

Second Semester 2022/2023

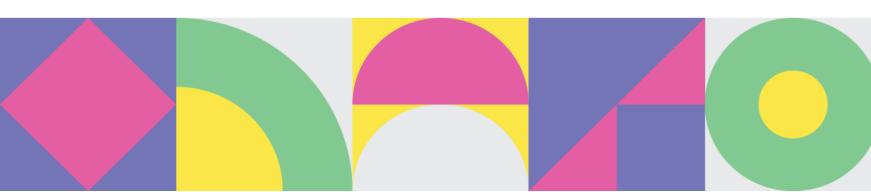
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INTRODUCTION

The Faculty of Educational Studies of Universiti Putra Malaysia was established on 15th January 1975 with the intention to become a renowned center of excellence in areas of education and human resource development in this region and aspires to be recognized internationally. This faculty carries four major functions which are:

- i. to conduct teacher education programmes,
- ii. to conduct post-graduate programmes in the fields of educational studies and human resource development,
- iii. to provide extension programmes and consultancy services within the university as well as to the community at large, and
- iv. to conduct research in areas related to educational studies and human resource development.

With about 40 years of experience and recognition as top 100 education faculty in the world, the Faculty of Educational Studies, Universiti Putra Malaysia is an established institution that provides outstanding programmes and environment for students to grow and enhance their knowledge in various fields of education and human resource development. The faculty offers graduate programme degrees comprising of the Master of Science degree (M.S.), Master of Education degree (M.Ed.), Master of Human Resource Development (M.HRD) and Doctor of Philosophy degree (Ph.D.) which are up to date, current and futuristic.

In order to ensure excellence in students' learning, 90% of academic staffs are Ph.D. degree holders with vast experience in their own field of teaching and research. They work closely with schools, communities, training institutions and other public and private organizations to address problems and cultivate smart solutions. The faculty promotes a synergistic education atmosphere where the community at large encourages opportunities for graduate students to work with the faculty members in various areas of research. In addition to the creative environment, the faculty is well equipped with infrastructure for students that includes auditorium, resource centre, lecture halls, computer labs, tutorial rooms and study rooms.

The Faculty of Educational Studies is determined to prepare professionals for leadership roles in education, extension work, and human resource development. Thus, we welcome students from a wide array of professional fields; teachers, counsellors, administrators and professionals. The diversity of our students will stimulate and inspire innovative minds towards nurturing future leaders of the 21stcentury.

MISSION OF THE FACULTY

To make meaningful contributions to the Creation of Prosperity and Development of the Nation and the Well-Being of All Human Beings through the Exploration and Dissemination of Knowledge

VISION OF THE FACULTY

The objectives of graduate education at the Faculty of Educational Studies are:

» GOAL 1

Produce resilient graduates who can withstand challenges

» GOAL 2

Establish Research and Innovation hubs that generate value-based sustainable ecosystem

» GOAL 3

Create a sustainable industry and community networking ecosystem

» GOAL 4

Strengthen Agriculture and Food Security Resilience

» GOAL 5

Strengthen institutional governance, financial and green practices sustainability

ACADEMIC REQUIREMENT

Master of Education (M.Ed.)

- A Bachelor's Degree or its equivalent, with a minimum CGPA of 2.75, as accepted by the HEP's Senate; OR
- A Bachelor's Degree or its equivalent, with a minimum CGPA of 2.50 and not meeting CGPA of 2.749, can be accepted subject to a minimum of three (3) years working experience in a relevant field/passed internal assessment; OR
- A Bachelor's Degree or its equivalent, with a minimum CGPA of 2.00 and not meeting CGPA of 2.49, can be accepted subject to a minimum of five (5) years working experience in a relevant field.

*Candidates who do not have a background in Education at Bachelor level must take the prerequisite course, EGS5905 Education and Teaching Profession. The pre requisite course must be taken in the first semester of study along with the ERS5900 Research Method course and one (1) elective course only.

*Candidates in Master of Education in Guidance and Counselling who do not have background in Social Science at Bachelor level, must take a Social Science course.

Master of Human Resource Development (MHRD)

- A Bachelor's degree in the field or related fields with a **minimum CGPA of 2.750** or equivalent, as accepted by the UPM Senate or
- A Bachelor's degree in the field or related fields with a CGPA range of 2.500 to CGPA 2.749 can be accepted subject to rigorous internal assessment by the Faculty/School/Institute or
- A Bachelor's degree in the field or related fields or equivalent with a CGPA range of 2.000 to CGPA 2.499, can be accepted subject to rigorous internal assessment by Faculty/School/Institute

*Candidates without a related qualification in the field/s or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the Faculty/School/Institute and meet the minimum CGPA.

Master of Science (M.S.)

- A Bachelor's Degree or its equivalent, with a minimum CGPA of 2.75, as accepted by the HEP's Senate; OR
- A Bachelor's Degree or its equivalent, with a minimum CGPA of 2.50 and not meeting CGPA of 2.749, can be accepted subject to a minimum of three (3) years working experience in a relevant field/passed internal assessment; OR



 A Bachelor's Degree or its equivalent, with a minimum CGPA of 2.00 and not meeting CGPA of 2.499, can be accepted subject to a minimum of five (5) years working experience in a relevant field.

Doctor of Philosophy (Ph.D.)

The applicant should possess:

- a. a Master's degree in a relevant field; or (Senate 688)
- b. an outstanding Bachelor's degree with a minimum CGPA of 3.750 or equivalent to the first degree and passed rigorous internal assessment by the Faculty/School/Institute.

*Candidates applying for the Guidance and Counseling and Teaching of English as Second Language (TESL) programmes must pass both oral interview and written assessment conducted by the Faculty.



Master Degree Programmes

The minimum and maximum durations of study are one (1) year and three (3) years respectively. For part-time mode, the minimum and maximum durations of study are two (2) years and four (4) years respectively.

Doctor of Philosophy (Ph.D.)

The minimum and maximum durations of study are two (2) years and five (5) years respectively. For part-time mode, the minimum and maximum durations of study are four (4) years and six (6) years respectively.

PROGRAMME EDUCATIONAL OBJECTIVES

MASTERS DEGREE IN EDUCATION

An education programme at the masters level aims to provide graduates with advanced knowledge in specialized areas of education, with clear directions and pathways to acquire, generate, enhance, hone knowledge and skills, whilst making cross-linkages with other knowledge disciplines such as the humanities, the social sciences and the physical sciences. The programme objective at the masters level is specifically to educate and train learners to become graduate scholar-teachers who are able to:

1. make judgments of relevant theories and practices and demonstrate capability of producing new and creative knowledge in order to be effective and inspiring professionals;

2. critically analyse, and synthesize the understanding of their own sources of mature professional knowledge and professional practices to solve significant problems;

3. plan and execute innovative projects, research initiatives and write dissertations, theses and reports for the purpose of building and applying knowledge for the benefit of the profession and society as a whole;

4. demonstrate capabilities in generating and communicating knowledge effectively through the practice of life-long learning and life-long contribution;

5. lead and participate in knowledge generation and in championing intellectual property rights and acknowledgments of original works by others, guarding against plagiarism and other academic improprieties; and

6. acquire general knowledge and develop diverse educational specializations, individual talents and potentialities.

