

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.08.01/10.12/31 (31)

8 Julai 2024
2 Muharram 1446H

PEKELILING AKADEMIK BIL. 5/2024

PENGURANGAN YURAN PEPERIKSAAN LISAN BAGI PELAJAR PASCASISWAZAH PENYELIDIKAN YANG MENGHANTAR TESIS PADA SEMESTER KELIMA (EARLY SUBMISSION) DAN MENDAPAT STATUS GRADUATE ON TIME (GOT) MULAI SEMESTER II SESI 2023/2024 UNIVERSITI TEKNOLOGI MALAYSIA

Universiti Teknologi Malaysia melalui Mesyuarat Jawatankuasa Pengurusan Universiti (JPU) Bil. 9/2024 bertarikh 21 Mei 2024 telah meluluskan permohonan pengurangan yuran peperiksaan lisan sebanyak 50% bagi pelajar pascasiswazah penyelidikan Doktor Falsafah yang menghantar tesis pada semester kelima (*early submission*) dan mendapat status *Graduate on Time* (GOT) mulai semester II sesi 2023/2024.

2. Penghantaran tesis awal / *early submission* (ES) adalah dibenarkan bagi pelajar penyelidikan Ijazah Kedoktoran yang berada di semester lima (5) dan telah menamatkan empat (4) semester pengajian. Pelaksanaan pengurangan yuran peperiksaan lisan sebanyak 50% kepada pelajar diberikan adalah bagi menggalakkan pelajar pascasiswazah penyelidikan Doktor Falsafah menghantar tesis lebih awal seterusnya dapat menamatkan pengajian dengan *Graduate on Time* (GOT). Caj Yuran Baharu Selepas Pengurangan 50% Bagi Pelaksanaan Peperiksaan Lisan adalah daripada RM2,500.00 kepada RM1,250.00 (RM1,000.00 bagi peperiksaan lisan semula (*reviva*)).

3. Pelaksanaan pengurangan yuran peperiksaan lisan bagi pelajar yang menghantar tesis awal dan seterusnya berjaya mendapat status GOT dilaksanakan melalui proses kerja seperti berikut:

- 3.1 Pelajar memohon menghantar tesis awal (ES) (pada semester kelima) kepada fakulti dan membayar yuran penuh peperiksaan lisan semasa menghantar tesis;
- 3.2 Fakulti memproses permohonan pelajar dengan mendapatkan perakuan Jawatankuasa Akademik Pengajian Siswazah (JAPSU) dan kelulusan Jawatankuasa Tetap Senat Peperiksaan & Pengijazahan (JKTS P&P);
- 3.3 Bagi tujuan pelarasan semula bayaran peperiksaan lisan kepada pelajar yang menghantar tesis awal (ES), fakulti mengenalpasti status GOT pelajar semasa memproses dokumen bagi tujuan penganugerahan graduan seterusnya mengemukakan nama pelajar yang terlibat kepada Sekolah Pengajian Siswazah (SPS);
- 3.4 SPS mendapatkan pengesahan pelajar yang menghantar tesis awal (ES) dan GOT selepas keputusan JKTS P&P dan kelulusan graduan oleh Mesyuarat Senat;

- 3.5 SPS mengemukakan arahan bayaran kepada Jabatan Bendahari bagi tujuan pelarasan semula bayaran yuran peperiksaan lisan kepada pelajar yang terlibat;
 - 3.6 Jabatan Bendahari memproses pelarasan bayaran yuran peperiksaan lisan (*rebate*) ke akaun bank pelajar.
4. Pemakaian pekeliling ini berkuat kuasa mulai semester II 2023/2024.
 5. Bersama-sama ini dilampirkan dokumen berkaitan pelaksanaan pelarasan pengurangan yuran peperiksaan lisan bagi pelajar yang menghantar tesis awal dan seterusnya berjaya mendapat status GOT sebagai rujukan. Dokumen ini juga boleh diperoleh di laman sesawang Sekolah Pengajian Siswazah di <https://sps.utm.my/policy-guidelines-v2/>.

Sekian, harap maklum.

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

Saya yang menjalankan amanah,



(PROF. DR. MOHD SHAFRY BIN MOHD RAHIM)
Timbalan Naib Canselor (Akademik dan Antarabangsa)
Universiti Teknologi Malaysia

- s.k
 - Naib Canselor
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Timbalan Naib Canselor (kademik & Antarabangsa)
 - Timbalan Naib Canselor (Penyelidikan & Inovasi)
 - Timbalan Naib Canselor (Pembangunan)
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pendaftar
 - Bendahari

- Dekan
 - Fakulti Alam Bina dan Ukur (FABU)
 - Fakulti Pengurusan (FM)
 - Fakulti Kejuruteraan Elektrik (FKE)
 - Fakulti Kejuruteraan Awam (FKA)
 - Fakulti Kejuruteraan Mekanikal (FKM)
 - Fakulti Kejuruteraan Kimia dan Kejuruteraan Tenaga (FKT)
 - Fakulti Komputeran (FC)
 - Fakulti Sains Sosial dan Kemanusiaan (FSSK)
 - Fakulti Sains (FS)
 - Fakulti Kecerdasan Buatan (FAI)
 - Sekolah Perniagaan Antarabangsa Azman Hashim (AHIBS)
 - Malaysia-Japan International Institute of Technology (MJIT)*
 - Sekolah Pendidikan Profesional dan Pendidikan Berterusan (SPACE)

