

PG NEW STUDENTS BRIEFING

**SELAMAT DATANG KE
SEKOLAH PEMBANGUNAN SUMBER MANUSIA DAN
PSIKOLOGI (SHARPS)
FAKULTI SAINS SOSIAL DAN KEMANUSIAAN
UTM, JOHOR BAHRU**



FSSH UTM

PROF. DR. SITI AISYAH BINTI PANATIK

CHAIR OF SHARPS

humanities.utm.my

MENDIDIK & MENGINSAN



UTM *main campus* Johor Bahru

1200 hectares



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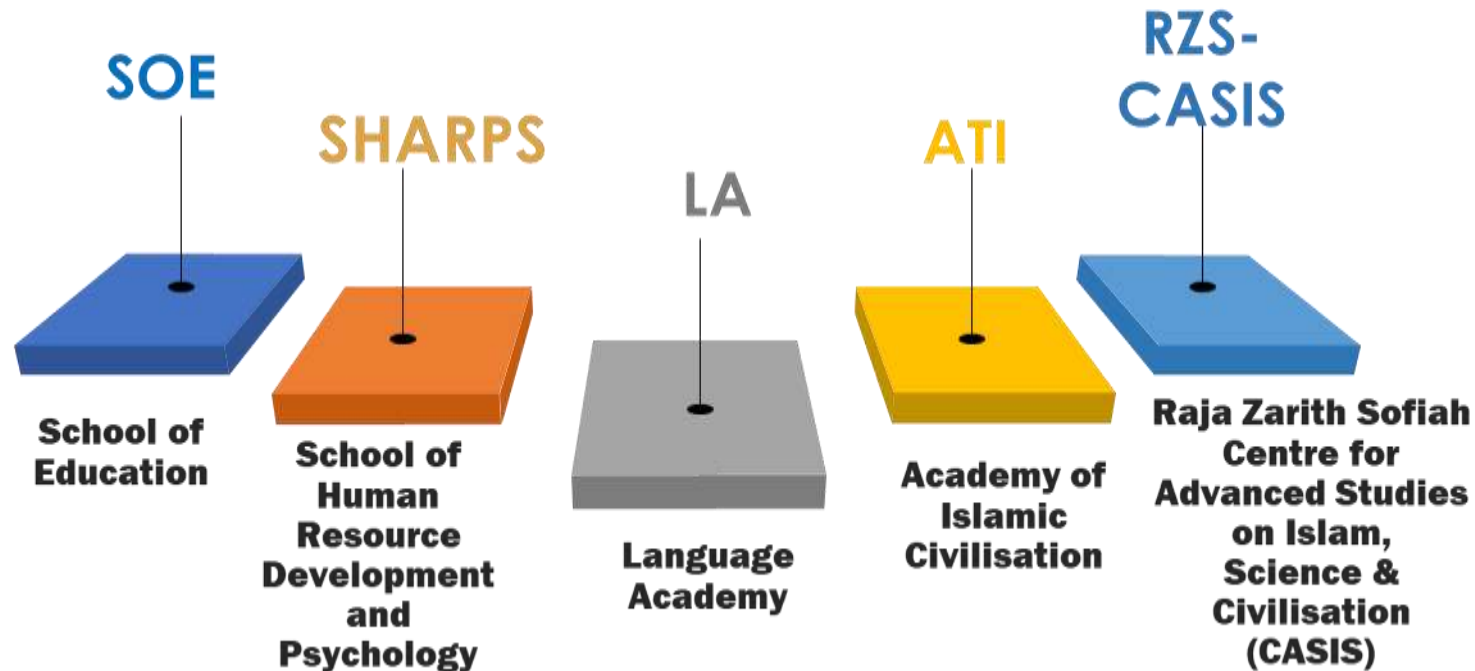
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FSSH

UNIVERSITI TEKNOLOGI MALAYSIA



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SCHOOL OF
HUMAN RESOURCE
& PSYCHOLOGY
(SHARPS)