DOCTORAL DEGREE IN EDUCATION

An education programme at the Doctoral level aims to enable graduates to become exemplary educational leaders, policy makers, practitioners, educational researchers and thought leaders. The programme also aims to provide graduates with the ability to undertake scholarly research and be in the forefront of their specialized fields; become credible authorities and experts, as professional educators, who would further facilitate the generation and advancement of knowledge and set the highest standards of professionalism.

Doctoral programmes must contribute to both the development of individual scholars and the development of learning communities, involving schools, post-secondary institutions, workplaces, and community-based organizations. The graduate attributes of doctoral degree holders, include, the mastery of multidisciplinarity and multiple intelligences and modes of thinking in educational and non-educational contexts, and, deep and broad understanding of multi-culturalism and diversity. Such graduates would also have the knowledge and intellectual capacity to engage in inter-cultural and inter-disciplinary dialogues, to understand profoundly the various schools of social and educational thought, and, to meaningfully contribute to solve educational problems, nationally and internationally. The programme objective at the Doctoral level is to educate and train learners to become graduates who are scholar-educators able to:

1. grow and become accomplished and experienced educational professionals able to make judgments of relevant theories and practices and be capable of producing new and relevant knowledge through research;

2. synthesize and evaluate professional knowledge and practice and apply such knowledge to solve significant problems;

3. initiate and innovate independent projects and research activities for the purpose of building and applying knowledge for the benefit of the local community, national society and the global community;

4. participate in scholarly discourses and disseminate knowledge through publications and journals and other means of knowledge dissemination in the academic and non-academic world; and

5. develop expertise in teaching, coaching and mentoring and build credibility to become role models in appropriate educational contexts

MASTER'S AND DOCTORAL DEGREE DEGREE IN HUMAN RESOURCE DEVELOPMENT

The general goal is to develop postgraduates with in-depth knowledge at the frontier of a specialized field through the:

- development of knowledge through research based on the systematic/enquiry process and its outcomes;
- enhancement of communications and leadership skills, and attitudes, ethics, sense of professionalism for societal advancement within the framework of the institutional and national vision;
- use analytical and creative problem-solving skills to evaluate and make decisions based on research evidence and/or experience;
- the quest for knowledge through lifelong learning in line with the changes in the field of studies/practice;
- research outcomes that are relevant to the national and international development; and
- dissemination of research through publications and/or products



PROGRAMME OUTCOMES

MASTERS DEGREE IN EDUCATION

At the end of the programme the scholar-teachers should be able to:

i. apply and integrate knowledge relating to current research issues in specific areas of study;

ii. apply research techniques to acquire, interpret and extend educational knowledge in areas of study;

iii. demonstrate the capability to communicate, lead and work together in building new knowledge;

iv. synthesize advanced knowledge and engage in problem solving skills and scientific methods;

v. demonstrate the capabilities and dispositions to work as engaged professional educators in building learning communities into the future;

vi. design and conduct research professionally and ethically; and

vii. continuously, incrementally and cumulatively develop encyclopaedic general knowledge and diverse individual talents and potentialities.

DOCTORAL DEGREE IN EDUCATION

At the end of the programme, scholar-teachers should be able to:

i. demonstrate systematic comprehension and in-depth understanding of a specific area of study;

ii. demonstrate the capability as researcher, and the skills to supervise research projects;

iii. critically analyse, evaluate and synthesize new and complex ideas;

iv. demonstrate critical, creative and analytical thinking, and effective problem-solving skills;

v. broaden the boundary of knowledge through in-depth thesis exposition of a field and knowledge generation in the field of studies;

vi. communicate mature knowledge to peers, scholarly communities and society at large through publications and other academic media;

vii. demonstrate the capacity to understand and advance educational thought in multidisciplinary ways;

viii. develop capacity to contribute meaningfully to development beyond the education sector;

ix. develop knowledge mastery which enhance the capacity for discourse and engagement with knowledge and thought leaders in other fields; and

x. continuously and incrementally develop encyclopaedic general knowledge and diverse individual talents and potentialities

MASTERS DEGREE IN HUMAN RESOURCE DEVELOPMENT

At the end of the programme, graduates must be able to:

i. Demonstrate in-depth and frontier knowledge and understanding in the relevant field/s or practice;

ii. Critically and creatively apply knowledge in one or more fields to resolve complex disciplinary and practical problems;

iii. Conduct rigorous and independent research or investigation with minimal supervision;

iv. Perform research adhering to legal, ethical, professional and sustainable practices;

v. Demonstrate intellectual leadership qualities and management skills;

vi. Communicate effectively in the field/s and interact with specialist and general audience;

vii. Select and use suitable digital and analytical tool techniques to research problems; and

viii. Demonstrate commitment to lifelong learning and personal development.

DOCTORAL DEGREE IN HUMAN RESOURCE DEVELOPMENT

At the end of the programme, graduates should be able to:

i. Demonstrate a critical and in-depth understanding of frontier knowledge by generating substantial and original contributions to a field and/or practice;

ii. Synthesise existing and new knowledge in one or more discipline areas to develop new concepts or interpretations or applications;

iii. Conduct rigorous and independent research or investigation with minimal supervision

iv. Demonstrate intellectual leadership qualities and management skills;

v. Perform research adhering to legal, ethical, professional and sustainable practices;

vi. Communicate cogently in the field/s and interact with specialist and general audience;

vii. Select and use suitable digital and analytical techniques to research problems; and

viii. Demonstrate commitment to lifelong learning and personal development.



PROGRAMME OFFERED

MASTER OF EDUCATION (M.Ed.)

Programme Requirements

The Master of Education degree will be conferred to graduate students who meet the following requirements:

- 1. Maintain a Cumulative Grade Point Average (CGPA) of at least 3.00.
- 2. Successfully completed all courses (40 credits, 51 credits for Guidance and Counselling) within the time specified by the School of Graduate Studies.

Fields of study offered under Master of Education

- 1. Curriculum and Instruction
- 2. Educational Administration
- 3. Educational Psychology
- 4. Instructional Technology and Innovation
- 5. Guidance and Counselling
- 6. Physical Education
- 7. Sports Science
- 8. Teaching of English as a Second Language
- 9. Malay Language Education
- 10. Technical and Vocational Education

MASTER OF HUMAN RESOURCE DEVELOPMENT (M.HRD)

Programme Requirements

The Master of Human Resource Development degree will be conferred to graduate students who meet the following requirements:

- 1. Maintain a Cumulative Grade Point Average (CGPA) of at least 3.00.
- 2. Successfully completed all courses (40 credits) within the time specified by the School of Graduate Studies.

MASTER OF SCIENCE (M.S.)

