



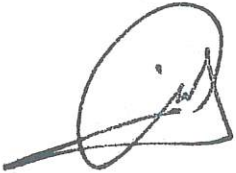

UPNM

National Defence University of Malaysia

Kewajipan • Maruah • Integriti

PROSEDUR PENGURUSAN PERMOHONAN KEMASUKAN PENGAJIAN SISWAZAH

PK(P). UPNM. PPS. 01







	DISEDIAKAN OLEH	DILULUSKAN OLEH
TANDATANGAN		
NAMA	PROF. DR. AIDY BIN ALI	LT JEN DATUK MARDZUKI BIN MUHAMMAD
JAWATAN	DEKAN PUSAT PENGAJIAN SISWAZAH	NAIB CANSELOR
TARIKH	27 SEPTEMBER 2023	27 SEPTEMBER 2023


SENARAI EDARAN SALINAN DOKUMEN TERKAWAL

No. Salinan Kawalan	Penerima	Tarikh Edaran Diterima	Tandatangan	Tarikh Edaran Dipinda	Catatan
01	NAIB CANSELOR	27 / 09 / 2023			<i>Hard Copy</i>
02	PENGURUS KUALITI	27 / 09 / 2023			<i>Hard Copy</i>

REKOD PINDAAN

Adalah menjadi tanggungjawab Pemegang Dokumen ini untuk memastikan salinan dokumen ini sentiasa dikemas kini dengan memasukkan semua pindaan-pindaan yang dinyatakan di dalamnya.

Tarikh Pindaan	No. Keluaran	No. Pindaan	Rujukan / Pindaan Mukasurat Terlibat	Butir-butir Pindaan	Diluluskan Oleh
15 / 05 / 2018	01	01	Muka Depan & Senarai Edaran	Nama dan Tanda tangan NC baru	
12 / 04 / 2019	02	01	Muka Depan & Senarai Edaran	Nama dan Tanda tangan Pengurus Kualiti baru	
03 / 11 / 2020	02	02	Semua Muka Surat yang Terlibat	Pertukaran logo UPNM yang baharu di setiap muka surat dan kemaskini isi kandungan	
10 / 03 / 2021	02	03	Muka Depan & Senarai Edaran	Nama dan Tanda tangan NC baru	
22 / 03 / 2022	02	03	Muka Depan & Senarai Edaran	Pengemaskinian nama NC	
27 / 09 / 2023	02	04	Muka Depan & Senarai Edaran	Pengemaskinian nama NC	

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		No. Pindaan : 04
		Tarikh : 27 SEPTEMBER 2023
		Mukasurat : 1/6

1.0 OBJEKTIF

Prosedur ini menggariskan pengurusan permohonan serta kelulusan pengambilan pelajar siswazah di Universiti Pertahanan Nasional Malaysia (UPNM) dengan cara yang berkesan.

2.0 SKOP

Prosedur ini diguna pakai oleh staf yang menguruskan permohonan kemasukan siswazah di peringkat Sarjana dan Doktor Falsafah.

3.0 RUJUKAN

3.1 Manual Kualiti - MK. UPNM. 01

3.1.1. Klausa 8.2 – Keperluan untuk Produk dan Perkhidmatan

3.1.2. Klausa 8.3 – Reka Bentuk dan Pembangunan Produk dan Perkhidmatan

3.1.3. Klausa 8.5.1 – Kawalan Penyediaan Produk dan Perkhidmatan

3.1.4. Klausa 9.1 – Pemantauan, Pengukuran, Analisis dan Penilaian


3.2 Arahan-arahan semasa yang berkuat kuasa.

3.3 *UPNM Graduate Studies Rules and Regulations.*

4.0 DEFINISI

4.1 Siswazah

Siswazah ialah golongan pelajar peringkat tinggi yang telah berjaya meraih segulung ijazah sarjana muda dari Institusi Pengajian Tinggi tempatan mahupun swasta di dalam ataupun di luar negara yang diiktiraf oleh agensi pengiktirafan kerajaan.

