



WARATIF BARU UKM
UNIVERSITI
VATAN KITA

FACULTY OF MEDICINE
THE NATIONAL UNIVERSITY OF MALAYSIA

POSTGRADUATE STUDENT HANDBOOK

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1. SECRETARIAT OF POSTGRADUATE STUDIES

- ▶ The secretariat of Postgraduate Studies is responsible for all academic matters related to postgraduate studies. Our responsibilities include the following :-
 - i. To facilitate academic process related to registration, examination process and awarding degree for postgraduate students in accordance to university guidelines.
 - ii. To propose a general policy for endorsed postgraduate studies including its modification, coordination and fulfilment.
 - iii. To propose internal guidelines with by coordinating with university faculties related to postgraduate studies.
 - iv. To recommend the endorsement of new programs through careful study and coordination between the proposed program and current programs.
 - v. To recommend the approval of course curriculum for postgraduate studies and matters related to modification or change of program.
 - vi. To recommend the titles of higher certificates to be submitted to the academic council.
 - vii. Facilitate and resolve any concern of postgraduate students.

Contact Us:

Secretariat of Postgraduate Studies, Faculty of Medicine, UKM
Level 2, Kompleks Pendidikan Perubatan Canselor Tuanku Ja'afar,
Jalan Yaacob Latif, Bandar Tun Razak, 56000, Cheras, Kuala Lumpur, Malaysia

Email : medicpostgrad@ppukm.ukm.edu.my
Website : <https://www.ukm.my/spsfper/>

Operation Hour:

Monday – Thursday

8:00 am – 1:00 pm
2:15 pm – 5:00 pm

Friday

8:00 am – 12.15 pm
2.45 pm – 5.00 pm

Saturday/ Sunday/ Public Holiday

Closed

2. INTERNAL AFFAIRS UNIT:

- ▶ The Internal Affairs Unit is responsible for supporting international applicants in processes related to admission, student's affairs and VISA related matters. Our roles include the following:
 - i. To provide any information needed by the applicant for the admission process, registration process VISA application and accommodation issues.
 - ii. To act as a liaison between the Faculty of Medicine (FPER) and the Centre for Educational Extension (UKMShape).
 - iii. To assist international applicants/students for any of the above matters while studying in our university from time to time.

Contact Us:

International Affairs Unit, Faculty of Medicine, UKM
Level 2, Kompleks Pendidikan Perubatan Canselor Tuanku Ja'afar,
Jalan Yaacob Latif, Bandar Tun Razak, 56000, Cheras, Kuala Lumpur, Malaysia

Email : medint@ukm.edu.my

Website : <https://www.ukm.my/medicine/language/en/international-affairs-unit-iau/>

Operation Hour:

Monday – Thursday

8:00 am – 1:00 pm

2:15 pm – 5:00 pm

Friday

8:00 am – 12.15 pm

2.45 pm – 5.00 pm

Saturday/ Sunday/ Public Holiday

Closed

3. SECRETARIAT OF RESEARCH & INNOVATION

- ▶ The secretariat of Postgraduate Studies is responsible to uphold competency and efficiency in research management. Our roles include the following :
 - i. To process applications to conduct research at the Faculty of Medicine UKM and application for repayment of publishing and editing fee assistance.
 - ii. Management of publications of the Journal of Medicine & Health and the Journal of Surgical Academia.
 - iii. Book publishing management, Management of Manuscript Writing Field Work application.
 - iv. Organizing Research and Publishing Workshops & Seminars and writing clinic for Faculty of Medicine UKM.
- ▶ **As a postgraduate student, you will be required to complete a research project as part of your program requirement. Please conform to the research timelines below when planning a research project.**
- ▶ **Guidelines For Research Postgraduate Student**
 - Write a research proposal
 - Apply for human ethics approval/NMRR
 - Apply for faculty GFFP fund
 - Conduct a research project
 - Write a manuscript
 - Submit the manuscript for publication
- ▶ You are also required to attend the Medical Research Week, held annually, where you will be guided on all the steps to conduct and completes a research project.
- ▶ You are highly encourages to attend the Research chat time every Thursday afternoons 2-4pm at the Lobby of Hospital Canselor Tuanku Muhriz, where you will hear from the experts on the cutting edge research in an informal way