- Pengerusi
 - Sekolah Pengajian Siswazah (SPS)
 - Sekolah Pengajian Prasiswazah (UGS)
 - Sekolah Pendidikan (SP)
 - Sekolah Pembangunan Sumber Manusia dan Psikologi (SPSMP)
 - Akademi Tamadun Islam (ATI)
 - Akademi Bahasa (AB)

- Pengarah
 - Pusat Pemajuan Pembelajaran Digital dan Fleksibel (UTMCDex)
 - Jabatan Perkhidmatan Digital (UTMDigital)

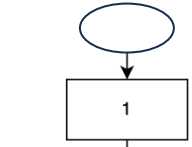
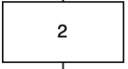
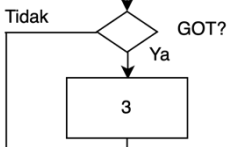
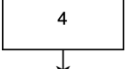
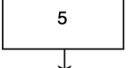
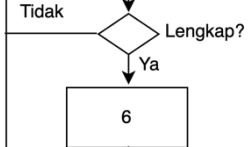
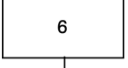
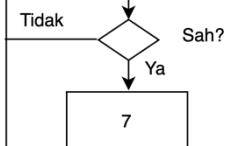
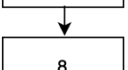
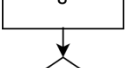

- Timbalan Pendaftar
 - Pejabat Timbalan Naib Canselor (Akademik & Antarabangsa) UTMJB

- Timbalan Pendaftar Kanan
 - Bahagian Pengurusan Akademik (BPA), Jabatan Pendaftar, UTM JB

- Timbalan Pendaftar
 - Pejabat Timbalan Naib Canselor (Akademik & Antarabangsa) UTMKL

**PROSES KERJA
PELARASAN PENGURANGAN YURAN PEPERIKSAAN LISAN BAGI PELAJAR
PASCASISWAZAH PENYELIDIKAN YANG MENGHANTAR TESIS PADA SEMESTER
KELIMA (*EARLY SUBMISSION*) DAN MENDAPAT STATUS *GRADUATE ON TIME (GOT)*
MULAI SEMESTER II SESI 2023/2024**

CARTA ALIR PROSES KERJA PELARASAN PENGURANGAN YURAN PEPERIKSAAN LISAN BAGI PELAJAR PASCASISWAZAH PENYELIDIKAN YANG MENGHANTAR TESIS PADA SEMESTER KELIMA (*EARLY SUBMISSION*) DAN MENDAPAT STATUS *GRADUATE ON TIME (GOT)*


KETERANGAN	CARTA ALIR	TANGGUNG JAWAB
1. Mengenalpasti pelajar yang mendapat status <i>GOT</i> dalam senarai bakal graduan.		Fakulti
2. Menyemak sekiranya pelajar yang berstatus <i>GOT</i> tersebut pernah diluluskan permohonan penghantaran tesis awal. Jika Ya, ikuti Langkah seterusnya. Jika tidak, proses selesai.		Fakulti
3. Menyediakan senarai dan dokumen untuk tujuan pelarasan semula yuran peperiksaan lisan.		Fakulti
4. Mengemukakan senarai dan dokumen berkaitan bersama dokumen / fail graduan kepada SPS.		Fakulti
5. Menyemak senarai dan dokumen yang dikemukakan. Jika lengkap ikuti Langkah seterusnya. Jika tidak, ulang langkah 3.		SPS
6. Mendapatkan pengesahan status <i>GOT</i> pelajar berdasarkan keputusan JKTS P&P. Jika disahkan <i>GOT</i> , ikuti Langkah seterusnya. Jika tidak, proses selesai.		SPS
7. Menyediakan draf arahan bayaran pelarasan semula yuran peperiksaan lisan bagi pelajar yang disahkan <i>GOT</i> oleh JKTS P&P.		SPS
8. Mendapatkan makluman kelulusan graduan daripada Mesyuarat Senat. Jika lulus, ikuti Langkah seterusnya, jika tidak, keluarkan pemakluman kepada fakulti.		SPS
9. Mengemukakan arahan bayaran pelarasan semula yuran peperiksaan lisan bagi pelajar yang menghantar tesis awal dan berstatus <i>GOT</i> kepada Jabatan Bendahari.		SPS
10. Membuat pelarasan bayaran yuran kepada pelajar.	 	Jabatan Bendahari

NOTA:

- 1. *GOT* : Graduate on Time
- 2. SPS : Sekolah Pengajian Siswazah
- 3. JKTS P&P : Jawatankuasa Tetap Senat (Peperiksaan & Pengijazahan)

LAMPIRAN B


BIL.	PERKARA	CATATAN
1.	Lampiran B1 Senarai Semak Permohonan Penghantaran Tesis Semester Ke-5	Pindaan kepada Senarai Semak sedia ada
2.	Lampiran B2 Borang Permohonan Penghantaran Tesis Semester Ke-5 (SPS/11/2018/Pind.4/2024)	1. Pindaan kepada borang SPS/11/2018/Pind.3/2023 2. Perlu tambahan dokumen - Salinan Penyata Akaun Bank Pelajar
3.	Lampiran B3 Senarai Semak Pelarasan Bayaran Yuran Peperiksaan Lisan Bagi Pelajar Yang Menghantar Tesis Semester Ke-5 dan Memperoleh Status <i>Graduate on Time (GOT)</i>	Senarai Semak baharu
4.	Lampiran B4 Senarai Pelajar Yang Menghantar Tesis Semester ke-5 dan Memperoleh Status <i>Graduate on Time (GOT)</i>	Senarai yang perlu dihantar bagi tujuan pelarasan bayaran peperiksaan lisan kepada pelajar yang terlibat.