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		Mukasurat : 2/6

4.2 Jawatankuasa Pengajian Siswazah Peringkat Fakulti (JPSF)


Jawatankuasa yang menilai serta menyokong permohonan kemasukan pelajar siswazah, pelantikan penyelia, tajuk pengajian siswazah, penamaan semula penyelia, penambahan tempoh pengajian, penangguhan pengajian, penangguhan penghantaran tesis, rayuan permohonan kemasukan pelajar dan pelantikan Jawatankuasa Peperiksaan Tesis di peringkat fakulti. JPSF juga bertanggungjawab menilai laporan kemajuan pelajar siswazah.

4.3 Jawatankuasa Pengajian Siswazah Universiti (JPSU)

Jawatankuasa yang meneliti dan memperakukan permohonan kemasukan pelajar siswazah, pelantikan penyelia, tajuk pengajian siswazah, penamaan semula penyelia, penambahan tempoh pengajian, penangguhan pengajian, penangguhan penghantaran tesis, rayuan permohonan kemasukan pelajar, penarikan diri pelajar dan pelantikan Jawatankuasa Peperiksaan Tesis disokong di peringkat Fakulti dan diluluskan di JPSU. JPSU juga bertanggungjawab untuk meneliti dan memperakukan penggraduatan siswazah untuk kelulusan Senat. Dipengerusikan oleh TNC (AA) dan dianggotai oleh Dekan Fakulti, Pengarah Pusat Bahasa, Bendahari, Ketua Pustakawan, Dekan Pusat Pengajian Siswazah dan 2 orang ahli Senat.

4.4 Senat

Senat UPNM bertanggungjawab meneliti dan meluluskan, pelantikan penyelia, tajuk pengajian siswazah, penamaan semula penyelia, penambahan tempoh pengajian, penangguhan pengajian, penangguhan penghantaran tesis, rayuan permohonan kemasukan pelajar, penarikan diri pelajar, dan penggraduatan siswazah yang telah diperaku di peringkat JPSU.


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5.0 (A) SINGKATAN

BIL.	SINGKATAN	NAMA PENUH
5.1	NC	Naib Canselor
5.2	DKN	Dekan Fakulti
5.3	SENAT	Senat UPNM
5.4	TNC (AA)	Timbalan Naib Canselor (Akademik dan Antarabangsa)
5.5	JPSU	Jawatankuasa Pengajian Siswazah Universiti
5.6	JPSF	Jawatankuasa Pengajian Siswazah Peringkat Fakulti
5.7	PNY	Penyelia
5.8	PPS	Pusat Pengajian Siswazah


(B) ISU-ISU RISIKO

- i. Proses terlalu panjang.
- ii. Calon menarik diri kerana terlalu lama menunggu surat tawaran.
- iii. Pemilihan pelajar tidak mematuhi kriteria yang ditetapkan.

