



UNIVERSITI TEKNOLOGI MALAYSIA

FACULTY OF MANAGEMENT

BRIEFING FOR POSTGRADUATE STUDENTS

innovative • entrepreneurial • global

UTM JOHOR BAHRU



POSTGRADUATE ACADEMIC PROGRAMME

Doctoral Programme

**Doctor of Philosophy
Field of Research:
Management**

**Doctor of Philosophy
Field of Research:
Information System**

Masters Programme

**Master of Philosophy
Field of Research:
Management**

**Master of Management
Specialization: Technology
Management**

**Master of Information
Technology Specialization:
Information Technology
Management**

**Master of Science
(Information Technology
Entrepreneurship)**

MORE ABOUT THE PROGRAMME

Go to:

Website : <https://management.utm.my/>

PG ACADEMIC TEAM

DIRECTORS OF PROGRAMME



Assoc Prof Dr Ahmad Jusoh
Dean



Dr Nor Zafir Md Salleh
Deputy Dean
(Academic & Student Affairs)



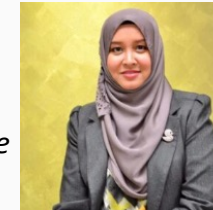
Dr Roshazlizawati Mohd Nor
Director, Management & Technology



Assoc Prof Dr Suraya Miskon
Director, Information Systems



Assoc Prof Dr Dewi Fariha Abdullah
Director, Accounting & Finance



Assoc Prof Dr Zuraidah Sulaiman
Director, Marketing & Entrepreneurship

HEADS OF PROGRAMME



Dr Halina Mohamed Dahlan
Post Graduate Academic Manager



Dr Norzaidahwati Zaidin
Head of Programme, Doctor of Philosophy
Field of Research: Management



Assoc Prof Dr Othman Ibrahim
Head of Programme, Master of Science (Information Technology Entrepreneurship)



Assoc Prof Dr Aslan Senin
Head of Programme, Master of Management Specialization: Technology Management



Assoc Prof Dr Ab Razak Che Hussin
Head of Programme, Doctor of Philosophy
Field of Research: Information System



Dr Mohd Zulfabli Hassan
Head of Programme, Master of Philosophy
Field of Research: Management



Assoc Prof Dr Syed Norris Hikmi Syed Abdullah
Head of Programme, Master of Information Technology Specialization: Information Technology Management

ADMINISTRATIVE STAFF



Mr Mohd Syazli Bin Md. Tahir
Deputy Registrar



Mdm Azlina Gombak @Atan
Administrative Assistant (General Academic Matters)



Mdm Susilawati Md Sukor
Administrative Assistant (PD & Turnitin)



Ms Arinah Ahmad
Administrative Assistant (Viva)



Mdm Norhafizah Hamdan
Administrative Assistant (Post Viva)

THE ROLES OF SRAD, AMaCS & SPS

LOCATIONS for UTMJB

SRAD: (Student Recruitment & Admission Division)

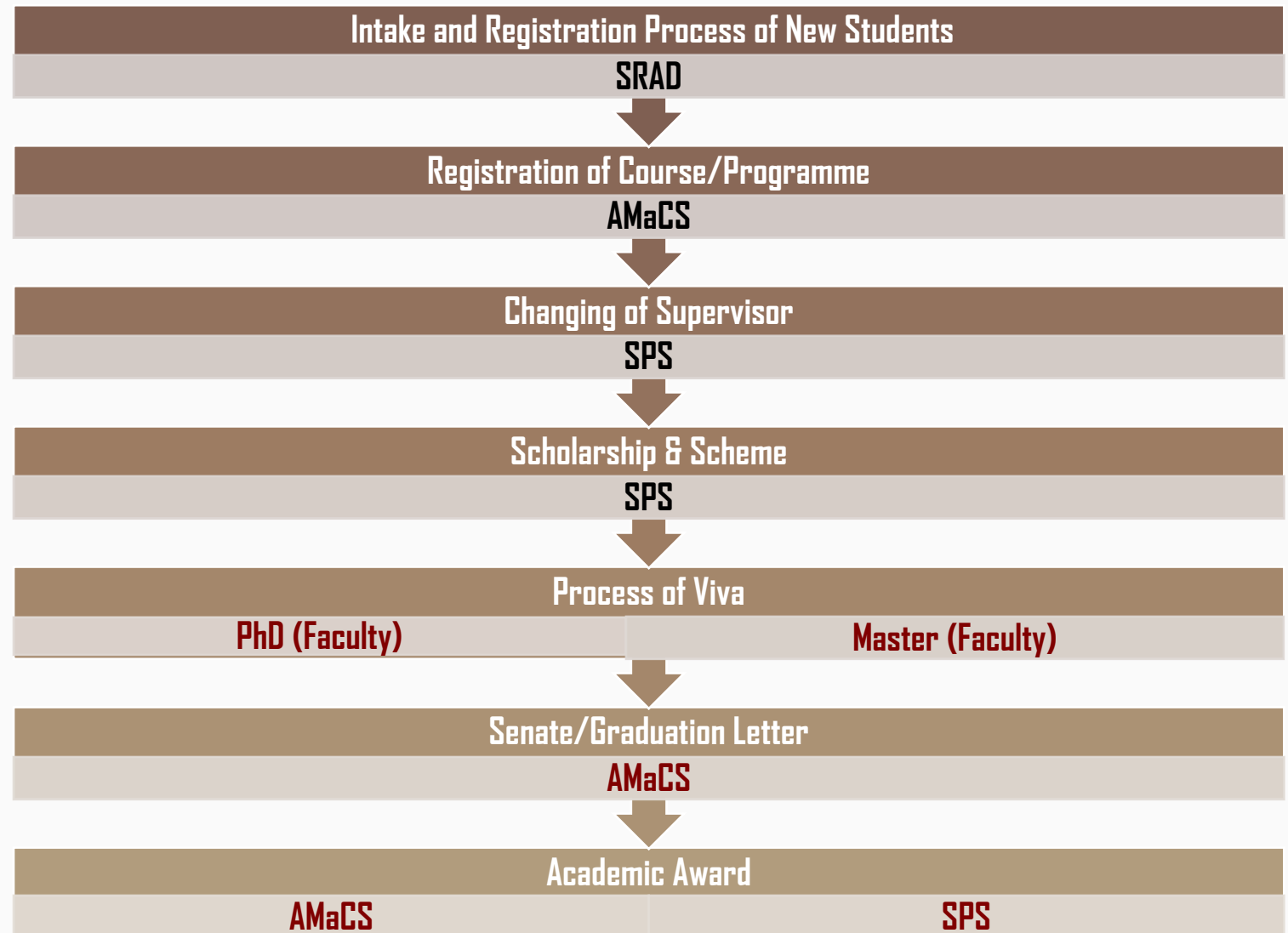
Block F54, 2nd Floor, UTM JB
<https://admission.utm.my/>

