MASTER DEGREE & DOCTORAL DEGREE 2024

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DEPUTY DEAN (ACADEMIC & STUDENT AFFAIR), IAS

Home of the Bright, Land of the Brave

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INSTITUT PENGAJIAN TERMAJU
Institute for Advanced Studies

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ACADEMIC CALENDAR & REGISTRATION SCHEDULE

SEMESTER II SESSION 2024/2025

ACADEMIC CALENDAR
2024/2025 ACADEMIC SESSION
(MASTER'S AND DOCTORATE LEVEL)

SEMESTER I					
Orientation Week			29.09.2024	-	06.10.2024
Lectures	7	weeks*	07.10.2024	-	24.11.2024
Mid Semester I Break	1	week	25.11.2024	-	01.12.2024
Lectures	7	weeks*	02.12.2024	-	19.01.2025
Revision Week	1	week*	20.01.2025	-	26.01.2025
Semester I Final Examination	3	weeks*	27.01.2025	-	16.02.2025
Semester I Break	4	weeks	17.02.2025	-	16.03.2025
	23	weeks			
SEMESTER II					
Lectures	7	weeks*	17.03.2025	-	04.05.2025
Mid Semester II Break	1	week	05.05.2025	-	11.05.2025
Lectures	7	weeks*	12.05.2025	-	29.06.2025
Revision Week	1	week*	30.06.2025	-	06.07.2025
Semester II Final Examination	3	weeks*	07.07.2025	-	27.07.2025
Semester II Break	4	weeks	28.07.2025	-	24.08.2025
	23	weeks			
SPECIAL SEMESTER					
Lectures	7	weeks*	28.07.2025	-	14.09.2025
Special Semester Final Examination	1	week*	15.09.2025	-	21.09.2025
Break	1	week	22.09.2025		28.09.2025
	9	weeks			

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UMSItS **MAYA**

MAYA PORTAL

2024/2025 SEMESTER II | **REGISTRATION & EXAMINATION SCHEDULE (POSTGRADUATE)**

Respective Students,

Kindly note that Module Registration and Examination Period (Postgraduate Programmes) will be open as follows :

