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# Workflow of Activities for the Postgraduate Management

## Faculty of Computer Systems and Software Engineering

### Universiti Malaysia Pahang

#### Introduction

This document presents the work flow of activities for the day-to-day management of postgraduate students at the Faculty of Computer Systems and Software Engineering, Universiti Malaysia Pahang. Specifically, this document is divided into two parts in line with the postgraduate program offered here at the faculty (see Figure 1). The first part is the coursework workflow. The coursework workflow consists of specific guidelines for managing the MSc Coursework at the faculty. Currently, the faculty offers three specializations namely [MSc in Information Technology](#), [MSc in Software Engineering](#), and [MSc in Computer Networking](#). The second part is the research workflow. The research workflow constitutes the guidelines for the management of [MSc and PhD by Research mode](#).

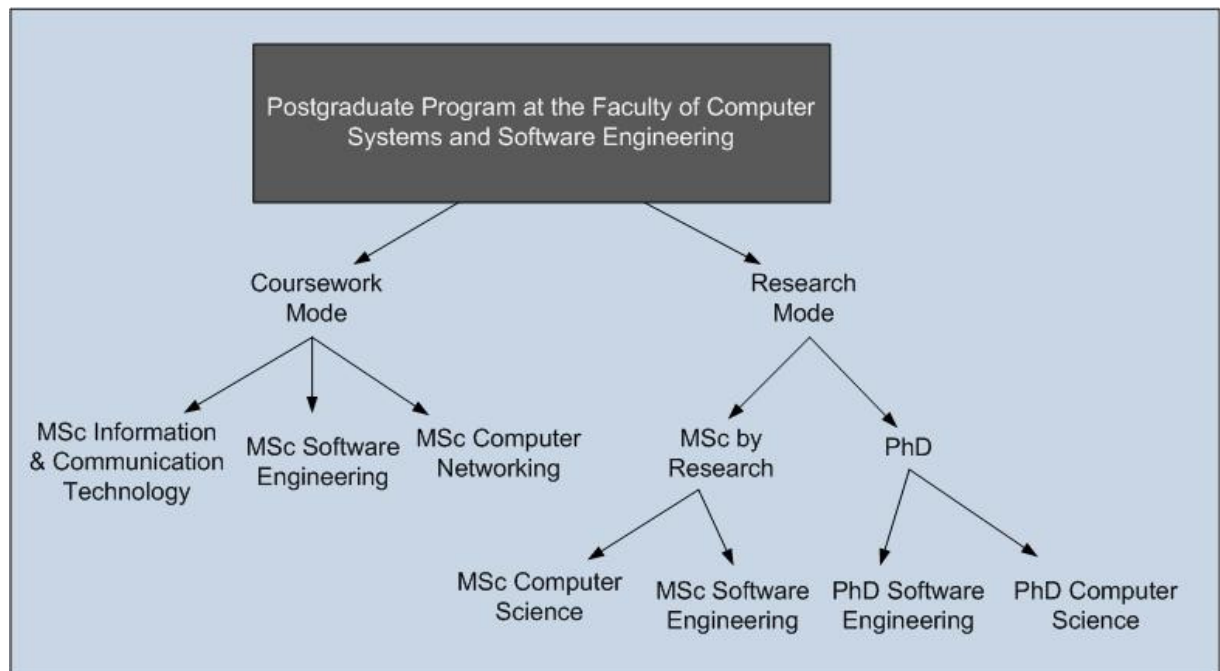


Figure 1. Postgraduate Program

The detail workflows are summarized in Table 1 and 2. It should be noted that access to each individual workflow is possible through direct link.

Table 1. Process Workflow for Coursework Study

Workflow for Coursework Study	
<a href="#">1-Application Process</a>	
Process	workflow for application process

includes the activities on how the application is reviewed and how the rejection and acceptance is determined for MSc coursework
<a href="#">2-Registration Process</a> Process workflow for registration process defines the activities for student for registration in the faculty as well as course registration
<a href="#">3-Project Proposal/Supervisor's Appointment</a> Process workflow for project proposal and supervisor's appointment is currently tied up with the Research Methodology and Project Proposal Course (MCC 1014)
<a href="#">4-Change Title/Change Supervisor/Add Co-Supervisor/Field Supervisor</a> No defined process workflow. Due to constraints on time, changing of title, supervisor/co-supervisor/field supervisor is discouraged.
<a href="#">5-Final Project</a> Final Project workflow is currently related to the Final Project Course (MCC 2039).
<a href="#">6-Change of Program</a> No defined process workflow. Requests will be dealt with in a case-by-case basis.