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EDUCATING & HUMANIZING



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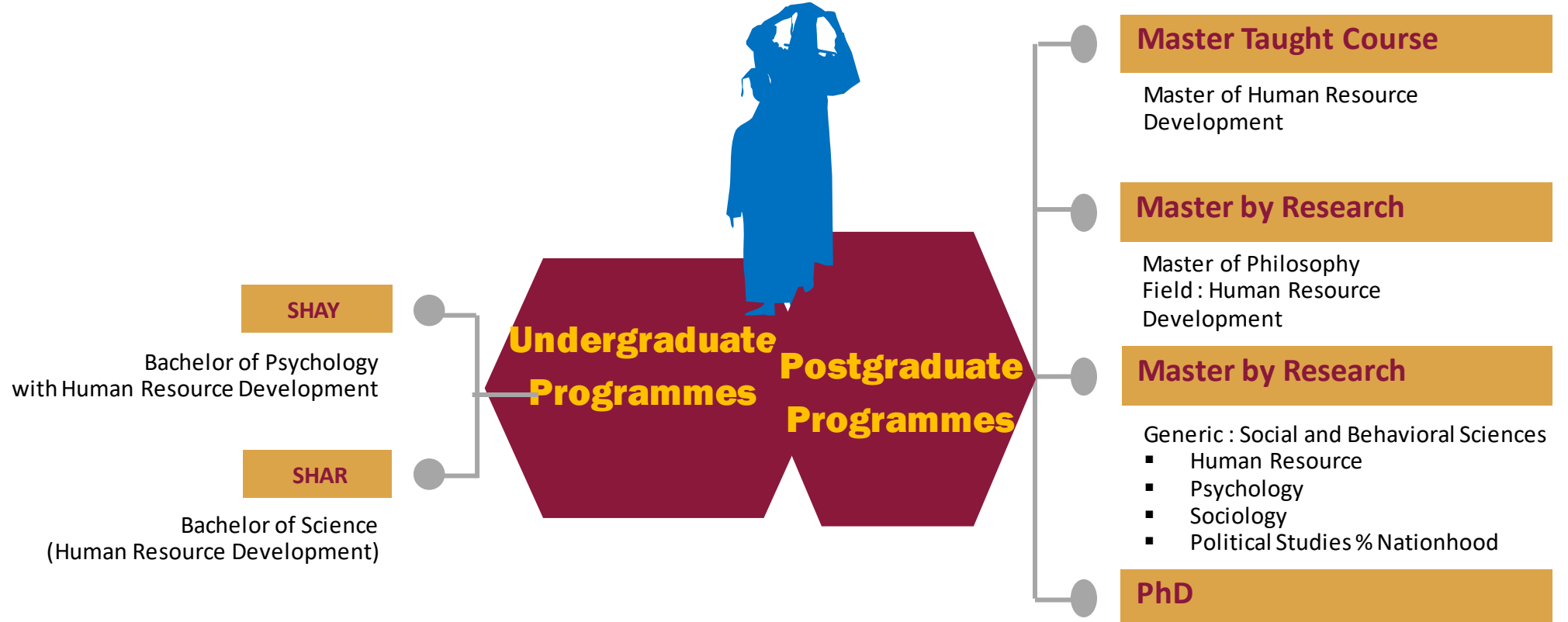
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MENDIDIK & MENGINSAN

ACADEMIC PROGRAMMES

SCHOOL OF HUMAN RESOURCE DEVELOPMENT & PSYCHOLOGY

SCHOOL OF HUMAN RESOURCE DEVELOPMENT AND PSYCHOLOGY



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Faculty of Social Sciences and Humanities

SHARPS
SCHOOL OF HUMAN RESOURCE DEVELOPMENT & PSYCHOLOGY

SCHOOL OF HUMAN RESOURCE DEVELOPMENT AND PSYCHOLOGY
FACULTY OF SOCIAL SCIENCES AND HUMANITIES



CHAIR

SCHOOL OF HUMAN RESOURCE DEVELOPMENT AND PSYCHOLOGY

PROFESSOR DR. SITI AISYAH BINTI PANATIK@ABDUL RAHMAN



DIRECTOR

HUMAN RESOURCE DEVELOPMENT

DR. IRMAWATI BINTI NORAZMAN



DIRECTOR

PSYCHOLOGY

DR. NOR AKMAR BINTI NORDIN



COORDINATOR

HUMAN RESOURCE DEVELOPMENT PROGRAMME (SHMR)

DR. IRZA HANIE BINTI ABU SAMAH



COORDINATOR

PSYCHOLOGY PROGRAMME (SHMY)

DR. MOHAMMAD SAIPOL BIN MOHD SUKOR



COORDINATOR

MASTER HRD (MIXED MODE)

DR. RABEATUL HUSNA BINTI ABDULL RAHMAN



COORDINATOR

MASTER HRD (TAUGHT COURSE)

DR. NORAINI BINTI RUSBADROL



COORDINATOR

POSTGRADUATE PROGRAMME (RESEARCH)