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	SEKOLAH PENGAJIAN SISWAZAH SCHOOL OF GRADUATE STUDIES
	MESYUARAT JAWATANKUASA TETAP SENAT JKTS P&P (MINIT BEBAS) SENARAI SEMAK PERMOHONAN PENGHANTARAN TESIS SEMESTER KE-5

Nama Pelajar : _____ **No. Matrik :** _____

Bil	Dokumen Yang Perlu Dilampirkan	Sila Tanda (/)
1.	Borang Permohonan Penghantaran Tesis Semester Ke-5 (SPS/11/2018/Pind.3/2024)	
2.	Cabutan Minit Mesyuarat JKA Daripada Fakulti	
3.	Surat Permohonan Daripada Pelajar	
4.	Surat Sokongan Daripada Penyelia	
5.	Salinan Keputusan Semester Lepas / Salinan Pre Transkrip	
6.	Salinan Bukti Penerbitan Pelajar Yang Disahkan oleh Penyelia (Muka Surat Pertama Sahaja)	
7.	Salinan Penyata Akaun Bank Pelajar	

**Nota : Senarai semak ini perlu dilampirkan bersama dokumen permohonan secara berasingan bagi setiap pelajar. Sila pastikan dokumen yang dilampirkan adalah lengkap & tersusun mengikut senarai yang diberikan sebelum dibawa ke mesyuarat.*

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	SEKOLAH PENGAJIAN SISWAZAH SCHOOL OF GRADUATE STUDIES	SPS/11/2018/Pind.4/2024 Tarikh Kuat Kuasa : 1.7.2024
	BORANG PERMOHONAN PENGHANTARAN TESIS SEMESTER KE-5 <i>APPLICATION FORM FOR THESIS SUBMISSION ON FIFTH SEMESTER</i>	

A. MAKLUMAT PELAJAR STUDENT DETAILS								
Nama <i>Name</i>				Alamat Email <i>Email Address</i>				
Tarikh Pendaftaran <i>Registration Date</i>				Semester Semasa <i>Current Semester</i>				
No. Kad Pengenalan/Pasport / No. ISID <i>IC No. / Passport No. / ISID No.</i>				No. Matrik <i>Matric Card No.</i>				
				Program <i>Programme</i>				
Penyelia <i>Supervisor</i>				Penyelia Bersama <i>Co-Supervisor</i>				
Subjek Umum/Elektif Subjek Kursus Metodologi Penyelidikan <i>General Course/ Elective Course/ Research Methodology Course</i>								
B. PENERBITAN MAHASISWA STUDENT'S PUBLICATION								
No. <i>No.</i>	Tajuk Artikel <i>Title of Article</i>	Tajuk Jurnal/ Prosiding <i>Title of Journal / Proceeding</i>	Jilid / Isu / Muka Surat <i>Volume / Issue/ Page No./</i>	Tahun Penerbitan <i>Year of Publication</i>	Nama Penerbit <i>Name of Publisher</i>	ISSN / NO. ISBN <i>ISSN / ISBN No.</i>	Faktor Impak <i>Impact Factor</i>	Petikan <i>Citation</i>
1								
2								
3								
C. PERAKUAN PENYELIA / FAKULTI SUPERVISOR / FACULTY RECOMMENDATION								
Tempoh Pengajian <i>Duration of Studies</i>								
Ulasan/Perakuan <i>Comment/ Recommendati</i>								
Tandatangan <i>Signature</i>		_____ Penyelia/ Supervisor Tarikh/Date			_____ Dekan/ Dean Tarikh/ Date			

D. ULASAN/SEMAKAN SEKOLAH PENGAJIAN SISWAZAH <i>COMMENT / VERIFICATION SCHOOL OF GRADUATE STUDIES</i>		
Hutang Tertunggak <i>Accumulated Debt</i>		
Ulasan <i>Comment</i>		
Tandatangan <i>Signature</i>		Tarikh: <i>Date :</i>
E. PERAKUAN JAPSU <i>JAPSU RECOMMENDATION</i>		
Ulasan (jika ada) <i>Comment(s) (if any)</i>		
Tandatangan Pengerusi & Cop Rasmi <i>Chair's Signature & Official Stamp</i>		
Tarikh <i>Date</i>		
F. KELULUSAN JKTS <i>JKTS APPROVAL</i>		
Ulasan (jika ada) <i>Comment(s) (if any)</i>		
Tandatangan Pengerusi & Cop Rasmi <i>Chair's Signature & Official Stamp</i>		
Tarikh <i>Date</i>		

