GUIDELINES FOR POSTGRADUATE STUDIES

PROGRAME BY RESEARCH

INTRODUCTION ABOUT CENTRE FOR GRADUATE STUDIES

Centre for Graduate Studies (CGS) constitutes an interesting strategic development in UNISEL. It works closely with all the faculties in the university to develop and enhance academic and social experience of graduate students who are learning and doing research.

At CGS,

- i. We enhance your academic and professional skills
- ii. We give you right exposure
- iii. We give you confidence to pursue the best opportunities
- iv. And, finally we try our level best to ensure you can write your own destiny

CGS stresses on the power of knowledge to help you secure a good job and excel in it. While also ensuring that graduate education is much fun as it is important.

CGS is a constituent institution of UNISEL which is a leading institute offering a basket of postgraduate programmes / options.

UNIVERSITI SELANGOR VISION

To be renowned university that nurtures professionals and scholars with high moral and ethical values.

UNIVERSITI SELANGOR MISSION

Unisel is committed to provide excellent and conducive learning environment to develop competent, upright and ethical professionals & scholars.

CGS VISION

Centre for Graduate Studies (CGS) develops professionals and scholars intellectual capabilities in a environment that prompt academic achievement and research excellence.

CGS MISSION

Centre for Graduate Studies (CGS) develops professionals and scholars intellectual capabilities in a environment that prompt academic achievement and research excellence.

CORE VALUES

As member of the UNISEL, each of us, no matter what our role is, willingly proclaims common ownership of these guiding values:

Integrity

Committed to the highest standards of honesty, truth and fairness, as well as mutual respect and trust.

Accountability

Committed to being responsible and accountable stewards of the human, financial, physical and intellectual resources.

Innovation

Committed to pursuing knowledge and ideas, being continuously adaptable and striving to develop innovative solutions.

Quality and Excellence

Committed to continuous quality improvement and excellence in all our endeavors.

Accessibility

Committed to providing maximum educational opportunities for all.

Collegiality

Committed to the spirit of collaboration and teamwork.

CGS DIRECTORY

No	Name	Position	Telephone	E-mail
	DEPUTY DEAN (POSTGRADUA	ATE & RESEARCH) /HEAD OF PROGRA	MME/ PROGR	AMME COORDINATOR
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UNISEL DIRECTORY

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ACADEMIC CALENDAR 2020 for POSTGRADUATE PROGRAMMES (BY RESEARCH)

SEMESTER JANUARY 2020			
ACTIVITY	DATE	DURATION	
New Students Registration	04 Jan 2020	l day	
New Students Academic Briefing	04 Jan 2020	l day	
Returning Students Registration	6 Jan - 19 Jan 2020	14 days	
Postgraduate Week	*6 - 17 Jan 2020	2 weeks	
Research Activities	6 Jan - 23 May 2020	20 weeks	
Submission of Progress Report To Supervisor	25 - 29 May 2020	1 week	
Progress Report Assessment by Supervisor	1 - 5 Jun 2020	1 week	
Endorsement of Progress Report Grade (Faculty)	8 - 10 Jun 2020	3 days	
Postgraduate Committee Meeting	*17 Jun 2020	1 day	
Senate Meeting	*24 June 2020 (Wednesday)	1 day	

SEMESTER JULY 2020			
АСПУПУ	DATE	DURATION	
New Students Registration	04 Jul 2020	l day	
New Students Academic Briefing	04 Jul 2020	1 day	
Returning Students Registration	6 Jul - 19 Jul 2020	14 days	
Postgraduate Week	*6 Jul - 17 Jul 2020	2 weeks	
Research Activities	6 Jul -20 Nov 2020	20 weeks	
Submission of Progress Report To Supervisor	23 - 27 Nov 2020	1 week	
Progress Report Assessment by Supervisor	30 Nov - 4 Dec 2020	l week	
Endorsement of Progress Report Grade (Faculty)	7 - 9 Dec 2020	3 days	
Postgraduate Committee Meeting	*16 December 2020	1 day	
Senate Meeting	*23 December 2020 (Wednesday)	l day	

Public Holidays* 2020:

- I January 2020 (Wednesday) New Year

 25 & 26 January 2020 (Saturday & Sunday) Chinese New Year

 27 January (Monday) Replacement Holiday
- 8 February (Saturday) Thaipusain
- 1 May (Friday) Labour Day
- 7 May (Thursday) Wesak Day
- 10 May (Sunday) Nuzul Al-Quran
- Il May (Monday) Replacement Holiday
 24 May (Sunday) Hari Raya Eidul Fitri
- 25 May (Monday) Hari Raya Eidul Fitri