DR. NUR SYAFIQAH BINTI A. RAHIM



COORDINATOR

GENERAL COURSE UNDERGRADUATE

DR. FADILAH BINTI ZAINI



COORDINATOR

GENERAL COURSE POSTGRADUATE

DR. FAIZAH BINTI MOHD FAKHRUDDIN



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MENDIDIK & MENGINSAN

VISION & MISSION

VISION

To be an outstanding centre for knowledge and talent advancement in human resource development and psychology, synergizing with academic fields of education, communication and humanities

MISSION

To develop and advance holistic talents in the field of human resource development and psychology through innovative academic programmes and sustainable research



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LOCATIONS for UTMJB

SPS:

(School of Graduate Studies)

Level 2, Wing B, Block F54, UTM JB

SRAD:

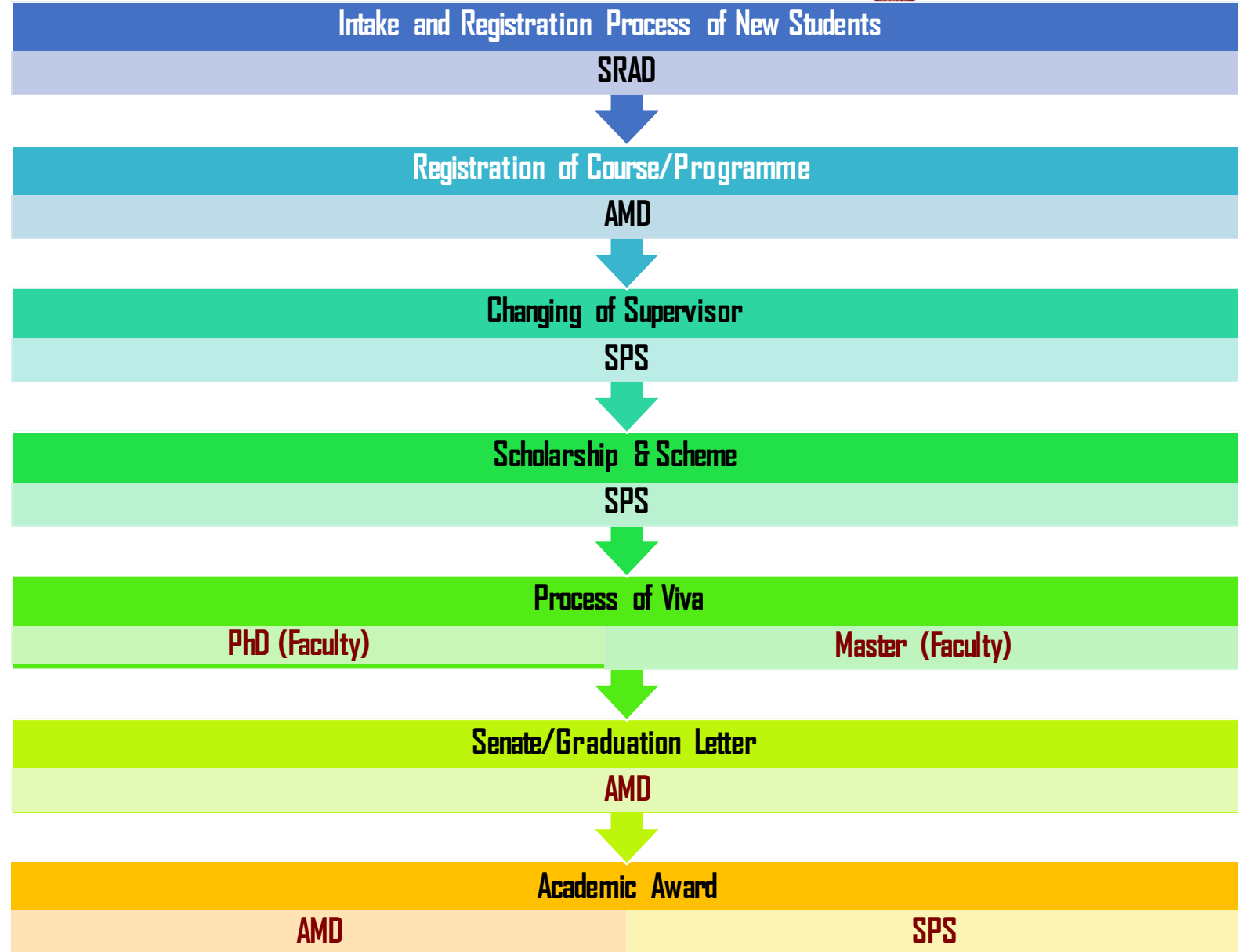
(Student Recruitment & Admission Division)

