FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES

UNIVERSITI TEKNOLOGI MARA
INSTRUCTIONS TO RETURNING STUDENTS BY RESEARCH PROGRAMMES - AM780 & AM990

SEMESTER OCTOBER 2021

SECTION A: GENERAL ADMINISTRATIVE MATTERS (APPLICABLE TO ALL STUDENTS)

1.0   ACADEMIC CALENDAR
(Consists of significant dates and timelines for OCTOBER 2021 Semester)
- The link to the calendar:
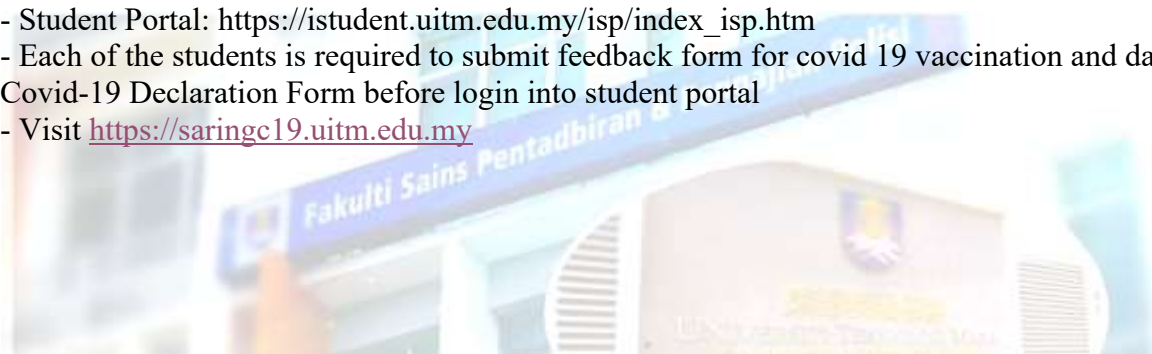https://ipsis.uitm.edu.my/images/2021/poster_kalendar_akademik_Sept_2021.pdf

2.0   REGISTRATION & LOGIN TO STUDENT PORTAL
-Ensure that you are now a registered student.
- Student Portal: 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
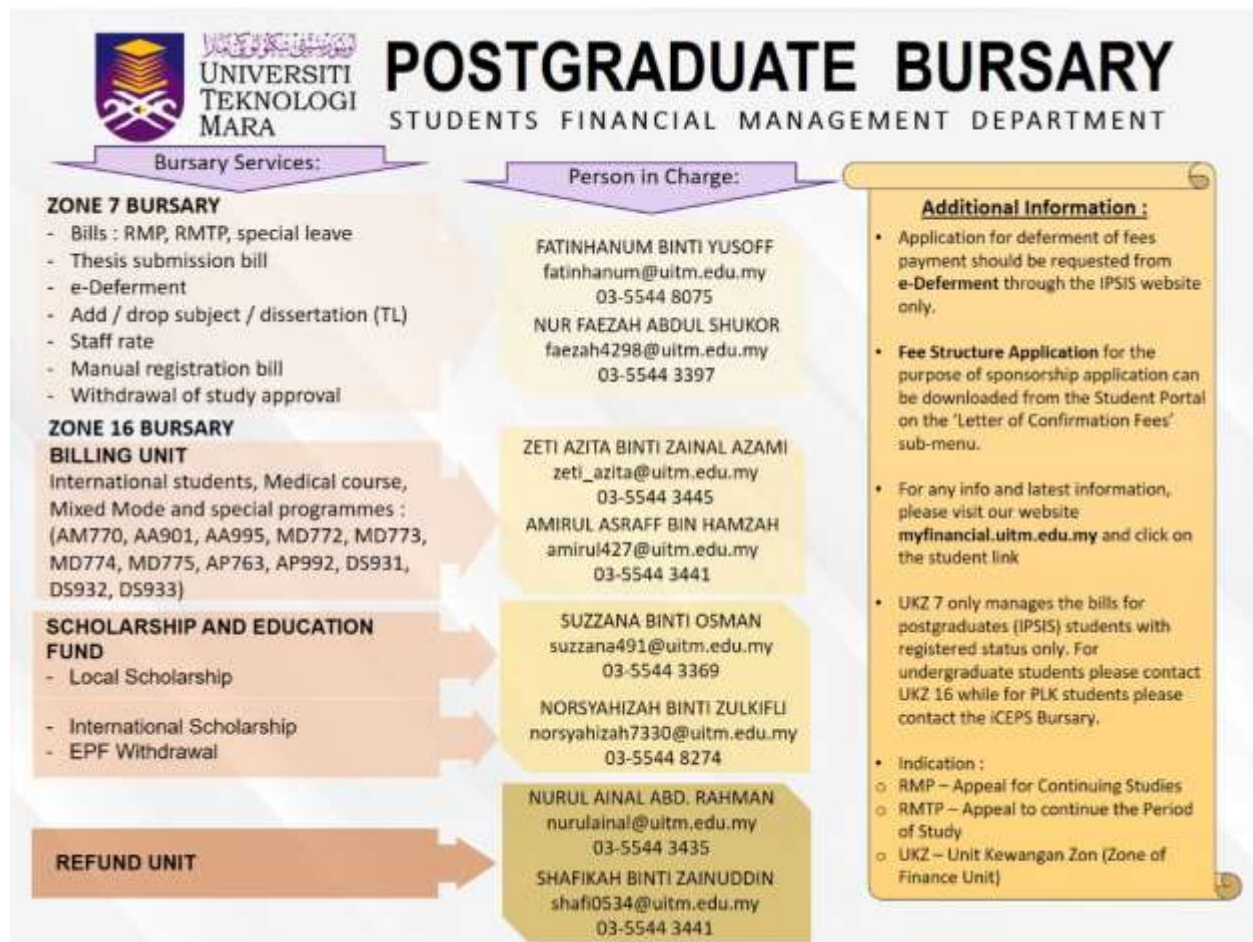- Visit https://saringc19.uitm.edu.my

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/

- Should you have further query about financial matters, can contact directly UiTM Bursary as this following illustration:

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:

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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 :
  o RMP – Appeal for Continuing Studies
  o RMTP – Appeal to continue the Period of Study
  o UKZ – Unit Kewangan Zon (Zone of Finance Unit)

SECTION B: ADMISTRATIVE MATTERS - OCTOBER 2021

1.0 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

2.0 LINKS TO ICT – e-ADUAN

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

3.0 LINKS TO TRAINING/SEMINAR ORGANISED BY IPSIS (If you have not yet attending)

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

4.0 RULES & REGULATIONS FOR POSTGRADUATE RESEARCH DEGREE

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

5.0 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 1st 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

C. Checklist of Activities & GOT for Doctoral Degree: https://drive.google.com/file/d/1sDFTwmgu6_iTJC0BoU0Dppe5QoAwrSXR/view?usp=sharing

6.0 PUBLICATION REQUIREMENTS FOR RESEARCH STUDENTS

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

Note: Student must fulfill a minimum publication requirement as following:	Master by Research	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).
	PhD by Research	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).

7.0 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.

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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!