



**REGISTRATION GUIDELINES  
FOR  
NEW POSTGRADUATE STUDENTS**

**COURSEWORK & MIXED MODE**

## IMPORTANT CALENDAR – FOR ENGINEERING CAMPUS (PENANG)

Important Date	Activities				
<b>11 November 2020 to 16 March 2021</b>	<p><b>I. Acceptance of Offer</b></p> <p><b>II. Payment of Registration Fee</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Malaysian</th> <th style="text-align: center;">International</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">RM340.00</td> <td style="text-align: center;">USD227.50</td> </tr> </tbody> </table> <p><b>III. Self-Enrolment (Student Email Registration)</b></p>	Malaysian	International	RM340.00	USD227.50
Malaysian	International				
RM340.00	USD227.50				
<b>11 November 2020 to 10 March 2021</b>	<p><b>Self-Upload for Student Smart Card</b>  <u><b>System will be closed at 12.00 noon on 10 March 2021.</b></u></p>				
<b>1 February 2021 to 16 March 2021</b>	<p><b>Courses Registration and Tuition Fee Payment</b>                      In case of any enquiries concerning course(s) registration, kindly contact the responsible officer from respective school.</p> <p>Timetable for each programme is available from 1 February 2021                      Link - click <a href="#">here</a></p>				
<b>8 March 2021</b>	<p><b>Registration Briefing</b>                      General overview for registration process by Institute of Postgraduate Studies.</p> <p>Link – click <a href="#">here</a></p>				
<b>TBC</b>	<p><b>Program Orientation and School Briefing</b>                      Get to know in detail for the programme, also get in touch with the lecturers and school administrative staff.</p>				
<b>22 March 2021</b>	<p>Teaching &amp; Learning Session commences</p>				

## 10 STEPS FOR SELF-REGISTRATION

### 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. Currently, EMGS Approval Letter will be used for online registration purpose instead of eVAL. Candidate can register with USM by using EMGS Approval Letter. This process is subject to change after the Malaysian Government decide to allow all international students to enter Malaysia.

### Step 1 (B): Accepting of Offer

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

The screenshot shows the 'Programme Applied' tab in the online application portal. A yellow box labeled '1' highlights the 'Programme Applied' tab. Below the navigation bar is a table with the following data:

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	

Below the table, there is a 'View Offer Letter' button highlighted with a yellow box labeled '2'. To the right is a legend:

Legend:

- New
- In Review
- KIV
- Reject
- Success
- Success with Condition

The banner features the logos of Universiti Sains Malaysia (USM) and the Institute of Postgraduate Studies. The text reads 'INSTITUTE OF POSTGRADUATE STUDIES'. Below the banner is a navigation bar with the 'Programme Applied' tab highlighted. The user is logged in as 'RAZEANY'.

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

The screenshot shows the 'Programme Offered' tab in the online application portal. A yellow box labeled '3' highlights the 'Programme Offered' tab. Below the navigation bar is a table with the following data:

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)	-		

Below the table, there is a 'Submit' button highlighted with a yellow box labeled '4'.