Level 2, Wing A, Block F54, UTM JB

AMD:

(Academic Management Division)

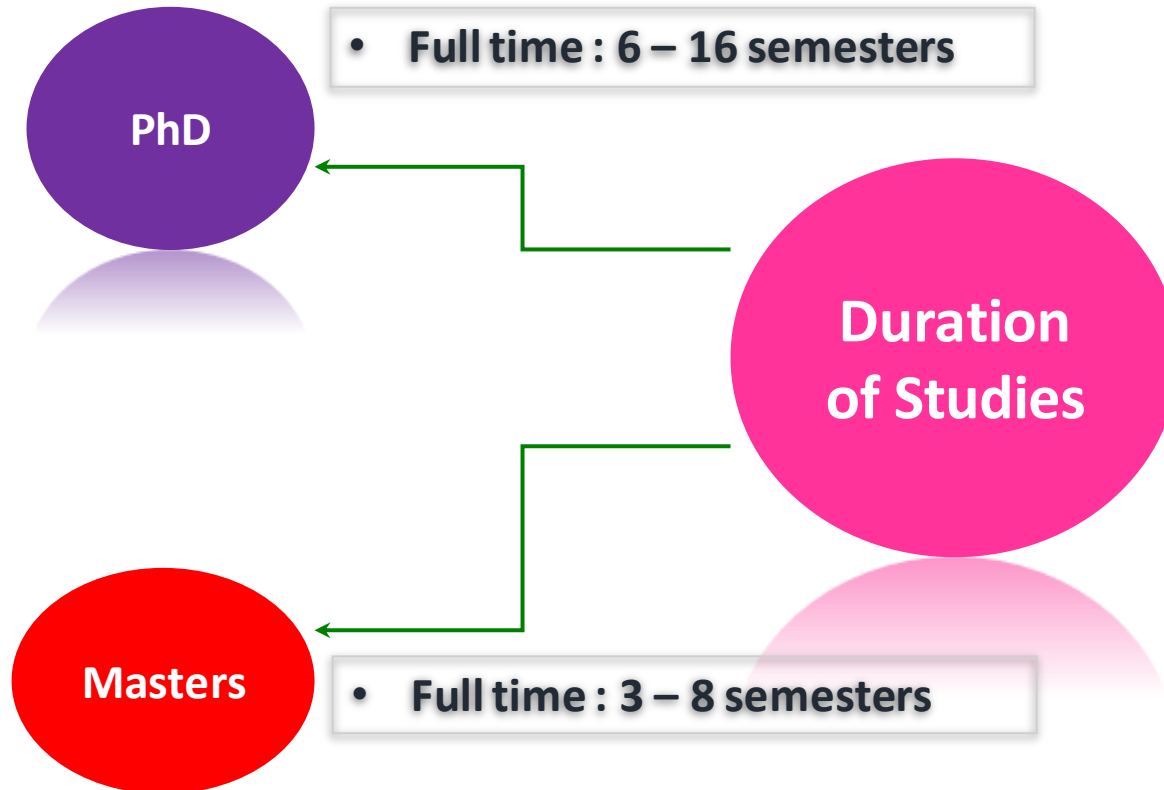
Ground Floor, Wing A, Block F54,
UTM Johor Bahru



