



UPNM

National Defence University of Malaysia

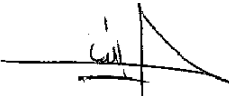
Kewajipan • Maruah • Integriti

PROSEDUR PENGURUSAN PERMOHONAN KEMASUKAN PENGAJIAN SISWAZAH

PK(P). UPNM. PPS. 01

	DISEDIAKAN OLEH	DILULUSKAN OLEH
TANDATANGAN		
NAMA	PROF. MADYA DR. ROSLAINI BIN ABD MAJID	LT JEN DATUK WIRA ARMAN RUMAIZI BIN HJ AHMAD
JAWATAN	MENJALANKAN TUGAS DEKAN, PUSAT PENGAJIAN SISWAZAH	NAIB CANSELOR
TARIKH	08 SEPTEMBER 2025	08 SEPTEMBER 2025

SENARAI EDARAN SALINAN DOKUMEN TERKAWAL

No. Salinan Kawalan	Penerima	Tarikh Edaran Diterima	Tandatangan	Tarikh Edaran Dipinda	Catatan
01	NAIB CANSELOR	08 / 09 / 2025			<i>Hard Copy</i>
02	PENGURUS KUALITI	08 / 09 / 2025			<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 dan Tanda tangan NC	
27 / 09 / 2023	02	04	Muka Depan & Senarai Edaran	Pengemaskinian Nama dan Tanda tangan NC	
06 / 05 / 2025	02	05	Muka Depan & Senarai Edaran	Pengemaskinian Nama dan Tanda tangan NC baharu dan Pengurus Kualiti serta singkatan	
08 / 09 / 2025	02	05	Muka Depan & Senarai Edaran	Pengemaskinian Nama NC	

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		Tarikh : 08 SEPTEMBER 2025
		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. Klausu 8.2 – Keperluan untuk Produk dan Perkhidmatan

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

3.1.3. Klausu 8.5.1 – Kawalan Penyediaan Produk dan Perkhidmatan

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

3.2 Arahan-arahan semasa yang berkuat kuasa.

3.3 *Academic Regulations of Graduate Studies Programme by Research.*

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.

 UPNM National Defence University of Malaysia Kawajjan • Maruah • Integrasi	PROSEDUR PENGURUSAN PENGURUSAN PERMOHONAN KEMASUKAN PENGAJIAN SISWAZAH	No. Ruj. Dokumen : PK(P).UPNM.PPS.01
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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, penamatan 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. Jawatankuasa JPSU bertanggung jawab meluluskan permohonan kemasukan pelajar siswazah, pelantikan penyelia, tajuk pengajian siswazah, penangguhan penghantaran tesis, pelantikan Jawatankuasa Peperiksaan Tesis yang disokong di peringkat Fakulti.

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, penamatan pengajian 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-dekan Fakulti
5.3	SENAT	Senat UPNM
5.4	TNC (AA)	Timbalan Naib Canselor (Akademik & 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