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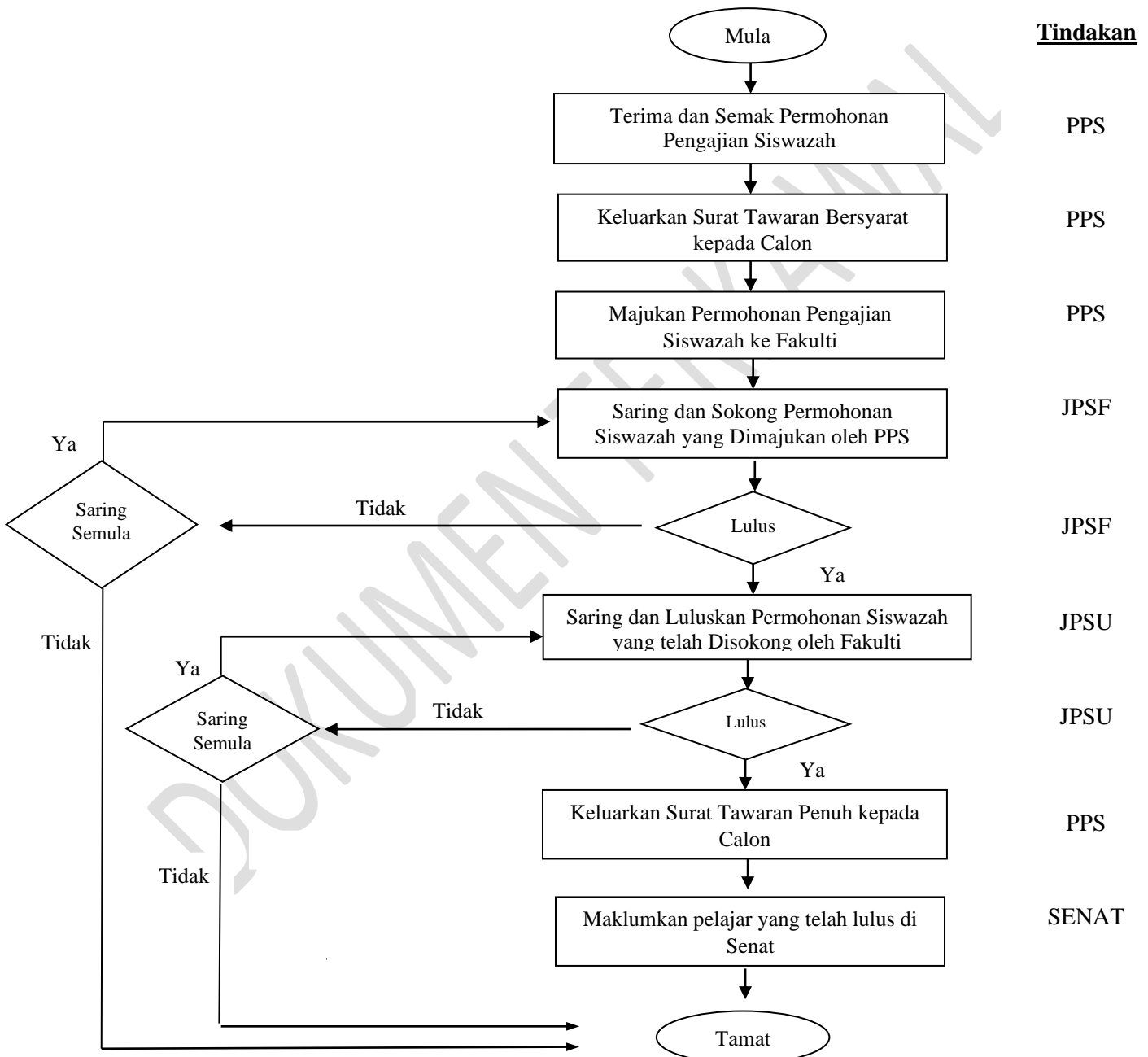
6.0 TANGGUNGJAWAB DAN TINDAKAN


Tanggungjawab	Tindakan	
	A. PERMOHONAN KEMASUKAN PENGAJIAN SISWAZAH	
PPS	1.	Terima dan semak permohonan calon siswazah.
	2.	Keluarkan surat tawaran bersyarat kepada calon.
	3.	Majukan permohonan ke JPSF.
JPSF	4.	Saring permohonan calon siswazah yang dimajukan oleh PPS.
	5.	Majukan calon yang disokong ke JPSU dan saring semula calon yang tidak disokong.
JPSU	6.	Saring permohonan calon yang telah diperaku oleh JPSF.
	7.	Luluskan calon yang disokong untuk diperakukan di peringkat SENAT dan saring semula calon yang tidak disokong pada mesyuarat akan datang.
SENAT	8.	Ambil maklum dan perakukan permohonan calon yang diperaku oleh JPSU.
	9.	Memperakukan calon yang telah disokong oleh JPSU
PPS	10.	Keluarkan surat tawaran penuh kepada calon yang telah diluluskan oleh SENAT.

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7.0 CARTA ALIR

7.1 Kemasukan Pelajar Siswazah



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8.0 REKOD KUALITI

Bil	Nama Rekod	Lokasi	Tempoh Penyimpanan
8.1	Fail Rekod Siswazah	PPS	7 Tahun
8.2	Fail Peribadi Pelajar Siswazah	PPS	7 Tahun
8.3	Fail Pengurusan Risiko	PPS	7 Tahun

9.0 LAMPIRAN

9.1 Lampiran 1 – *Application Form for Graduates Studies PPS -A01*

APPLICATION CHECKLIST (For office use only)

