

# FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES

UNIVERSITI TEKNOLOGI MARA

INSTRUCTIONS TO NEW STUDENTS BY RESEARCH PROGRAMMES - AM780 & AM990

## SEMESTER OCTOBER 2021

### SECTION A: GENERAL ADMINISTRATIVE MATTERS (APPLICABLE TO ALL STUDENTS, NEW AND RETURNING)

#### 1.0 ACADEMIC CALENDAR

(Consists of significant dates and timelines for OCTOBER 2021 Semester)

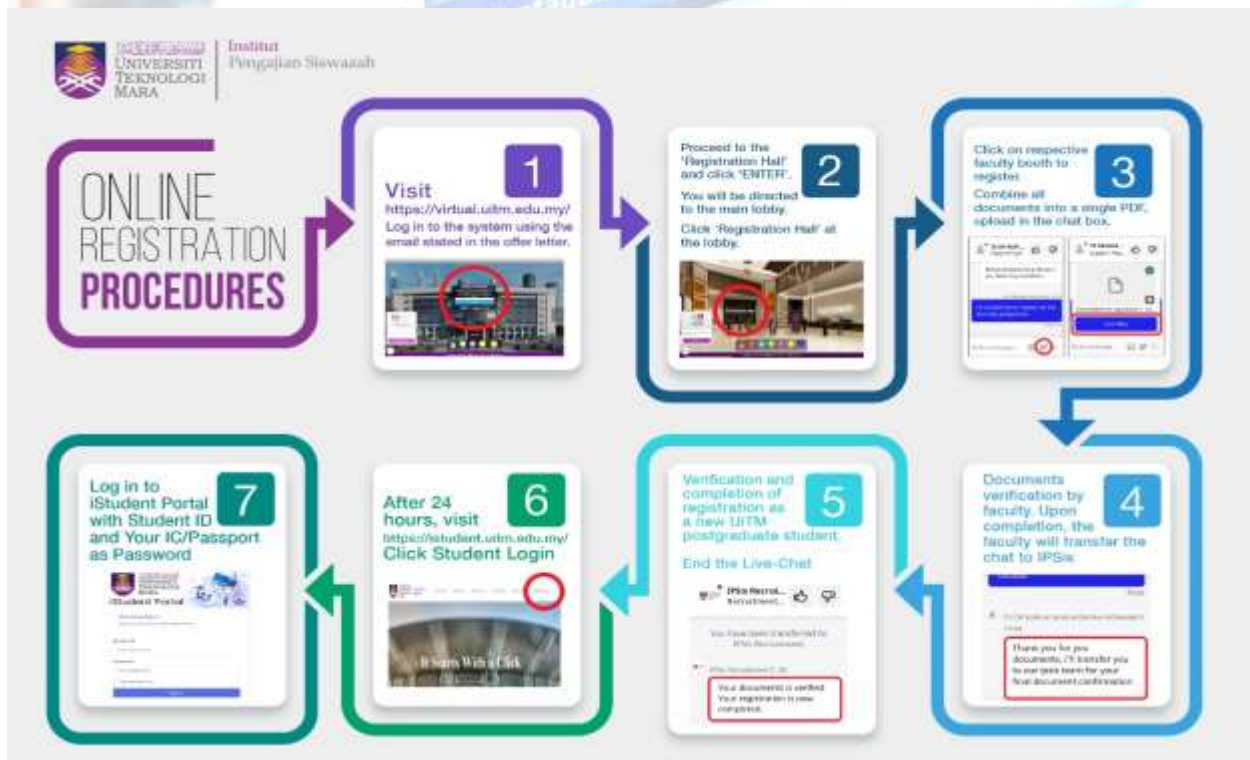
- The link to the calendar:

[https://ipsis.uitm.edu.my/images/2021/poster\\_kalendar\\_akademik\\_Sept\\_2021.pdf](https://ipsis.uitm.edu.my/images/2021/poster_kalendar_akademik_Sept_2021.pdf)

#### 2.0 REGISTRATION

-Ensure that you are now a registered student.

- Follow closely the registration and post registration instruction given to you by the Institute (for new students):



### 3.0 FEE PAYMENT

-Deal with payment of fees.

