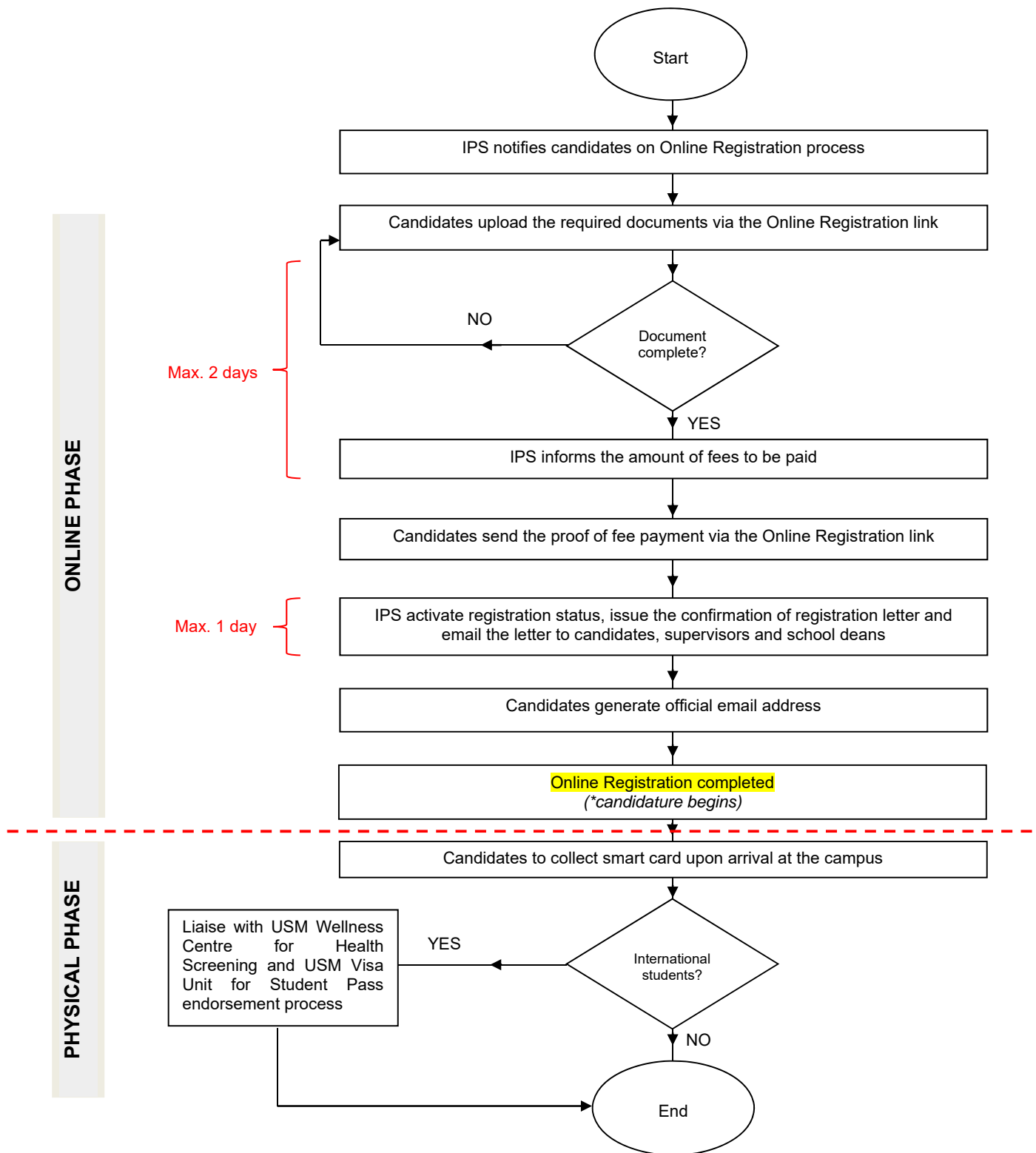




REGISTRATION GUIDELINES FOR NEW POSTGRADUATE MALAYSIAN STUDENTS

- 1. Steps for Registration – Research Mode Students**
- 2. Checklist for Registration**
- 3. Medical Examination Report**
- 4. Health Declaration Form**
- 5. Confirmation of Registration Form (Part A-D)**
- 6. Student Pledge Form**
- 7. Change of Address Form**
- 8. Smart Card Collection Form**
- 9. Important Contact Details**

STEPS FOR REGISTRATION - RESEARCH MODE STUDENTS



* Student can start his/her research by communicating with the supervisor(s) and utilise USM online facilities as registered postgraduate students.

IMPORTANT:

Students are required to complete the whole process above. Failure to do so will lead to registration termination without prior notice.