- 26 May (Tuesday) Replacement Holiday • 06 June (Saturday) - Agong's Birthday

- 31 July (Friday) Agong s Birthday
 31 July (Friday) Hari Raya 'Eidul Adha
 20 August (Thursday) Awal Muharram
 31 August (Monday) National Day
 16 September (Wednesday) Malaysia Day
 29 October (Thursday) Prophet Muhammad's Birthday
- 14 November Deepavali (Saturday)
- 11 December (Friday) Sultan Sclangor's Birthday
- 25 December (Friday) Christmas

Endorsed by the Senate of University Selangor on 12th Nov 2019

"Subject to Change

SEMESTER AND COURSE REGISTRATION

Semester Registration

Semester Registration/ (i- daftar) refers to a student registering himself/herself for every semester. It is compulsory for a current student to self-register at the beginning of every semester as stipulated by the University. Student Registration for current student can be done on line through this link http://studentportal.unisel.edu.my/

Please ensure your **Outstanding Tuition Fee is RM 0.00** in order for you to excess the Student Portal and you have paid the **Semester Fee of RM250.00 (First Long Semester)** / **RM230.00 (Second Long Semester)** you can register your semester via i-daftar.

A student who fails to do semester registration/ i-daftar will be fined:

Table 1 (i): Penalty Imposed for Late Student Registration in Long Semester

LECTURE WEEK	PENALTY
1-2	RM50 and an additional RM20 for each subsequent day
3	Deferment or termination of study
	Maximum penalty, RM400

Table 1 (ii): Penalty Imposed for Late Student Registration in Short Semester

LECTURE WEEK	PENALTY
1	RM50 and an additional RM20 for each subsequent day
2	Deferment or termination of study
	Maximum penalty, RM400

METHOD OF PAYMENT

Payment can be made via:



BANK ISLAM
Account No : 12038010051888
(Universiti Selangor)
Bank Counter ONLY



Biller Code: 40147

Ref-1: Student IC Number Ref-2: Telephone Number

JomPAY online at Internet and Mobile Banking with your Current, Saving or Credit Card account

*will be updated at student ledger within 3 working days

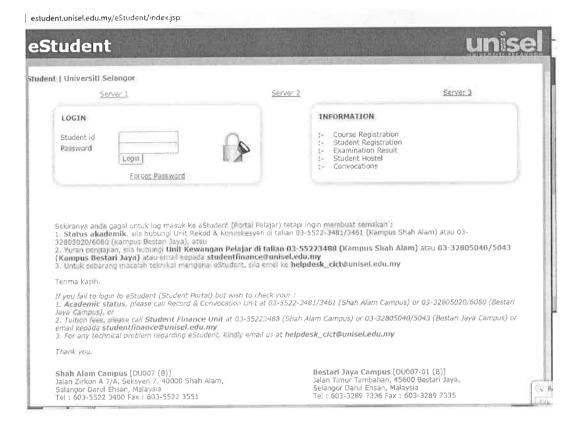


https://landing-pages.flywire.com/landing/unisel *for International Student (Payment Gateway)

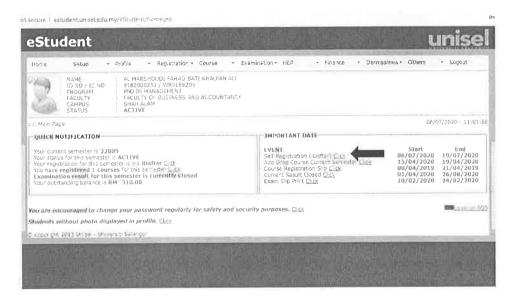
Method using Cash Deposit Machine are not allowed

HOW TO DO YOUR IDAFTAR

- 1. PLEASE LOG IN TO THIS URL: http://estudent.unisel.edu.my/
 - > Student ID it means your matric Nombor
 - > Password for first time user is your IC no. or Passport No.