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

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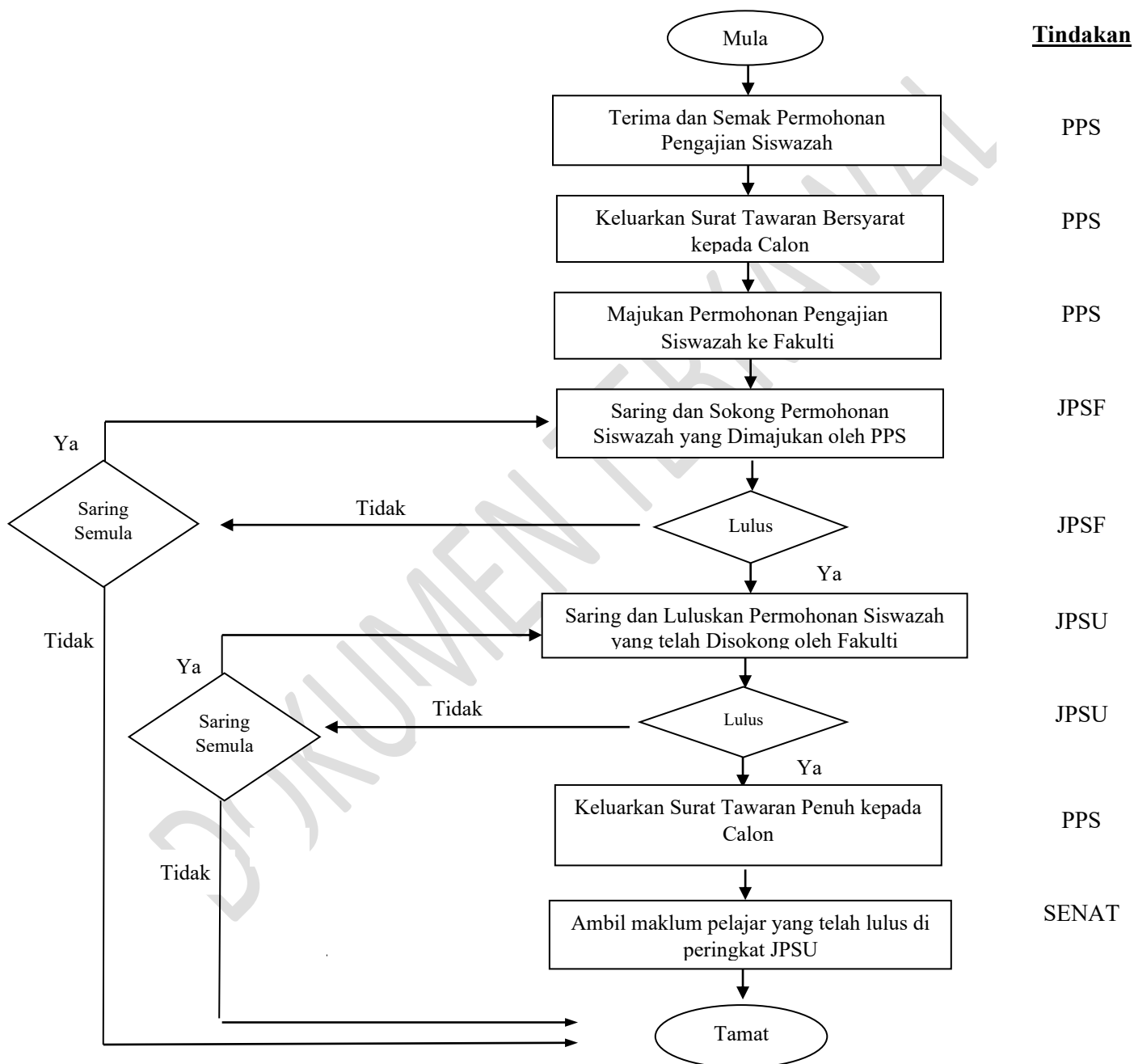
6.0 TANGGUNGJAWAB DAN TINDAKAN

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 yang telah diperakukan di peringkat Fakulti dan saring semula calon yang tidak disokong pada mesyuarat akan datang.
PPS	8.	Keluarkan surat tawaran penuh kepada calon yang telah diluluskan oleh JPSU dan memaklumkan permohonan calon untuk makluman SENAT
SENAT	9.	Ambil maklum permohonan calon yang diperaku oleh JPSU.

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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-R*

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.

Received by: Signature : _____ Officer's Name: _____ Date _____	Official Stamp:
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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 study