MAKLUMAN KEPADA PELAJAR

1. Mulai Semester II 2023/2024, pelajar penyelidikan Ijazah Kedoktoran yang memohon penghantaran tesis pada semester ke-5 dan graduan dengan status Graduate on Time (GOT) dalam tempoh tujuh (7) semester akan mendapat 50% pengurangan yuran peperiksaan lisan. Bayaran akan diselaraskan setelah pelajar disahkan graduan dengan status GOT oleh Senat Universiti.
2. Syarat penghantaran tesis pelajar adalah :
 - a. Berada di semester lima (5) dan telah menamatkan empat (4) semester pengajian;
 - b. Memenuhi syarat penerbitan seperti berikut:
 - i) Bagi pelajar ambilan semester II 2020/2021 dan sebelumnya perlu mengemukakan sekurang-kurangnya dua (2) kertas kerja yang diterbitkan dalam jurnal antarabangsa berwasit
 - ii) Bagi pelajar ambilan semester I 2021/2022 perlu mengemukakan sekurang-kurangnya dua (2) penerbitan artikel yang telah diterima atau diterbitkan dalam jurnal yang diindeks di Web of Science/SCOPUS/ERA.
3. Pelajar hendaklah mengemukakan:
 - a. Surat permohonan;
 - b. Surat sokongan Penyelia;
 - c. Salinan bukti penerbitan yang disahkan oleh Penyelia (muka surat pertama sahaja);
 - d. Salinan penyata akaun bank (rujuk contoh penyata bank).

NOTICE TO STUDENTS

1. *Effective from Semester II 2023/2024, Doctoral research students who submit their theses in the fifth semester and graduates with the status of Graduate on Time (GOT) within seven (7) semesters will receive a 50% reduction in the oral examination fee. This adjustment will be applied once the student is confirmed as a GOT graduate by the University Senate.*
2. *Thesis Submission Requirements:*
 - a. *Students must be in their fifth (5th) semester and have completed four (4) semesters of study.*
 - b. *Students must meet the following publication requirements:*
 - i) *For students enrolled in Semester II 2020/2021 and earlier, at least two (2) papers published in peer-reviewed international journals are required.*
 - ii) *For students enrolled in Semester I 2021/2022, at least two (2) articles that have been accepted or published in journals indexed by Web of Science/SCOPUS/ERA are required.*
3. *Students must submit the following documents:*
 - a. *A letter of application;*
 - b. *A supervisor's support letter;*
 - c. *Verified copies of publication proof (only the first page);*
 - d. *A copy of bank account statement (refer to the sample in attachment)*

CONTOH TANGKAP LAYAR PENYATA AKAUN BANK
BANK ACCOUNT STATEMENT SCREEN SHOT EXAMPLE

Contoh 1
 Example 1

Maybank Islamic
 Maybank Islamic Berhad (787435-M)
 15th Floor, Tower A, Dataran Maybank, 1, Jalan Maarof, 59000 Kuala Lumpur

000001 IBS JOHOR BAHRU MAIN
 MUKA/ 頁/PAGE : 1

ABDUL ARSHAD
 1-1 APARTMENT AKASIA
 JALAN CYBER
 81300 SKUDAI
 JOHOR
 TARIKH PENYATA : 31/05/24
 結單日期 :
 STATEMENT DATE
 NOMBOR AKAUN : 155555-999999
 戶號 :
 ACCOUNT NUMBER

PROTECTED BY PIDM UP TO RM250,000 FOR EACH DEPOSITOR BASIC SAVINGS ACCOUNT-I

URUSNIAGA AKAUN/ 戶口進支項 /ACCOUNT TRANSACTIONS

TARIKH MASUK 進支日期 ENTRY DATE	BUTIR URUSNIAGA 進支項說明 TRANSACTION DESCRIPTION	JUMLAH URUSNIAGA 銀碼 TRANSACTION AMOUNT	BAKI PENYATA 結單存餘 STATEMENT BALANCE
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Callouts:
 - Nama Bank: *Bank's name*
 - Nama pelajar: *Student's name*
 - No akaun bank: *Account no*

Contoh 2
 Example 1


Account Details and Transaction History

SA PASSBOOK
 70 099999 9
 Protected by PIDM up to RM250,000 for each depositor

Current Balance MYR 20.00
 Available Balance MYR 20.00

Account Type: SA PASSBOOK
 Account Status: Active
 Account Holder: ABDUL ARSHAD
 Account Details as at 25 Jun 2024 09:33:19 am

Callouts:
 - No akaun bank: *Account no*
 - Nama pelajar: *Student's name*
 - Nama Bank: *Bank's name*

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	SEKOLAH PENGAJIAN SISWAZAH SCHOOL OF GRADUATE STUDIES
	SENARAI SEMAK PELARASAN BAYARAN YURAN PEPERIKSAAN LISAN BAGI PELAJAR YANG MENGHANTAR TESIS SEMESTER KE-5 DAN MEMPEROLEH STATUS <i>GRADUATE ON TIME (GOT)</i>

Bil	Dokumen Yang Perlu Dilampirkan	Sila Tanda (/)
1.	Senarai Pelajar Yang Menghantar Tesis Semester ke-5 dan Memperoleh Status <i>Graduate on Time (GOT)</i>	
2.	Borang Permohonan Penghantaran Tesis Semester Ke-5 (SPS/11/2018/Pind.4/2024)* yang telah diluluskan oleh JKTS P&P	
3.	Salinan Penyata Akaun Bank Pelajar	

Nota :

1. Senarai semak ini perlu dilampirkan bersama dokumen permohonan secara berasingan bagi setiap pelajar. Sila pastikan dokumen yang dilampirkan adalah lengkap & tersusun mengikut senarai yang diberikan sebelum dibawa ke mesyuarat.
2. * Tertakluk kepada borang yang digunakan semasa pelajar membuat permohonan.