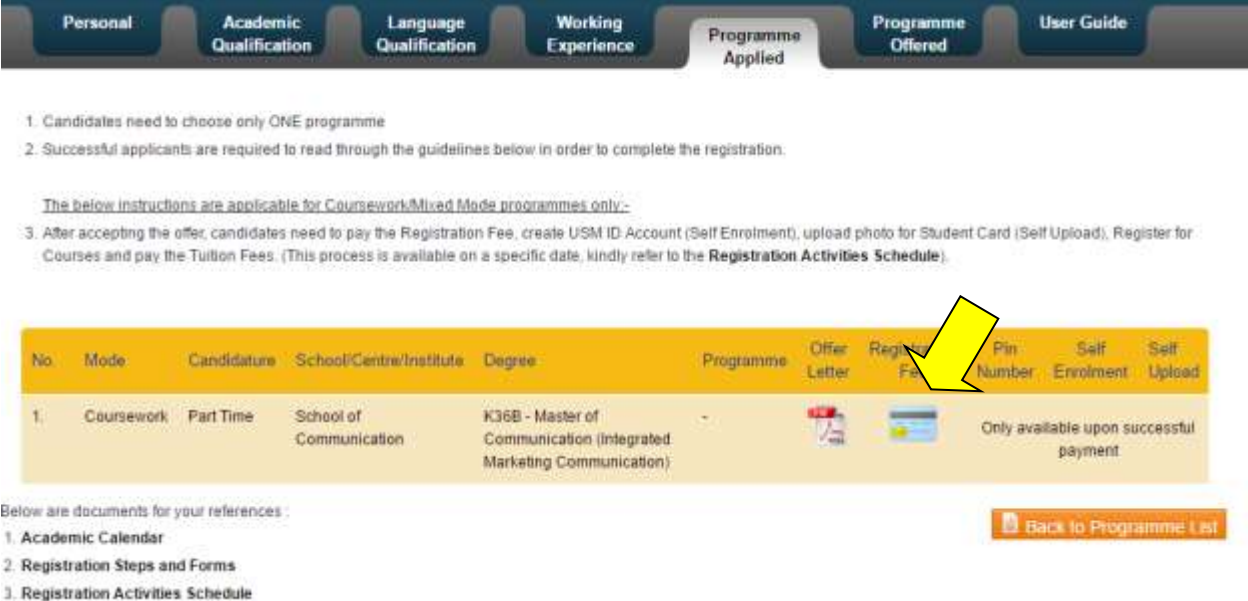
## Step 2: Payment of Registration Fee

Registration fee is required to be paid for student to proceed with Self Enrolment and Self Upload.

Click payment icon and payment can be made either via ePayment portal (online payment) or cash at bank. All students are **highly advice to use the online payment method.**

For cash at bank option, please print out the transaction slip. Only slip with printed payment transaction by the bank will be considered valid and send the slip to [vp@usm.my](mailto:vp@usm.my) and [admission\\_ips@usm.my](mailto:admission_ips@usm.my) to confirm the payment.

Note: For cash payment option, confirmation by USM is required for you to proceed for the rest of the steps.



The screenshot shows the navigation menu with options: Personal, Academic Qualification, Language Qualification, Working Experience, Programme Applied (highlighted), Programme Offered, and User Guide.

Instructions:

1. Candidates need to choose only ONE programme
2. Successful applicants are required to read through the guidelines below in order to complete the registration.

The below instructions are applicable for Coursework/Mixed Mode programmes only:-

3. After accepting the offer, candidates need to pay the Registration Fee, create USM ID Account (Self Enrolment), upload photo for Student Card (Self Upload), Register for Courses and pay the Tuition Fees. (This process is available on a specific date, kindly refer to the **Registration Activities Schedule**).

No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Offer Letter	Registration Fee	Pin Number	Self Enrolment	Self Upload
1.	Coursework	Part Time	School of Communication	K36B - Master of Communication (Integrated Marketing Communication)	-					Only available upon successful payment

Below are documents for your references:

1. Academic Calendar
2. Registration Steps and Forms
3. Registration Activities Schedule

[Back to Programme List](#)

## Step 3: Self Enrolment (Student Email Address Registration)

You are allowed to create your email address by using your preferred email address. Take note for the pin number as in the previous step because you will use this pin number to activate your account at the [Self Enrolment](#) page.



The screenshot shows the USM and APEX logos, and the 'identity self management' logo. A yellow arrow points to the 'Register new Identity' button.

The login form includes:

- Identity Card/Passport Number:
- PIN Number:
- Login button

If you have tried accessing this site but failed, it is likely due to your information is not yet available in registration database. Please contact person or department that supply your PIN number.

Please provide information to ICT Security Unit at [infosec@usm.my](mailto:infosec@usm.my) if you encounter any problem.

**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 registered students.

#### Step 4: Self Upload for Smart Card

You need to upload a white background passport-sized photograph for your [Smart Card](#). Please alert for **this process deadline because submission after the deadline will not be entertained** and students will be required to manually process for their Smart Card on a later date. For those who successfully created the smart card before the deadline, the card will be ready for collection on the first week of class at the respective schools/centres/institutes.