AMaCS: (Academic Management & Convocation Section)

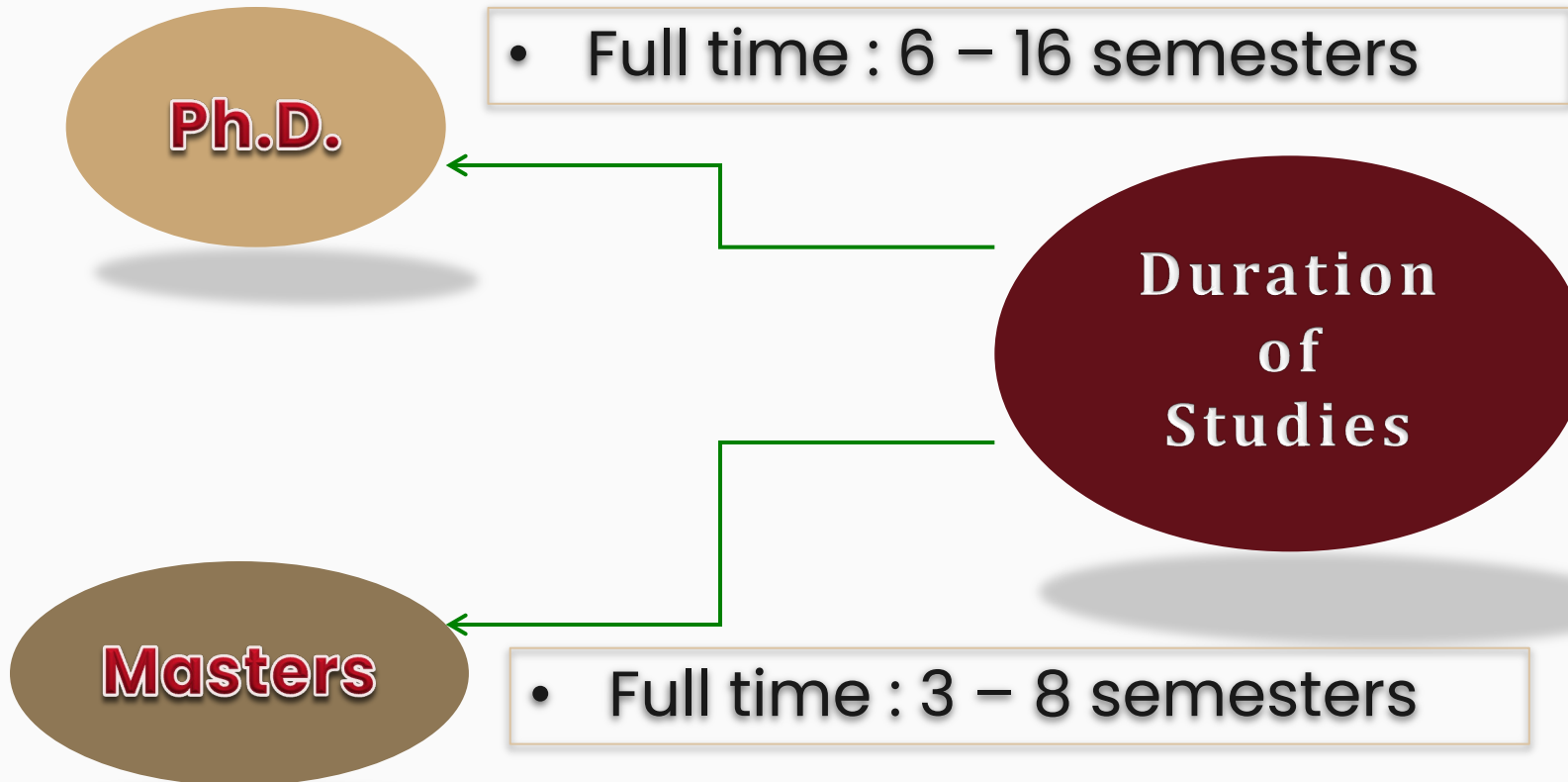
Block F54, 2nd Floor, UTM JB
<https://amd.utm.my/amacs/>

SPS: (School of Graduate Studies)

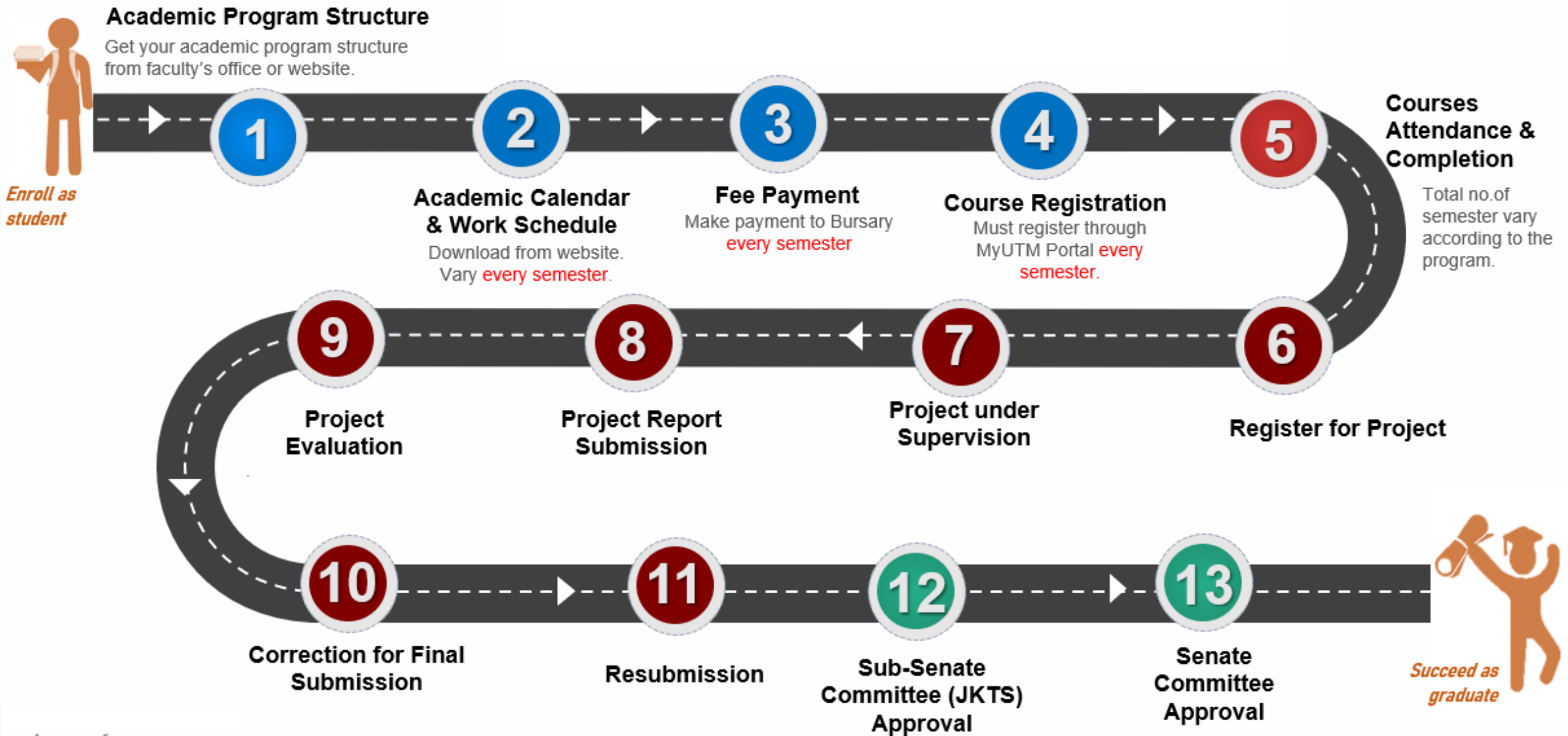
Block F54, 2nd Floor, UTM JB
<https://sps.utm.my/>