LAMPIRAN/ ATTACHMENT B4

**SENARAI PELAJAR YANG MENGHANTAR TESIS SEMESTER KE-5 DAN MEMPEROLEH
STATUS *GRADUATE ON TIME (GOT)***

BIL	BUTIRAN PELAJAR	BANK	KELULUSAN JKTS (PENGHANTARAN TESIS AWAL)	
			BIL. MESYUARAT	TARIKH
1	NAMA : NO. MATRIK : SEMESTER PERMOHONAN DIBUAT : TEMPOH PENGAJIAN (SEMESTER) :	NAMA BANK : NO AKAUN :		

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.08.01/10.12/31 (31)

8 July 2024
2 Muharram 1446H

ACADEMIC CIRCULAR VOL. 5/2024

REDUCTION OF ORAL EXAMINATION FEES FOR POSTGRADUATE RESEARCH STUDENTS SUBMITTING THESES IN THE FIFTH SEMESTER (EARLY SUBMISSION) AND ACHIEVING GRADUATE ON TIME (GOT) STATUS FROM SEMESTER II, SESSION 2023/2024 UNIVERSITI TEKNOLOGI MALAYSIA

Universiti Teknologi Malaysia, through the University Management Committee (JPU) Meeting No. 9/2024 dated May 21, 2024, has approved the application for a 50% reduction in oral examination fees for postgraduate research students of the Doctor of Philosophy programmes who submit their thesis in the fifth semester (early submission) and achieve Graduate on Time (GOT) status starting from Semester II, 2023/2024 session.

2. Early submission (ES) of the thesis is permitted for doctoral research students who are in their fifth (5th) semester and have completed four (4) semesters of study. The implementation of a 50% reduction in oral examination fees is to encourage postgraduate research students of the Doctor of Philosophy programmes to submit their thesis earlier and complete their studies with Graduate on Time (GOT) status. The new fee after a 50% reduction for the oral examination is from RM2,500.00 to RM1,250.00 (RM1,000.00 for re-examination).

4. The implementation of the reduction in oral examination fees for students who submit their thesis early and subsequently achieve GOT status is carried out through the following work processes:

- 4.6 Students apply for early thesis submission (ES) (in the fifth semester) to the faculty and pay the full oral examination fee when submitting the thesis;
- 4.7 The faculty processes the student's application by obtaining the endorsement of the Graduate Studies Academic Committee (JAPSU) and approval from the Sub Senate Committee (Examinations & Conferment) (JKTS P&P);
- 4.8 For the adjustment of oral examination fees for students who submit their thesis early (ES), the faculty identifies the GOT status of the students during document processing for graduation and then submits the names of the involved students to the School of Graduate Studies (SPS);
- 4.9 SPS obtains confirmation of the students who submitted their theses early (ES) and GOT status after the JKTS P&P decision and the Senate's graduation approval;
- 4.10 SPS issues a payment instruction to the UTM Bursary for the adjustment of the oral examination fees for the involved students;
- 4.11 The UTM Bursary processes the oral examination fees adjustment (rebate) into the student's bank account.

4. The application of this circular is effective from Semester II 2023/2024.
5. Attached herewith are the documents related to the implementation of the fee reduction for oral examination for students who submit their thesis early and subsequently achieve GOT status for reference. These documents can also be obtained from the School of Graduate Studies website at <https://sps.utm.my/policy-guidelines-v2/>.

Thank you for your attention.

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

I, who uphold trust,



(PROF. DR. MOHD SHAFRY BIN MOHD RAHIM)
Deputy Vice-Chancellor (Academic & International)
Universiti Teknologi Malaysia

- c.c
 - Vice Chancellor
 - Deputy Vice Chancellor (Student Affairs)
 - Deputy Vice Chancellor (Academic & International)
 - Deputy Vice Chancellor (Research & Innovation)
 - Deputy Vice Chancellor (Development)
 - Pro-Vice Chancellor (Campus UTM Kuala Lumpur)
 - Registrar
 - Bursary

- Dean
 - Faculty of Architecture and Surveying (FABU)
 - Faculty of Management (FM)
 - Faculty of Electrical Engineering (FKE)
 - Faculty of Civil Engineering (FKA)
 - Faculty of Mechanical Engineering (FKM)
 - Faculty of Chemical and Energy Engineering (FKT)
 - Faculty of Computing (FC)
 - Faculty of Social Sciences and Humanities (FSSH)
 - Faculty of Science (FS)
 - Faculty of Artificial Intelligence (FAI)
 - Azman Hashim International Business School (AHIBS)
 - Malaysia-Japan International Institute of Technology (MJIT)
 - School of Professional and Continuing Education (SPACE)