Programme Requirements

The Master of Science degree will be conferred to graduate students who meet the following requirements:

- 1. Maintain a Cumulative Grade Point Average (CGPA) of at least 3.00.
- 2. Successfully enrolled for and passed two (2) research courses (Research Methods and Statistics) as required by the Faculty.
- 3. Register for **SPS5999 (Master Research)**. At the end of the programme a student has to submit a thesis based on the research conducted. The thesis will be examined and a viva voce will be conducted to determine the student's competency in the field of study.
- 4. Register and pass a graduate seminar course **SPS5903 (Seminar).** The student must present his/her research proposal in this seminar course.

- 5. Students in the Master of Science degree programme who commenced their study from Second Semester of 2016/2017 onwards are **required to publish the findings of their research in journal article(s)**
 - a. The criteria of the publication for Master degree is one (1) journal article published or accepted (in Citation Indexed Journal)

Fields of study offered under Master of Science

- 1. Curriculum and Instruction
- 2. Educational Administration
- 3. Educational Psychology
- 4. Sociology of Education
- 5. Educational Technology
- 6. Extension Education
- 7. Guidance and Counselling
- 8. Human Resource Development
- 9. Moral Education
- 10. Physical Education
- 11. Sports Science
- 12. Teaching of English as a Second Language
- 13. Malay Language Education
- 14. Teaching of Malay Literature
- 15. Technical and Vocational Education
- 16. Health Education and Communication

DOCTOR OF PHILOSOPHY (Ph.D.)

Programme Requirements

The Doctor of Philosophy degree will be conferred to graduate students who meet the following requirements:

- 1. Maintain a Cumulative Grade Point Average (CGPA) of at least 3.00.
- 2. Successfully enrolled for and passed three (3) research courses as required by the Faculty.
- 3. Register for **SPS6999 (Doctoral Research)**. At the end of the programme a student has to submit a Doctor of Philosophy thesis based on the research conducted. The thesis will be examined and a viva voce will be conducted to determine the student's competency in the field of study.
- 4. Students must pass a written and oral comprehensive examination. The examination will take place once the student has completed all courses as specified in the programme of study. Students are permitted to sit for the comprehensive examination for not more than two times.
- 5. Prior to conducting a doctoral research and after having passed the comprehensive examination, the student must present a Ph.D. research proposal at the faculty level for approval from the Faculty Graduate Study Committee. The Ph.D. student must register for **SPS6903 (Seminar)** latest by the third (3) semester to present his or her Ph.D. research proposal. This course will be graded as (M) Satisfactory/(TM) Unsatisfactory.
- 6. Students in Ph.D. programmes who commenced their study from Second Semester of 2016/2017 onwards are required to publish the findings of their research in journal article(s)

a. The criteria of the publication for Ph.D degree are two (2) journal articles published or accepted (in Citation Indexed Journal)

Note : A book chapter for students in the social sciences is considered as being equivalent to one journal article.

Fields of study offered under Doctor of Philosophy

- 1. Curriculum and Instruction
- 2. Educational Administration
- 3. Educational Psychology
- 4. Sociology of Education
- 5. Educational Technology
- 6. Extension Education
- 7. Guidance and Counselling
- 8. Human Resource Development
- 9. Moral Education
- 10. Physical Education
- 11. Sports Science
- 12. Teaching of English as a Second Language
- 13. Malay Language Education
- 14. Teaching of Malay Literature
- 15. Technical and Vocational Education
- 16. Health Education and Communication

MASTER OF EDUCATION IN CURRICULUM AND INSTRUCTION

Students pursuing a Master of Education degree in Curriculum and Instruction are required to complete 40 credits of coursework.

| Component | Credit |
|--------------------|--------|
| Compulsory Courses | 10 |
| Core Courses | 18 |
| Elective Courses | 6 |
| Dissertation | 6 |

Compulsory Courses

10 credits

| Course Code | Course Name | Credit |
|-------------|---------------------------------|--------|
| EAD5810 | Educational Policy and Planning | 3 |
| ERS5900 | Research Methods | 3 |
| ERS5950 | Statistics | 3 |
| ERS5977 | Research Proposal Seminar | 1 |

Core Courses

18 credits

| Course Code | Course Name | Credit |
|-------------|-------------------------------------|--------|
| CNI5000 | Curriculum Development | 3 |
| CNI5001 | Curriculum Evaluation | 3 |
| CNI5002 | Curriculum Design | 3 |
| CNI5003 | Assessment in Instructions | 3 |
| CNI5004 | Innovation in Instructions | 3 |
| CNI5005 | Instructional Models and Strategies | 3 |

Elective Courses

| Course Code | Course Name | Credit |
|----------------------------|---|--------|
| Curriculum St | udies | |
| CNI5006 | Value and Curriculum | 3 |
| CNI5007 | Curriculum Inquiry | 3 |
| Mathematics | Education | |
| CNI5100 | Theories and Development in Mathematics Education | 3 |
| CNI5101 | Pedagogy in Mathematics | 3 |
| Science Educa | ition | |
| CNI5200 | Pedagogy in Science Education | 3 |
| CNI5201 | Thinking Skills in Science Education | 3 |
| Entrepreneurship Education | | |
| TVE5302 | Entrepreneurial Educational Practice | 3 |
| TVE5304 | Entrepreneurship pedagogy | |
| Islamic Educa | tion | |
| LHE5600 | Philosophy and Thoughts in Islamic Education | 3 |
| LHE5603 | Methods of Teaching Islamic Education | 3 |
| Moral Education | | |
| LHE5650 | Ethics | 3 |
| LHE5654 | Approaches to Moral Education | 3 |

| Course Code Other Electives | Course Name | Credit |
|--------------------------------|--------------------------------------|--------|
| EGS5905* | Education and Teaching Profession | 3 |
| ERS5920 | Introduction to Qualitative Research | 3 |

Note: *Students with no education background will have to take this course

Dissertation

| Course Code | Course Name | Credit |
|-------------|--------------|--------|
| ERS5988 | Dissertation | 6 |



MASTER OF EDUCATION IN EDUCATIONAL ADMINISTRATION

Students pursuing a Master of Education degree in Educational Administration are required to complete 40 credits of coursework. EAD5900 Internship in Education Administration is a core course that needs to be taken in the last semester. Students without a background in the field of education are required to take EGS5905 Education and Teaching Profession as one of the elective courses.

| Component | Credit |
|--------------------|--------|
| Compulsory Courses | 10 |
| Core Courses | 18 |
| Elective Courses | 6 |
| Dissertation | 6 |

Compulsory Courses

10 credits

| Course Code | Course Name | Credit |
|-------------|---------------------------------|--------|
| EAD5810 | Educational Policy and Planning | 3 |
| ERS5900 | Research Methods | 3 |
| ERS5950 | Statistics | 3 |
| ERS5977 | Research Proposal Seminar | 1 |

Core Courses

18 credits

| Course Code | Course Name | Credit |
|-------------|--|--------|
| EAD5000 | Educational Leadership | 3 |
| EAD5001 | Human Relations in Education | 3 |
| EAD5002 | Personnel Management in Education | 3 |
| EAD5003 | Financial Management in Education | 3 |
| EAD5004 | Administration of Education Institutions | 3 |
| EAD5900 | Internship in Educational Administration | 3 |