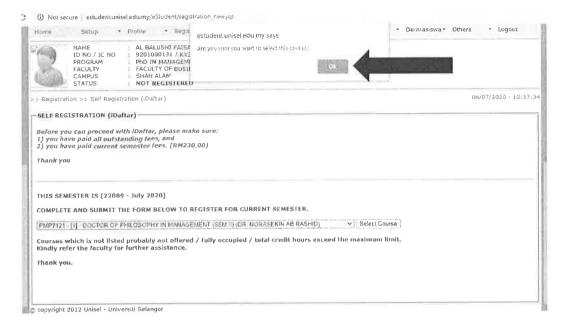


2. Click iDaftar

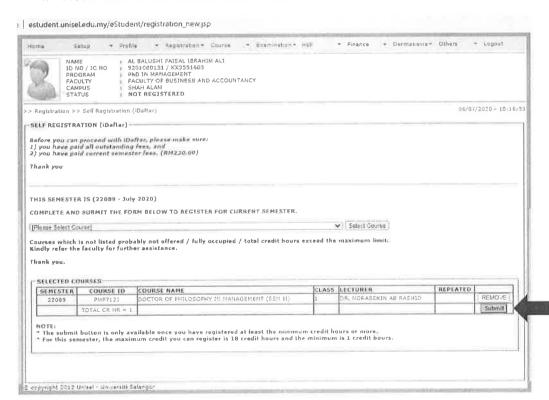


3. Please select your course, please follow your study plan for the code course





4. Please sure to click submit when its confirm



5. Your iDaftar is done.





CENTRE FOR GRADUATE STUDIES (CGS)

PROGRAM STRUCTURE (BY RESEARCH PROGRAMME)

PROGRAM NAME : MASTER OF LIFE SCIENCES

Description	Course Code	
Semester 1	GHM6111	
Research Methodology	CMM6000	
Semester 2	GHM6121	
Proposal Defence	CPM6000	
Semester 3	GHM6131	
Semester 4	GHM6141	
Viva Voce	GHM6331	
Viva Voce Correction	GHM6000	



PROGRAM NAME : MASTER OF SCIENCE (BIOTECHNOLOGY)

Description	Course Code
Semester 1	BTM6111
Research Methodology	CMM6000
Semester 2	BTM6121
Proposal Defence	CPM6000
Semester 3	BTM6131
Semester 4	BTM6141
Viva Voce	BTM6331
Viva Voce Correction	BTM6000



PROGRAM NAME : MASTER IN ENGINEERING

Description	Course Code
Semester 1	KEM6111
Research Methodology	CMM6000
Semester 2	KEM6121
Proposal Defence	CPM6000
Semester 3	KEM6131
Semester 4	KEM6141
/iva Voce	KEM6331
/iva Voce Correction	KEM6000



CENTRE FOR GRADUATE STUDIES (CGS) PROGRAM STRUCTURE (BY RESEARCH PROGRAMME)

PROGRAM NAME : MASTER OF MANAGEMENT

Description	Course Code
Semester 1	PMM6111
Research Methodology	CMM6000
Semester 2	PMM6121
Proposal Defence	СРМ6000
Semester 3	PMM6131
Semester 4	PMM6141
Viva Voce	PMM6331
Viva Voce Correction	PMM6000



CENTRE FOR GRADUATE STUDIES (CGS) PROGRAM STRUCTURE (BY RESEARCH PROGRAMME)

PROGRAM NAME : MASTER OF SCIENCE (COMPUTING)

Description	Course Code
Semester 1	ICM6111
Research Methodology	CMM6000
Semester 2	ICM6121
Proposal Defence	СРМ6000
Semester 3	ICM6131
Semester 4	ICM6141
Viva Voce	ICM6331
Viva Voce Correction	ICM6000



CENTRE FOR GRADUATE STUDIES (CGS)

PROGRAM STRUCTURE (BY RESEARCH PROGRAMME)

PROGRAM NAME : DOCTOR OF PHILOSOPHY IN MANAGEMENT

Description	Course Code
Semester 1	PMP7111
Research Methodology	CMP7000
Semester 2	PMP7121
Proposal Defence	CPP7000
Semester 3	PMP7131
Semester 4	PMP7141
Semester 5	PMP7151
Candidature Defence	CCD7000
Semester 6	PMP7161
Viva Voce	PMP7331
Viva Voce Correction	PMP7000



PROGRAM NAME : DOCTOR OF PHILOSOPHY IN EDUCATION

Description	Course Code
Semester 1	EPP7111
Research Methodology	CMP7000
Semester 2	EPP7121
Proposal Defence	CPP7000
Semester 3	EPP7131
Semester 4	EPP7141
Semester 5	EPP7151
Candidature Defence	CCD7000
Semester 6	EPP7161
Viva Voce	EPP7331
Viva Voce Correction	EPP7000