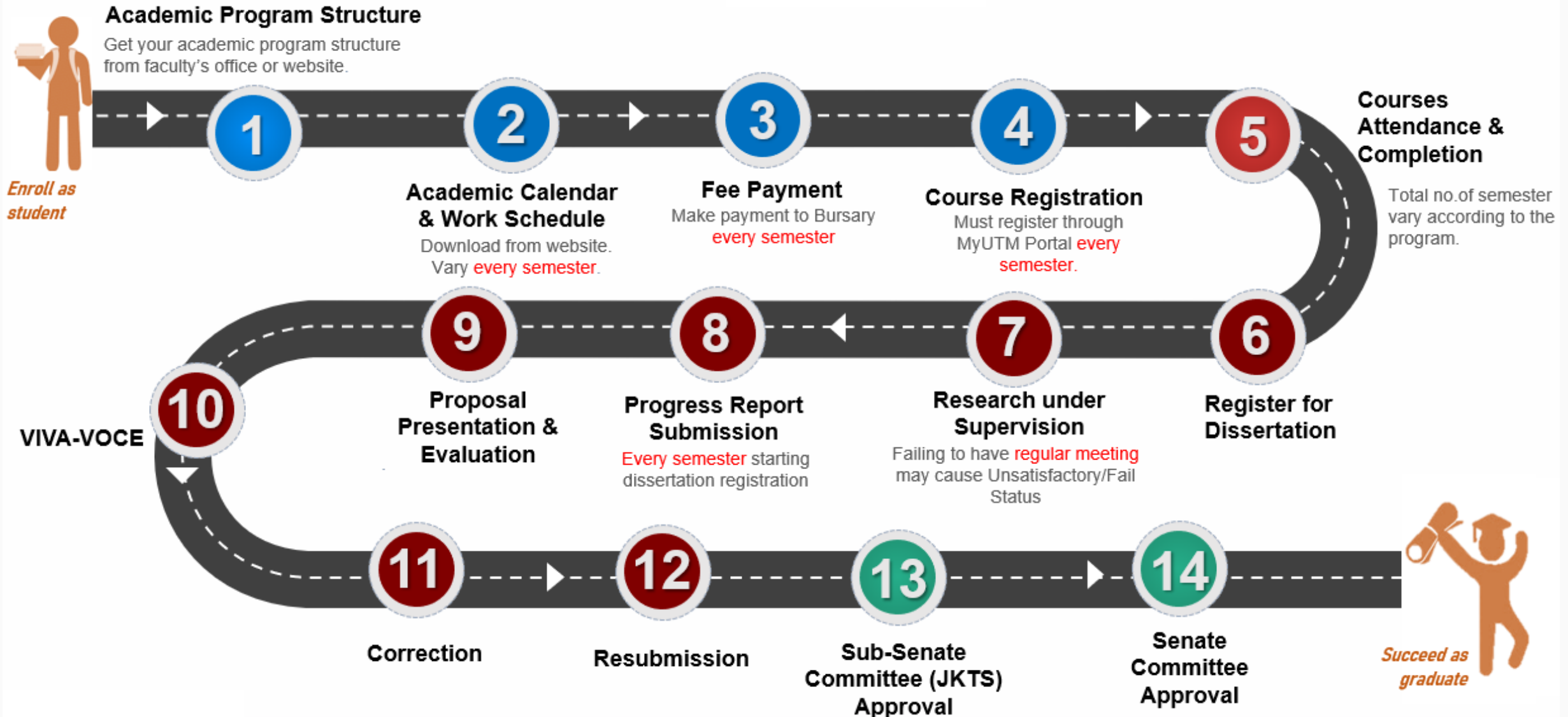
DURATION OF STUDIES



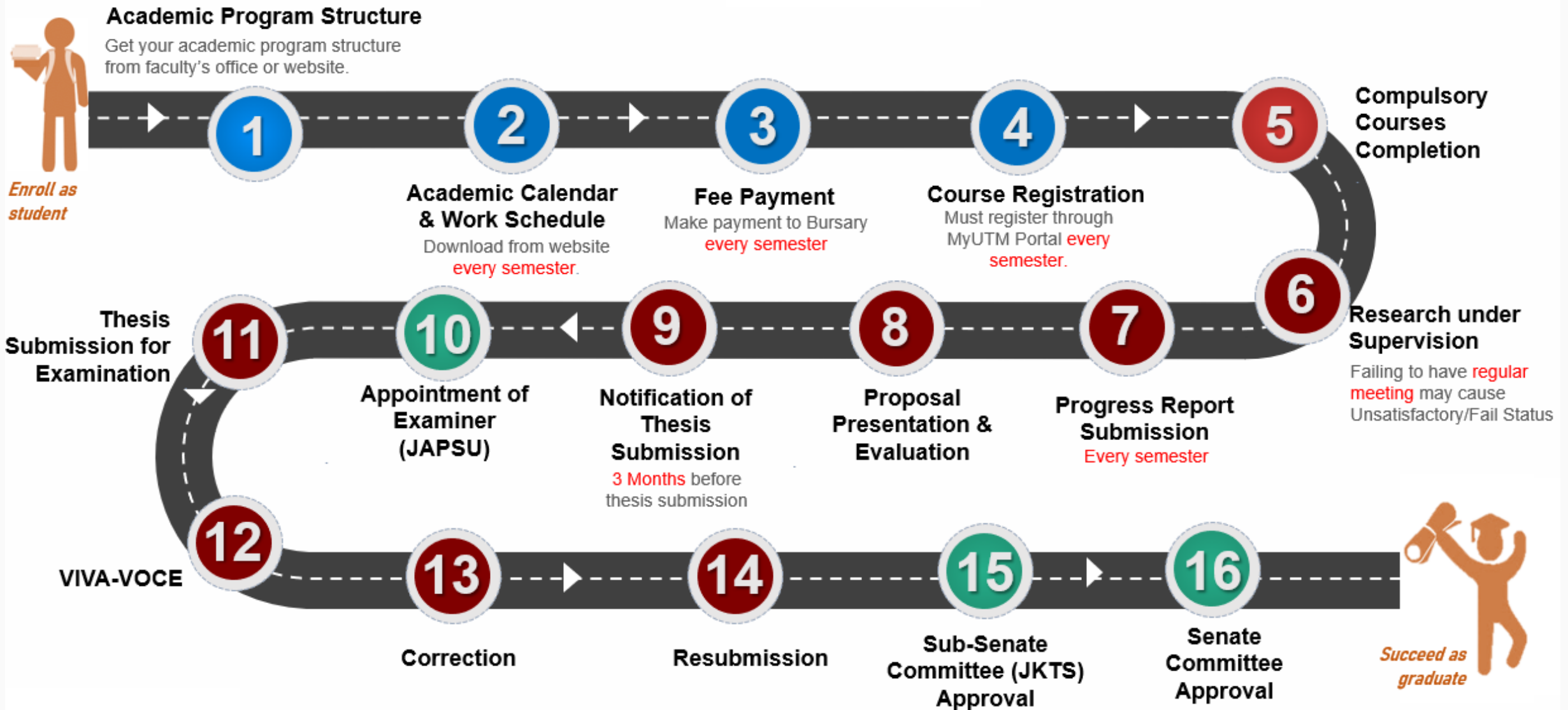
TAUGHT COURSE STUDENT PATHWAY



MIXED MODE STUDENT PATHWAY



RESEARCH STUDENT PATHWAY



GRADUATE ON TIME (GOT)

Definition of GOT PhD

01



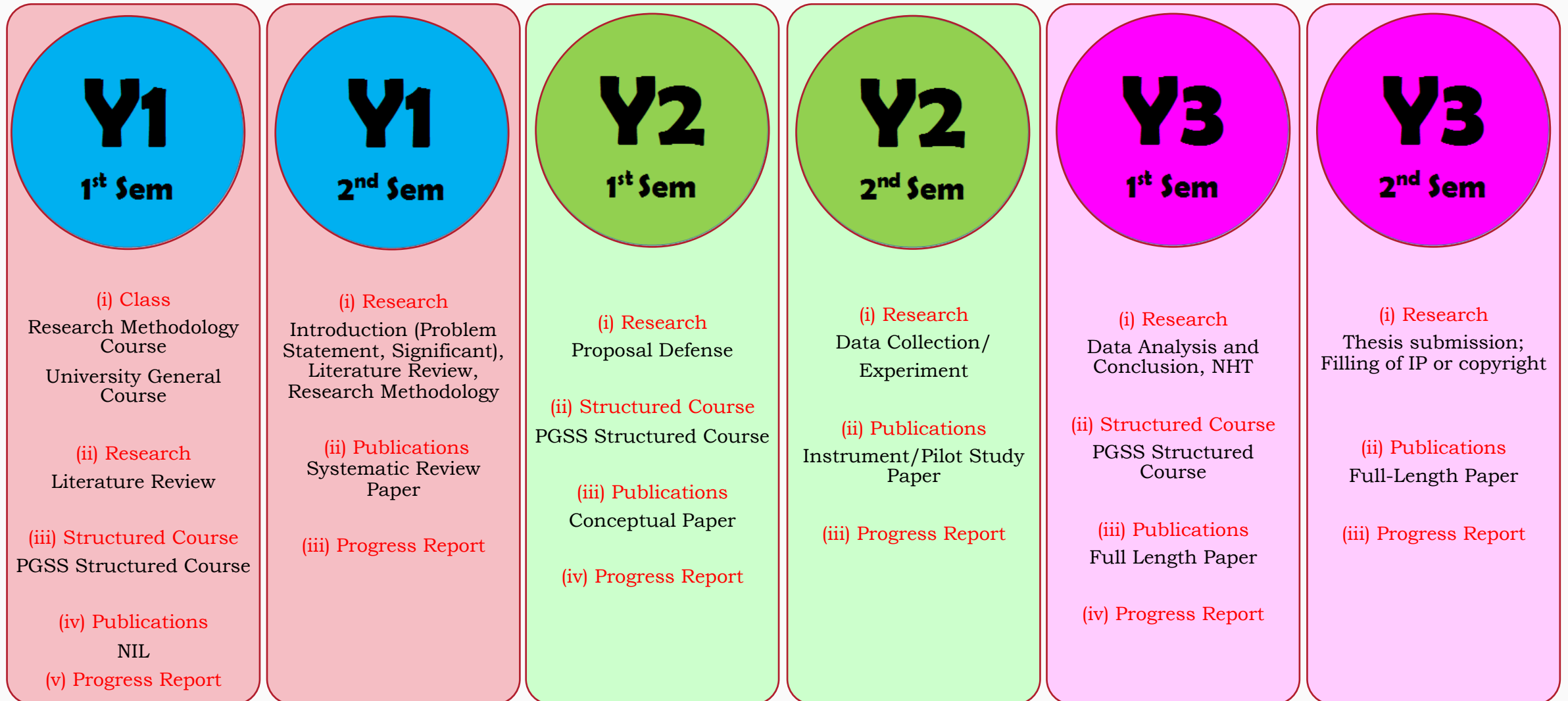
GOT - MOHE
48 Months

02



GOT - MyRAII
42 Months

PhD GRADUATE ON TIME (GOT) PATH



MPhil GRADUATE ON TIME (GOT) PATH



(i) Class

University General Course
Research Methodology Course

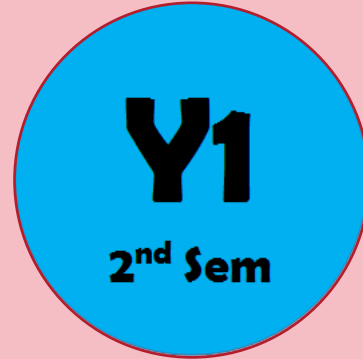
(ii) Research

Introduction (Problem Statement,
Significant), Literature Review,
Research Methodology