-Should you need a fee deferment, please go to this link for further action:  
<https://online.uitm.edu.my/ipsis/deferment/feedeferment/>

**UNIVERSITI TEKNOLOGI MARA**

# POSTGRADUATE BURSARY

STUDENTS FINANCIAL MANAGEMENT DEPARTMENT

**Bursary Services:**

- ZONE 7 BURSARY**
  - Bills : RMP, RMTP, special leave
  - Thesis submission bill
  - e-Deferment
  - Add / drop subject / dissertation (TL)
  - Staff rate
  - Manual registration bill
  - Withdrawal of study approval
- ZONE 16 BURSARY BILLING UNIT**  
International students, Medical course, Mixed Mode and special programmes : (AM770, AA901, AA995, MD772, MD773, MD774, MD775, AP763, AP992, DS931, DS932, DS933)
- SCHOLARSHIP AND EDUCATION FUND**
  - Local Scholarship
  - International Scholarship
  - EPF Withdrawal
- REFUND UNIT**

**Person in Charge:**

- FATINHANUM BINTI YUSOFF**  
fatinhanum@uitm.edu.my  
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- NUR FAEZAH ABDUL SHUKOR**  
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**Additional Information :**

- Application for deferment of fees payment should be requested from **e-Deferment** through the IPSIS website only.
- **Fee Structure Application** for the purpose of sponsorship application can be downloaded from the Student Portal on the 'Letter of Confirmation Fees' sub-menu.
- For any info and latest information, please visit our website **myfinancial.uitm.edu.my** and click on the student link
- UKZ 7 only manages the bills for postgraduates (IPSIS) students with registered status only. For undergraduate students please contact UKZ 16 while for PLK students please contact the iCEPS Bursary.
- Indication :
  - RMP – Appeal for Continuing Studies
  - RMTP – Appeal to continue the Period of Study
  - UKZ – Unit Kewangan Zon (Zone of Finance Unit)

## SECTION B: ADMINISTRATIVE MATTERS FOR NEW STUDENTS – INTAKE OCTOBER 2021

### 1.0 NEW SYSTEM UPTRACKS & NOMINATION OF SUPERVISOR/S

#### UPTRACKS SYSTEM

This UpTracks (University Postgraduate Tracking System) is a new system established by the Institute to manage your research-related tasks, such as appointing your supervisors (Main and Co-Supervisors), Defence of Research Proposal and matters pertaining thesis submission.

Check whether you can access the UpTracks system: <https://uptracks.uitm.edu.my/ap-admin/index.cfm>

Note:

- Just go to the link and see whether you can get access to the system first.
- Do not do anything if you are not sure what to do (further instruction together with the manual will soon be provided to you). Further information on the use of this UpTracks will be notified to you from time to time by the Coordinator.

**The critical aspect for you to act as a newly registered student is the selection of supervisors based on your research topic. It is a new practice now using the UpTracks for students to nominate the Supervisors (Main and Co-Supervisor).**

**\*\*\*\*Urgent:**

***However, before nomination of the supervisors is made in the UpTracks, I would like you to do this MANUAL NOMINATION by filling up this table on this link:***

**<https://docs.google.com/document/d/1ZWFcYbaZ7tSPWpmWkH8A5xDyx2i-EOU-Uj8CylLM7ks/edit?usp=sharing>**

#### NOMINATION OF SUPERVISORS

The practice of the Faculty is that:

- AM780 and AM990 FSPPP students will have to nominate a qualified expert from the Faculty of Administrative Science & Policy Studies (FSPPP) as the **Main Supervisor**.
- The appointment of the **Co-Supervisor** is, ideally/recommended, among the lecturers of the Faculty as well.
- Do not hesitate to contact me should you need any help with the nomination of the Supervisors (Sarina +06 0193513041 @ [sarina583@uitm.edu.my](mailto:sarina583@uitm.edu.my))

Note:

#### **A. Supervisor qualification:**

i. We recommend students to choose Dr. certification supervisors, preferably those at Shah Alam and Seremban Campus. However, if you have approached the respective FSPPP lecturer as your supervisor at other campuses, you may nominate him/her as your supervisor.

\*\*\*\*The selection of the supervisor(s) is, however, subject to the general guidelines and procedures of the Institute and to the approval of the meetings of the Faculty.

\*\*\*\*See additional information provided right below each table of nomination as per the above link.

ii. For students under the **PhD Fast-track**, please consult with the Head of Postgraduate Studies of FSPPP, Dr Asiyah or the Coordinator of Research Programme, Dr Sarina on the nomination of the Supervisors as the requirement or criteria used is a little bit different.

### **B. Related experts search website:**

i. FSPPP University Database Expert List: <https://expert.uitm.edu.my/expert.php>

Note: Go to Search Expert——Search by Faculty (Faculty of Administrative Science & Policy Studies, SRMBN 3 ——Identify those with the title of Dr to be nominated as the Main Supervisor and Co-Sv.