RESEARCH MODE PROGRAMMES
REGISTRATION DATE

March Intake	
Candidate who register between the below listed date is going to pay:	
16/3 – 15/4	Full one semester tuition fee
16/4 – 15/5	(less) one month tuition fee
16/5 – 15/6	(less) two months tuition fee
16/6 – 15/7	(less) three months tuition fee
16/7 – 15/8	(less) four months tuition fee
16/8 – 15/9	(less) five months tuition fee
October Intake	
Candidate who register between the below listed date is going to pay:	
16/9 – 15/10	Full one semester tuition fee
16/10 – 15/11	(less) one month tuition fee
16/11 – 15/12	(less) two months tuition fee
16/12 – 15/1	(less) three months tuition fee
16/1 – 15/2	(less) four months tuition fee
16/2 – 15/3	(less) five months tuition fee

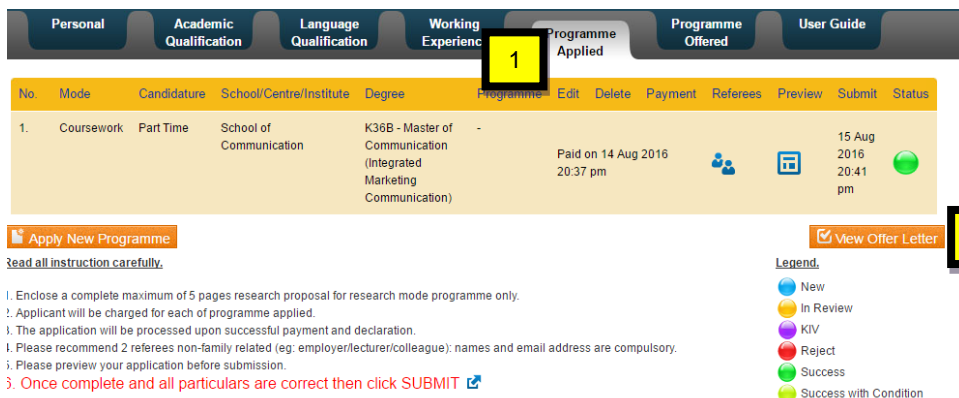
STEPS FOR REGISTRATION - RESEARCH MODE STUDENTS

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. You are required to physically be in campus after Malaysian government allowing all international students to obtain the Visa Approval Letter. Temporarily, only EMGS Approval Letter will be issued to all for the purpose of online registration into any universities in Malaysia.

Step 1 (B): Accepting Offer

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



The screenshot shows the 'Programme Applied' tab selected in the top navigation bar. Below it 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 are buttons for 'Apply New Programme' and 'View Offer Letter'. A legend on the right side of the page lists the following status icons:

- New (Blue circle)
- In Review (Yellow circle)
- KIV (Purple circle)
- Reject (Red circle)
- Success (Green circle)
- Success with Condition (Light Green circle)

Instructions for applicants are listed below the 'Apply New Programme' button:

1. Enclose a complete maximum of 5 pages research proposal for research mode programme only.
2. Applicant will be charged for each of programme applied.
3. The application will be processed upon successful payment and declaration.
4. Please recommend 2 referees non-family related (eg. employer/lecturer/colleague); names and email address are compulsory.
5. Please preview your application before submission.
6. Once complete and all particulars are correct then click SUBMIT



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

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)	-		<input type="radio"/>

Submit

Step 2: Online Registration

All students are required to upload all the required document through the online form <https://form.jotform.com/ipsusm/onlineregistrationips2> . Please refer to the checklist of required documents to be presented during this process. Refer to **Registration Steps and Forms** document.

Step 3: Payment of Fees

Upon the verification of all the documents, you will be informed regarding the fee amount that has to be paid. You are required to upload the receipt of payment in the online form and notify us through the person in-charge who had communicated with you via e-mail.

Step 4: Student Activation Status

Your status of candidature will be activated and you will be notified through email once. You will be provided with the following documents:

- i. Confirmation of Registration Letter
- ii. Pin No. for Self Enrolment (Student Email Registration)
- iii. Softcopy of Postgraduate Student Handbook

Step 5: Self Enrolment (Student Email Registration)

You are allowed to generate your own email by using your preferred email address. Use the pin number to activate your account at the Self Enrolment page (<https://self.usm.my/>).



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 students.

ON- CAMPUS PROCESS

Step 6: Collection of Student Card

You are required to come to IPS Office to collect your student card.

Step 7: Endorsement of Medical Report and Student Pass

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

Step 8: Activation of Student Card

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



INSTITUT PENGAJIAN SISWAZAH
INSTITUTE OF POSTGRADUATE STUDIES

Student checklist for Registration

Name: _____

I/C No.: _____

SECTION A

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

- | | |
|---|--------------------------|
| 1. Copy of Offer Letter / Extension of Offer Letter | <input type="checkbox"/> |
| 2. Medical Examination report | <input type="checkbox"/> |
| 3. Confirmation of Registration Form (Part A – D) | <input type="checkbox"/> |
| 4. Student Pledge Form | <input type="checkbox"/> |
| 5. Change of Address Form (if necessary) | <input type="checkbox"/> |
| 6. Scholarship / sponsorship letter of offer (if any) / Payment receipt | <input type="checkbox"/> |
| 7. Smart Card Collection Form | <input type="checkbox"/> |

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		

2. BLOOD TEST (Please attach all the original lab report)		
ITEM	DATE TAKEN	RESULT
a. HEPATITIS Bs ANTIGEN		
b. HEPATITIS C		
c. HIV		

* Malaysian candidates for Master of Medicine, Master of Surgery and Master of Pathology only.