(iii) Structured Course

PGSS Structured Course

(iv) Progress Report



(i) Research

Proposal Defense

(ii) Structured Course

PGSS Structured Course

(iii) Publications

Conceptual Paper

(iv) Progress Report



(i) Research

Data Collection/ Data Analysis

(ii) Structured Course

PGSS Structured Course

(iii) Publications

Full-Length Paper

(iv) Progress Report



(i) Research

Thesis write-up, Conclusion,
NHT,

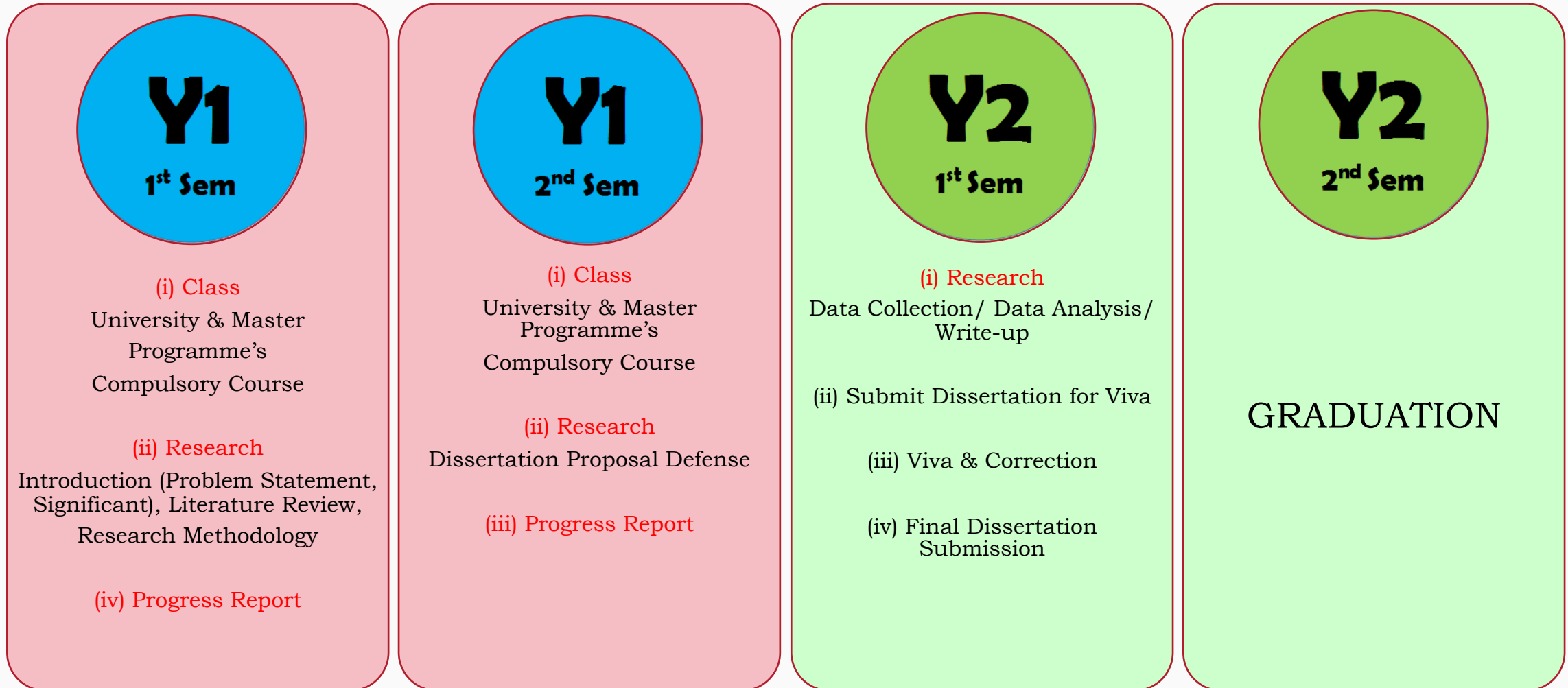
Thesis Submission, IP or
Copyright

(ii) Structured Course

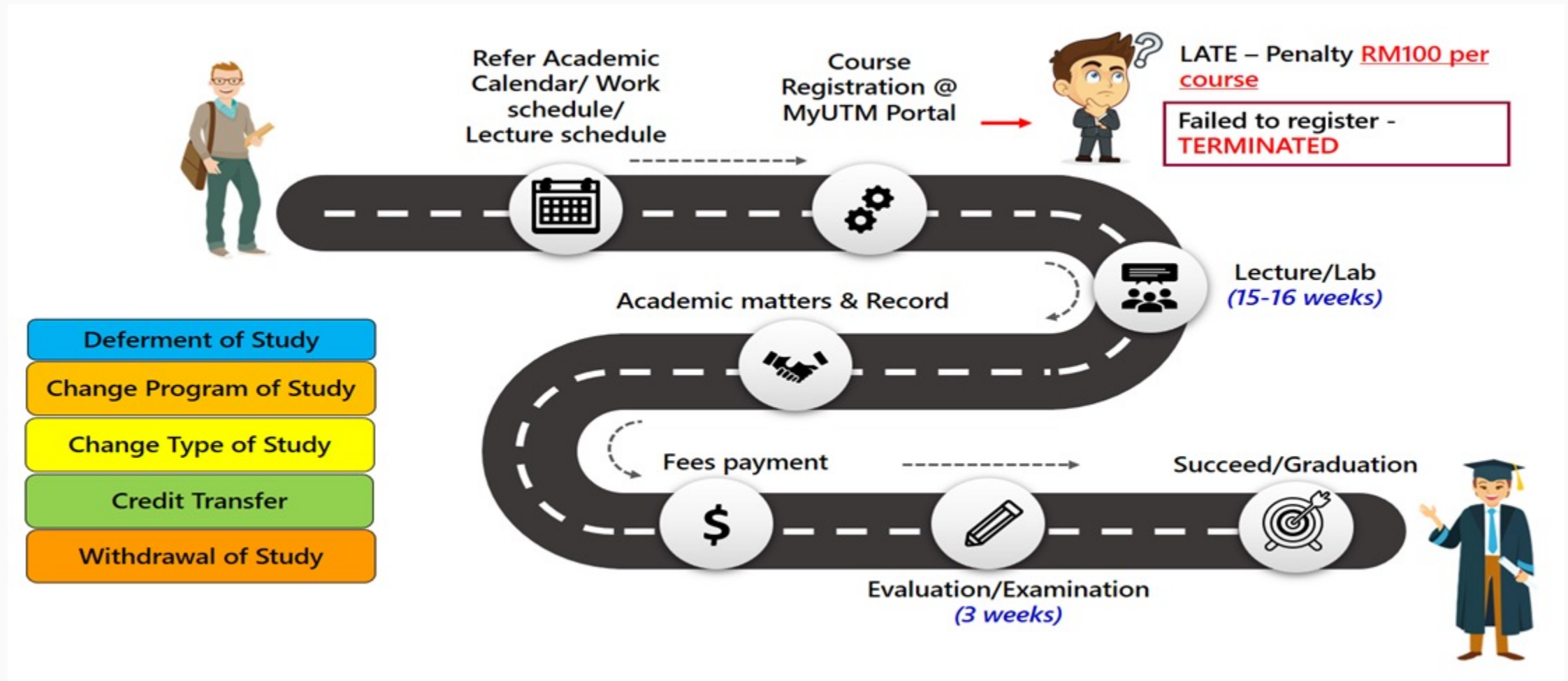
PGSS Structured Course

(iii) Progress Report

MASTER (MIXED MODE) GRADUATE ON TIME (GOT) PATH



UTM STUDENT'S TIMELINE (Every Semester)



THINGS TO REMEMBER

ACADEMIC CALENDAR: <https://amd.utm.my/academic-calendar/>

WORK SCHEDULE: <https://amd.utm.my/work-schedule-pg/>

COURSE REGISTRATION: <https://amd.utm.my/amacs/course-registration/>

INFORMATION ABOUT COURSE REGISTRATION: <https://management.utm.my/rk-pg/>

ACADEMIC MATTERS: FORMS: <https://sps.utm.my/academic-related-resources/> OR
<https://amd.utm.my/pg-forms/>

PROGRESS REPORT FOR RESEARCH AND MIXED MODE STUDENTS: <https://my.utm.my/home> - GRADUATE
STUDIES MANAGEMENT SYSTEM (GSMS): <http://spsapp3.utm.my:8080/gsmv4/>

**UNIVERSITY GENERAL COURSE: CLASS SCHEDULE: SPS - CURRENT STUDENTS - ACADEMIC RELATED
RESOURCES - ACADEMIC CALENDAR AND WORK SCHEDULE:** [https://sps.utm.my/academic-related-
resources/](https://sps.utm.my/academic-related-resources/)

PAY YOUR FEES

ATTEND AND PASS YOUR COURSES

IMPORTANT DATES OF COURSE REGISTRATION FOR POSTGRADUATE PROGRAMME SEMESTER I, 2023/2024 SESSION

**COURSE REGISTRATION
(ONLINE)**

25 SEP – 8 OCT 2023



1



2

**AMENDMENT OF
COURSE REGISTRATION
(ONLINE)**

9 – 15 OCT 2023

**LATE COURSE REGISTRATION
(WITH PENALTY)**

16 – 23 OCT 2023

(With penalty RM100 per course)



3



4

**AMENDMENT OF COURSE
REGISTRATION (WITH PENALTY)**

24 – 30 OCT 2023

(With penalty RM100 per course)



5

COURSE WITHDRAWAL (TD)

13 NOV – 8 DEC 2023

(A penalty RM100 per course will be charged after this date. TD application with penalty must be made before the revision week.)



6

**FACULTY CHECK & REMIND
STUDENTS WHO DID NOT
REGISTER COURSES**

13 NOV – 15 DEC 2023

A student must register a course/ research every semester. Those who fail to register without acceptable reasons will be TERMINATED