Elective Courses

6 credits

| Course Code | Course Name | Credit |
|-------------|--|--------|
| EAD5005 | Quality in Education | 3 |
| EAD5006 | Ethics of Educational Management | 3 |
| EAD5007 | Management of Educational Information System | 3 |
| EAD5008 | Instructional Supervision | 3 |
| EAD5009 | Training and Staff Development in Education | 3 |
| EAD5010 | School Management | 3 |
| EAD5011 | Community and School Partnership | 3 |
| EGS5905 | Education and Teaching Profession | 3 |

Dissertation

| Course Code | Course Name | Credit |
|-------------|--------------|--------|
| ERS5988 | Dissertation | 6 |

MASTER OF EDUCATION IN EDUCATIONAL PSYCHOLOGY

Students pursuing a Master of Education degree in Educational Psychology are required to complete 40 credits of coursework.

| Component | Credit |
|--------------------|--------|
| Compulsory Courses | 10 |
| Core Courses | 18 |
| Elective Courses | 6 |
| Dissertation | 6 |

Compulsory Courses

10 credits

| Course Code | Course Name | Credit |
|-------------|---------------------------------|--------|
| EAD5810 | Educational Policy and Planning | 3 |
| ERS5900 | Research Methods | 3 |
| ERS5950 | Statistics | 3 |
| ERS5977 | Research Proposal Seminar | 1 |

Core Courses

18 credits

| Course Code | Course Name | Credit |
|-------------|--|--------|
| EPY5001 | Advanced Educational Psychology | 3 |
| EPY5002 | Theories of Human Learning Psychology | 3 |
| EPY5003 | Motivation in Education | 3 |
| EPY5004 | Psychology of Formation and Attitude Change | 3 |
| EPY5005 | Applied Cognitive Psychology | 3 |
| EPY5006 | Education for Students with Special Needs | 3 |

Elective Courses

6 credits

| Course Code | Course Name | Credit |
|-------------|---|--------|
| | Contemporary Issues in Child and Adolescent | |
| EPY5007 | Development | 3 |
| EPY5008 | Problem Solving and Decision Making | 3 |
| EPY5009 | Thinking and Reasoning | 3 |
| EPY5010 | Classroom Interaction | 3 |
| EDU5078 | Multicultural Education | 3 |
| EGS5905 | Education and Teaching Profession | 3 |

Dissertation

| Course Code | Course Name | Credit |
|-------------|--------------|--------|
| ERS5988 | Dissertation | 6 |

MASTER OF EDUCATION IN INSTRUCTIONAL TECHNOLOGY AND INNOVATION

Students pursuing a Master of Education in Instructional Technology and Innovation are required to complete 40 credits of coursework.

| Component | Credit |
|--------------------|--------|
| Compulsory Courses | 10 |
| Core Courses | 18 |
| Elective Courses | 6 |
| Dissertation | 6 |

Compulsory Courses

Course CodeCourse NameCreditEAD5810Educational Policy and Planning3ERS5900Research Methods3ERS5950Statistics3ERS5977Research Proposal Seminar1

Core Courses

18 credits

10 credits

| Course Code | Course Name | Credit |
|-------------|--|--------|
| EDT5000 | Development of Educational Technology | 3 |
| EDT5002 | Learning Theories and Practices in Digital Era | 3 |
| EDT5003 | Emerging Technologies for Teaching and Learning | 3 |
| EDT5100 | Instructional System Design | 3 |
| EDT5300 | Diffusion of Innovations in Educational Technology | 3 |
| EDT5400 | Evaluation in Educational Technology | 3 |

Elective Courses

6 credits

6 credits

| Course Code | Course Name | Credit |
|-------------|--|--------|
| EDT5101 | 21 st Century Instructional Media | 3 |
| EDT5200 | e-Learning Community | 3 |
| EDT5321 | Multimedia in Education | 3 |
| EDT5500 | Distance Education | 3 |
| EAD5007 | Management of Educational Information System | 3 |
| EGS5905 | Education and Teaching Profession | 3 |

Dissertation

| Course Code | Course Name | Credit |
|-------------|--------------|--------|
| ERS5988 | Dissertation | 6 |

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MASTER OF EDUCATION IN GUIDANCE AND COUNSELLING

Students pursuing a Master of Education in Guidance and Counselling are required to complete 51 credit hours of coursework including counselling practicum, counselling internship and dissertation within designated period of study. The curriculum structure is based on Standards and Training Qualification of Counsellors by the Board of Counsellors (Malaysia).

| Component | Credit |
|-----------------------|--------|
| Compulsory | 36 |
| Counselling Practicum | 3 |
| Counselling | 6 |
| Internship | |
| Dissertation | 6 |

Compulsory

Course Code Course Name Credit CPE5100 Counselling and Personality Development Theories 3 3 CPE5200 Individual Counselling CPE5201 Management and Supervision in Counselling 3 CPE5300 Multicultural Counselling 3 CPE5400 Group Counselling 3 CPE5500 **Career Development** 3 CPE5501 Career Counselling 3 Testing and Measurement in Counselling CPE5600 3 CPE5601 Diagnosis in Counselling 3 Legal and Counselling Professional Ethics CPE5800 3 ERS5900 **Research Methods** 3 3 ERS5950 Statistics

Counselling Practicum

| Course Code | Course Name | Credit |
|-------------|-----------------------|--------|
| CPE5801 | Counselling Practicum | 3 |

Counselling Internship

| Course Code | Course Name | Credit |
|-------------|------------------------|--------|
| CPE5802 | Counselling Internship | 6 |

Dissertation

| Course Code | Course Name | Credit |
|-------------|--------------|--------|
| ERS5988 | Dissertation | 6 |

| 36 | crodite | |
|----|---------|--|
| 30 | cicuits | |
| | | |

6 credits

6 credits

MASTER OF EDUCATION IN PHYSICAL EDUCATION

Students pursuing a Master of Education degree in Physical Education are required to complete 40 credits of coursework.

| Component | Credit |
|--------------------|--------|
| Compulsory Courses | 10 |
| Core Courses | 18 |
| Elective Courses | 6 |
| Dissertation | 6 |

| Course Code | Course Name | Credit |
|-------------|---------------------------------|--------|
| EAD5810 | Educational Policy and Planning | 3 |
| ERS5900 | Research Methods | 3 |
| ERS5950 | Statistics | 3 |
| ERS5977 | Research Proposal Seminar | 1 |

Core Courses

18 credits

| Course Code | Course Name | Credit |
|-------------|--|--------|
| SPE5100 | Human Motor Development | 3 |
| SPE5101 | Exercise Physiology and Human Perfomance | 3 |
| SPE5160 | Assessment in Kinesiology | 3 |
| SPE5200 | Physical Education Teaching Approaches | 3 |
| SPE5201 | Curriculum Development in Physical Education | 3 |
| SPE5202 | Programme Evaluation in Physical Education and Sports | 3 |