Module Registration & Progress Report Submission

Mode of Study	Start Date	End Date
Current Students (Coursework, Mixed Mode & Research)	10 Mar 2025 (8:30 am)	13 Mar 2025 (11:59 pm)
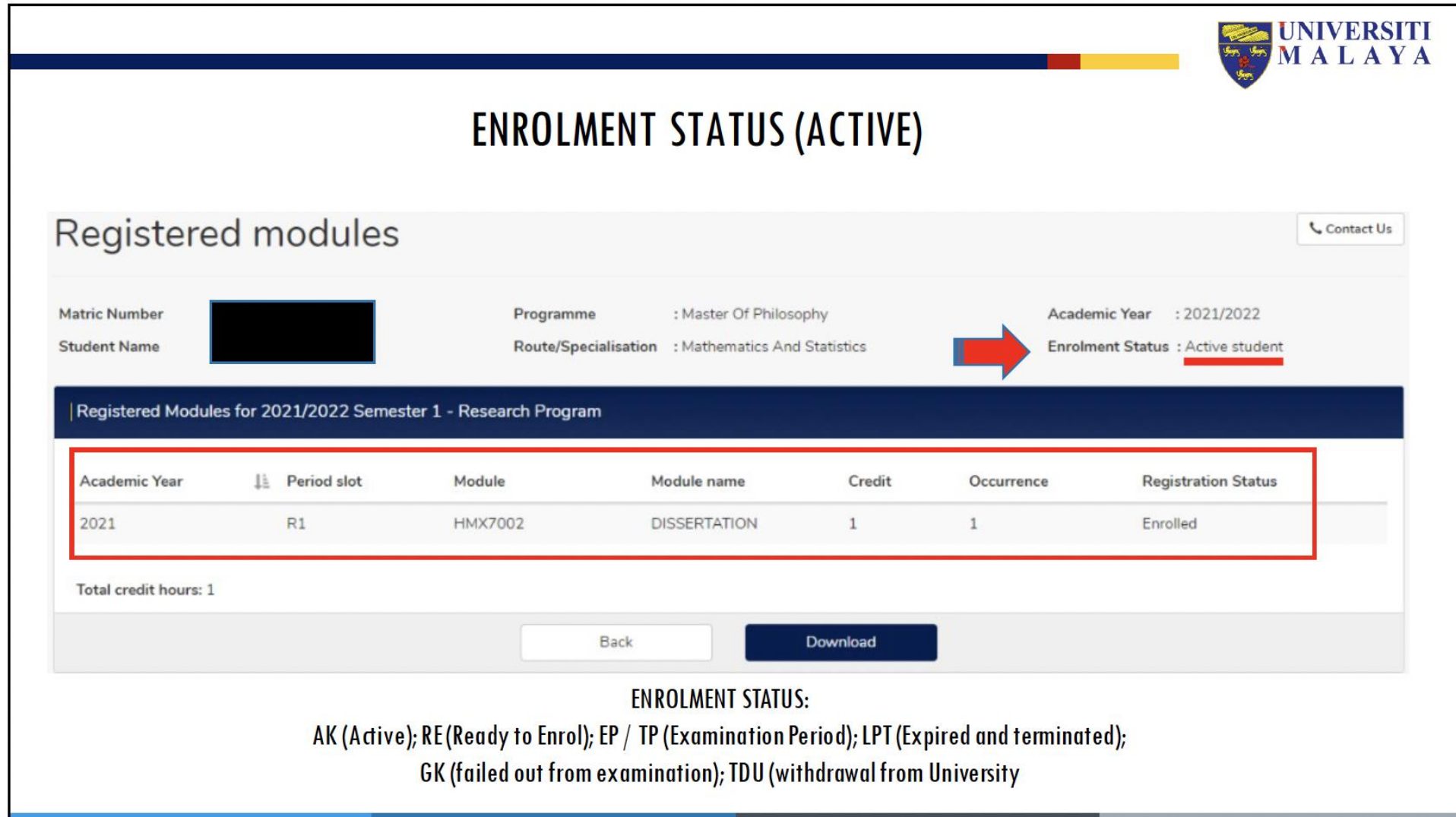
Module Registration & Progress Report Submission

Mode of Study	Start Date	End Date
Current Students (Coursework, Mixed Mode & Research)	10 Mar 2025 (8:30 am)	13 Mar 2025 (11:59 pm)
New Students (Coursework & Mixed Mode)	14 Mar 2025 (8:30 am)	17 Mar 2025 (11:59 pm)
New Students (Research) Module : Research Methodology & Thesis/ Dissertation	14 Mar 2025 (8:30 am)	28 Mar 2025 (11:59 pm)
New Students (Research) Module : Thesis/Dissertation only	14 Mar 2025 (8:30 am)	27 June 2025 (11:59 pm)
Progress Report Submission For students who have registered for the Dissertation or Thesis Module in Semester II, 2024/2025	26 May 2025	22 Aug 2025

Examination

Student Category	Start Date	End Date
All Student (Coursework & Mixed Mode)	7 July 2025	20 July 2025

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ENROLMENT STATUS (ACTIVE)

PART III (MASTER'S DEGREE/DOCTORAL DEGREE) COURSE REGISTRATION

(1) Candidate of all modes of programme of study shall renew his candidature before the commencement of the semester concerned.
(Senate approval 22.07.2021)

Revised

(2) A candidate who does not register within the stipulated duration for the semester concerned will be recorded as Not Registered.
(Senate approval 22.07.2021)

Revised

PART III (MASTER'S DEGREE/DOCTORAL DEGREE) RENEWAL OF CANDIDATURE

Revised

(3) Any candidate who fails to continuously register for a duration of two (2) Normal Semesters and fail to register the following Normal Semester, will cease to be a candidate and his studies will be terminated.

(Senate approval 22.07.2021)

PROGRESS REPORT IS COMPULSORY FOR RESEARCH MODE

(6) A candidate if required to submit a research progress report in accordance with the work schedule and procedures prescribed by the University. The Supervisor, Co-Supervisor and consultant shall evaluate the candidate's research progress report in accordance with the work schedule and procedures prescribed by the University for the semester concerned.