Contact Us:

Secretariat of Research and Innovation, Faculty of Medicine, UKM
Level 6, Preclinical Building
Jalan Yaacob Latif, Bandar Tun Razak, 56000, Cheras, Kuala Lumpur, Malaysia

Email : sppi@ppukm.ukm.edu.my
Website : <https://www.ukm.my/spifper/>

4. HOW TO CREATE SISWA E-MAIL

- i. You can log in to your new email address at <http://mail.siswa.ukm.edu.my>
- ii. Your email address is created based on your matrix number.
E.g.: P12345@siswa.ukm.edu.my
- iii. The default password for your email is: ic number / passport number and you are required to change your password the first time you log-in. The password is case sensitive.
- iv. For your safety, the new password should be at least 8 characters long with a combination of alphanumeric characters.
- v. All formal communications will be done through this email.
- vi. You are strongly advised to forward your personal email to the new siswa account and use this as your main email to avoid any missed information.
- vii. Please call our helpdesk at 03-8921 7070 or email to pentadbir_emel@ukm.edu.my should you have any inquiries.

5. APPLYING FOR STUDENT'S CAMPUS CARD:

GUIDELINES FOR STUDENT'S CAMPUS CARD APPLICATION

1. All students are required to apply campus card while doing confirmation of acceptance in the **Graduate Admission Application System (Guest: guest.ukm.my)**
2. Those who did not apply via Guest, procedures for student's campus card applications are as below:
 1. Visit UKM's Campus Card System website: <http://www.ukm.my/ukmcard/>
 2. Enter User ID (Student's Registration No: P12345) and Password. For new students, password is the same number used in the www.ukm/smpweb.
 3. Click on the menu: STUDENT > Application.
 4. Please check the displayed information. Please inform the secretariat if there is any wrong/inaccurate information.
 5. At the form of Card Application Information, browse picture in the picture location.
 6. For acceptable image format, please click on the Guide/Picture Criteria link. The acceptable picture is:

- Image size (158 pixels or 5.57 cm) x (121 pixels or 4.27 cm)
- Size of image file not exceed than 100KB
- The format of the picture is .jpg
- Color image with a blue color background (except for armed forces)
- The picture should clear and be forwardly picture
- The face should be more than half of overall picture
- Do not wear the face veil or turban

7. If you must to change the picture, please click the 'Browse Back' button and repeat the above process.
8. Click the 'Preview Card' button to see examples of smart cards which will be print.
9. Click the 'Submit' button to send the smart card application.
10. The message 'Application Success' will be displayed if the application is successfully sent or the message 'Unsuccessful Application' is displayed if the application failed to send. Please try again if the application is not successful.

Any inquiries, please contact 03-89118468 (Mr. Azmie) or email to ukmcard@ptm.ukm.my

6. GUIDELINES FOR LOGIN FOR SMP WEB FOR NEW STUDENTS:

- ▶ SMP web is the online platform for all academic processes. You are required to login to SMP web to activate your student status. The guidelines for login SMP for new students is shown below:-

Guideline to register in SMPWEB for new students

1 Go to www.ukm.my/smpweb

2 Enter your matrix number

3 Press **“Enter”** button

4 Enter your identity Card / Passport No. in **“Old Password”** column

5 Enter a new password in **“New Password”** column. This Password must include 8 to 12 characters alphanumeric (combination of any alphabet, number and symbol)

6 Re-enter a new password in the column **“Confirmation of New Password”**

7 Press **“Update Password”**

8 Go to www.ukm.my/smpweb and log in using new password

9 Update your personal detail & register your course/thesis for every semester



Any inquiries, please email to operasi@ukm.edu.my

7. COURSE REGISTRATION GUIDELINE FOR CLINICAL MASTER STUDENT or STUDENTS BY COURSEWORK.

Please see the guide below to complete your registration:-



REGISTRATION GUIDELINE CLINICAL MASTER STUDENTS



FIRST STEP

Click on the **'Pendaftaran Klinikal /Disertasi Semester'** to register for each semester. Please **print out** the registration slip.