Table 1. Process Workflow for Research Mode

Workflow for Research Mode
<a href="#">1-Application Process</a> Process workflow for application process includes the activities on how the application is reviewed and how the rejection and acceptance is determined for MSc research mode and PhD.
<a href="#">2-Registration Process</a> Process workflow for registration process defines the activities for student for registration in the faculty as well as course registration
<a href="#">3-Supervisor's Appointment</a> Process workflow for supervisor's appointment is currently tied up as sub-process for the application process.
<a href="#">4-Change Title/Change Supervisor/Add Co-Supervisor/Field Supervisor</a> No specific process workflow is defined. Matters

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will be dealt with in a case-by-case basis.
<a href="#">5-Postponement/Change of Status</a> Postponement/Change of status workflow defines the activities for postponement of studies and change of status from/to full time and part time.
<a href="#">6-Progress Review/Proposal Defence</a> Progress review workflow defines the activities and outcome of review which will be held at the end of every semester.
<a href="#">7-Submission/Viva</a> Submission/Viva workflow defines the activities for submission/viva.
<a href="#">8-Conversion from MSc to PhD</a> Conversion workflow defines the activities for MSc to PhD conversion.

**Document History:**

Version	Changes
Version 1.0	-
Version 1.1	Workflow for Research Mode and Coursework are separated.

## **PROCESS FLOW FOR POSTGRADUATE COURSE WORK**

## FORM/REMARK

## ACTIVITY

## PIC

## DURATION

Online

Online

Online

Online

Online

Online

Online

Online

BEGIN

Application

Update  
Application

Yes

No

Submit Application To  
Postgraduate Admission System

General Qualification Verification

Modify

Accept

Reject

Application Verification

Modify

Accept/Reject

Submit verified  
application to IPSNotify applicant  
and supervisor  
upon Senate  
approval

END

Applicant

Anytime

Applicant

Anytime

IPS

Monthly

IPS

Monthly

JK Pengajian Siswazah  
Fakulti

Monthly

1-Applicant Profile  
 2-Program  
 3-Research Title/Proposal  
 4-Suggested Supervisor  
 \* For MSc coursework only item1  
 and 2 are specified.

JK Pengajian Siswazah  
Fakulti

Monthly

IPS

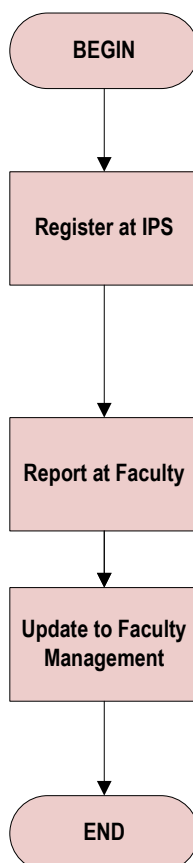
Monthly

FORM/REMARK

ACTIVITY

PIC

DURATION



New Student & Faculty Admin  
 1-Time Table  
 2-Program Structure  
 3-Faculty Map  
 4-Lecture Contact  
 5-Course Registration Form  
 \*Only for MSc Coursework students