Do not proceed this step if you are changing your passport number. You need to update IPS first, otherwise if your Student Card has been successfully printed with the old passport number, you need to apply for a new student card with additional payment.

**STUDENT CARD REGISTRATION**



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#### Step 5: Course Registration and Tuition Fee Payment

Students are required to complete the course registration and tuition fee payment. Students will then be allowed to attend classes, access to e-learning portal and use the University's facilities.

[IMPORTANT] Refer to **Appendix A** for more details on how to register for courses.

#### Step 6: Self-Registration (Online)

All students are required to upload all the required document through the online form <https://form.jotform.com/ipsusm/onlineregistration-cwmm>. Please refer to the checklist of required documents to be uploaded for this process in **Appendix B**.



### Postgraduate Online Registration Form

We are going digital, we are going ONLINE!

Name \*    
First Name Last Name

Nationality \*  Malaysian  International

Email \*   
example@example.com

IPS Reference Number \*   
(e.g. IPS19/HUM002)

Date of Birth \*    
Date

Campus \*

Programme Mode \*

Have you or your parents graduated for any program in USM before?  Yes  No

Should you have uploaded all the required document and submit this form, you will receive a notification through the email address that you have provided in this form.

#### USM Online Registration

JotForm

Tue 15-Sep-20 2:08 PM

To:

Dear (name),

Greetings!

This is an auto-generated email.

Thank you for submitting the documents for online registration.

Our team will try their best to respond within two working days, and in case we exceeded the period, please check with us via the below email address:

Main Campus /research module: enfa@usm.mur annel@usm@usm.mur

[IMPORTANT] Please note that you can edit the submitted form by clicking at the Edit Submission link available in the email.

### **Step 7: Student Activation Status**

Activation of status can be made after the confirmation of payment and during specific time frame allowed by University. Your candidature status will be activated and you will be notified through email. You will be provided with the following documents:

- i. Confirmation of Registration Letter
- ii. Softcopy of Postgraduate Student Handbook
- iii. Student Profile Page

### **ON- CAMPUS PROCESS**

#### **Step 8: Collection of Student Card**

You are required to collect your Student Card at your respective School/Centre/Institute (if you have successfully completed Self Upload) or to come to IPS Office to manually process the Student Card.

#### **Step 9: Endorsement of Medical Report and Student Pass**

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

#### **Step 10: Activation of Student Card**

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



## STEPS FOR COURSE REGISTRATION - COURSEWORK MODE / MIXED MODE STUDENTS

Log-in to Campus Online portal (<https://campusonline.usm.my/>) by using the ID and password created at Step 3 previously. You can register for courses that you wish to follow for that particular semester.

Please refer to the program timetable at [IPS website](#) or if it is not available, please refer to the respective schools.

Tuition fee is to be paid before activation of status can be done. Total fees will be automatically calculated by the system depending on how many courses registered.

### Step 1: Click the Online Reg button

The screenshot shows the 'Student Profile' dashboard. On the left is a navigation menu with 'Main', 'Student Profile', and 'Application'. The main content area displays student details: Name, NRIC No. (Matric No.), Status, School (School of Communication), Programme (Master of Communication (Integrated Marketing Communication)), and Mode (COURSEWORK - FULL TIME). Below the details are five buttons: Academic Calendar, Health Services, Online Reg (highlighted with a yellow arrow), Penawaran Kursus, and Progress Report.

### Step 2: Select the required courses, follow steps as the below sequence.

The screenshot shows the course selection interface. At the top are logos for USM, APEX, and SMU-IPS INSTITUTE OF POSTGRADUATE STUDIES. Below are fields for Name, School, IC Number, and Matrix Number, with a red box indicating 'Current Status: Due For Payment'. The main section is titled 'Courses Offered : Select course(s) to register' and contains a table of courses. A yellow box labeled '1' highlights the first row. To the right, a 'Selected Course(s)' section shows 'NDP504' selected, with '1 courses selected' and 'Total 5 units'. A red button labeled 'Continue To Step 2 >>' is highlighted with a yellow box labeled '3'. At the bottom, a 'Submit' button is highlighted with a yellow box labeled '2'.