PROGRAM NAME : DOCTOR OF PHILOSOPHY IN SOCIAL SCIENCE

Description	Course Code
Semester 1	ESP7111
Research Methodology	CMP7000
Semester 2	ESP7121
Proposal Defence	CPP7000
Semester 3	ESP7131
Semester 4	ESP7141
Semester 5	ESP7151
Candidature Defence	CCD7000
Semester 6	ESP7161
Viva Voce	ESP7331
Viva Voce Correction	ESP7000



PROGRAM NAME : DOCTOR OF PHILOSOPHY IN BIOTECHNOLOGY

Description	Course Code
Semester 1	BTP7111
Research Methodology	CMP7000
Semester 2	BTP7121
Proposal Defence	CPP7000
Semester 3	BTP7131
Semester 4	BTP7141
Semester 5	BTP7151
Candidature Defence	CCD7000
Semester 6	BTP7161
Viva Voce	BTP7331
Viva Voce Correction	BTP7000



PROGRAM NAME : DOCTOR OF PHILOSOPHY IN SCIENCE

Description	Course Code
Semester 1	BAP7111
Research Methodology	CMP7000
Semester 2	BAP7121
Proposal Defence	CPP7000
Semester 3	BAP7131
Semester 4	BAP7141
Semester 5	BAP7151
Candidature Defence	CCD7000
Semester 6	BAP7161
Viva Voce	BAP7331
Viva Voce Correction	BAP7000



PROGRAM NAME : DOCTOR OF PHILOSOPHY IN ENGINEERING

Description	Course Code
Semester 1	KEP7111
Research Methodology	CMP7000
Semester 2	KEP7121
Proposal Defence	CPP7000
Semester 3	KEP7131
Semester 4	KEP7141
Semester 5	KEP7151
Candidature Defence	CCD7000
Semester 6	KEP7161
Viva Voce	KEP7331
Viva Voce Correction	KEP7000



PROGRAM NAME : DOCTOR OF PHILOSOPHY IN COMPUTING

Description	Course Code
Semester 1	ICP7111
Research Methodology	CMP7000
Semester 2	ICP7121
Proposal Defence	CPP7000
Semester 3	ICP7131
Semester 4	ICP7141
Semester 5	ICP7151
Candidature Defence	CCD7000
Semester 6	ICP7161
Viva Voce	ICP7331
Viva Voce Correction	ICP7000

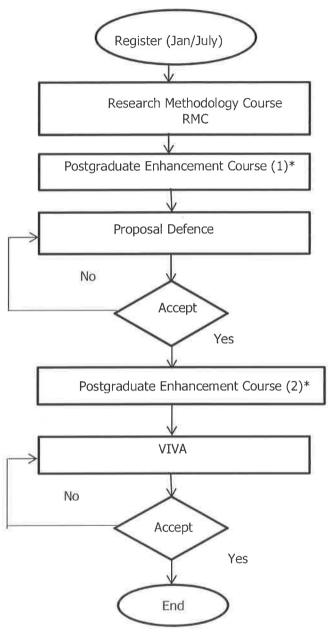
THESIS GUIDELINES & FLOW CHARTS

THESIS MANUALS

This manual provides a guideline for the preparation of a thesis in fulfillment of the requirements for a graduate degree. The thesis should be presented in a manner that will reflect credit to the candidate, the faculty, and the University. The term *thesis* used throughout this manual refers to doctoral and master's theses.

Please visit CGS website for thesis manual (softcopy) at http://cgs.unisel.edu.my/quidelines/

Flow Chart for Master Candidacy Process (Starting Intake January 2018 onwards)



Note:

- * It could be from outside Unisel such as conferences/workshops approved by CGS
- **Before VIVA, candidates are compulsory to have:
 - i. one (1) presentation of research paper at international conference; and
 - ii. a research paper acceptance/ publication by any refereed journal

(Starting Intake January 2018 onwards) Register (Jan/July) Research Methodology Course (RMC) Postgraduate Enhancement Course (1)* Proposal Defence No Accept Yes Postgraduate Enhancement Course (2)* Candidature Defence No Accept Yes VIVA ** No Accept Yes End

Flow Chart for PhD Candidacy Process

Note:

- * It could be from outside Unisel such as conferences/workshops approved by CGS
- **Before VIVA, candidates are compulsory to have:
 - i. presentation of research paper at one (1) international conference and;
 - ii. two (2) research papers acceptance/publication in refereed journals **or** one (1) research paper acceptance/publication in indexed journal