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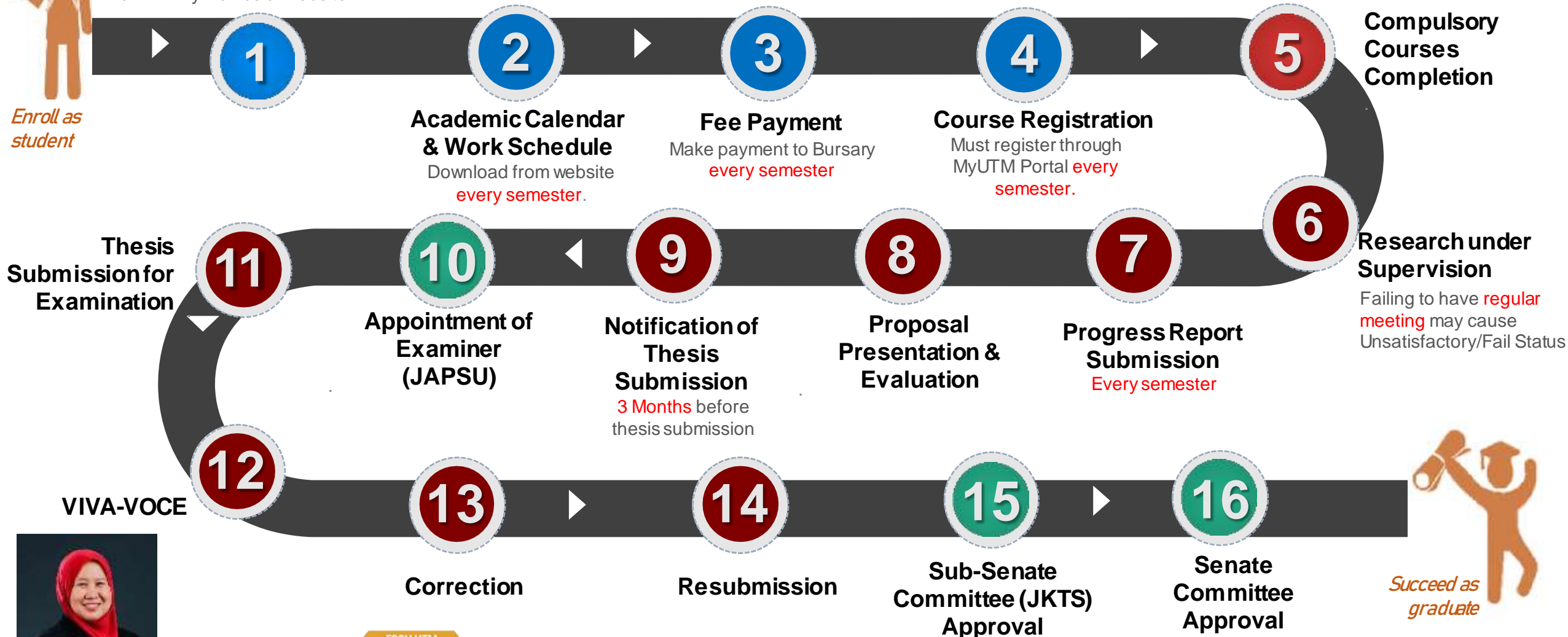
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Academic Program Structure

Get your academic program structure from faculty's office or website.



Enroll as student



Succeed as graduate



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Definition of GOT PhD

01

GOT - MOHE
48 Months

02

GOT - MyRAII
42 Months



Y1
1st Sem

- (i) **Class University Course**
- (ii) **Research Methodology Course**
- (iii) **Structured Course**
PGSS Structured Course I
- (iv) **Publications**
NIL
- (v) **Progress Report**

Y1
2nd Sem

- (i) **Research**
Problem Statement, Gaps and Contributions, Methodology
- (ii) **Publications** Systematic Review Paper
- (iii) **Progress Report**

Y2
1st Sem

- (i) **Research Proposal Defense**
- (ii) **Structured Course**
PGSS Structured Course II
- (iii) **Publications**
Conceptual Paper
- (iv) **Progress Report**

Y2
2nd Sem

- (i) **Research**
Data Collection/ Experiment
- (ii) **Publications**
Research notes/ Mini Project
- (iii) **Progress Report**

Y3
1st Sem

- (i) **Research**
Data Analysis and Conclusion, NHT
- (ii) **Structured Course**
PGSS Structured Course V
- (iii) **Publications**
Full Length Paper
- (iv) **Progress Report**

Y3
2nd Sem

- (i) **Research**
Thesis submission; Filling of IP or copyright
- (ii) **Publications**
Full Length Paper
- (iii) **Progress Report**

REGISTRATION

- Registration for the programmers
 - Full Time
- Course Registration for every semester
 - Open one week before commencement of classes every semester
 - Please refer to **ACADEMIC CALENDAR** at SPS website for **AMENDMENT** and **WITHDRAWAL** of the courses
 - **LATE REGISTRATION** will be penalized **RM 100.00/course**
 - Failure to register course will be



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SEMESTER REGISTRATION

Register Every Semester – (Week 1-2)

You should know :

- Which semester you are!
- Semester 1 @ 2 - Must register the following courses :-
 - a) Research Methodology
 - b) General University Subject

Visit our website for Class Schedule and Code of Subject

<https://humanities.utm.my/new-student-info/>



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HOW TO REGISTER THE COURSE?

Get your ACID (<http://acid.utm.my>)

Go to STUDENT RECORD AND SUBJECT
REGISTRATION (<https://my.utm.my>)

Register the Course

** please refer to our website at humanities.utm.my/sharps*

Print Registration Slip



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Things to REMEMBER !!