(Senate2 approval 25.02.2021)

Revised

PLEASE PUT THIS IN YOUR CALENDAR OR AS A REMINDER

(1) A candidate shall submit his dissertation or research report for examination within the period of his candidature. For this purpose, the candidate needs to complete at least a minimum duration of study for the Master's Degree programme. Calculation of the minimum duration shall be continuous.
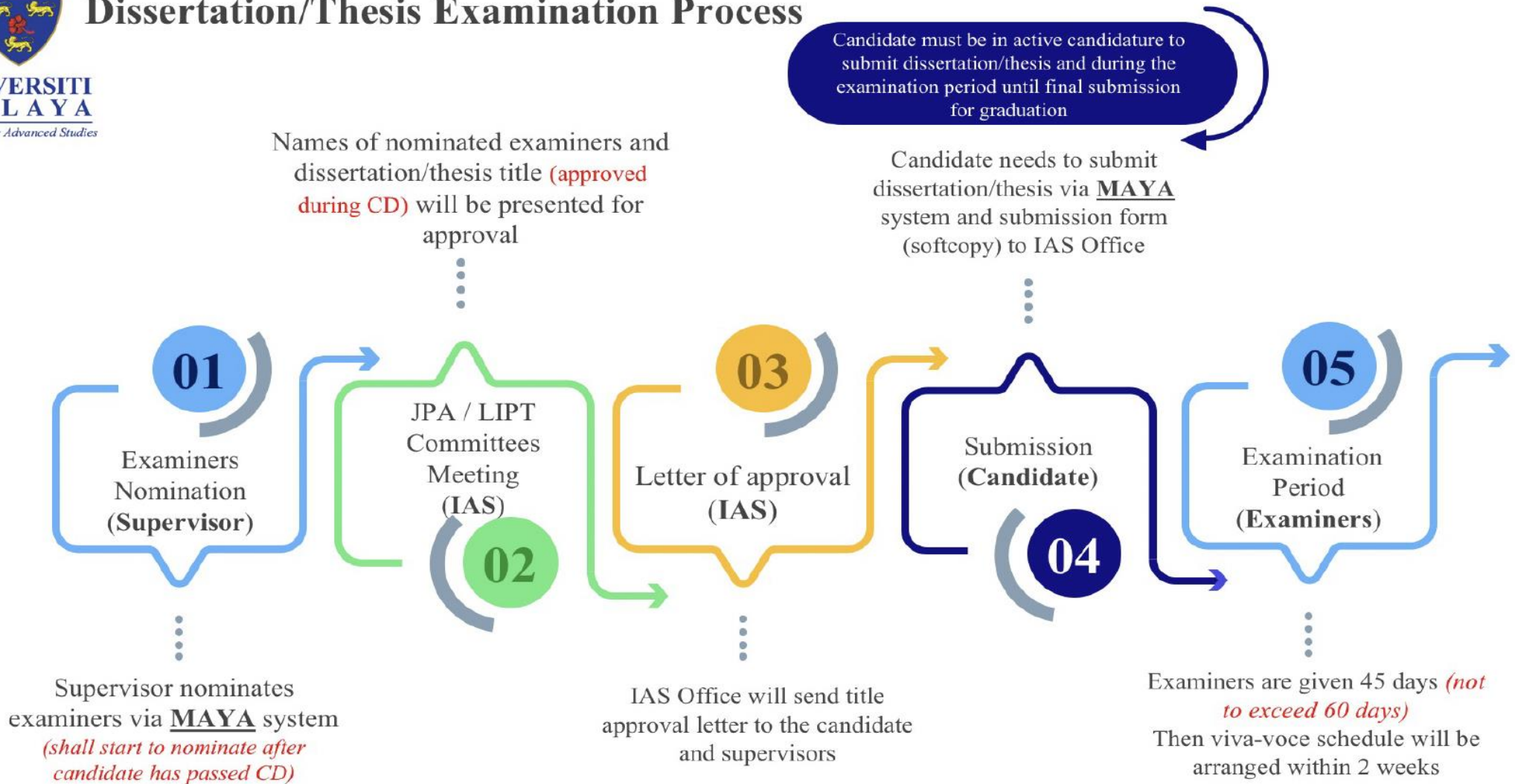
(2) The period that is taken for the examination of the dissertation and any period for corrections or further work on the dissertation as may be required by the Committee of Examiners shall be counted as part of the maximum period of the candidate's candidature.