Applicant's Name : _____

No.	Documents Required	Tick (√)
1	Completed and signed application form (2 copies).	
2	Two (2) copies of passport-sized colour photographs.	
3	Certified copies of degree/equivalent qualifications, full academic transcripts, and professional certificates in Bahasa Malaysia or English. (2 copies)	
4	Certified copies of TOEFL/IELTS. (2 copies) (For International Students only)	
5	Two (2) copies of research proposal. (Format based on Guidelines for Writing a Research Proposal) For research programme only	
6	Two (2) copies of international passport (front page only). (For International Students only)	
7	Any other relevant documents. ● Please state: _____	

CONFIRMATION OF RECEIPT OF APPLICATION FORM

We hereby confirm that the Centre for Graduate Studies, Universiti Pertahanan Nasional Malaysia has received your application form and we have begun processing your application.

<p>Received by:</p> <p>Signature : _____</p> <p>Officer's Name: _____</p> <p>Date : _____</p>	<p>Official Stamp:</p>
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APPLICATION FORM FOR GRADUATES STUDIES

* *Please submit the application in 2 copies.*

A. PERSONAL DETAILS

1	Name (as in International Passport or Identification Card)	
2	International Passport No. / IC No.	
3	Date of Birth	
4	Gender	
5	Marital Status	
6	Religion	
7	Disability (if any)	
8	Nationality/Citizenship	
9	Home Address	
9	Correspondence Address (if different from Home Address)	
10	Country of Origin	
11	Contact Number (Home)	
	(Mobile)	
	(Fax)	
12	E-mail	

B. DETAILS OF CANDIDATURE / PROGRAMME APPLIED

Level of study

- Master
 PhD

Mode of Programme

- Research
 Coursework

Mode of study

- Full time
 Part time

1. RESEARCH PROGRAMME (For Research Programme only)

Faculty	NEC Code	Programme	MQA NO	Field Of Research	Tick Here
Faculty of Engineering (FKJ)	0710 Engineering and engineering trades not further defined	Master of Science	MQA/FA6389	• Mechanical Engineering	
				• Civil Engineering	
				• Electrical Engineering	
				• Electronic Engineering	
	0710 Engineering and engineering trades not further defined	Doctor of Philosophy	MQA/FA6390	• Chemical Engineering	
				• Mechanical Engineering	
				• Civil Engineering	
				• Electrical Engineering	
Faculty of Defence Studies and Management (FPPP)	0410 Business and administration not further defined	Master of Science	MQA/FA6381	• Electronic Engineering	
				• Chemical Engineering	
				• Management and Administration	
				• Business Administration	
	0310 Social Behavioural sciences not further defined	Master of Science	MQA/FA6383	• Accounting	
				• Finance	
				• Supply Chain and Logistics Management	
				• Strategy and Defence Studies	
	0410 Business and administration not further defined	Doctor of Philosophy	MQA/FA6382	• International Relations	
				• Political Sciences and	
				• Economics	
				• Sociology and Cultural	
	0310 Social Behavioural sciences not further defined	Doctor of Philosophy	MQA/FA6384	• Psychology	
				• Management and Administration	
				• Business Administration	
				• Accounting	
Faculty of Science (FSS)	0511 Biology	Master of Science (Biology)	MQA/FA11450	• Finance	
				• Supply Chain and Logistics Management	
				• Strategy and Defence Studies	
				• International Relations	
	0541 Mathematics	Master of Science (Mathematics)	MQA/FA11449	• Political Sciences and	
				• Economics	
	0542 Statistics	Master of Science	MQA/FA6372	• Sociology and Cultural	
				• Applied Biology	
				• Biology	
				• Biochemistry	
				• Microbiology	
				• Molecular Biology	
				• Mathematics	
				• Statistics	