Elective Courses

6 credits

| Course Code | Course Name | Credit |
|-------------|--|--------|
| SPE5102 | Sport and Exercise Psychology | 3 |
| SPE5161 | Sport and Exercise Training Methodology | 3 |
| SPE5190 | Internship in Sports Coaching | 3 |
| SPE5203 | History and Philosophy of Physical Education | 3 |
| SPE5204 | Supervision in Physical Education | 3 |
| SPE5205 | Physical Education for Special Populations | 3 |
| SPE5206 | Physical Education Programme Administration | 3 |
| SPE5207 | Physical Activity and Health Promotion | 3 |
| EGS5955 | Special Topic | 3 |
| EGS5905 | Education and Teaching Profession | 3 |
| FCE4001 | Co-curriculum Management | 3 |

Dissertation

| Course Code | Course Name | Credit |
|-------------|--------------|--------|
| ERS5988 | Dissertation | 6 |

MASTER OF EDUCATION IN SPORT SCIENCE

Students pursuing a Master of Education degree in Sport Science are required to complete a maximum of 40 credits of coursework.

| Component | Credit |
|--------------------|--------|
| Compulsory Courses | 10 |
| Core Courses | 18 |
| Elective Courses | 6 |
| Dissertation | 6 |

Compulsory Courses

10 credits

| Course Code | Course Name | Credit |
|-------------|---------------------------------|--------|
| EAD5810 | Educational Policy and Planning | 3 |
| ERS5900 | Research Methods | 3 |
| ERS5950 | Statistics | 3 |
| ERS5977 | Research Proposal Seminar | 1 |

Core Courses

18 credits

| Course Code | Course Name | Credit |
|-------------|--|--------|
| SPE5101 | Exercise Physiology and Human Performance | 3 |
| SPE5102 | Sport and Exercise Psychology | 3 |
| SPE5103 | Biomechanical Analysis for Physical Activities | 3 |
| SPE5104 | Nutrition for Performance and Health | 3 |
| SPE5160 | Assessment in Kinesiology | 3 |
| SPE5161 | Sport and Exercise Training Methodology | 3 |

Elective Courses

6 credits

| Course Code | Course Name | Credit |
|-------------|---|--------|
| SPE5100 | Human Motor Development | 3 |
| SPE5105 | Performance Analysis in Sports | 3 |
| SPE5106 | Management of Sport Organisation | 3 |
| SPE5107 | Human Growth, Maturation, and Physical Activity | 3 |
| SPE5190 | Internship in Sports Coaching | 3 |
| | Programme Evaluation in Physical Education and | |
| SPE5202 | Sports | 3 |
| EGS5955 | Special Topic | 3 |
| EGS5905 | Education and Teaching Profession | 3 |
| FCE4001 | Co-curriculum Management | 3 |

Dissertation

| Course Code | Course Name | Credit |
|-------------|--------------|--------|
| ERS5988 | Dissertation | 6 |

MASTER OF EDUCATION IN TEACHING OF ENGLISH AS A SECOND LANGUAGE

Students pursuing a Master of Education degree in Teaching of English as a Second Language (TESL) are required to complete 40 credits of coursework.

| Component | Credit |
|--------------------|--------|
| Compulsory Courses | 10 |
| Core Courses | 18 |
| Elective Courses | 6 |
| Dissertation | 6 |

Compulsory Courses

10 credits

| Course Code | Course Name | Credit |
|-------------|---------------------------------|--------|
| EAD5810 | Educational Policy and Planning | 3 |
| ERS5900 | Research Methods | 3 |
| ERS5950 | Statistics | 3 |
| ERS5977 | Research Proposal Seminar | 1 |

Core Courses

| Course Code | Course Name | Credit |
|-------------|--|--------|
| LHE5251 | Linguistic Application in TESL | 3 |
| LHE5252 | Advanced Teaching of Communication Skills in ESL | 3 |
| LHE5253 | Advanced Teaching of Literacy Skills in ESL | 3 |
| LHE5255 | Second Language Teaching and Learning | 3 |
| LHE5266 | Assessment in TESL | 3 |
| LHE5277 | Literature in ESL | 3 |

6 credits

Elective Courses

| Course Code | Course Name | Credit |
|-------------|--|--------|
| LHE5256 | Professional Development in TESL | 3 |
| LHE5259 | Grammar Instruction | 3 |
| LHE5260 | Thinking Skills in ESL | 3 |
| LHE5262 | Action Research in TESL | 3 |
| LHE5263 | Technology-Enhanced Language Learning | 3 |
| LHE5264 | Curriculum and Syllabus Design in TESL | 3 |
| LHE5276 | Teaching Young Adult Literature | 3 |
| LHE5278 | Teaching of Narrative Genre | 3 |
| *LHE5805 | Internship in TESL | 3 |
| **EGS5905 | Education and Teaching Profession | 3 |

*LHE5805 (Internship in TESL) is an additional course that is required to be taken by students who do not have bachelor degree in the field of education and do not have any teaching experience (or has less than 3 years of teaching experience)

**EGS5905 (Education and Teaching Profession) is an additional course that is required to be taken by students who do not have bachelor degree in the field of education and do not have any teaching experience (or has less than 3 years of teaching experience)

| Dissertation | | 6 credits |
|--------------|--------------|-----------|
| Course Code | Course Name | Credit |
| ERS5988 | Dissertation | 6 |



MASTER OF MALAY LANGUAGE EDUCATION

Students pursuing a Master of Malay Language Education are required to complete 40 credits of coursework.

| Component | Credit |
|--------------------|--------|
| Compulsory Courses | 10 |
| Core Courses | 18 |
| Elective Courses | 6 |
| Dissertation | 6 |

Compulsory Courses

10 credits

| Course Code | Course Name | Credit |
|-------------|---|--------|
| EAD5810 | Dasar dan Perancangan Pendidikan Educational Policy and Planning | 3 |
| ERS5900 | Kaedah Penyelidikan Research Methods | 3 |
| ERS5950 | Statistik Statistics | 3 |
| ERS5977 | Seminar Cadangan Penyelidikan Research Proposal Seminar | 1 |

Core Courses

| Course Code | Course Name | Credit |
|-------------|---|--------|
| LHE5202 | Penaksiran dalam Pendidikan Bahasa Melayu | 3 |
| | Assesment in Malay Language Education | |
| LHE5209 | Perkembangan Kurikulum Bahasa Melayu | 3 |
| | Curriculum Development in Malay Language | |
| LHE5234 | Strategi Pengajaran dalam Pendidikan Bahasa Melayu | 3 |
| | Teaching Strategies in Malay Language Education | |
| LHE5239 | Media Pengajaran dalam Pendidikan Bahasa Melayu | 3 |
| LUE2222 | Teaching Media in Malay Language Education | |
| LHE5240 | Aplikasi Literasi dalam Pendidikan Bahasa Melayu | 3 |
| | Literacy Application in Malay Language Education | |
| LHE5241 | LHE5241 Linguistik Terapan dalam Pendidikan Bahasa Melayu | |
| | Linguistics Applied in Malay Language Teaching | |