- ☐ Full time
☐ Part time

1. RESEARCH PROGRAMME

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	
				● Chemical Engineering	
	0710 Engineering and engineering trades not further defined	Doctor of Philosophy	MQA/FA6390	● Mechanical Engineering	
				● Civil Engineering	
				● Electrical Engineering	
				● Electronic Engineering	
				● Chemical Engineering	
Faculty of Defence Studies and Management (FPPP)	0410 Business and administration not further defined	Master of Science	MQA/FA6381	● Management and Administration	
				● Business Administration	
				● Accounting	
				● Finance	
	0310 Social and Behavioural sciences not further defined	Master of Science	MQA/FA6383	● Supply Chain and Logistics Management	
				● Strategy and Defence Studies	
				● International Relations	
				● Political Sciences and Public Policy	
				● Economics	
	0410 Business and administration not further defined	Doctor of Philosophy	MQA/FA6382	● Sociology and cultural studies	
				● Psychology	
				● Management and Administration	
				● Business Administration	
	0310 Social and Behavioural sciences not further defined	Doctor of Philosophy	MQA/FA6384	● Accounting	
				● Finance	
				● Supply Chain and Logistics Management	
				● Strategy and Defence Studies	
				● International Relations	
Faculty of Defence Science and Technology (FSTP)	0511 Biology	Master of Science (Biology)	MQA/FA11450	● Political Sciences and Public Policy	
				● Economics	
				● Sociology and cultural studies	
				● Psychology	
	0541 Mathematics	Master of Science (Mathematics)	MQA/FA11449	● Applied Biology	
				● Biology	
	0542 Statistics	Master of Science	MQA/FA6372	● Microbiology	
				● Molecular Biology	
				● Mathematics	
				● Statistics	

Faculty of Defence Science and Technology (FSTP)	1030 Security services not further defined	Master of Science	MQA/FA6375	● Defence Studies	
				● Military Services	
				● Military Science	
	0530 Physical Sciences not further defined	Master of Science	MQA/FA6368	● Physics	
				● Chemistry	
	0613 Computer Science	Master of Science	MQA/FA6377	● Computer Science	
	0715 Motor Vehicles , ships and aircraft	Master of Science	MQA/FA6374	● Maritime Technology ● Maintenance Technology ● Marine Engineering ● Automotive Engineering	
	0511 Biology	Doctor of Philosophy (Biology)	MQA/FA13697	● Applied Biology	
				● Biology	
				● Microbiology	
				● Molecular Biology	
	0530 Physical Sciences not further defined	Doctor of Philosophy	MQA/FA6369	● Physics	
				● Chemistry	
	0541 Mathematics	Doctor of Philosophy (Mathematics)	MQA/FA13696	● Mathematics	
	0542 Statistics	Doctor of Philosophy	MQA/FA6373	● Statistics	
	0613 Computer Science	Doctor of Philosophy	MQA/FA6378	● Computer Science	
	1030 Security services not further defined	Doctor of Philosophy	MQA/FA6376	● Defence Studies	
				● Military Services	
				● Military Science	
	0715 Motor Vehicles , ships and aircraft	Doctor of Philosophy	MQA/FA17906	● Maritime Technology ● Maintenance Technology ● Marine Engineering ● Automotive Engineering	
Language Centre (PB)	0110 Education not further defined	Master of Science	MQA/FA6392	● Education Science	
				● Training for Pre School Teachers	
				● Educator training without subject specialization	
				● Educator training with subject specialization	
	0110 Education not further defined	Doctor of Philosophy	MQA/FA6393	● Education Science	
				● Training for Pre School Teachers	
				● Educator training without subject specialization	

				• Educator training with subject specialization	
Defence Fitness Academy (AKP)	1014 Sports	Master of Science	MQA/FA6379	• Sport Training Studies	
				• Techniques and skills in a chosen sport	
				• Training of umpires/referees and other sports officials	
Defence Fitness Academy (AKP)	1014 Sports	Doctor of Philosophy	MQA/FA6380	• Sport Training Studies	
				• Techniques and skills in a chosen sport	
				• Training of umpires/referees and other sports officials	

Updated MQR list Mac 2024. For further details, on the field of research, please refer to

National Education Code 2020 (NEC 2020), MQA

Proposed Supervisor (*if any*):

- 1) _____
- 2) _____
- 3) _____
- 4) _____

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

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	Achievement (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 ☐ Paper based ☐ Internet based ☐ 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.

☐ 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 :
2 nd Referee
Name:
Position:
Organization:
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 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. 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
CENTER 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.