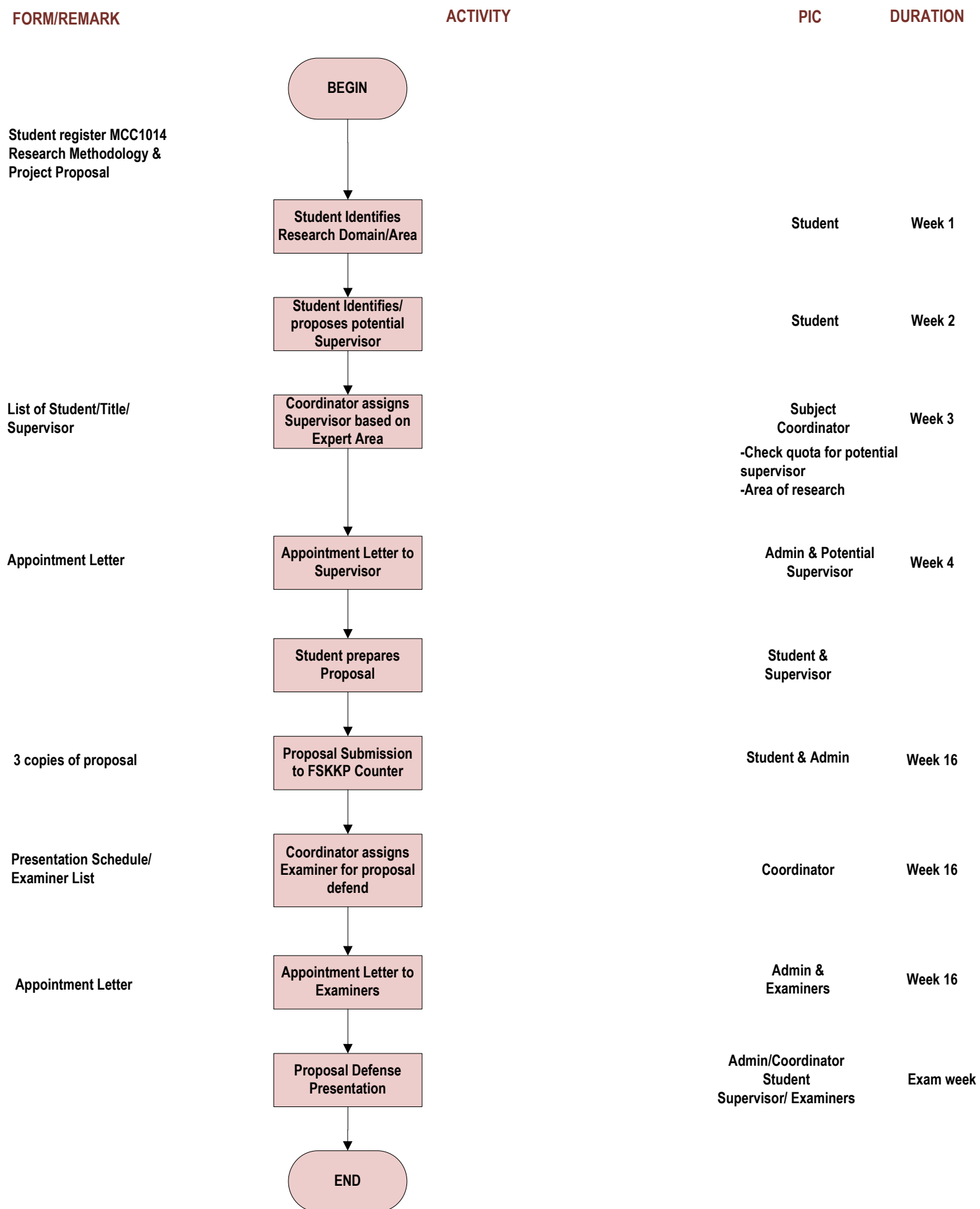
Day of the  
registration

New Student & Faculty Admin  
 1-Placement/Workstation Assignment  
 2-Facebook Group  
 3-UMP Tour  
 4-Meet Supervisor/Head of Program/TDR

