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FACULTY OF EDUCATIONAL STUDIES
UNIVERSITI PUTRA MALAYSIA**

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TABLE OF CONTENTS

Contents	Page
Introduction	3
Mission of the Faculty	4
Vision of the Faculty	4
Academic Requirements	5
Duration of Programmes	6
Programme Educational Objectives	7
Programme Outcomes	9
Programmes Offered	11
Structures of Programmes According to Fields of Study	
Curriculum and Instruction	14
Educational Administration	17
Educational Psychology	19
Sociology of Education	21
Educational Technology	22
Extension Education	24
Guidance and Counselling	25
Human Resource Development	27
Moral Education	29
Physical Education	30
Sports Science	32
Teaching of English as a Second Language	34
Malay Language Education	36
Teaching of Malay Literature	38
Technical and Vocational Education	39
Health Education and Communication	42
Comprehensive Examination and Proposal Defence for Ph.D.	43
Dissertation	44
Plagiarism and Ethical Clearance	45
Things You Have To Do as Students	46

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 21st century.

MISSION OF THE FACULTY

The Faculty envisions itself as a centre for excellence in teaching, learning, research, and consultancy services contributing to positive growth in education and human resource development.

VISION OF THE FACULTY

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

- i. to prepare qualified professionals for leadership roles in the development and implementation of academic programmes in all areas of formal and non-formal education,
- ii. to improve the condition of learning and teaching by conducting comprehensive and rigorous research that addresses issues in education and human resource development, and
- iii. to provide opportunities for continuous professional development for all educators and human resource development professionals.

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.

***Candidate who do not have a background in Education at Bachelor level must take prerequisite course, EGS5905 Education and Teaching Profession.**

***Candidate in Master of Education in Guidance and Counselling who do not have background in Social Science at Bachelor level, must take a Science Social 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 degree in the field or related fields with range CGPA of 2.500 to CGPA 2.749 can be accepted subject to rigorous internal assessment by Faculty/School/Institute or
- A bachelor's degree in the field or related fields or equivalent with a range of CGPA 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 Faculty/School/Institute.

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

DURATION OF PROGRAMME

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 objectives at the master's level specifically educate and train learners to become graduate scholar-teachers who are able to:

1. To produce Education Practitioners who have advanced knowledge with practical skills capable of using advanced numerical techniques and digital technologies in the educational settings.
2. To produce Education Practitioners who lead with autonomy, communicate and interact with internal and external stakeholders in constructing innovative practices related to teaching and learning.
3. To produce Education Practitioners who uphold professional and ethical practices in all education settings and defend the integrity of the profession at all times
4. To produce Education Practitioners with positive attitude, entrepreneurial mind set and sustainable practices in progressing their career and the profession.

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 multidisciplinary 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. To produce Education Practitioners who have state of the art knowledge with practical skills capable of using advanced numerical techniques and digital technologies in the educational settings.
2. To produce Education Practitioners who lead with autonomy, communicate and interact with internal and external stakeholders in constructing creative concepts/practices through research.

3. To produce Education Practitioners who advocate professional and ethical practices in all education settings and defend the integrity of the profession at all times.
4. To produce Education Practitioners with positive attitude, entrepreneurial mind set and sustainable practices in progressing their career and the profession.

MASTER'S AND DOCTORAL DEGREE IN HUMAN RESOURCE DEVELOPMENT

The general goal is to develop broadly-trained human resource development graduates – practitioners-professionals-scholars through the:

1. Development of knowledge, research and communication skills and competency based on the scientific / enquiry process and its outcomes;
2. Enhancement of generic skills such as attitudes, ethics, sense of professionalism and leadership skills for societal advancement within the framework of the national vision;
3. Utilisation of analytical and problem-solving skills in order to evaluate and make decisions critically and creatively based on research evidence and / or experience;
4. Enhancement of the quest for knowledge and lifelong learning skills in line with the advancement of global development;
5. Research outcomes that are relevant to the national and international context; and
6. Dissemination of research outcomes through publication