(3) A candidate shall submit his dissertation or research report for examination after the title has been approved within the stipulated duration. A candidate who fails to do so is required to renew the registration for the subsequent semester except if an approval is given by the Dean of the Faculty to extend the submission deadline. If the Dean of the Faculty is the candidate's supervisor, the extension of the submission deadline is subject to the approval by the Deputy Vice-Chancellor concerned.

Please apply for extension when you are in semester 8 (Master) or semester 12 (PhD)

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Dissertation/Thesis Examination Process

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Candidate must be in active candidature to submit dissertation/thesis and during the examination period until final submission for graduation

Names of nominated examiners and dissertation/thesis title (approved during CD) will be presented for approval

Candidate needs to submit dissertation/thesis via **MAYA** system and submission form (softcopy) to IAS Office

01
Examiners Nomination (**Supervisor**)

02
JPA / LIPT Committees Meeting (**IAS**)

03
Letter of approval (**IAS**)

04
Submission (**Candidate**)

05
Examination Period (**Examiners**)

Supervisor nominates examiners via **MAYA** system *(shall start to nominate after candidate has passed CD)*

IAS Office will send title approval letter to the candidate and supervisors

Examiners are given 45 days *(not to exceed 60 days)* Then viva-voce schedule will be arranged within 2 weeks