-  Academic Calendar
-  Course Registration
-  Pay your Fees
-  Progress Report for Research
-  Complete and Attend Examination for Coursework

<https://amd.utm.my/> or <https://sps.utm.my>

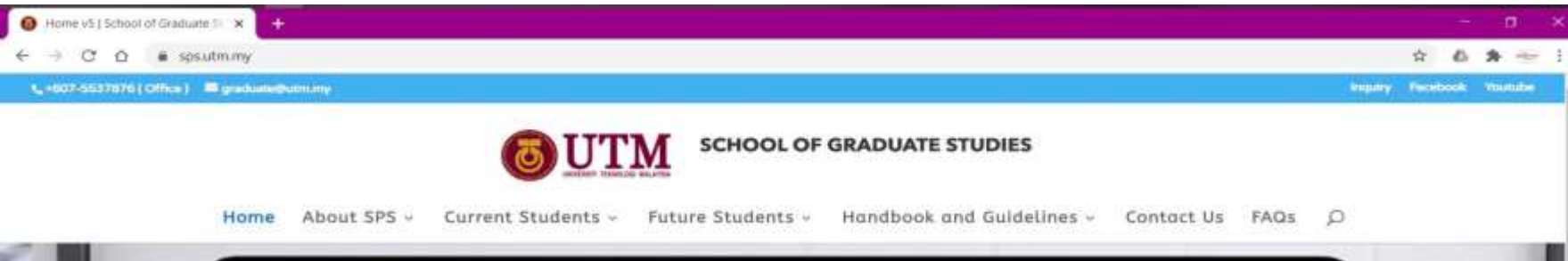
Login to Student Portal
<https://my.utm.my/>





FSSH New Student Kit:

<https://humanities.utm.my/student/new-student-info/>



School of Graduate Studies (SPS) website

<http://sps.utm.my/>

- Academic Related Resources eg Forms, Academic Calendar
- Rules & Regulations
- Guidelines

<https://sps.utm.my/policy-guidelines-v2/>

- Academic Rules & Regulation
- **Academic Rules of Graduate Studies 2020**



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TERMINATED STATUS STUDENT (Not Register Any Courses)

- Students may **appeal** using Application For Reinstatement Of Terminated Status Form obtainable from the Faculty/School /Centre or SPS website.
- Students is required to get the support of the Main Supervisor (for research mode student) or the support of the Deputy Dean (Academic) OR the Faculty/Chair of School (for Coursework and Mix mode student) before submitting the form to SPS.

- Approval to reinstatement of Terminated Status can only be given if the period of terminated status is not more than two (2) semesters at any one time, subject to the remaining period of study were still there.
- Appeal from students whose have been given Terminated Status by more than two (2) semesters will not be considered. Students have to re-apply for admission as new students
- **Students have to pay a fine of RM250.00 before re-registration.**



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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)



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**

FORM:

Application For Deferment of Study

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

INTERNATIONAL STUDENTS

must get approval from
UTM International Office

<https://www.utm.my/international/>



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CHANGE OF SUPERVISOR

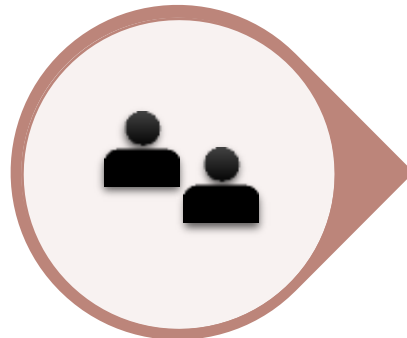


FORM

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

FORM from SPS website:

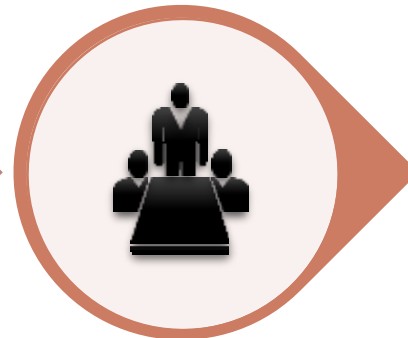
<http://sps.utm.my/resource-current-student/>



APPROVAL

Get **approval** from:

- a) **Current SV**
- b) **Proposed SV**



ENDORSEMENT

From JKA meeting



VERIFICATION

From Deputy Dean (Academic)



RECORD

Send to SPS for updating record in system



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PROPOSAL DEFENSE for Research Students

FOR PHD:

1. Passed **Research Methodology**
2. Passed University **Elective Course**
3. **Publication** – at least a conference paper



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❖ Implemented strictly starting *2017/18-1*

❖ **PhD**
- by sem 3 (full time)
- by sem 4 (Warning) and Sem 5 (TM)