OR

ii. FSPPP Staff Directory: <https://fsppp.uitm.edu.my/>

Note: Go to Corporate ----- check for Staff Directory——choose Academic Staff Shah Alam Campus & Academic Staff Seremban Campus

## **2.0 DURATION OF STUDY & GRADUATE ON TIME (GOT)**

Study Mode/Duration (PhD): Full-Time & Part-Time: 21/2 years - 7 years

Study Mode/Duration (MA): Full-Time & Part-Time: 2 years - 4 years

\*\*GOT: Graduated within the stipulated period, PhD – 4 years & MA – 2 years

## **3.0 LOGIN TO UITM STUDENT PORTAL & OTHER USEFUL LINKS**

1. Student Portal: [https://istudent.uitm.edu.my/isp/index\\_isp.htm](https://istudent.uitm.edu.my/isp/index_isp.htm)

2. Student Portal: [https://istudent.uitm.edu.my/isp/index\\_isp.htm](https://istudent.uitm.edu.my/isp/index_isp.htm)

- Each of the students is required to submit feedback form for covid 19 vaccination and daily risk Covid-19 Declaration Form before login into student portal

- Visit <https://saringc19.uitm.edu.my>





2. e-Aduan ICT - used for ICT complaints, e.g., log in problem to student portal or use of email:  
<http://units.uitm.edu.my>

#### 4.0 LINKS TO TRAINING/SEMINAR ORGANISED BY IPSIS

- a. IPSis Research Skills Seminar (for both Masters by Research & PhD Students)
- b. TIE2 (for PhD students ONLY)

Useful links: <https://ipsis.uitm.edu.my/index.php/student/seminar>

Note: Please register and undergo this seminar/training during your Semester 1.

#### 5.0 RULES & REGULATIONS FOR POSTGRADUATE RESEARCH DEGREE

- Process and Procedures of Postgraduate Research Degree Programmes (No. 24):  
<https://ipsis.uitm.edu.my/index.php/rsforms>

#### 6.0 IMPORTANT PRESENTATION/MILESTONE OF THE RESEARCH-BASED PROGRAMME AT FSPPP

- a. **SNAPSHOT PRESENTATION** (Part 1 student: 2 months after registration/during Colloquium held at the end of 1<sup>st</sup> semester)
- b. **DRP** (held every month as requested/during Colloquium held at the end of every semester)
- c. **APPLICATION FOR RESEARCH ETHICS APPROVAL** – applied after DRP correction has been submitted to the Faculty
- d. **PRE-VIVA** (held every month as requested/during Colloquium held at the end of every semester)
- e. **VIVA-VOCE**

- f. FSPPP Colloquium (Twice in a year: June & Dec) – **FOR SNAPSHOT, PROGRESS, &/ PRE-VIVA PRESENTATION** – every semester

**Note: For further details, please read the following information:**

A. FSPPP INTERNAL PROCESS FOR RESEARCH STUDENTS:  
<https://drive.google.com/file/d/1UG-qmcFp2YVzB228Y68yE1IPRByO-lwL/view?usp=sharing>

B. Checklist of Activities & GOT for Master's Degree:  
[https://drive.google.com/file/d/1IP0ttY0eDgyVHVF6YBx1tUO5tZOE4rk\\_/view?usp=sharing](https://drive.google.com/file/d/1IP0ttY0eDgyVHVF6YBx1tUO5tZOE4rk_/view?usp=sharing)

C. Checklist of Activities & GOT for Doctoral Degree:  
[https://drive.google.com/file/d/1sDFTwmgu6\\_iTJC0BoU0Dppe5QoAwrSXR/view?usp=sharing](https://drive.google.com/file/d/1sDFTwmgu6_iTJC0BoU0Dppe5QoAwrSXR/view?usp=sharing)

## 7.0 PUBLICATION REQUIREMENTS FOR RESEARCH STUDENTS

Students must attach information of Publication / Journal for Main Supervisor verification in the Thesis Submission Form.

<i>Note: Student must fulfill a minimum publication requirement as following:</i>	<i>Master by Research</i>	<i>1 indexed Publication* was accepted (* indexed Journal by SCOPUS / WoS / ERA / MyCITE or the listed journals as given in the list for student from the respective faculties).</i>
	<i>PhD by Research</i>	<i>2 indexed Publication* with at least 1 was accepted (* indexed Journal by SCOPUS / WoS / ERA / MyCITE or the listed journals as given in the list for student from the respective faculties).</i>

## 8.0 IMPORTANT DIRECTORIES

### a. IPSis Directory

Main website: <https://ipsis.uitm.edu.my/>

IPsis Support Services: <https://ipsis.uitm.edu.my/index.php/student/support-services>

IPsis Staff Directory: <https://ipsis.uitm.edu.my/index.php/admission-2/staff-directory>

Forms/Document from IPSis Download site: <https://ipsis.uitm.edu.my/index.php/rsforms>

### b. Faculty's Directory

The Faculty of Administrative Science and Policy Studies,  
 Universiti Teknologi MARA,  
 40450 Shah Alam, Selangor Darul Ehsan, MALAYSIA.

Tel : +603-5544 5980

Fax : +603-5544 4131

Website : <http://www.fsppp.uitm.edu.my>

**Head of Post-Graduate Studies**

**FSPPP**

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[asiyah@uitm.edu.my](mailto:asiyah@uitm.edu.my)

**Coordinator of Research Program**  
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**Note:**

All the information and requirements listed above are subject to new changes made by IPSis from time to time.

**Thank you. All the best!**