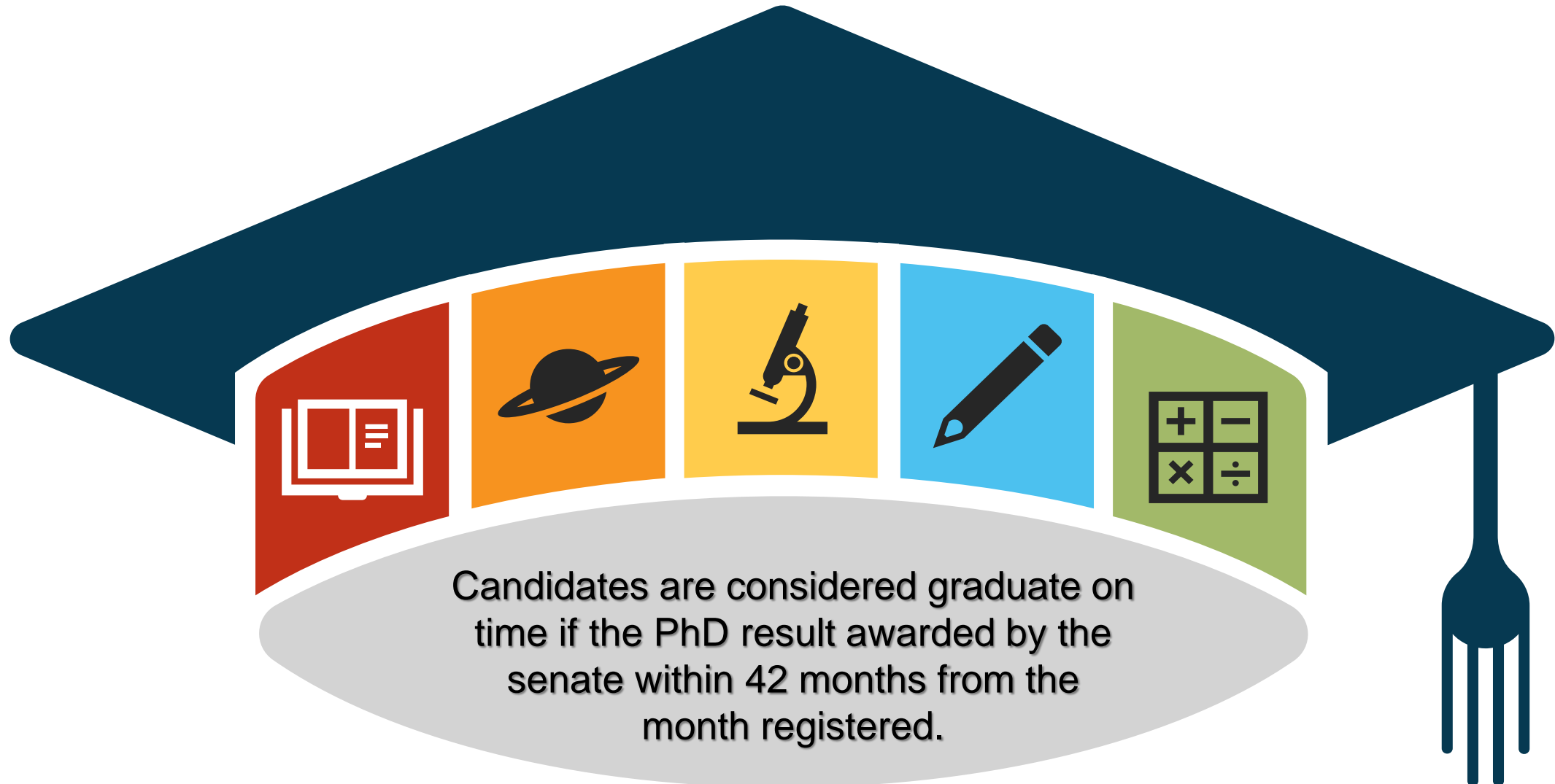# PART XI (DOCTORAL DEGREE)
AWARDING OF DISTINCTION THESIS

New

Candidates enrolled in research and mixed mode programmes are eligible to be awarded a thesis with distinction if they meet the following conditions

- The thesis is the first submission for examination;
- Not exceeding the maximum duration of study;
- Recommended excellent by one of the examiners in the examiner's report;
- The performance of the candidate during viva voce examination is excellent;
- The research output has been published or accepted for publication as prescribed for the requirement for graduation of the programme; and
- Recommended by the Committee of Examiners.

(Senate approval 23.07.2020)

GRADUATE ON TIME (GOT)

Candidates are considered graduate on time if the PhD result awarded by the senate within 42 months from the month registered.

GUIDELINE FOR PUBLICATION

GUIDELINES FOR PUBLICATION IN FULFILMENT OF GRADUATION REQUIREMENTS FOR POSTGRADUATE CANDIDATES

Publication(s) produced by postgraduate candidates in fulfilment of graduation requirements must comply with the following criteria:

CRITERIA	REMARK

1. Type of Publications	(1) Research article or review article in journals indexed in:
	  (a) Web of Science (WoS) Core Collection databases (https:apps.webofknowledge.com)
	    • Science Citation Indec Expanded TM
	    • Social Sciences Citation Index and
	    • Arts & humanities Citation Index
	  (b) *Scopus (https://www.scopus.com/);or
	  (c) *Malaysian Citation Index (MyCite)(http://www.mycite.my/)
	
	(2)*Books published by publishers listed in:
	  (a) Web of Science (WoS) Master Book List (http://wokinfo.com.com/mbl/publishers/)
	  (b) Malaysian Scholarly Publishing Council or Majlis Penerbitan Ilmiah Malaysia (MAPIM) (https://www.um.edu.my/research-and-community/information-for-researchers/downloads/myra)
	  (c) Any publishers listed and recognized by Academic Responsible Centre (PTj)
	
	*Only applicable to candidate pursuing programmes in the field of Arts and Social Sciences.

2. Authorship	Publications **must be published with the supervisor(s). The** supervisor shall act as the corresponding author. In the event that the candidate has more than one supervisor, one of them shall be the corresponding author. The candidate must be the first author, or either the second or subsequent author after the supervisor(s), or the first student author. In the event, two or more candidates co-author in an article, only one candidate is allowed to use this article to fulfil his/her graduation requirement.
3. Authorship Agreement	Candidate must provide a copy of authorship document that was submitted to the respective publishers (e.g. Authorship Agreement/Form or Statement of Authorship or cover letter of article submission), confirming all the named authors have agreed to publication.
4. Timing	Publications accepted must be within the candidature of the candidate.
5. Topic of publications	Publications must be related and conform to the candidate's research in his/her thesis/dissertation.
6. Affiliation	Publications must carry the affiliation of the department and/or faculty where the candidate is registered.
7. Blacklisted journals	Publications in journals blacklisted by the Malaysian Ministry of Higher Education (MoHE) are not accepted: (1) Academic Journal (www/academicjournals.org); (2) Euro Journal Inc (www.eurojournals.com); (3) Common Ground Publishing (www.commongroundpublishing.com)' (4) Africa World Press Inc. (www.africaworldpressbooks.com) (5) Publications in Probable Predatory Journals according to Beall's List (http://scholarlyoa.com/publishers/) The list of blacklisted journals is subject to change from time to time according to MoHE.
8. Completion Period	Candidates who have completed the examination of their thesis/dissertation must fulfil the publication requirement as set by the University before the expiry of their maximum period of candidature. If the candidates fail to fulfil the publication requirement within the approved period, they will be terminated from the program of study and considered as failed.