❖ **MPhil**
- by sem 2 (full time)
- by Sem 3 (Warning) and Sem 4 (TM)

PROPOSAL DEFENSE for Research Students



- Pre-requisite : Students must
 - a. passed **Research Methodology Course**
 - b. Passed university **ONE elective course** –
UHMS6013/UHMZ6023
 - c. **Publish an article** - at least a conference paper (*only for PhD students*)
- Failure to defend on time – students will get TM (*Tidak memuaskan/Unsatisfactory*) result by default
- (2xTM – students will be terminated)



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Notification for First Evaluation (Proposal Defense) : For Research Students

2 MONTHS before proposal submission



Approval

JKA monthly meeting
(faculty level)



Validity

Valid for 6 months



Date

Date will be fixed
after report is sent to
the Office



Plagiarism

Turnitin similarity
index
 $\leq 20\%$



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Notification for Thesis Submission (NHT) (For Research Students)

3 MONTHS before thesis submission



Approval

JKA monthly meeting
(faculty level)



Approval

JAPSU monthly meeting
(University level)



Validity

12 months (PhD)
6 months (Master)



Date

Date will be fixed
after report is sent to
the Office



Plagiarism

Turnitin similarity
index
≤ 20%



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PUBLICATION REQUIRED FOR MASTER BY RESEARCH THESIS SUBMISSION



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.

*** *Published or accepted***

- The first author of the paper must be the student him/herself.
- The paper must be a product from the thesis itself.
(if the title of the paper is not related to students thesis, the application will be rejected.)



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PUBLICATION REQUIRED FOR PHD THESIS SUBMISSION (For intake starting 2021/2022)

A doctoral candidate may submit his/her thesis for viva-voce provided that he/she produced

✓ at least one (1) indexed article accepted or published in Web of Science (WoS)

OR

✓ two (2) indexed articles accepted or published in Scopus/ERA/Mycite



*** *Published or accepted***

- The first author of the paper must be the student him/herself.
- The paper must be a product from the thesis itself.
(if the title of the paper is not related to students thesis, the application will be rejected.)



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ORAL(VIVA VOCE) EXAMINATION FEES FOR DOCTORAL DEGREE AND MASTER (RESEARCH)

- The fee is applicable to Master by Research and Doctoral candidate from intake semester 1 2016/2017 onwards.

- This fee should be paid before candidates submitted their thesis for the purpose of examination.

- The fees for oral (viva voce) examination are as follows;

PhD:

RM2,500.00(Re-Viva – RM2000)

Mphil :

RM1,500.00 (Re-viva – RM1000)



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PROGRESS REPORT SUBMISSION



Report

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

<http://spsapp3.utm.my:8080/gsmsv21/portal/index.jsp>



Presentation

Presentation of progress report
on **WEEK 9**



Fail to submit

Unsatisfactory Status (TM)



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]	$2.0 \leq M < 3.0$		
		$1.0 \leq M < 2.0$		
		$0.0 \leq M < 1.0$		



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3MT COMPETITION (FOR RESEARCH STUDENTS)

Faculty Level

University Level

National Level



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ACADEMIC AWARD



SELF APPLICATION

through
ONLINE

(MyUTM Portal)



Criteria:

01

Duration of study

02

Viva-voce result

03

Publication

04

Recognition (for publication/
research)

05

Student's personal qualities

UTM Zamalah

- For Malaysian only
- Full time PhD student
- Not more than 35 years old
- Sponsor of tuition fees and monthly allowances – RM1500

International Doctoral Fellowship (IDF)

- For International students
- Full time PhD students
- Exemption of tuition fee of RM3,000.00

UTM National Postgraduate Fund (NPF)

- For Malaysian only
- Full time PhD and Master (Research)
- Exemption of tuition fee of RM1,000.00

Graduate Assistance (GRA)



POSTGRADUATE STUDENT SOCIETY (PGSS)

- To promote social cohesion among postgraduate students community.
- To organise academic and social programs that will be of immense benefit to postgraduate students studying at FSSH, UTM.
- To address within its powers issues faced by the postgraduate students



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REMINDER

- Be alert with any news/updates. Please make sure that you register in the mailing groups and update your details when necessary.
- Our FACULTY/SCHOOL website:
humanities.utm.my/sharps/
- Students resources available at SPS website:
<https://sps.utm.my/resources/>