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. _____

I/C No. _____ and found him / her: -

IN GOOD HEALTH

HAVING THE FOLLOWING MEDICAL COMPLICATION(S) (Please State)

UNDERGOING TREATMENT FOR: (Please State)

Date _____

Signature of Doctor _____

Name of Doctor _____

Qualification _____

Hospital / Clinic _____

Registration Number _____

Official Stamp _____

Remarks by University / College Official



CONFIRMATION OF REGISTRATION FORM (PART A – D)

FULL NAME (AS IN I/C):

IDENTITY CARD NO.:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SCHOOL / CENTRE / INSTITUTE:

--

A. DEGREE TYPE

DOCTOR OF PHILOSOPHY / DOCTORATE

MASTER

B. CANDIDATURE TYPE

FULL TIME

PART TIME

C. STUDENT DECLARATION

I agree that the copyright to a thesis belongs to the student. However, as a condition of being awarded the degree, I hereby grants to the University, a free, ongoing, non-exclusive right to use the relevant work and/or thesis for the University's teaching, research and promotional purposes as well as free and the non-exclusive right to retain, re-produce, display and distribute a limited number of copies of the thesis, together with the right to require its publication for further research and archival use.

Date

Signature of Candidate

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
Sciences/ Engineering/ Health & Medical	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
Arts	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
Authorship	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.	
Plagiarism	Plagiarized article will not be accepted for graduation requirement.	
Topic of publications	Publications accepted must be related to his/her thesis/dissertation in his/her thesis.	
Affiliation	Publications accepted must carry USM affiliation.	
Blacklisted journals	Publications in the following journals are NOT accepted: <ul style="list-style-type: none"> • List of blacklisted journal publishers by Ministry of Higher Education, Malaysia https://referencephsusm.files.wordpress.com/2013/06/four-4-publishers-not-recognized-by-malaysia-ministry-of-education.pdf • Beall's List of Predatory Publishers https://predatoryjournals.com/publishers/ • Beall's List of Predatory Journals https://predatoryjournals.com/journals/ 	

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/ IDENTITY CARD (USE CAPITAL LETTER)

PASSPORT/ IDENTITY CARD NO.: _____

SCHOOL/CENTRE/INSTITUTE : _____

PROGRAMME OF STUDY : _____

DATE OF REGISTRATION : _____

SIGNATURE : _____

IMPORTANT CONTACT DETAILS

UNIT	CONTACT NO.	E-MAIL
ADMISSION (Registration matters) (Postponement of registration date)	Main Campus +604 – 653 6309 +604 – 653 2958 +604 – 653 2958 +604 – 653 6027 +604 – 653 2946 +604 – 653 2946 +604 – 653 2951 +604 – 653 2937 Engineering Campus +604 – 599 5075 +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 siti.norlaila.ahmad@usm.my khairunisa@usm.my ridhuan@usm.my haznida@usm.my
BURSARY (Fees related matters)	+604 – 653 3777	norhayaty@usm.my nursalmi@usm.my ukpbendahari@usm.my
FELLOWSHIP (Financial Assistance)	+604 – 653 2982 +604 – 653 2983	noorzamreena@usm.my shalina@usm.my
VISA (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
ACCOMMODATION	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 norashiken@usm.my nliyana@usm.my pbsyazana@usm.my dlfahrul@usm.my

SCHOOL/CENTRE/INSTITUTE PERSONNEL		
MAIN CAMPUS		
School of Housing, Building and Planning	+604-653 6193	iftitah@usm.my
School of Industrial Technology	+604-653 2218	rasslene@usm.my
Graduate School of Business (GSB)	+604-653 2795	mariyam@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
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Centre for Chemical Biology	+604-653 5513	zulkiflimdy@usm.my
Centre for Drug Research	+604-653 3274	nurulamira_ali@usm.my
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
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	sivagamy@usm.my
Women's Development Research Centre	+604-653 3433	hasniza@usm.my



INSTITUT PENGAJIAN SISWAZAH
INSTITUTE OF POSTGRADUATE STUDIES

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School of Materials and Mineral Resources Engineering	+604-599 5003	mdkamal@usm.my
School of Mechanical Engineering	+604-599 6305	cerasyidah@usm.my

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School of Health Sciences	+604-767 7522	ithma@usm.my
School of Medical Sciences	+604-767 6052	wnfajrina@usm.my

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