POSTGRADUATE CONFERENCE SPONSORSHIP FUNDING TO FULFILL PHD SEMINAR

INSTITUTE FOR ADVANCED STUDIES (IAS)
UNIVERSITI MALAYA
IAS PG CONFERENCE SPONSORSHIP
FUND RULES & GUIDELINES

1. OBJECTIVE

To offer financial assistance to Ph.D. students who have passed their Candidature Defense, enabling them to participate in an international conference abroad to fulfill the requirements of their thesis seminar.

2. APPLICANT ELIGIBILITY

2.1. The applicant must be an Institute for Advanced Studies (IAS) postgraduate research student and be in an Active or Examination Period status when the application is made.

2.2. The applicant must present oral papers only.

2.3. The applicant must publish in indexed journals (WoS or Scopus) based on the accepted papers.

2.4. The applicant must complete and pass the Candidature Defense seminar.

2.5. The applicant must get approval from the supervisor.

2.6. The conference proceedings must be indexed.

2.7. All eligible PhD students are entitled to **ONE** sponsorship only during their candidature.

3. AMOUNT OF SPONSORSHIP

3.1. The maximum ceiling amount of sponsorship is **RM 3,000.00** for international conferences only.

4. APPLICATION PROCESS

4.1. The IAS PG Conference Sponsorship Application Form must be submitted to IAS at least four weeks before the conference date.

5. REQUIRED DOCUMENTS

5.1. The completed IAS PG Conference Sponsorship Application Form.
5.2. The completed Claiming Personal Travel to Overseas Form.
5.3. The Appendix A (e-Payment form)

Both form can be downloaded from the following link :-

https://ias.um.edu.my/downloadable-form

5.4. Attach the following documents together with the application form:

- Proof of Acceptance, e.g., letter or e-mail of acceptance.
- Billed invoice with the **invoice no/order no/reference no**. (the invoice attached must be an invoice BEFORE the payment is made)
- The name of the applicant must be the same as the payer.
- A copy of the manuscript's front page with the contributors' names and addresses.
- Approval / permission letter for travel from Global Engagement (umglobe.um.edu.my)