Day of the  
registration

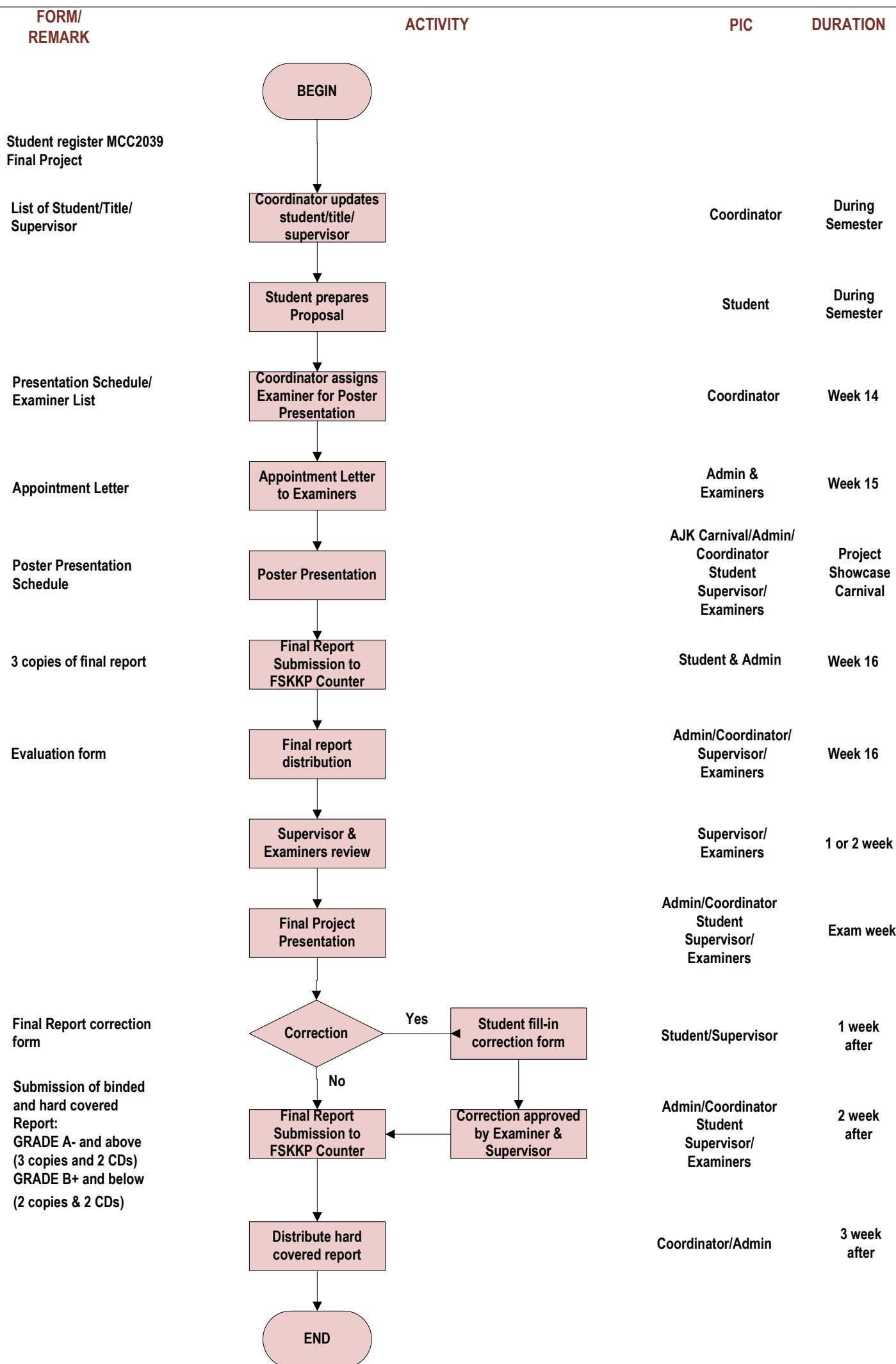
TDR  
 1-No of students per program  
 2-Student Information

Monthly



No defined process. Due to constraints on time, changing of title, supervisor/co-supervisor/field supervisor is discouraged.





No defined process. Matters will be dealt with  
in case-by-case-basis

## **PROCESS FLOW FOR POSTGRADUATE BY RESEARCH**

## FORM/REMARK

## ACTIVITY

## PIC

## DURATION

Online

Online

Online

Online

Online

Online

Online

Online

BEGIN

Application

Update  
Application

Yes

No

Submit Application To  
Postgraduate Admission System

General Qualification Verification

Modify

Accept

Reject

Application Verification

Modify

Accept/Reject

Submit verified  
application to IPSNotify applicant  
and supervisor  
upon Senate  
approval

END

Applicant

Anytime

Applicant

Anytime

IPS

Monthly

IPS

Monthly

JK Pengajian Siswazah  
Fakulti

Monthly

1-Applicant Profile  
 2-Program  
 3-Research Title/Proposal  
 4-Suggested Supervisor  
 \* For MSc coursework only item1  
 and 2 are specified.