PROGRAMME OUTCOMES

MASTERS DEGREE IN EDUCATION

Upon completion of the programme, graduates will be able to:

1. Critically analyse and synthesise advanced knowledge and those emerging from research that are related to teaching and learning in meeting the challenges of a dynamic curriculum.
2. Evaluate emerging scenarios and innovatively solve educational related issues demonstrating mastery of knowledge, incorporating advanced analytical and numerical techniques
3. Organise and conduct outcomes-based research employing various techniques, including digital technology to strengthen the knowledge and practices on teaching and learning.
4. Adapt suitable leadership styles and demonstrate responsibility and autonomy in emerging and dynamic educational setting.
5. Commit to delivering tasks either individually or through multi-disciplinary teams with good communication and interpersonal skills in all educational and organisational settings
6. Uphold professionalism and ethics to fulfil professional teaching and research standards in enhancing the image of the profession at all times.
7. Exhibit positive attitude and commitment to life-long learning with entrepreneurial mind-set in response to the changing world of education and for professional advancement.

DOCTORAL DEGREE IN EDUCATION

Upon completion of the programme, graduates will be able to:

1. critically synthesise and evaluate current knowledge and those emerging from research that are related to teaching and learning in meeting the challenges of a dynamic curriculum.
2. design and develop studies or research creatively to address educational issues demonstrating mastery of knowledge, incorporating state of the art analytical, numerical and digital techniques.
3. organise and design outcomes-based research employing advanced techniques, including digital technology to enhance the body of knowledge and practices in teaching and learning.
4. adapt suitable leadership styles and balance autonomy with responsibility in emerging and dynamic educational settings.
5. adapt to situations when delivering task either individually or through multidisciplinary teams with good communication and interpersonal skills in educational, organisational and research settings
6. uphold and defend professionalism and ethics to fulfil professional teaching and research standards in ensuring the integrity of the profession at all times.

7. advocate positive attitude and commitment to life-long learning with entrepreneurial mind-set in response to the changing world of education and for professional advancement.

MASTERS DEGREE IN HUMAN RESOURCE DEVELOPMENT

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

1. demonstrate mastery of knowledge in the relevant field;
2. apply practical skills in the relevant field;
3. relate ideas to societal issues in the relevant field;
4. conduct research with minimal supervision and adhere to legal, ethical and professional codes of practice;
5. demonstrate leadership qualities through communicating and working effectively with peers and stakeholders;
6. generate solutions to problems using scientific and critical thinking skills; and
7. manage information for lifelong learning.

DOCTORAL DEGREE IN HUMAN RESOURCE DEVELOPMENT

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

1. synthesise knowledge and contribute to original research that broadens the frontier of knowledge in the relevant field;
2. adapt practical skills leading to innovative ideas in the relevant field;
3. provide expert advice to society in the relevant field;
4. conduct research independently and adhere to legal, ethical and professional codes of practice;
5. display leadership qualities through communicating and working effectively with peers and stakeholders;
6. appraise problems in the relevant field critically using scientific skills; and
7. integrate information for lifelong learning.

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. Successfully enrolled for and passed two (2) research courses (Research Methods and Statistics) as required by the Faculty.
2. 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.
3. Register and pass a graduate seminar course **SPS5903 (Seminar)**. The student must present his/her research proposal in this seminar course.
4. 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. Successfully enrolled for and passed two (2) research courses as required by the Faculty.
2. 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.
3. 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.
4. 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.
5. 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

CURRICULUM AND INSTRUCTION

MASTER OF EDUCATION

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

6credits

Course Code	Course Name	Credit
Curriculum Studies		
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 Education		
CNI5200	Pedagogy in Science Education	3
CNI5201	Thinking Skills in Science Education	3
Entrepreneurship Education		
TVE5302	Entrepreneurial Educational Practice	3
TVE5304	Entrepreneurship pedagogy	
Islamic Education		
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	Course Name	Credit
Other Electives		
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