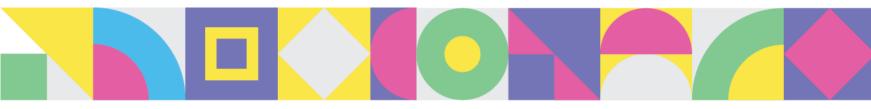
Elective Courses

6 credits

| Course Code | Course Name | Credit |
|-------------|---|--------|
| LHE5235 | Penyelidikan Tindakan dalam Pendidikan Bahasa | 3 |
| | Melayu | |
| | Action Research in Malay Language Education | |
| LHE5206 | Kemahiran Berfikir dalam Pendidikan Bahasa Melayu | 3 |
| | Thinking Skills in Malay Language Education | |
| | Kesusasteraan Melayu dalam Pengajaran Bahasa | 3 |
| LHE5208 | Malay Literature in Language Education | |
| | Teks dalam Pengajaran Kesusasteraan Melayu | 3 |
| LHE5227 | Texts in the Teaching of Malay Literature | |
| | Inovasi dalam Pengajaran Kesusasteraan Melayu | 3 |
| LHE5237 | Innovation in Malay Literature Education | |
| EGS5905 | Pendidikan dan Profesion Keguruan | 3 |
| | Education and Teaching Profession | |
| ERS5920 | Penyelidikan Kualitatif | 3 |
| | Qualitative Research | |

Dissertation

| Course Code | Course Name | Credit |
|-------------|--------------|--------|
| ERS5988 | Dissertation | 6 |



MASTER OF EDUCATION IN TECHNICAL AND VOCATIONAL EDUCATION

Students pursuing a Master of Education degree in Technical and Vocational Education are required to complete 40 credits of coursework.

| Component | Credit |
|--------------------|--------|
| Compulsory Courses | 10 |
| Core Courses | 18 |
| Elective Courses | 6 |
| Dissertation | 6 |

Compulsory Courses

10 credits

| Course Code | Course Name | Credit |
|-------------|---------------------------------|--------|
| EAD5810 | Educational Policy and Planning | 3 |
| ERS5900 | Research Methods | 3 |
| ERS5950 | Statistics | 3 |
| ERS5977 | Research Proposal Seminar | 1 |

Core Courses

| Course Code | Course Name | Credit |
|-------------|---|--------|
| | History and Principles of Technical and | |
| TVE5000 | Vocational Education | 3 |
| | Administration of Technical and Vocational | |
| TVE5001 | Education Institution | 3 |
| | Curriculum Design in Technical and Vocational | |
| TVE5002 | Education | 3 |
| | Assessment in Technical and Vocational | |
| TVE5003 | Education | 3 |
| TVE5004 | Career in Organization | 3 |
| | Technical and Vocational Education and Training | |
| TVE5090 | Internship | 3 |

Elective Courses

6 credits

| Course Code | Course Name | Credit |
|-------------|---|--------|
| | Comparative Studies of Technical and | |
| TVE5005 | Vocational Education System | 3 |
| | Programme Evaluation in Technical and | |
| TVE5006 | Vocational Education | 3 |
| TVE5007 | Cooperative Education | 3 |
| | Planning and Development of Agricultural Skills | |
| TVE5100 | Training Programme | 3 |
| | Teaching and Learning in Agriculture | |
| TVE5101 | Education | 3 |
| TVE5200 | Home Economics Teaching Strategies | 3 |
| TVE5201 | Supervision in Home Economics Education | 3 |
| TVE5300 | Business Education | 3 |
| TVE5301 | Business Education Pedagogy | 3 |
| TVE5302 | Entrepreneurial Educational Practice | 3 |
| TVE5303 | Entrepreneurship | 3 |
| TVE5304 | Entrepreneurship Pedagogy | 3 |
| TVE5305 | Entrepreneurship Education and Training | 3 |
| TVE5306 | Economic Education | 3 |
| EAD5002 | Personnel Management In Education | 3 |
| EAD5003 | Financial Management in Education | 3 |
| EAD5007 | Management of Educational Information System | 3 |
| EGS5905 | Education and Teaching Profession | 3 |

Dissertation

| Course Code | Course Name | Credit |
|-------------|--------------|--------|
| ERS5988 | Dissertation | 6 |



MASTER OF HUMAN RESOURCE DEVELOPMENT

Students pursuing a Master's degree in Human Resource Development degree are required to complete a maximum of 40 credits of coursework. The credits are distributed into compulsory and elective courses.

| Compulsory Courses | 28 credits |
|--------------------|------------|
| Elective Courses | 12 credits |

Compulsory Courses

28 credits

| Course Code | Course Name | Credit |
|-------------|--|--------|
| DCE5011 | Principles of Adult Education | 3 |
| | Theories and Practices of Human Resource | |
| DCE5110 | Development | 3 |
| DCE5230 | Training Design and Management | 3 |
| DCE5632 | Organisational Change and Development | 3 |
| DCE5730 | Leadership Development | 3 |
| ERS5900 | Research Methods | 3 |
| ERS5977 | Research Proposal Seminar | 1 |
| ERS5950 | Statistics | 3 |
| ERS5988 | Dissertation | 6 |

Elective Courses

12 credits

Students should focus on their areas of interest by selecting 12 credits of elective courses with the recommendation and approval of the student's academic advisor.

| Course Code | Course Name | Credit |
|-------------|---|--------|
| DCE5010 | Philosophy and Concept of Extension Education | 3 |
| DCE5030 | Programme Development | 3 |
| DCE5130 | Multiculturalism and Human Resource Development | 3 |
| | Quality Improvement in Human Resource | |
| DCE5131 | Development | 3 |
| DCE5232 | Training Evaluation | 3 |
| DCE5331 | Youth and Society | 3 |
| DCE5410 | Concept and Approaches in Women's Studies | 3 |
| DCE5633 | Conflict Management | 3 |
| DCE5634 | Employee, Organization and Community Relations | 3 |
| DCE5635 | Ethics in Human Resource Development | |
| DCE5731 | Continuing Professional Education | 3 |
| DCE5732 | Talent and Career Development | 3 |
| ERS5920 | Introduction to Qualitative Research | 3 |
| ERS5951 | Analysis and Interpretation of Data | 3 |
| | Measurement, Testing and Evaluation in Human | |
| DCE5952 | Resource Development | 3 |

DISSERTATION (ERS5988)

The concept of the dissertation is based on research conducted by master degree students to fulfil the requirement for graduation. The aim of the dissertation is for the students to be able to read and understand the content of research work that are related to their fields of study.

The dissertation needs to be completed within two (2) consecutive semesters. Students can also complete their dissertation in one (1) semester if they have the capability to do that. Students need to enrol in the dissertation at the beginning of Semester Two onwards. Master of Education and Master of Human Resource Development students need to enrol in ERS5988 (Dissertation). A briefing on the implementation of the dissertation will be given by the Programme Coordinator in Semester One of the programme.