Prepared by
AMaCS - Aug 2023

PROGRESS REPORT SUBMISSION VIA GSMS (For Research and Mixed Mode Programme)



Report

Submission of progress report **EVERY SEMESTER: Week 10 -13** via GSMS (online)



Fail to submit

Unsatisfactory Status (TM)
TWO (2) CONSECUTIVE Unsatisfactory Status (TM)

= Students will be **TERMINATED**

GSMS Home | SPS Home | UTM Home | Contact Us

UTM
UNIVERSITI TEKNOLOGI MALAYSIA
RESEARCH UNIVERSITY

GSMS
GRADUATE STUDIES MANAGEMENT SYSTEM
innovative • entrepreneurial • global

LATEST NEWS
Application to Taught Course Programme
Application to taught course and mixed mode programme for Semester 1-2012/2013 (September 2012 Intake) is already closed last 31st May. Application period for next intake (Semester II-2012/2013/February 2013 Intake) will be opened in September-October 2012. Application made outside application period will be processed for the nearest possible semester (eg: application made in June 2012 will be processed for February 2013 intake).
Dikemaskini pada: 20-08-2012 08:34:37 AM

Staff UTM | Staff Non-UTM | Student UTM

For Student Only

Login

EVALUATION OF PROGRESS REPORT

Penilaian Umum [Overall Assessment]	Keterangan mengikut kategori [Statement by category]	Deskripsi Markah [Mark Description]	Markah (M)** [Mark] [M]**	Komen [Comments]
(a) Memuaskan (MM) [Satisfactory]	Cemerlang [Excellent]	$9.0 \leq M \leq 10.0$		
	Sangat Baik [Very Good]	$8.0 \leq M < 9.0$		
		$7.0 \leq M < 8.0$		
	Baik [Good]	$6.0 \leq M < 7.0$		
		$5.0 \leq M < 6.0$		
(b) Tidak Memuaskan (TM) [Unsatisfactory]	Sederhana [Fair]	$4.0 \leq M < 5.0$		
		$3.0 \leq M < 4.0$		
(c) Gagal (GG) [Fail]	Lemah [Poor]	$2.0 \leq M < 3.0$		
		$1.0 \leq M < 2.0$		
		$0.0 \leq M < 1.0$		

ACADEMIC STANDING FOR MIXED MODE

CGPA	DISSERTATION/ RESEARCH GRADE	ACADEMIC STANDING	CONDITION TO PROCEED WITH THE STUDY	AWARD OF THE DEGREE
GOOD PASS (KB) <u>CGPA \geq 3.00</u>	MM	KB	QUALIFIED	QUALIFIED
	TM	KS	QUALIFIED	NOT QUALIFIED
	GG	KS	QUALIFIED	NOT QUALIFIED
CONDITIONAL PASS (KS) <u>2.67 \leq CGPA < 3.00</u>	MM	KS	QUALIFIED	NOT QUALIFIED
	TM	KS	QUALIFIED	NOT QUALIFIED
	GG	KG	TERMINATED	NOT QUALIFIED
FAIL (GG) <u>CGPA < 2.67</u>	MM	KG	TERMINATED	NOT QUALIFIED
	TM	KG	TERMINATED	NOT QUALIFIED
	GG	KG	TERMINATED	NOT QUALIFIED