6 credits

Course Code	Course Name	Credit
ERS5988	Dissertation	6

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Curriculum and Instruction 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Curriculum and Instruction 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	Research Course	Credit
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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 :-

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

EDUCATIONAL ADMINISTRATION

MASTER OF EDUCATION

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

6 credits

Course Code	Course Name	Credit
ERS5988	Dissertation	6

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Educational Administration 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Educational Administration 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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.**

EDUCATIONAL PSYCHOLOGY

MASTER OF EDUCATION

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
EPY5007	Contemporary Issues in Child and Adolescent 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

6 credits

Course Code	Course Name	Credit
ERS5988	Dissertation	6

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Educational Psychology 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Educational Psychology 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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 :-

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

SOCIOLOGY OF EDUCATION

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Sociology of Education 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Sociology of Education 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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.**

EDUCATIONAL TECHNOLOGY

MASTER OF EDUCATION

Students pursuing a Master of Education (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

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
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

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

6 credits

Course Code	Course Name	Credit
ERS5988	Dissertation	6

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Educational Technology 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Educational Technology 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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.**

EXTENSION EDUCATION

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Extension Education 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Extension Education 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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.**

GUIDANCE AND COUNSELLING

MASTER OF EDUCATION

Students pursuing a Master of Education degree 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 Internship	6
Dissertation	6

Compulsory

36 credits

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

Counselling Practicum

3 credits

Course Code	Course Name	Credit
CPE5801	Counselling Practicum	3

Counselling Internship

6 credits

Course Code	Course Name	Credit
CPE5802	Counselling Internship	6

Dissertation

6 credits

Course Code	Course Name	Credit
ERS5988	Dissertation	6

MASTER OF SCIENCE

Students pursuing a Master of Science degree 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 of Courses

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

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Guidance and Counselling 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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 :-

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

HUMAN RESOURCE DEVELOPMENT

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
DCE5110	Theories and Practices of Human Resource 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
DCE5131	Quality Improvement in Human Resource 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	3
DCE5731	Continuing Professional Education	3
DCE5732	Talent and Career Development	3
ERS5920	Introduction to Qualitative Research	3
ERS5951	Analysis and Interpretation of Data	3
DCE5952	Measurement, Testing and Evaluation in Human Resource Development	3

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Human Resource Development 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Human Resource Development 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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 :-

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

MORAL EDUCATION

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Moral Education 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Moral Education 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 & 6000) as well as register for Doctoral Research (SPS6999) and *Seminar (SPS6903).

Course Code	Course Name	Credit
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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.**

PHYSICAL EDUCATION

MASTER OF 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

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
SPE5100	Human Motor Development	3
SPE5101	Exercise Physiology and Human Performance	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

6 credits

Course Code	Course Name	Credit
ERS5988	Dissertation	6

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Physical Education 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Physical Education 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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 :-

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

SPORT SCIENCE

MASTER OF EDUCATION

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
SPE5202	Programme Evaluation in Physical Education and Sports	3
EGS5955	Special Topic	3
EGS5905	Education and Teaching Profession	3
FCE4001	Co-curriculum Management	3

Dissertation

6 credits

Course Code	Course Name	Credit
ERS5988	Dissertation	6

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Sport Science 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Sport Science 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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.**

TEACHING OF ENGLISH AS A SECOND LANGUAGE

MASTER OF EDUCATION

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

18 credits

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

Elective Courses

6 credits

Students can choose to take any two elective courses from the courses listed below.