Faculty of Defence Science and Technology (FSTP)	1030 Security services not further defined	Master of Science	MQA/FA6375	<ul style="list-style-type: none"> Defence Studies 	
				<ul style="list-style-type: none"> Military Services 	
	0530 Physical Sciences not further defined	Master of Science	MQA/FA6368	<ul style="list-style-type: none"> Physics 	
				<ul style="list-style-type: none"> Chemistry 	
	0511 Biology	Master of Science	MQA/FA11450	<ul style="list-style-type: none"> Biology 	
	0613 Computer Science	Master of Science	MQA/FA6377	<ul style="list-style-type: none"> Computer Science 	
	*0715 Motor Vehicles , ships and aircraft	Master of Science	MQA/FA6374	<ul style="list-style-type: none"> Maritime Technology 	
	0511 Biology	Doctor of Philosophy (Biology)	MQA/FA13697	<ul style="list-style-type: none"> Applied Biology 	
				<ul style="list-style-type: none"> Biology 	
				<ul style="list-style-type: none"> Biochemistry 	
				<ul style="list-style-type: none"> Microbiology 	
				<ul style="list-style-type: none"> Molecular Biology 	
	0530 Physical Sciences not further defined	Doctor of Philosophy	MQA/FA6369	<ul style="list-style-type: none"> Physics 	
				<ul style="list-style-type: none"> Chemistry 	
0541 Mathematics	Doctor of Philosophy (Mathematics)	MQA/FA13696	<ul style="list-style-type: none"> Mathematics 		
0542 Statistics	Doctor of Philosophy	MQA/FA6373	<ul style="list-style-type: none"> Statistics 		
0613 Computer Science	Doctor of Philosophy	MQA/FA6378	<ul style="list-style-type: none"> Computer Science 		
1031 Military and Defence	Doctor of Philosophy	MQA/FA6376	<ul style="list-style-type: none"> Defence Studies 		
			<ul style="list-style-type: none"> Military Services 		
Language Centre (PB)	0110 Education and not further defined	Master of Science	MQA/FA6392	<ul style="list-style-type: none"> Education Science 	
				<ul style="list-style-type: none"> Training for Pre School Teachers 	
				<ul style="list-style-type: none"> Educator training without subject specialization 	
				<ul style="list-style-type: none"> Educator training with subject specialization 	
	0110 Education and not further defined	Doctor of Philosophy	MQA/FA6393	<ul style="list-style-type: none"> Education Science 	
				<ul style="list-style-type: none"> Training for Pre School Teachers 	
				<ul style="list-style-type: none"> Educator training without subject specialization 	
				<ul style="list-style-type: none"> Educator training with subject specialization 	
Defence Fitness Academy (AKP)	1014 Sports	Master of Science	MQA/FA6379	<ul style="list-style-type: none"> Sport Training Studies 	
				<ul style="list-style-type: none"> Techniques and skills in a chosen sport 	

				<ul style="list-style-type: none"> • Training of umpires/referees and other sports officials 	
	1014 Sports	Doctor of Philosophy	MQA/FA6380	<ul style="list-style-type: none"> • Sport Training Studies 	
				<ul style="list-style-type: none"> • Techniques and skills in a chosen sport 	
				<ul style="list-style-type: none"> • Training of umpires/referees and other sports officials 	

For further details field, please refer to National Education Code 2020 (NEC 2020)

** subject to change*

Proposed Supervisor (*if any*):

1) _____

2) _____

3) _____

4) _____

Proposed Research Title (*Please attach a research proposal*)

2. COURSEWORK PROGRAMME (For Coursework Programme only)

Faculty	NEC Code	Programme	MQA NO	Please tick (/)
Faculty of Engineering (FKJ)	0710 Engineering trading and engineering trades not further defined	Master in Mechanical Engineering	MQA/FA5814	
	0715 Motor Vehicles , ships and aircraft	Master of Science in Engineering (Aeronautics)	MQA/FA8466	
Faculty of Defence Studies and Management (FPPP)	0414 Management and administration	Master in Business Administration (Supply Chain & Logistics)-MBA	MQA/FA2669	
	0414 Management and administration	Master in Business Management (Defence and Security)-MBM	MQA/FA9014	
	0310 Social Behavioural sciences not further defined	Master in Strategic and Defence Studies- MSDS	MQA/FA11456	
Faculty of Defence Science and Technology (FSTP)	0715 Motor vehicles, ship and aircraft	Master in Maritime Technology	MQA/FA9623	
	0610 Information and communication technologies (ICTs) not further defined	Master of Science in Cyber Security and Management	MQA/PA12306	
	0613 Computer Science	Master of Science in Digital Security	MQA/PA15467	
Faculty of Medicine and Defence Health (FPKP)	0910 Health	Master of Public Health (Defence and Security)	MQA/PA9529	