MM	SATISFACTORY
TM	UNSATISFACTORY
GG	FAIL

GRADING SYSTEM FOR TAUGHT COURSES

MARKS	GRADE	POINT VALUE	LEVEL OF ACHIEVEMENT
90 - 100	A+	4.00	EXCELLENT PASS
80 - 89	A	4.00	
75 - 79	A-	3.67	
70 - 74	B+	3.33	GOOD PASS
65 - 69	B	3.00	
60 - 64	B-	2.67	PASS
55 - 59	C+	2.33	FAIL
50 - 54	C	2.00	
45 - 49	C-	1.67	
40 - 44	D+	1.33	
35 - 39	D	1.00	
30 - 34	D-	0.67	
00 - 29	D	0.00	

RESEARCH / DISSERTATION PROPOSAL DEFENSE

		Pre-requisite to Submit PROPOSAL for First Stage Evaluation	Strongly Encourage	Unsatisfactory Status (TM)
PROPOSAL DEFENSE	PhD	<ol style="list-style-type: none"> 1. Passed Research Methodology 2. Passed University Elective Course 	3 rd Semester	4 th Semester
	Master (Full Research)	<ol style="list-style-type: none"> 1. Passed Research Methodology 2. Passed University Elective Course 	2 nd Semester	3 rd Semester
DISSERTATION	Master (Mixed Mode)	<ol style="list-style-type: none"> 1. Passed ALL Compulsory courses in the Programme 	2 nd Semester	3 rd Semester

TWO (2) CONSECUTIVE
Unsatisfactory Status (TM)
 = Students will be **TERMINATED**

A GUIDE TO DISSERTATION PROPOSAL DEFENSE

1	2	3	4
COMPULSORY COURSES	TURNITIN REPORT (<20%)	HARDCOPY SUBMISSION (3 COPIES)	DESSERTATION DEFENSE SESSION
Completed and Passed all compulsory courses	Email your proposal to academic_fm@utm.my and cc to susilawati@utm.my for plagiarism checking Compulsory to use UTM email address	Compulsory to use UTM Thesis Format Download the template from (https://sps.utm.my/thesis-formatting-2018/)	Received dissertation defense date through email and Google Invitation
1st Semester	1 month before submission	Week 14	1-2 months after submission

GUIDELINE FOR RESEARCH PROPOSAL DEFENSE

1	2	3	4	5
COMPULSORY COURSES	NOTICE OF DEFENSE	TURNITIN REPORT (<20%)	HARDCOPY SUBMISSION (3 COPIES)	PD SESSION
Passed Research Methodology Course And University General Course	Submit Notification of Evaluation of Research Proposal Form to academic-fm@utm.my and cc to m-azlina@utm.my	Email your proposal to academic-fm@utm.my and cc to susilawati@utm.my for plagiarism checking Compulsory to use UTM email address	Compulsory to use UTM Thesis Format Download the template from (https://sps.utm.my/thesis-formatting-2018/)	Received PD date through email and Google Invitation
1st Semester	2 months before submission	1 month before submission	Week 14	1-2 months after submission

NOTIFICATION OF EVALUATION OF RESEARCH PROPOSAL (PROPOSAL DEFENSE)

Submit Notice 2 MONTHS before proposal submission

NOMINATION BY SUPERVISOR :

NOMINATE **3** INTERNAL EXAMINERS (NOT RETIRING within 6 months)



Approval

JKA monthly meeting
(faculty level)



Validity

Valid for 6 months

NOTIFICATION FOR THESIS SUBMISSION (NHT)

Submit Notice 3 MONTHS before thesis submission

**STUDENT (VIA GSMS):
ABSTRACT**

NOMINATION BY SUPERVISOR (VIA GSMS):

NOMINATE **3** INTERNAL EXAMINERS and

3 EXTERNAL EXAMINERS (NOT RETIRING within 1 year) & PROVIDE LATEST CV OF EE



Approval

JKA monthly meeting
(faculty level)



Approval

JAPSU monthly meeting
(University level)



Validity

12 months (PhD)
6 months (Master)

SUBMISSION OF THESIS FOR VIVA VOCE FOR DOCTOR OF PHILOSOPHY AND MASTER OF PHILOSOPHY

Faculty of Management, Universiti Teknologi Malaysia

LIST OF FORMS

01

Download from :
sps.utm.my/academic-related-resources

1. Submission of Thesis
2. Submission of Thesis 2
3. Plagiarism Agreement

03

- All forms and thesis must be completed and signed by the candidate & supervisor.
- Any softcopy submitted must be the same one as the hardcopy to be submitted after MCO.

IMPORTANT

NOTE

Thesis format must follow UTM Thesis Guidelines.
Download from :
sps.utm.my/thesis-formatting-2018 (updated on 28/06/2019)

05



What You Need To Prepare



02

LIST OF ATTACHMENTS

1. List of Publication(s)
2. Zero Balance Fee Letter from Bursary
(email to : bendahari-ukp@utm.my)
3. Turnitin Report (by each chapter and full chapters)

04

CONTACT

academic-fm@utm.my
arinah@utm.my
Attention : Ms Arinah
Whatsapp : 019-7330358

****SUBJECT TO CHANGE**

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Cc to Mdm Suzi (susilawati@utm.my)

PUBLICATION REQUIRED FOR THESIS SUBMISSION (Ph.D.)

2.1 Publication requirements in the regular semester (6th to 16th semester):

Student has come out with **at least one (1) published article** that has been accepted or published in a journal indexed on the Web of Science.

OR

Student has come out with **at least two (2) published articles** that have been accepted or published in journals indexed in SCOPUS/ERA/journals listed in myJurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Center).

2.2 Publication requirements for early thesis submission (5th semester):

Student has come out with **at least two (2) published articles** that have been accepted or published in journals indexed on the Web of Science/SCOPUS/ERA.

Refer to: <https://sps.utm.my/wp-content/uploads/2021/10/19.-220721-Pekeliling-Akademik-bil-4-2021-Pindaan-Syarat-Penerbitan-Menghantar-Tesis-Utk-PhD-Proofread.pdf>

PUBLICATION REQUIRED FOR THESIS SUBMISSION (MPhil.)