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 SCIENCE

Students pursuing a Master of Science degree in Teaching of English as a Second Language (TESL) 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Teaching of English as a Second Language (TESL) 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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 :-

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

MALAY LANGUAGE EDUCATION

MASTER OF EDUCATION

Students pursuing a Master of Education degree in Malay Language 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 <i>Educational Policy and Planning</i>	3
ERS5900	Kaedah Penyelidikan <i>Research Methods</i>	3
ERS5950	Statistik <i>Statistics</i>	3
ERS5977	Seminar Cadangan Penyelidikan <i>Research Proposal Seminar</i>	1

Core Courses

18 credits

Course Code	Course Name	Credit
LHE5202	Penaksiran dalam Pendidikan Bahasa Melayu <i>Assesment in Malay Language Education</i>	3
LHE5209	Perkembangan Kurikulum Bahasa Melayu <i>Curriculum Development in Malay Language</i>	3
LHE5234	Strategi Pengajaran dalam Pendidikan Bahasa Melayu <i>Teaching Strategies in Malay Language Education</i>	3
LHE5235	Penyelidikan Tindakan dalam Pendidikan Bahasa Melayu <i>Action Research in Malay Language Education</i>	3
LHE5239	Media Pengajaran dalam Pendidikan Bahasa Melayu <i>Teaching Media in Malay Language Education</i>	3
LHE5240	Aplikasi Literasi dalam Pendidikan Bahasa Melayu <i>Literacy Application in Malay Language Education</i>	3

Elective Courses

6 credits

Course Code	Course Name	Credit
LHE5241	Linguistik Terapan dalam Pendidikan Bahasa Melayu <i>Linguistics Applied in Malay Language Teaching</i>	3
LHE5206	Kemahiran Berfikir dalam Pendidikan Bahasa Melayu <i>Thinking Skills in Malay Language Education</i>	3
LHE5208	Kesusasteraan Melayu dalam Pengajaran Bahasa Melayu <i>Malay Literature in Language Education</i>	3
LHE5227	Teks dalam Pengajaran Kesusasteraan Melayu <i>Texts in the Teaching of Malay Literature</i>	3
LHE5237	Inovasi dalam Pengajaran Kesusasteraan Melayu <i>Innovation in Malay Literature Education</i>	3

EGS5905	Pendidikan dan Profesion Keguruan <i>Education and Teaching Profession</i>	3
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Dissertation

6 credits

Course Code	Course Name	Credit
ERS5988	Dissertation	6

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Malay Language Education 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Malay Language Education 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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 :-

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

TEACHING OF MALAY LITERATURE

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Teaching of Malay Literature 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 sit for Seminar (SPS5903) class. Other required courses that may be essential to be taken will be determined by the student's Supervisor.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Teaching of Malay Literature 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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 :-

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

TECHNICAL AND VOCATIONAL EDUCATION

MASTER OF 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

18 credits

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

Elective Courses

6 credits

Course Code	Course Name	Credit
TVE5005	Comparative Studies of Technical and Vocational Education System	3
TVE5006	Programme Evaluation in Technical and Vocational Education	3
TVE5007	Cooperative Education	3
TVE5100	Planning and Development of Agricultural Skills Training Programme	3
TVE5101	Teaching and Learning in Agriculture 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

6 credits

Course Code	Course Name	Credit
ERS5988	Dissertation	6

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Technical and Vocational Education 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Technical and Vocational Education 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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 :-

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

HEALTH EDUCATION AND COMMUNICATION

MASTER OF SCIENCE

Students pursuing a Master of Science degree in Health Education and Communication 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.

DOCTOR OF PHILOSOPHY

To fulfil the Faculty of Educational Studies and University requirement, students pursuing the Doctor of Philosophy degree in Health Education and Communication 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
EDU6903	Qualitative Methods in Educational Research	3
DCE6925	Advanced Qualitative Research Methodology	3
EDU6950	Advanced Statistics in Education	3
DCE6953	Multivariate Statistics for Social Science	3
EDU6902	Experimental Research in Education	3
ERS5920	Introduction to 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 :-

- students obtain a grade B or 65% at Master level; and
- 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 and Proposal Defence for Ph.D

Students pursuing a Doctor of Philosophy degree is required to take the Comprehensive Examination (CE) 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 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 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 to be conducted by the Supervisory Committee, or a special committee appointed by the Faculty.
- e. If a student is unable to take the CE 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)]

After passing the CE, students shall then proceed to do the proposal defence (PD). The PD should be completed by the fifth semester. A reader will be appointed to evaluate the research proposal (Chapters 1, 2 and 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.