Code	Title	Unit
<input type="checkbox"/> NDP504	MASTER'S IN SUSTAINABLE DEVELOPMENT PRACTICE PROJECT	5
<input type="checkbox"/> NDP512	SOCIAL SERVICES MANAGEMENT	3
<input type="checkbox"/> NDP517	ECONOMIC ANALYSIS FOR SUSTAINABLE DEVELOPMENT	3
<input type="checkbox"/> NDP544	APPLICATION OF ENVIRONMENTAL SCIENCE	3
<input type="checkbox"/> PLG597	PRAKTIKUM DALAM BIMBINGAN DAN KAUNSELING	8
<input type="checkbox"/> PLG598	PROJEK PENYELIDIKAN	8

Step 3: Change the course type. If the selected courses are correct, click Confirm.

Name :  School :  IC Number :  Matrix Number :  Current Status : **Due For Payment**

Drop Courses Add Courses

**Courses Registered**

No.	Date	Code	Title	Type	Unit
1	19/2/2020	NDP504	MASTER'S IN SUSTAINABLE DEVELOPMENT PRACTICE PROJECT	Core (C)	5
2	10/2/2020	NDP517	ECONOMIC ANALYSIS FOR SUSTAINABLE DEVELOPMENT	Core (C)	3
3	19/1/2020	NDP544	APPLICATION OF ENVIRONMENTAL SCIENCE	Elective (E)	3
4	19/2/2020	NDP544	APPLICATION OF ENVIRONMENTAL SCIENCE	Core (C)	3
5	9/3/2020	NDP504	MASTER'S IN SUSTAINABLE DEVELOPMENT PRACTICE PROJECT	Select Type	5
				Select Type	19
				Core (C)	
				Elective (E)	

Confirm

Courses Drop

Step 4: Click Method of Payment to proceed the payment step.

Below is the summary of the fees to be paid. If you are Malaysian student, the amount charged will be in Malaysian Ringgit and if you are International student, the amount charged will be in USD.

Summary Method of Payment

My Pre-Registration. Query Email: myreg\_email\_@ipg.edu.my

How to make a payment? please click [here](#) or tab 'Method of Payment'.

ITEM	DEBIT	CREDIT			
Balance Forward	MYR-	MYR-			
No.	Date	Code	Title	Type	Unit
1	22/1/2020	YSK505	QUALITATIVE COMMUNICATION RESEARCH METHOD	Elective	4
2	22/1/2020	YSP501	PRINCIPLES AND PRACTICES OF INTEGRATED MARKETING COMMUNICATION	Core	3
3	22/1/2020	YSP505	BRAND MANAGEMENT	Core	3
				Total Unit:	10

Add/Drop Courses

**Non-Recuring Fee (Yuran Tak Berulang) (Yuran Pendaftaran (Registration Fees))**

Yuran Pendaftaran (Registration Fees)	MYR 340.00	
Bayaran Yuran Pendaftaran (Registration Fees Payment)	MYR -	MYR 340.00

**Recuring Fees (Yuran Berulang) (Yuran Pengajian (Tuition Fees))**

Yuran Pengajian (Tuition Fees)	MYR 3,600.00	
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**Amount To Pay : MYR 3,600.00**

Reprint Bill

Summary Method of Payment

My Pre-Registration. Query Email: myreg\_email\_@ipg.edu.my

How to make a payment? please click [here](#) or tab 'Method of Payment'.

ITEM	DEBIT	CREDIT			
Balance Forward	USD-	USD-			
No.	Date	Code	Title	Type	Unit
1	24/1/2020	YSP505	BRAND MANAGEMENT	Core	3
2	24/1/2020	YSP500	MESSAGE DESIGN FOR INTEGRATED MARKETING COMMUNICATION	Core	3
3	24/1/2020	YSP509	INTERNATIONAL ADVERTISING	Core	3
				Total Unit:	9

**Non-Recuring Fee (Yuran Tak Berulang) (Yuran Pendaftaran (Registration Fees))**

Yuran Pendaftaran (Registration Fees)	USD 227.50	
Bayaran Yuran Pendaftaran (Registration Fees Payment)	USD -	USD 227.50
Jaminan diri (Personal Bond)	USD 475.00	

