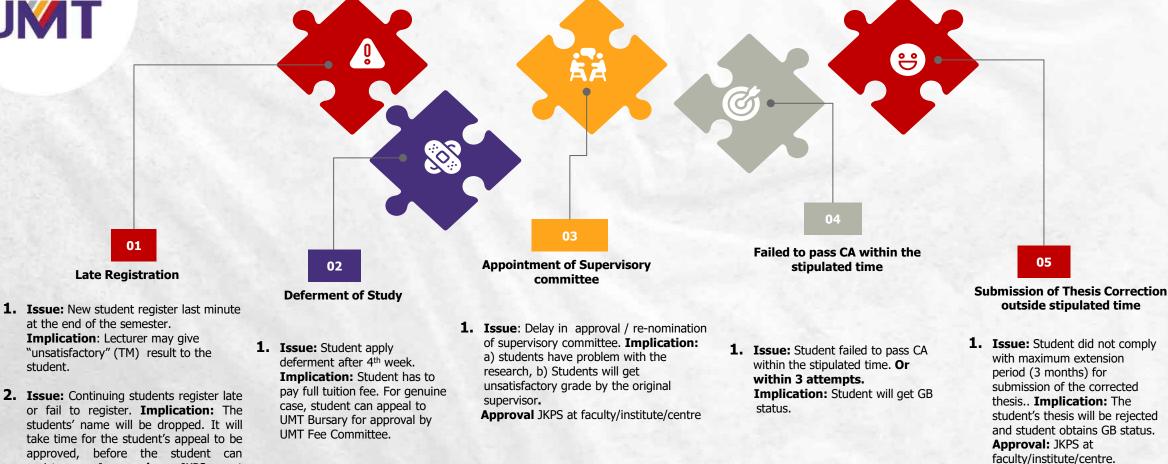
faculty/institute/centre

Approval:

JKPS

at

COMMON ISSUES FOR POSTGRADUATE STUDIES (BY RESEARCH)



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SCHOLARSHIP OPPORTUNITY

International MSc/PhD candidate/student

- Malaysian Ministry of Higher Education Malaysian International Scholarship (100 quotas/year)
- usually open for application in May June, and the result will be out in September/October
- Candidate with offer letter may apply
- Current student with at least 6 months left to finish the study may apply

Malaysian PhD student

- UMT Biasiswa Tuanku Canselor (1 quota), Biasiswa UMT (9 quotas) Please refer PPS website (Application in March, interview in May)
- UMT-UGent Scholarship 2 quotas available (6 months research in Uni. of Ghent)
- Coming soon in 2024 Malaysian Ministry of Higher Education will offer excellent local PG student MyBrain 2.0 scholarship (500 quotas)





POSTGRADUATE STUDENT TRAINING

Postgraduate Management Center (PPS)

- PPS will organize a minimum of 2 students training every year
- PPA also provide financial assistance for faculty/institute/centre to do
 postgraduate training to enhance the competency of postgraduate students –
 development of academic competency of postgraduate (the training/seminar
 programme arranged by the faculty/institute/centre)

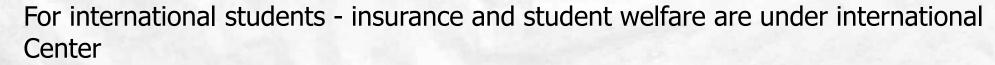
- Annual ceiling budget = RM15 x Total PG students at PTj





POSTGRADUATE STUDENT WELFARE

All students are covered by insurance (for permanent disability or death) Medical facilities- University Medical Centre, admission to government hospital ward (maximum RM2500/admission)



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- Starting 1st June 2022, students may choose **either** to do refund claim for:
 - conference registration fee once throughout the study (maximum RM600) or
 - refund for laboratory service fee/sample and chemicals purchasing (maximum amount of RM600) – eligible only if the student's bench fee at the faculty has finished

Publication incentive - for graduating student who have published journal article (WOS/Scopus indexed) more than the graduation requirements (related to his/her thesis)— study fee reimbursement







GENERAL FACILITIES @ UMT



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UMT MAPS







UMT CAMPUS AND RESEARCH CENTER/STATION



Pulau Bidong Research Station



UMT campus



Setiu Wetland Research Station



Kenyir Lake Research Station



Taman Penyelidikan Alam, Bukit Kor campus



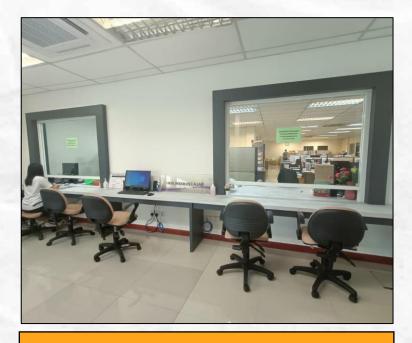
Chagar Hutang Research Station and Turtle Conservation







POSTGRADUATE ROOM



PPS COUNTER

Access to the PG room by face recognition; please register at PPS counter to get an access

 Image: Strain Strain





SULTAN MIZAN HALL



SULTANAH NUR ZAHIRAH LIBRARY







MEDICAL CENTER



MARMORIS HOUSE





UMT FACILITIES (SPORT COMPLEX)

















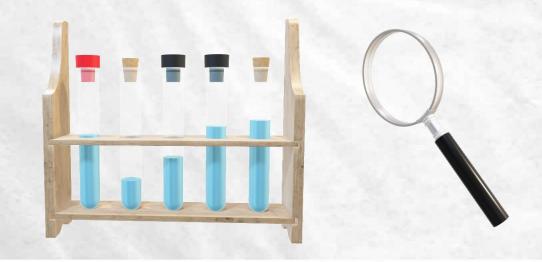


RESEACRH VESSEL





<u>FACILITIES @ CENTRAL LABORATORY, UMT</u>





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