- Chair
 - School of Graduate Studies (SPS)
 - School of Under-Graduate Studies (UGS)
 - School of Education (SP)
 - School of Human Resource Development and Psychology (SPSMP)
 - Islamic Civilization Academy (ATI)
 - Language Academy (AB)

- Director
 - Center for Advancement in Digital and Flexible Education (UTMCDex)
 - Digital Services Department (UTMDigital)

- Deputy Registrar
 - Office of Deputy Vice Chancellor (Academic & International), UTMJB

- Senior Deputy Registrar
 - Academic Management Division, Department of Registrar, UTM JB

- Deputy Registrar
 - Office of Deputy Vice Chancellor (Academic & International), UTMKL

ATTACHMENT

**WORK PROCESS
FOR ADJUSTMENT OF ORAL EXAMINATION FEE REDUCTION FOR POSTGRADUATE
RESEARCH STUDENTS SUBMITTING THESIS IN THE FIFTH SEMESTER (EARLY
SUBMISSION) AND ACHIEVING GRADUATE ON TIME (GOT) STATUS STARTING
SEMESTER II SESSION 2023/2024
UNIVERSITI TEKNOLOGI MALAYSIA**

FLOWCHART OF WORK PROCESS FOR ADJUSTMENT OF ORAL EXAMINATION FEE REDUCTION FOR POSTGRADUATE RESEARCH STUDENTS SUBMITTING THESIS IN THE FIFTH SEMESTER (EARLY SUBMISSION) AND ACHIEVING GRADUATE ON TIME (GOT) STATUS

CLARIFICATION	FLOWCHART	RESPONSIBILITY
<ol style="list-style-type: none"> 1. Identify students who have obtained GOT status in the list of prospective graduates. 2. Check if the GOT-status students have ever been approved for early thesis submission. If yes, follow the next step. If not, the process is complete. 3. Prepare the list and documents for the adjustment of the oral examination fees. 4. Submit the list and related documents along with the graduation documents/files to SPS. 5. Review the submitted list and documents. If it is complete, follow the next step. If not, repeat step 3. 6. Obtain confirmation of the GOT status of the students based on the JKTS P&P decision. If confirmed as GOT, follow the next step. If not, the process is complete. 7. Prepare a draft of the payment adjustment instruction for the oral examination fees for students confirmed as GOT by JKTS P&P. 8. Obtain the approval of graduation from the Senate Meeting. If approved, follow the next step. If not, issue a notification to the faculty. 9. Submit the payment adjustment instruction for the oral examination fees for students who submitted their thesis early and have GOT status to the UTM Bursary. 10. Process the fee adjustment payment to the students. 	<pre> graph TD Start([Start]) --> 1[1] 1 --> 2[2] 2 --> D1{GOT?} D1 -- No --> End([End]) D1 -- Yes --> 3[3] 3 --> 4[4] 4 --> 5[5] 5 --> D2{Completed?} D2 -- No --> End D2 -- Yes --> 6[6] 6 --> D3{Verified?} D3 -- No --> End D3 -- Yes --> 7[7] 7 --> 8[8] 8 --> D4{Approved?} D4 -- No --> End D4 -- Yes --> 9[9] 9 --> 10[10] 10 --> End </pre>	<p>Faculty</p> <p>Faculty</p> <p>Faculty</p> <p>Faculty</p> <p>SPS</p> <p>SPS</p> <p>SPS</p> <p>SPS</p> <p>SPS</p> <p>SPS</p> <p>SPS</p> <p>UTM Bursary</p>


NOTES:

- | | |
|-------------|---|
| 1. GOT | : Graduate on Time |
| 2. SPS | : Sekolah Pengajian Siswazah |
| 3. JKTS P&P | : Jawatankuasa Tetap Senat (Peperiksaan & Pengijazahan) |

ATTACHMENT B

LIST OF DOCUMENTS


NO.	ITEM	NOTES
1.	Attachment B1 Checklist for Fifth Semester Thesis Submission Application	Amendments to the existing Checklist
2.	Attachment B2 Fifth Semester Thesis Submission Application Form (SPS/11/2018/Pind.4/2024)	1. Amendment to the form SPS/11/2018/Amend.3/2023 2. Additional document required - Copy of Student's Bank Account Statement
3.	Attachment B3 Checklist for Oral Examination Fee Adjustment for Students Who Submit Their Thesis in the Fifth Semester and Obtain Graduate on Time (GOT) Status	New Checklist
4.	Attachment B4 List of Students Who Submit Their Thesis in the Fifth Semester and Obtain Graduate on Time (GOT) Status	List of Documents to be Submitted for the Purpose of Adjusting Oral Examination Fees for Involved Students

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	SEKOLAH PENGAJIAN SISWAZAH SCHOOL OF GRADUATE STUDIES
	MESYUARAT JAWATANKUASA TETAP SENAT JKTS P&P (MINIT BEBAS) SENARAI SEMAK PERMOHONAN PENGHANTARAN TESIS SEMESTER KE-5