**Recuring Fees (Yuran Berulang) (Yuran Pengajian (Tuition Fees))**

Yuran Pengajian (Tuition Fees)	USD 1,203.75	
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**Amount To Pay : USD 1,678.75**

Reprint Bill



**Step 5: Click e-Payment or direct online payment transaction.**

For any enquiries regarding the payment process, email to [pelajar\\_eng@usm.my](mailto:pelajar_eng@usm.my)

The screenshot shows the USM APEX student portal. At the top, there are logos for USM, APEX, and the Institute of Postgraduate Studies. Below the logos, there are input fields for Name, School, IC Number, and Matrix Number. A red box on the right indicates the 'Current Status : Due For Payment'. Below this, there are tabs for 'Summary' and 'NEW Method of Payment'. The 'Method of Payment' tab is active, showing a message: 'Attention All Postgraduate Students! Payment of fees can be made through the following options: 1. e-Payment (click here) Credit/Debit cards and FPX Fund transfer are accepted for e-Payment transaction. 2. Bursary Counter Cheque, Bank Draft, Credit/Debit Cards are accepted for transaction at the Bursary Counter. \*Cheque/Bank Draft - payable to Universiti Sains Malaysia Thank you.' A yellow arrow points to the 'e-Payment (click here)' link.

**Step 6: The below page will be shown and you can proceed the payment steps until complete.**

The screenshot shows the USM ePayment portal. On the left is a 'Main Menu' with various categories like Student Invoice, Penalty, Health, Accommodation, and Library. The main content area is titled 'Invoice Description' and contains a message: 'Please ensure the information displayed is accurate before proceed for payment.' Below this, there are sections for 'Payment Information' and 'Payment Document Description'. The 'Payment Information' section shows fields for Payment For, Bill/Invoice No., Passport/IC No., Student's Name, Payment Total, and Payment Total (MYR). The 'Payment Document Description' section shows Document Status: Proforma and Proforma Invoice Number: PR0000145866. Below this is a table with columns for Description, Amount (USD), and Tax (USD). The table contains one row for 'TUITION FEE' with an amount of 2,456.25 and tax of 0.00. At the bottom, there is a 'Next' button.

Description	Amount (USD)	Tax (USD)
TUITION FEE	2,456.25	0.00
Total (USD)	2,456.25	
Tax Total (USD)		0.00
Grand Total (USD)	2,456.25	

This status **Due For Payment** will be shown after the payment. USM Bursary Team will update the status from time to time after checking the payment confirmation. Please make sure you print or save the receipt of payment for future reference. Your course registration will be considered complete after your payment status for all courses being updated like this → **The payment was confirmed on**

## DOCUMENT CHECKLIST FOR ONLINE REGISTRATION

Name: \_\_\_\_\_

I/C No. or Passport no.: \_\_\_\_\_

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

- |   |                          |
|---|--------------------------|
| 1. Copy of Offer Letter   | <input type="checkbox"/> |
| 2. Health Declaration Form / Medical examination report   | <input type="checkbox"/> |
| 3. Confirmation of Registration Form (Part A to D)  | <input type="checkbox"/> |
| 4. Student Pledge Form  | <input type="checkbox"/> |
| 5. Passport sized photograph with white background  | <input type="checkbox"/> |
| 6. Scholarship / sponsorship letter of offer (if any) / Payment receipt   | <input type="checkbox"/> |
| 7. EMGS Approval Letter or eVAL from the Malaysian Immigration<br><i>*applicable for International Students</i> | <input type="checkbox"/> |

Note:

- i. Health Declaration Form is applicable for international students who have yet to arrive Malaysia. Upon arrival to Malaysia, a complete Medical Examination Report is necessary to be submitted to IPS.

All the above document can be submitted via this platform ([CLICK HERE](#)).

You are required to complete this process latest by 16 March 2021.