SECOND STEP

Click on the **'Pendaftaran Kursus Semasa'** menu for course registration for each semester. Please **print out** the registration slip after registration has been made.



THIRD STEP

One (1) copy of the course registration slip has to be **submitted** to the Person In Charge of the program in your department for course registration verification.

Prepared by: Secretariat of Postgraduate Studies

8. GUIDELINES THE TEACHING AND SUPERVISION EVALUATION SYSTEM (SPPP):

- ▶ You are required to evaluate the teaching and supervision using the SPPP system prior to registering into a new semester. The SPPP evaluation is compulsory and must be completed before registering for the upcoming semester.
- ▶ Please see the guideline shown below:-



THE TEACHING AND SUPERVISION EVALUATION SYSTEM (SPPP) GUIDELINE

STEP 01



Please enter
<https://appsmu.ukm.my/sppp/>
website and login with your
Student ID and Password

STEP 02



Please click on the 'Course
Delivery Evaluation' on the
left page

STEP 03



Please click on the 'X'
button for lecturer
evaluation and select your
respective lecturer only

STEP 04



Please fill up the evaluation
form and click the 'save'
button to complete the
evaluation

Prepared by: Secretariat of Postgraduate Studies

9. STUDENT SUPPORT:

9.1 Graduate Assist:

Students who need psychological support may refer to our Graduate Assist liaison contact person at the Secretariat of Postgraduate Studies.

Following this, students are referred to counselors for counseling sessions, if agreeable.

▶ Graduate Assist Liasion Contact Person:

Puan Nurul Khairina binti Abd Hamid
Secretariat of Postgraduate Studies, Faculty of Medicine, UKM
Level 2, Kompleks Pendidikan Perubatan Canselor Tuanku Ja'afar,
Jalan Yaacob Latif, Bandar Tun Razak, 56000, Cheras, Kuala Lumpur, Malaysia
Tel: +603-9145 6123
Email: wannurulkhairina@ukm.edu.my
Website: <https://www.ukm.my/spsfper/graduates-assist/>

9.2 Student Affairs Centre HEP-UKM:

- ▶ This unit also provides guidance and counseling services to help students in need.
- ▶ Students may contact directly to:

Pusat Hal Ehwal Pelajar (HEP-UKM)
Aras 7, Bangunan PUSANIKA
43600 UKM, Bangi Selangor, Malaysia
Tel: +603-8921 5347
Email: hep@ukm.edu.my
Website: <https://www.ukm.my/hepukm/>

9.3. PSIFER (Persatuan Siswazah Fakulti Perubatan)

- ▶ As postgraduate students, you are all automatically members of PSIFER. PSIFER is a platform for postgraduate students to communicate with each in a more relaxed environment. PSIFER provides a support ecosystem to enhance your postgraduate journey.
- ▶ PSIFER social media details:

Facebook : PSIFER UKM
Instagram : @PSIFERUKM
YouTube : PSIFER UKM
Email : psifer@siswa.ukm.edu.my

10. SERVICE & FACILITIES IN CHERAS CAMPUS:

Accommodation

Condominiums, apartment and landed properties are available for renting in both townships. International Youth Centre Residence is within walking distance from the campus and accommodation for short-term stay is available.

Outdoor Recreation and Sport

Taman Tasik Permaisuri (49.4 hectare) is located just besides the campus providing places for outdoor recreation and sport activities. A public swimming pool and Kuala Lumpur Football Stadium is also located nearby.