After enrolment of this course, the student should appoint a supervisor who will be supervising their dissertation. At the end of Semester One of the dissertation, the student must submit the first three chapters to his/her Supervisor who will then evaluate and award marks for the chapters submitted. At the end of Semester Two of the dissertation, students need to present their dissertation in the **Education and Human Resource Development Seminar, Faculty of Educational Studies**.

The passing mark for the dissertation is 55% (C+). Students who obtain grades lower than C+ are considered to have failed and will be awarded grade F. Students who do not present their dissertation in Semester Two of dissertation will also be awarded grade F.

As an alternative, students are also allowed to publish one Citation Indexed Journal (example: **ERA, Web of Science (WOS), SCOPUS, MyCite and ERIC Database)** article based on the research conducted as part of the requirement for graduation. In the event that the paper has not been published, students may provide proof of paper acceptance notification from the journal editor/publisher. The journal manuscript must only be submitted to the selected journal for review **after** making amendments based on the examiner's comments given at the Education and Human Resource Development Seminar, Faculty of Educational Studies.

THINGS YOU HAVE TO DO

Master of Education & Master of Human Resource Development

| WEEK | ACTIVITY |
|---|--|
| st nd 1 and 2 Week | Registration – 6 to 15 credits Attend a briefing on the graduate programme |
| 3 weeks before new semester open (for next semester) | Registration of Continuing Students |
| 1st semester of study | Discuss with your programme coordinator/advisor on: Planning your studies |
| | Deciding the number of semesters to complete your studies and etc. |
| 2nd semester of study | Registration of DissertationComplete the first draft of the first three chapters. |
| | |
| 3rd semester of study | Submission of dissertation for evaluation. |
| | Presenting the dissertation in the Education and Human Resource Development Seminar, Faculty of Educational Studies |
| | GRADUATION (once all the requirements are met). Fill up Study Scheme for Graduation (GS-05B) and graduation form (GS-17) |
| 4th semester of study | GRADUATION (once all the requirements are met). Fill up Study Scheme for Graduation (GS-05B) and graduation form (GS-17) |

*A student whose study status is 'PROBATION' or 'TERMINATED' is permitted to sit for a special examination for any course with a grade lower than B obtained in the current semester with the consent of his Advisor or the Chairman of his supervisory committee. The highest overall grade he can obtain for the course after taking into consideration the mark obtained for the special examination is B. The better grade shall be used in the re-computation of the CGPA.

MASTER OF SCIENCE

Students pursuing a Master of Science degree (except for Guidance and Counselling) are required to enroll for TWO (2) research courses to fulfill the Faculty's requirement, which are;

| Course Code | Course Name | Credit |
|-------------|------------------|--------|
| ERS5900 | Research Methods | 3 |
| ERS5950 | Statistics | 3 |

Student must also register for Master Research (SPS5999) and *Seminar (SPS5903). Other required courses that may be essential to be taken will be determined by the student's Supervisor.

MASTER OF SCIENCE IN GUIDANCE AND COUNSELLING

Students pursuing a Master of Science in Guidance and Counselling are required to complete 58 credit hours of coursework including counselling practicum, counselling internship and thesis within designated period of study. The curriculum structure is based on Standards and Training Qualification of Counsellors by the Board of Counsellors (Malaysia).

| | List | t of | Cour | ses |
|--|------|------|------|-----|
|--|------|------|------|-----|

| Course Code | Course Name | Credit Hour |
|-------------|--|-------------|
| ERS5900 | Research Methods | 3 |
| ERS5950 | Statistics | 3 |
| *SPS5903 | Seminar (required) | 1 |
| SPS5999 | Master Research (required) | 12 |
| CPE5100 | Counselling and Personality Development Theories | 3 |
| CPE5200 | Individual Counselling | 3 |
| CPE5201 | Management and Supervision in Counselling | 3 |
| CPE5300 | Multicultural Counselling | 3 |
| CPE5400 | Group Counselling | 3 |
| CPE5500 | Career Development | 3 |
| CPE5501 | Career Counselling | 3 |
| CPE5600 | Testing and Measurement in Counselling | 3 |
| CPE5601 | Diagnosis in Counselling | 3 |
| CPE5800 | Legal and Counselling Professional Ethics | 3 |
| CPE5801 | Counselling Practicum | 3 |
| CPE5802 | Counselling Internship | 6 |

*SPS5903/SPS6903 – Students need to attend lectures for this class. Please refer to the timetable on the faculty website.

THINGS YOU HAVE TO DO Master of Science (M.S.)

| WEEK | ACTIVITY |
|---|---|
| st nd 1 and 2 week | Registration - min 6 creditsAttend a briefing on the graduate programme |
| 3 weeks before new semester open (for next semester) | Registration of Continuing Students |
| First (1) semester of study | Appointment of Supervisory Committee (GS-10a) Should comprise a chairman and one/two other members Appointment of committee shall be made through a discussion with the Advisor |
| Every Semester | • Set up a committee meeting at least two (2) times during each semester. |
| Week 18 of every semester | • Fill up the online Research Progress Report form (GS-11) |
| About 3 months before thesis submission | • Fill up the online Notice of Submission form (GS-14a) |
| Within 3 months after Notice of Submission | Check iGIMs for notification from the SGS that you can submit the thesis for examination. |
| | • Fill up the online Thesis Submission form (GS-15a) to submit the thesis for examination (Viva voce). |
| 3-6 months after submission | Viva Voce (oral defense) |
| 60 days after Viva Voce | Final Thesis Submission. Fill up Submission of Thesis after Final Examination form (GS-16a). |
| After 'Completed' status given via iGIMS | GRADUATION. Fill up graduation form (GS-17) |

*A student whose study status is 'PROBATION' or 'TERMINATED' is permitted to sit for a special examination for any course with a grade lower than B obtained in the current semester with the consent of his Advisor or the Chairman of his supervisory committee. The highest overall grade he can obtain for the course after taking into consideration the mark obtained for the special examination is B. The better grade shall be used in the re-computation of the CGPA.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in from First Semester 2019/2020 onwards are required to enrol in :-

- ANY THREE (3) research courses from the list below as well as register for Doctoral Research (SPS6999) and *Seminar (SPS6903) or
- ANY TWO (2) research courses from the list below AND ONE (1) additional subject matter course from Faculty of Educational Studies (code 5000) as well as register for Doctoral Research (SPS6999) and *Seminar (SPS6903).

| Course Code | Course Name | Credit |
|-------------|--|--------|
| ERS6954 | Quantitative Research Design and Analysis | 3 |
| ERS5954 | Mixed Methods | 3 |
| ERS6955 | Structural Equation Modelling | 3 |
| ERS6953 | Multivariate Statistics in Social Science | 3 |
| ERS6902 | Experimental Research in Education | 3 |
| ERS6903 | Intermediate Qualitative Research Method | 3 |
| ERS6925 | Advanced Qualitative Research Method | 3 |
| ERS5920 | Qualitative Research | 3 |
| ERS5950 | Statistics | 3 |
| ERS5900 | Research Methods | 3 |
| Course Code | Faculty Course | |
| XXX5000 | Any course from Faculty of Educational Studies related to the field of study | 3 |

NO EXEMPTION will be given for any courses listed above except for Research Methods. Exemption for DCE/EDU/ERS5900 Research Methods will be given if :-

i. students obtain a grade B or 65% at Master level; and

ii. the courses have been undertaken not more than 5 years before the date of registration at the University.