### HEALTH DECLARATION FORM

I hereby declare that I am free from the following diseases/conditions:

ITEMS	SELF		IF NO, PLEASE STATE
	YES	NO	
Tuberculosis			<b>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.</b>
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 of applicant as indicated in the passport

.....  
Applicant's signature  
number

.....  
Applicant's passport



**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)

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**UNDERGOING TREATMENT FOR:** (Please State)

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Date \_\_\_\_\_

Signature of Doctor \_\_\_\_\_

Name of Doctor \_\_\_\_\_

Qualification \_\_\_\_\_

Hospital / Clinic \_\_\_\_\_

Registration Number \_\_\_\_\_

Official Stamp \_\_\_\_\_

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Remarks by University / College Official
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#### 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
<b>Sciences/ Engineering/ Health &amp; Medical</b>	At least one (1) article journal, accepted or published in journals / proceedings indexed by ISI / SCOPUS	At least two (2) article journal, accepted or published in journals indexed by ISI / SCOPUS
<b>Arts</b>	At least one (1) article journal, accepted or published in any categories listed below: i. Journals/proceedings indexed by ISI / 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 ISI / 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
<b>Authorship</b>	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.	
<b>Plagiarism</b>	Plagiarized article will not be accepted for graduation requirement.	
<b>Topic of publications</b>	Publications accepted must be related to his/her thesis/dissertation in his/her thesis.	
<b>Affiliation</b>	Publications accepted must carry USM affiliation.	
<b>Blacklisted journals</b>	Publications in the following journals are <b>NOT</b> accepted: <ul style="list-style-type: none"> <li>List of blacklisted journal publishers by Ministry of Higher Education, Malaysia <a href="https://referencephsusm.files.wordpress.com/2013/06/four-4-publishers-not-recognized-by-malaysia-ministry-of-education.pdf">https://referencephsusm.files.wordpress.com/2013/06/four-4-publishers-not-recognized-by-malaysia-ministry-of-education.pdf</a></li> <li>Beall's List of Predatory Publishers <a href="https://clinicallibrarian.wordpress.com/2017/01/23/bealls-list-of-predatory-publishers/">https://clinicallibrarian.wordpress.com/2017/01/23/bealls-list-of-predatory-publishers/</a></li> </ul>	

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Candidate

(For IPS Office Use Only)

Registration date :	IPS Staff confirmation :
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## **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**

<b>UNIT</b>	<b>CONTACT NO.</b>	<b>E-MAIL</b>
<b>ADMISSION</b> (Registration matters) (Postponement of registration date)	Main Campus +604 – 653 6309 +604 – 653 2958 (CWMM) +604 – 653 2958 (CWMM) +604 – 653 6027 (Research) +604 – 653 2946 (Research) +604 – 653 2946 +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 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 khairunisa@usm.my  ridhuan@usm.my haznida@usm.my
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<b>FELLOWSHIP</b> (Financial Assistance)	+604 – 653 2983	noorzamreena@usm.my
<b>VISA</b> (Student Pass matters)	Main / Engineering Campus +604 – 653 2493 +604 – 653 2777  Health Campus +609 – 767 2033	visa@usm.my msidek@usm.my fadzilla@usm.my  sulbahri@usm.my
<b>ON-CAMPUS ACCOMMODATION</b>	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	asmahani@usm.my bfpphostel@gmail.com  hafidz@usm.my  pbsyazana@usm.my dlfahrul@usm.my



<b>SCHOOL/CENTRE/INSTITUTE PERSONNEL</b>		
<b>MAIN CAMPUS</b>		
School of Housing, Building and Planning	+604-653 6193	iftitah@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	nur_akmar@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	mnnooraida@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 3362	farhanahah@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
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Centre for Global Archaeological Research	+604-653 4148	azmandarus@usm.my
Centre for Global Sustainability Studies	+604-653 2461	mamuin@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	tnsalman@usm.my
National Poison Centre	+604-653 2078	rosilawaty@usm.my
Women's Development Research Centre	+604-653 3433	hasniza@usm.my



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**INSTITUTE OF POSTGRADUATE STUDIES**

<b>ENGINEERING CAMPUS</b>		
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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

<b>HEALTH CAMPUS</b>		
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	wnfajrina@usm.my

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