C. ACADEMIC QUALIFICATIONS

1. Details of Degree / Diploma obtained from University / College / other tertiary institutions
**Please attach certified copies of degree/ diploma and academic transcript.*

Name of Institutions	Year of Entry	Year of Graduation	Qualifications obtained	Achivement (CGPA/Result/ Score)

2. Proficiency in English Language. **(For International Student Only)**
(Minimum score TOEFL : Paper based - 550 , Internet based - 80 , computer based – 213)
(Minimum score IELTS : Level 5.5)
**Please attach certified copies of relevant certificates.*

Name of Examination / Test	Band / Score	Year Passed
TOEFL <input type="checkbox"/> Paper based <input type="checkbox"/> Internet based <input type="checkbox"/> Computer based		
IELTS		
OTHERS : _____		

3. Other professional qualifications (if any). Please attach certified copies of the relevant certificates.

Qualifications	Year Awarded	Name of Institution

D. WORKING EXPERIENCES (if any)

Date		Position	Employer
From (Year)	To (Year)		

E. RELEVANT RESEARCH EXPERIENCES (if any)

Fields of Research	Year of Research	Name of and Location of Research Institution

F. PUBLICATIONS (if any)

Title of Publication	Author(s)	Year of Publication	Name and location of the Publisher

G. FINANCIAL SUPPORT

- I am Self-Financing. **Please provide financial evidence.*
- I am sponsored by my employer / government of my country **Please provide sponsorship evidence.*
- Study loan fund (Please specify) _____
**Please provide sponsorship evidence.*
- If others, please specify : _____

****Candidate who wish to apply for financial assistance from external agencies/institutions must adhere to the requirement set by the external agencies/institutions.
(Example : Tabung Pelajaran Angkatan Tentera (TAPAT) – students must enroll in Full-Time mode of study)***

H. REFEREES

1st Referee	
Name :	
Position :	
Organisation :	
Address :	
Telephone Number :	
E-mail Address :	
2nd Referee	
Name:	
Position:	
Organisation:	
Address:	
Telephone Number:	
E-mail Address:	

I. NEXT OF KIN

1st Next of Kin	
Name :	
Address :	
Telephone Number :	
E-mail Address :	
2nd Next of Kin	
Name :	
Address :	
Telephone Number :	
E-mail Address : -	

J. APPLICANTS DECLARATION

(For local applicants)

I declare that all the information stated in this application form is true and correct.
I understand that at any time the information or part thereof stated in this declaration is found contrary of facts, the University has the authority to disqualify or, if I am already admitted, to terminate my candidature.

Signature of Applicant

Date

(For international applicant)

I declare that all the information stated in this application form is true and correct.
I understand that at any time the information or part thereof stated in this declaration is found contrary of facts, the University has the authority to disqualify or, if I am already admitted, to terminate my candidature.
I understand that as a non-citizen in Malaysia, I will require a Work Permit from appropriate Malaysian authorities in order to be engaged in any form of employment in Malaysia. I also understand that such work permit is not issued to non-citizen who are under Student Visa/Pass.

Signature of Applicant

Date

**PUSAT PENGAJIAN SISWAZAH
CENTRE FOR GRADUATE STUDIES**

**GARIS PANDUAN PENYEDIAAN CADANGAN PENYELIDIKAN
(GUIDELINES FOR WRITING A RESEARCH PROPOSAL)**

Permohonan untuk Program Sarjana dan Doktor Falsafah (secara penyelidikan).
Application for Master's and Doctoral Programmes (by Research).

- A. Cadangan Penyelidikan tuan/puan hendaklah mengandungi perkara-perkara berikut dan ditulis dalam Bahasa Inggeris / Bahasa Melayu.

Your Research Proposal must be written in English / Bahasa Melayu. It should consist of the following:

- 1. Title of Research*
- 2. Background of the research*
- 3. Problem Statement / Thesis Statement*
- 4. Aims and Objectives of the research*
- 5. Research Methodology / Research Design*
- 6. Expected significant contribution to new knowledge and applied value of outcome of research*
- 7. References*

- B. Kertas cadangan tersebut hendaklah ditaip atas kertas bersaiz A4 dan tidak melebihi had maksima 10 mukasurat.

Your research proposal must be typed on A4 size paper. The whole proposal should not exceed 10 pages.