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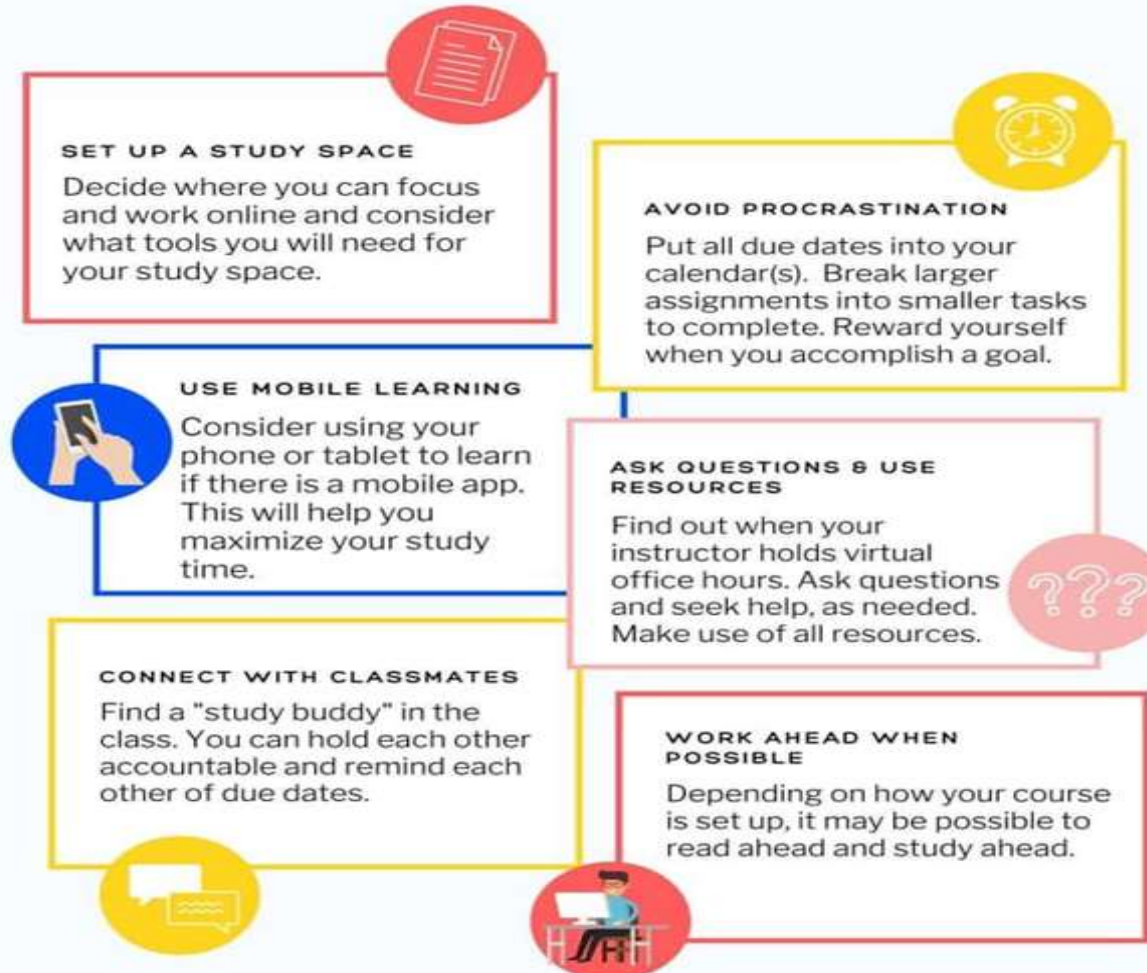
OUR EXPECTATIONS

- Students to take charge of their own academic planning and activities, e.g. class schedule, online registration, project datelines, graduation requirements, withdrawal datelines and procedures, etc.
- Comply to the “academic calendar” for a particular semester.
- Students to meet with their supervisor on a regular basis.
- Students are encouraged to participate in the faculty’s activities (colloquium, research talk by visiting professors, workshops etc).



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Tips for Taking Online Classes



Peggy Semingson, Ph.D., Twitter: @PeggySemingson



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TIME MANAGEMENT DURING LOCKDOWN

5 tips how students can manage their time.



Plan a proper study schedule

Prepare a thorough study plan and make it a point to follow it without fail.

Set realistic target

Set a targets that can motivate you to put in your best efforts.

Avoid multitasking

Dont do too many things at a time. Focus on the priority first.

Keep distractions away

When you study or doing work, turn off the notifications or silent it.

Get good sleep

Sleeping at right time also ensures that you wake up fresh and follow your daily schedule rightly.



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Any enquiry please contact:

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Psychology**
saisyah@utm.my