If courses taken were from other institutions, application for course exemption must be submitted to the School of Graduate Studies together with a certified photocopy of transcript and syllabus of course(s) taken through the Faculty/Institute not later than the tenth week of the first semester of study using the IGIMS system.

*SPS5903/SPS6903 – Students need to attend lectures for this class. Please refer to the timetable on the faculty website.

COMPREHENSIVE EXAMINATION -PROPOSAL DEFENCE FOR Ph.D

A student pursuing a Doctor of Philosophy degree is required to take the Comprehensive Examination (CE)-Proposal Defence which aims to evaluate the student's knowledge in the area of study, the student's ability to integrate knowledge of research and/theories pertaining to issues that are fundamental to the field of study, and the student's understanding of relevant research design and methodology. For this purpose the following regulations apply:

- a. A student will be permitted to sit for the CE-PD only after completion of all coursework required for the programme, and within four (4) semesters or two (2) years of cumulative enrolment, failing which the Ph.D. candidature will be terminated.
- b. The CE-PD shall consist of both written and oral examinations, and the student is required to pass both examinations with an equivalent of 'B' grade (65).
- c. The student is not permitted to take the oral examination until he/she has passed the written examination. The oral examination should be conducted not later than 30 days after the written examination.
- d. The examinations are be conducted by the Supervisory Committee, or a special committee appointed by the Faculty.
- e. If a student is unable to take the CE-PD within the stipulated time, due to medical reasons or other emergencies, he/she is required to apply for an extension with relevant supporting documents for approval by the Dean.
- f. A student is given two opportunities to pass the examination. The second examination must be taken within 60 days after the first examination. Failure at the second attempt will result in the termination of the student's Ph.D. candidacy unless it is recommended for reversal of study from a Ph.D. to a Masters degree programme [Rule 26(i)].
- g. A student needs to fill in the Proposal Defence form which can be downloaded from the Faculty of Educational Studies website, https://educ.upm.edu.my/akademik/pascasiswazah/penyerahan_borang-60668

THINGS YOU HAVE TO DO

Doctor of Philosophy (Ph.D)

| WEEK/SEMESTER | ACTIVITY |
|---|---|
| 1 and 2 week | Registration – min 6 credits Attend a briefing on the graduate programme |
| 3 weeks before new semester open (for next semester) | Registration of Continuing Students |
| First (1) semester of study | Appointment of Supervisory Committee (GS-10a) should comprise a chairman and one/two other members appointment of committee shall be made through a discussion with the Advisor |
| Week 18 of every semester | Fill up the online Research Progress Report form (GS-11) – continue, pending, probation, or terminated |
| Every Semester | Set up a committee meeting at least two (2) times. |
| 4th semester of study | Comprehensive Examination (CE)-Proposal Defence (GS-12) |
| or | Aim: To evaluate the student's knowledge in the area of study; |
| within four (4) semesters | ability to integrate knowledge of research and/theories pertaining to issues that are fundamental to the field of study, and |
| | • understanding of relevant research design and methodology. |
| | The CE-PD shall consist of both written and oral examinations and the student is required to pass both examinations with an equivalent of `B' grade. |
| | • Failing CE-PD, the PhD student's candidature will be TERMINATED. |
| About 3 months before thesis submission | Fill up the online Notice of Submission form (GS-14a) |
| Within 3 months after Notice of Submission | • Check iGIMs for notification from the SGS that you can submit the thesis for examination. |
| | • Fill up the online Thesis Submission form (GS-15a) to submit the thesis for examination (Viva voce). |
| 3-6 months after submission | Viva Voce (oral defense) |
| 60 days after Viva Voce | Final Thesis Submission. Fill up Submission of Thesis after Final Examination form (GS-16a) |
| After 'Completed' status given via iGIMS | GRADUATION. Fill up graduation form (GS-17) |

*A student whose study status is 'PROBATION' or 'TERMINATED' is permitted to sit for a special examination for any course with a grade lower than B obtained in the current semester with the consent of his Advisor or the Chairman of his supervisory committee. The highest overall grade he can obtain for the course after taking into consideration the mark obtained for the special examination is B. The better grade shall be used in the re-computation of the CGPA

PLAGIARISM AND ETHICAL CLEARANCE

PLAGIARISM

The similarity index allowed for the MEd/MHRD dissertation and MSc/PhD thesis is 25% or lower.

ETHICAL CLEARANCE

Students who are considering undertaking research that involves collecting data from human participants must first obtain ethical clearance from the Ethics Committee for Research Involving Human Subjects Universiti Putra Malaysia (JKEUPM). Data collection can only begin after receiving approval from JKEUPM. For more information about the ethical clearance procedures including to download the relevant forms, please scan/access the following QR code or URL:



https://tncpi.upm.edu.my/research/research_ethics_evaluation/jkeupm_ethic_committee_for_res earch_involving_human_subject-39931?L=e

STUDENT STATUS IN IGIMS SYSTEM

| CONTINUE |
|---|
| Good Standing |
| PROBATION |
| Resubmit Thesis for examination |
| CGPA >=2.50 and <3.00 |
| GS-11 TM for current semester and no TM previously |
| TERMINATED (GB) |
| CGPA < 2.50 |
| CGPA >=2.50 and <3.00 for two consecutive semester |
| GS-11 TM twice |
| Fail CE twice |
| Obtained gred F twice for COMPULSARY (YW) course |
| Fail VIVA |
| TERMINATED (Exceed Duration) |
| Exceed duration of study |
| TERMINATED (Fail to take CE) |
| Fail to take CE after 5th Semester (PhD only) |
| THESIS SUBMITTED |
| Submit GS15a form |
| Submit GS15b form |
| COMPLETED |
| For WITHOUT THESIS students : |
| Have taken all required credits |
| Obtain CGPA at least 3.00 |
| Pass all courses taken at the final semester (at least 'D') |
| Study Scheme (GS-05b) has been APPROVED |
| Fullfill Bahasa Melayu requirement (for international student except INDONESIAN and BRUNEIAN) |
| For WITH THESIS students : |
| Have taken all required credits |
| Obtain CGPA at least 3.00 |
| Pass all courses taken at the final semester (at least 'D') |
| Has submitted GS16a form |
| Fullfill Bahasa Melayu requirement (for international student except INDONESIAN and BRUNEIAN) |

SUSPENDED

Does not fullfill English entry requirement after two semesters

DROPPED

Do not comeback with english proficiency after two(2) semesters being SUSPENDED

Fails to register by the second week of the semester

Account status still UNPAID after 21 day semester started

PROVISIONAL

Does not fullfill English entry requirement

DEFER

Deferment approved for current semester



Deputy Dean (Graduate Studies and International)

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> Website www.educ.upm.edu.my

Online Application/ Student Portal www.sgs.upm.edu.my

SECOND SEMESTER 2022/2023