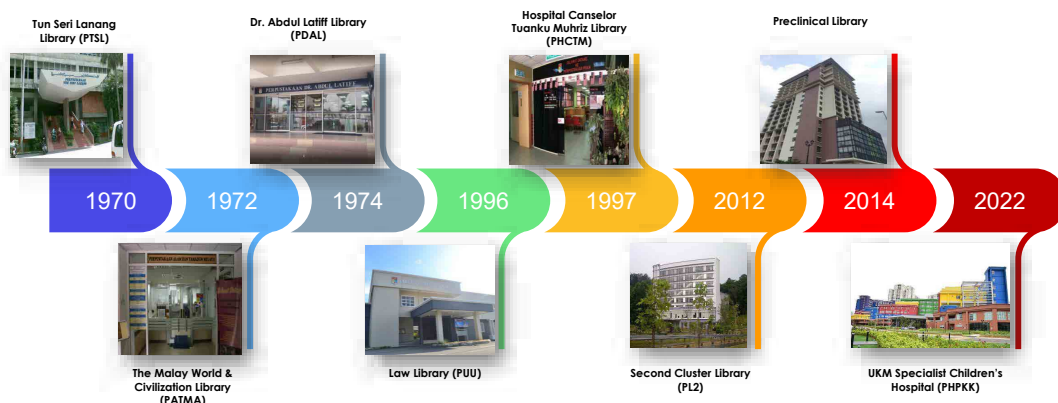
Public Transport

The campus is easily reachable via major highways/expressways and public transports including RapidKL buses, LRT, MRT and KTM Komuter. An integrated modern transportation hub (Terminal Bersepadu Selatan at Bandar Tasik Selatan (TBS-BTS)), which is 5-10-minute drive from the campus, provide multiple option to travel to more than 150 destinations due south, east, and northern Malaysia. TBS-BTS also provide express bus and rail service to the Kuala Lumpur International Airport (KLIA).

Studying

The campus is equipped with two medical libraries, the Clinical Library and the newer Pre-Clinical library. Wifi and computers with internet connection are available in the libraries as well as discussion and multimedia rooms. Various subscribed online resources including journals, databases and software are available to the students. Free wi-fi is available within the campus for the students. Besides the Hospital Canselor Tuanku Muhriz that function as a teaching and tertiary hospital, the Advanced Surgical Skills Centre (ASSC) and Center of Tissue Engineering and Regenerative Medicine (CTERM) which are Centre of Excellence are also located within the campus.

UKM LIBRARY & BRANCH LIBRARIES



Health and Medical Services

Services provided under UKM's teaching hospital, Hospital Canselor Tuanku Muhriz (HCTM) including Poliklinik Warga and Klinik Primer are open to UKM students and staff. UKM's Hospital Pakar Kanak-Kanak (HPKK) will also be operating soon. Besides these, health and medical services can be sought from nearby Klinik Kesihatan Cheras, Hospital Rehabilitasi Cheras and private clinics in Bandar Tun Razak and Bandar Sri Permaisuri.



Dining

Several cafeterias, coffee shops and convenient stores are available in-campus. However, if you are running out of choice, there are aplenty of eateries and shops in the townships. Locations in campus are also known by food delivery services. A food truck park (Tasik Permaisuri Foodtruck Valley) is a also situated within walking distance from the campus for a your dinner and supper needs.

Dolcezza Café:

Level 1, Preclinical Building,
Hospital Canselor Tunku Mukhriz
HCTM



Starbucks & My News:

Visitors' Lobby, Hospital Canselor Tunku Mukhriz HCTM



Gloria Jean's Coffees & Hot&Rolls:

Visitors' Lobby, Hospital Canselor Tunku Mukhriz HCTM



11. REFERENCES:

REGULATIONS AND GUIDELINES ON POSTGRADUATE STUDIES IN UKM



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- For more details may refer: <https://www.ukm.my/spsfper/guidelines/>