Nama Pelajar : _____ **No. Matrik :** _____

Bil	Dokumen Yang Perlu Dilampirkan	Sila Tanda (/)
1.	Borang Permohonan Penghantaran Tesis Semester Ke-5 (SPS/11/2018/Pind.3/2024)	
2.	Cabutan Minit Mesyuarat JKA Daripada Fakulti	
3.	Surat Permohonan Daripada Pelajar	
4.	Surat Sokongan Daripada Penyelia	
5.	Salinan Keputusan Semester Lepas / Salinan Pre Transkrip	
6.	Salinan Bukti Penerbitan Pelajar Yang Disahkan oleh Penyelia (Muka Surat Pertama Sahaja)	
7.	Salinan Penyata Akaun Bank Pelajar	

**Nota : Senarai semak ini perlu dilampirkan bersama dokumen permohonan secara berasingan bagi setiap pelajar. Sila pastikan dokumen yang dilampirkan adalah lengkap & tersusun mengikut senarai yang diberikan sebelum dibawa ke mesyuarat.*

	SEKOLAH PENGAJIAN SISWAZAH SCHOOL OF GRADUATE STUDIES	SPS/11/2018/Pind.4/2024
	BORANG PERMOHONAN PENGHANTARAN TESIS SEMESTER KE-5 <i>APPLICATION FORM FOR THESIS SUBMISSION ON</i> <i>FIFTH SEMESTER</i>	Tarikh Kuat Kuasa : 1.7.2024

A. MAKLUMAT PELAJAR STUDENT DETAILS								
Nama <i>Name</i>		Alamat Email <i>Email Address</i>						
Tarikh Pendaftaran <i>Registration Date</i>		Semester Semasa <i>Current Semester</i>						
No. Kad Pengenalan/Pasport / No. ISID <i>IC No. / Passport No. / ISID No.</i>		No. Matrik <i>Matric Card No.</i>						
		Program <i>Programme</i>						
Penyelia <i>Supervisor</i>		Penyelia Bersama <i>Co-Supervisor</i>						
Subjek Umum/Elektif Subjek Kursus Metodologi Penyelidikan <i>General Course/ Elective Course/ Research Methodology Course</i>								
B. PENERBITAN MAHASISWA STUDENT'S PUBLICATION								
No. <i>No.</i>	Tajuk Artikel <i>Title of Article</i>	Tajuk Jurnal/ Prosiding <i>Title of Journal / Proceeding</i>	Jilid / Isu / Muka Surat <i>Volume / Issue/ Page No./</i>	Tahun Penerbitan <i>Year of Publication</i>	Nama Penerbit <i>Name of Publisher</i>	ISSN / NO. ISBN <i>ISSN / ISBN No.</i>	Faktor Impak <i>Impact Factor</i>	Petikan <i>Citation</i>
1								
2								
3								
C. PERAKUAN PENYELIA / FAKULTI SUPERVISOR / FACULTY RECOMMENDATION								
Tempoh Pengajian <i>Duration of Studies</i>								
Ulasan/Perakuan <i>Comment/ Recommendati</i>								
Tandatangan <i>Signature</i>		_____ Penyelia/ Supervisor Tarikh/Date			_____ Dekan/ Dean Tarikh/ Date			

D. ULASAN/SEMAKAN SEKOLAH PENGAJIAN SISWAZAH <i>COMMENT / VERIFICATION SCHOOL OF GRADUATE STUDIES</i>		
Hutang Tertunggak <i>Accumulated Debt</i>		
Ulasan <i>Comment</i>		
Tandatangan <i>Signature</i>		Tarikh: <i>Date :</i>
E. PERAKUAN JAPSU <i>JAPSU RECOMMENDATION</i>		
Ulasan (jika ada) <i>Comment(s) (if any)</i>		
Tandatangan Pengerusi & Cop Rasmi <i>Chair's Signature & Official Stamp</i>		
Tarikh <i>Date</i>		
F. KELULUSAN JKTS <i>JKTS APPROVAL</i>		
Ulasan (jika ada) <i>Comment(s) (if any)</i>		
Tandatangan Pengerusi & Cop Rasmi <i>Chair's Signature & Official Stamp</i>		
Tarikh <i>Date</i>		

MAKLUMAN KEPADA PELAJAR

1. Mulai Semester II 2023/2024, pelajar penyelidikan Ijazah Kedoktoran yang memohon penghantaran tesis pada semester ke-5 dan graduan dengan status Graduate on Time (GOT) dalam tempoh tujuh (7) semester akan mendapat 50% pengurangan yuran peperiksaan lisan. Bayaran akan diselaraskan setelah pelajar disahkan graduan dengan status GOT oleh Senat Universiti.
2. Syarat penghantaran tesis pelajar adalah :
 - a. Berada di semester lima (5) dan telah menamatkan empat (4) semester pengajian;
 - b. Memenuhi syarat penerbitan seperti berikut:
 - i) Bagi pelajar ambilan semester II 2020/2021 dan sebelumnya perlu mengemukakan sekurang-kurangnya dua (2) kertas kerja yang diterbitkan dalam jurnal antarabangsa berwasit
 - ii) Bagi pelajar ambilan semester I 2021/2022 perlu mengemukakan sekurang-kurangnya dua (2) penerbitan artikel yang telah diterima atau diterbitkan dalam jurnal yang diindeks di Web of Science/SCOPUS/ERA.
3. Pelajar hendaklah mengemukakan:
 - a. Surat permohonan;
 - b. Surat sokongan Penyelia;
 - c. Salinan bukti penerbitan yang disahkan oleh Penyelia (muka surat pertama sahaja);
 - d. Salinan penyata akaun bank (rujuk contoh penyata bank).