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_research_involving_human_subject-39931?L=en

THINGS YOU HAVE TO DO Doctor of Philosophy (Ph.D)

WEEK/SEMESTER	ACTIVITY
1st and 2nd week	<ul style="list-style-type: none"> • Registration – min 6 credits • Attending a briefing on graduate programme
3 weeks before new semester open (for next semester)	<ul style="list-style-type: none"> • Registration of Continuing Students
First (1st) semester of study	<ul style="list-style-type: none"> • Appointment of Supervisory Committee (GS-10a) <ul style="list-style-type: none"> ○ should comprise a chairman and one/two other members ○ appointment of committee shall be made through a discussion with your Advisor
Week 18 of every semester	<ul style="list-style-type: none"> • Fill up online Research Progress Report form (GS-11) – continue, pending, probation, or terminated
Every Semester	<ul style="list-style-type: none"> • Set up a committee meeting at least two (2) times.
4th semester of study or within four (4) semesters	<p>Comprehensive Examination (CE) (GS-12)</p> <p>Aim: To evaluate the student’s knowledge in the area of study;</p> <ul style="list-style-type: none"> • 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 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, the PhD student’s candidature will be TERMINATED.
After completed CE	Proposal Defend
About 3 months before thesis submission	Fill up online Notice of Submission form (GS-14a)
Within 3 months after Notice of Submission	<ul style="list-style-type: none"> • Check iGIMS for notification from SGS that you are ready to submit the thesis for examination. • Fill up 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)

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

WEEK	ACTIVITY
1st and 2nd week	<ul style="list-style-type: none"> • Registration - min 6 credits • Attending a briefing on graduate programme
3 weeks before new semester open (for next semester)	<ul style="list-style-type: none"> • Registration of Continuing Students
First (1st) semester of study	<ul style="list-style-type: none"> • Appointment of Supervisory Committee (GS-10a) <ul style="list-style-type: none"> ○ Should comprise a chairman and one/two other member ○ Appointment of committee shall be made through a discussion with Advisor
Every Semester	<ul style="list-style-type: none"> • Set up a committee meeting at least two (2) times during each semester.
Week 18 of every semester	<ul style="list-style-type: none"> • Fill up online Research Progress Report form (GS-11)
About 3 months before thesis submission	<ul style="list-style-type: none"> • Fill up online Notice of Submission form (GS-14a)
Within 3 months after Notice of Submission	<ul style="list-style-type: none"> • Check iGIMS for notification from SGS that you are ready to submit the thesis for examination. • Fill up 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)

THINGS YOU HAVE TO DO
Master of Education & Master of Human Resource Development

WEEK	ACTIVITY
st 1 and 2 Week	<ul style="list-style-type: none"> • Registration – 6 to 15 credits • Attending a briefing on graduate programme
3 weeks before new semester open (for next semester)	<ul style="list-style-type: none"> • Registration of Continuing Students
1st semester of study	<ul style="list-style-type: none"> • Discuss with your programme coordinator/advisor on: <ul style="list-style-type: none"> • Planning your study • Deciding the number of semester to complete the study and etc.
2nd semester of study	<ul style="list-style-type: none"> • Registration of Dissertation • Completed the first draft of the first three chapters.
3rd semester of study	<ul style="list-style-type: none"> • Submission of dissertation for evaluation. • Presenting the dissertation in Education and Human Resource Development Seminar, Faculty of Educational Studies • GRADUATION (once all the requirement are completed). Fill up Study Scheme for Graduation (GS-05B) and graduation form (GS-17)
4th semester of study	<ul style="list-style-type: none"> • GRADUATION (once all the requirement are completed). Fill up Study Scheme for Graduation (GS-05B) and graduation form (GS-17)

For inquiries, please contact:

Deputy Dean (Graduate Studies and International)

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Website

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Online Application/ Student Portal

www.sgs.upm.edu.my

SECOND SEMESTER 2021/2022