5.5. Please email the completed application forms with the documents needed to TDIT's office at tdekan_ias@um.edu.my.

5.6. The processing of the application may take up to four weeks

Upon approval of each application, the funds will be disbursed to the applicant's account via Electronic Funds Transfer (EFT) by the UM Bursar.
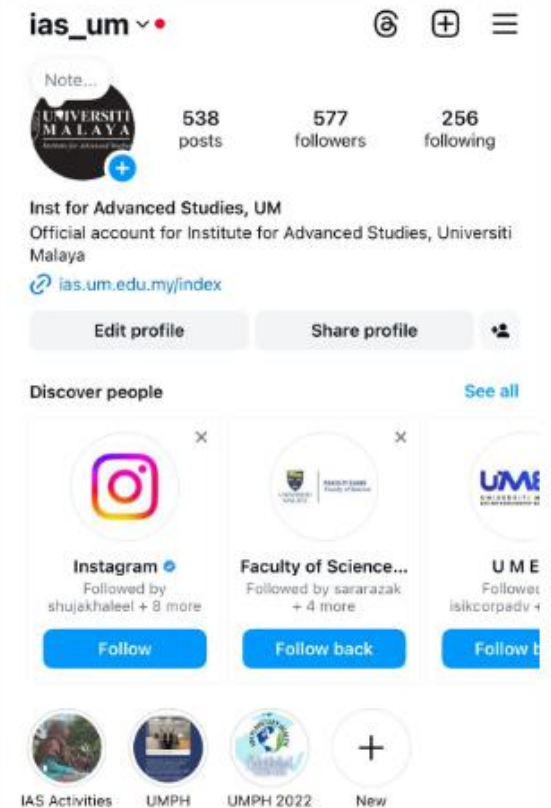
IAS WEBSITE
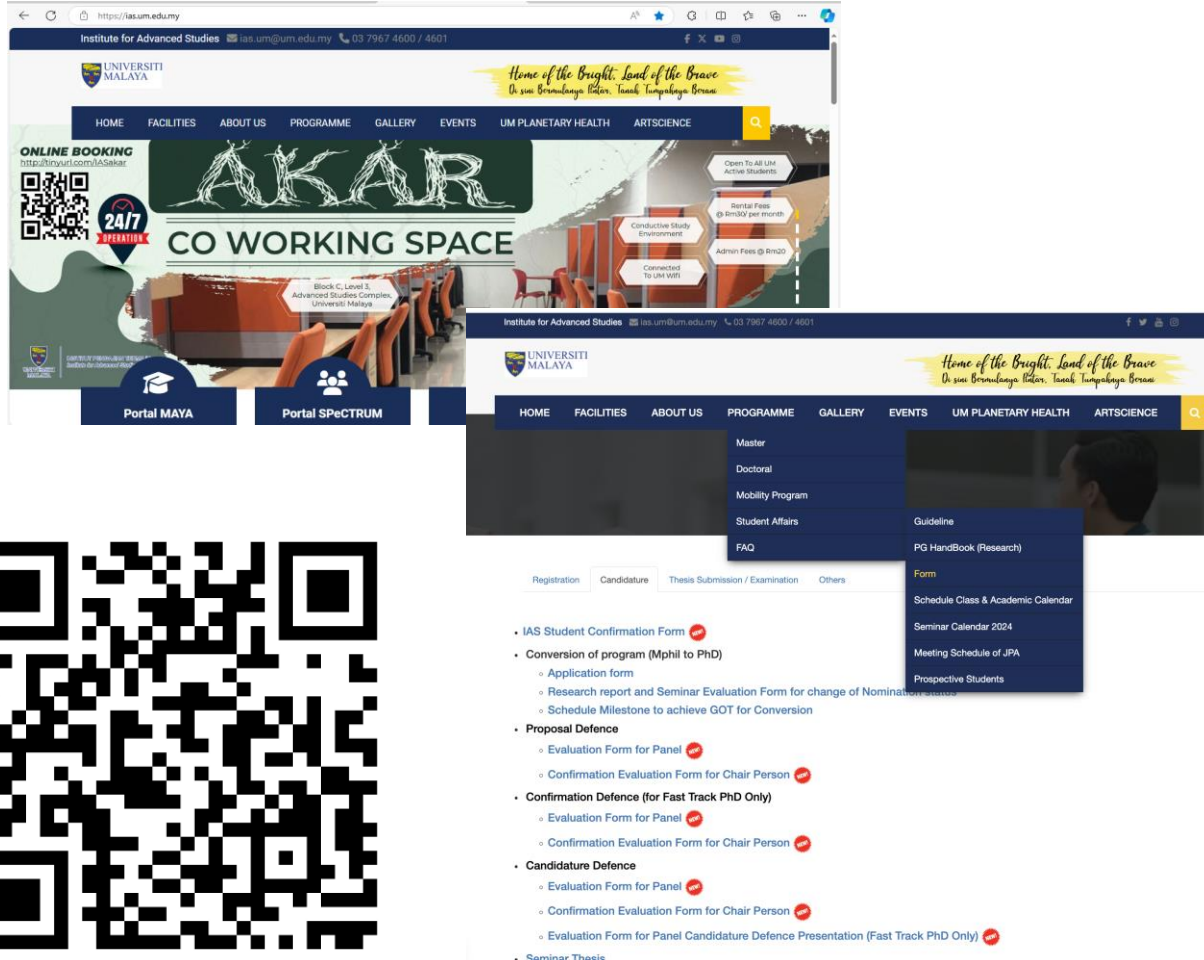
IAS SOCIAL MEDIA

Telegram (for announcement)

Institute for Advanced Studies (um.edu.my)

Facebook Page

Instagram

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Updated Version: 2025 by MK