NOTICE TO STUDENTS

1. *Effective from Semester II 2023/2024, Doctoral research students who submit their theses in the fifth semester and graduates with the status of Graduate on Time (GOT) within seven (7) semesters will receive a 50% reduction in the oral examination fee. This adjustment will be applied once the student is confirmed as a GOT graduate by the University Senate.*
2. *Thesis Submission Requirements:*
 - a. *Students must be in their fifth (5th) semester and have completed four (4) semesters of study.*
 - b. *Students must meet the following publication requirements:*
 - i) *For students enrolled in Semester II 2020/2021 and earlier, at least two (2) papers published in peer-reviewed international journals are required.*
 - ii) *For students enrolled in Semester I 2021/2022, at least two (2) articles that have been accepted or published in journals indexed by Web of Science/SCOPUS/ERA are required.*
3. *Students must submit the following documents:*
 - a. *A letter of application;*
 - b. *A supervisor's support letter;*
 - c. *Verified copies of publication proof (only the first page);*
 - d. *A copy of bank account statement (refer to the sample in attachment)*

CONTOH TANGKAP LAYAR PENYATA AKAUN BANK
BANK ACCOUNT STATEMENT SCREEN SHOT EXAMPLE

Contoh 1
 Example 1

Maybank Islamic
 Maybank Islamic Berhad (787435-M)
 15th Floor, Tower A, Dataran Maybank, 1, Jalan Maarof, 59000 Kuala Lumpur

000001 IBS JOHOR BAHRU MAIN
 MUKA/ 頁/PAGE : 1

ABDUL ARSHAD
 1-1 APARTMENT AKASIA
 JALAN CYBER
 81300 SKUDAI
 JOHOR
 TARIKH PENYATA : 31/05/24
 結單日期 :
 STATEMENT DATE
 NOMBOR AKAUN : 155555-999999
 戶號 :
 ACCOUNT NUMBER

PROTECTED BY PIDM UP TO RM250,000 FOR EACH DEPOSITOR BASIC SAVINGS ACCOUNT-I

URUSNIAGA AKAUN/ 戶口進支項 /ACCOUNT TRANSACTIONS

TARIKH MASUK 進支日期 ENTRY DATE	BUTIR URUSNIAGA 進支項說明 TRANSACTION DESCRIPTION	JUMLAH URUSNIAGA 銀碼 TRANSACTION AMOUNT	BAKI PENYATA 結單存餘 STATEMENT BALANCE
------------------------------------	---	--	---

Callouts:
 - Nama Bank: *Bank's name*
 - Nama pelajar: *Student's name*
 - No akaun bank: *Account no*

Contoh 2
 Example 1


Account Details and Transaction History

SA PASSBOOK
 70 099999 9
 Protected by PIDM up to RM250,000 for each depositor

Current Balance MYR 20.00
 Available Balance MYR 20.00

Account Type: SA PASSBOOK
 Account Status: Active
 Account Holder: ABDUL ARSHAD
 Account Details as at 25 Jun 2024 09:33:19 am

Callouts:
 - No akaun bank: *Account no*
 - Nama pelajar: *Student's name*
 - Nama Bank: *Bank's name*

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	SEKOLAH PENGAJIAN SISWAZAH SCHOOL OF GRADUATE STUDIES
	SENARAI SEMAK PELARASAN BAYARAN YURAN PEPERIKSAAN LISAN BAGI PELAJAR YANG MENGHANTAR TESIS SEMESTER KE-5 DAN MEMPEROLEH STATUS <i>GRADUATE ON TIME (GOT)</i>

Bil	Dokumen Yang Perlu Dilampirkan	Sila Tanda (/)
1.	Senarai Pelajar Yang Menghantar Tesis Semester ke-5 dan Memperoleh Status <i>Graduate on Time (GOT)</i>	
2.	Borang Permohonan Penghantaran Tesis Semester Ke-5 (SPS/11/2018/Pind.4/2024)* yang telah diluluskan oleh JKTS P&P	
3.	Salinan Penyata Akaun Bank Pelajar	

Nota :

1. Senarai semak ini perlu dilampirkan bersama dokumen permohonan secara berasingan bagi setiap pelajar. Sila pastikan dokumen yang dilampirkan adalah lengkap & tersusun mengikut senarai yang diberikan sebelum dibawa ke mesyuarat.
2. * Tertakluk kepada borang yang digunakan semasa pelajar membuat permohonan.

LAMPIRAN/ ATTACHMENT B4

**SENARAI PELAJAR YANG MENGHANTAR TESIS SEMESTER KE-5 DAN MEMPEROLEH
STATUS *GRADUATE ON TIME (GOT)***

BIL	BUTIRAN PELAJAR	BANK	KELULUSAN JKTS (PENGHANTARAN TESIS AWAL)	
			BIL. MESYUARAT	TARIKH
1	NAMA : NO. MATRIK : SEMESTER PERMOHONAN DIBUAT : TEMPOH PENGAJIAN (SEMESTER) :	NAMA BANK : NO AKAUN :		