A master by research candidate may submit his/her thesis for viva-voce provided that he/she produced at least one (1) accepted or published publication from journal article, conference proceeding or book chapter.

DEFERMENT OF STUDIES

SEMESTER WILL NOT BE COUNTED

JOB COMMITMENT

(MUST attach an official letter from organization)

HEALTH PROBLEM

(MUST attach the medical report)

UNIVERSITY/NATION INTEREST

(MUST attach an official letter)

MAX : TWO (2) YEARS

(2 sem per application)

FORM:

Application For Deferment of Study

<https://amd.utm.my/pg-forms/>

Email completed form to:

academic-fm@utm.my

Note: INTERNATIONAL STUDENTS

must get approval from
UTM International Office

SEMESTER WILL BE COUNTED

OTHER REASONS

(eg: personal matters)

MAX : ONE (1) SEMESTER
per application

Fail to register after TWO (2)
CONSECUTIVE semester
= subject to be **TERMINATED**

CHANGE OF SUPERVISOR



FORM

Get **APPLICATION FOR CHANGE SUPERVISOR FORM** from SPS

website:

<https://sps.utm.my/academic-related-resources/>



APPROVAL

Get approval from:

- a) Current SV
- b) Proposed SV

Email completed form to: academic-fm@utm.my



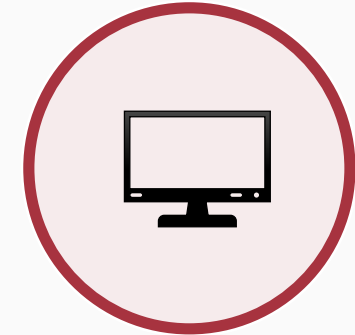
ENDORSEMENT

In Academic Committee (JKA) meeting



VERIFICATION

By Deputy Dean (Academic)

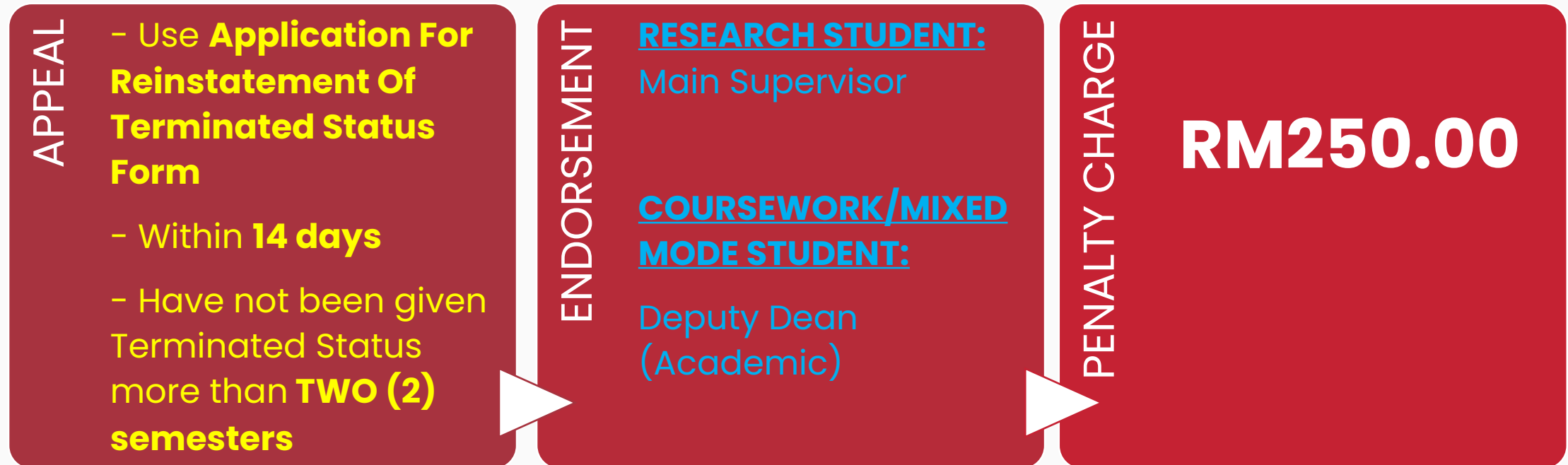


RECORD

Send to SPS for updating record in system

TERMINATED STATUS

(Did Not Register For Any Course OR Did Not Pay The Fee)



For further information:

<https://sps.utm.my/wp-content/uploads/2016/07/GuidelinesToAppealReinstatementOfTerminatedStatus.pdf>

GRADUATE ACADEMIC AWARD



**SELF
APPLICATION**
through
ONLINE
(MyUTM Portal)

01

Duration of study

02

Viva-voce result

03

Publication

04

Recognition (for publication/
research)

05

Student's personal qualities



ACADEMIC RULES AND REGULATIONS

Downloadable at:

<https://sps.utm.my/wp-content/uploads/2020/03/Final08-LAMPIRAN-II-Peraturan-Akademik-Pengajian-Siswazah-BMBIKelulusan-Senat-29Jan2020latest11MAC2020.pdf>



POSTGRADUATE STUDENT SOCIETY (PGSS)



To promote **social cohesion** among FM postgraduate students' community



To organise **academic (structured courses)** and **social programs** that will be of immense benefit to FM postgraduate students



To address within its powers, **issues** faced by the FM postgraduate students



FM PGSS FACEBOOK: <https://m.facebook.com/UTMPGSSF/>

GOOGLE MAIL GROUP

FM RESEARCH STUDENTS:

fm-researchstudent-group@utm.my

FM MIXED MODE AND TAUGHT COURSE STUDENTS:

fm-mixedmodestudent-group@utm.my

TELEGRAM CHANNEL

Post Graduate Research Student Faculty of Management:

[Https://t.me/fmutmresearch](https://t.me/fmutmresearch)

Master Mixed-Mode Faculty of Management:

<https://t.me/fmutmmixedmode>

Master Taught Course Faculty of Management:

<https://t.me/fmutmtaughtcourse>

CONTACT US

Faculty of Management
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81310 Johor Bahru. Johor
Tel: +607-561 0188 **Fax:** +607-561 0099

Website : <https://management.utm.my/>

Email : fm@utm.my

Email Enquiries on Academic matters : academic-fm@utm.my

Business hours/ Reply to emails or phone messages are between:

Sunday – Wednesday	: 9.00 am – 5.00pm
Thursday	: 9.00am – 3.30pm
Friday & Saturday	: CLOSED

THANK YOU



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[utmofficial](https://www.instagram.com/utmofficial)

Kerana Tuhan untuk Manusia