JK Pengajian Siswazah  
Fakulti

Monthly

IPS

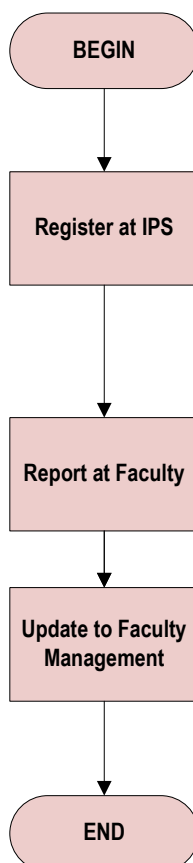
Monthly

FORM/REMARK

ACTIVITY

PIC

DURATION



New Student & Faculty Admin  
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Day of the  
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Day of the  
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TDR  
 1-No of students per program  
 2-Student Information

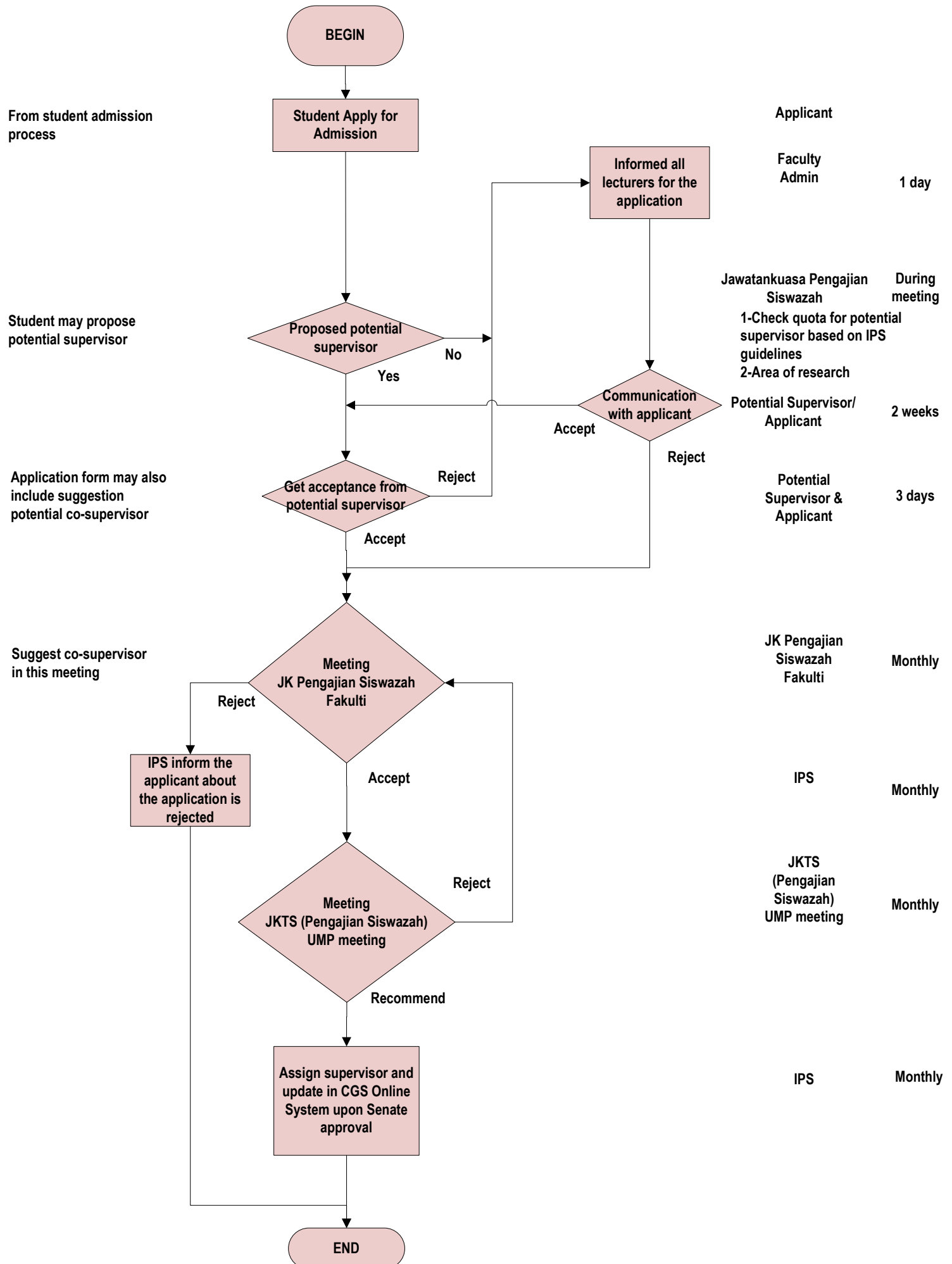
Monthly

FORM/REMARK

ACTIVITY

PIC

DURATION



No defined process. Matters will be dealt with  
in case-by-case-basis

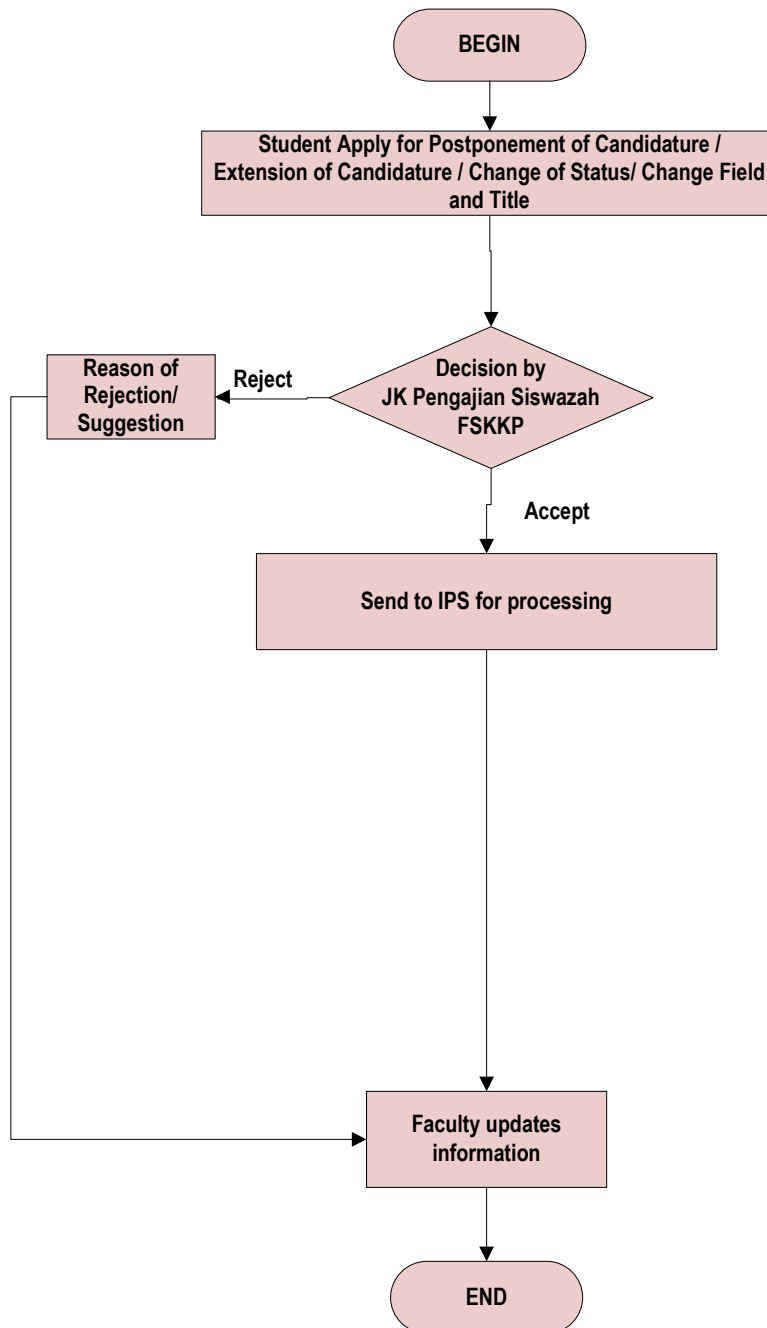
## FORM/REMARK

1. Application for Postponement of Candidature / Extension of Candidature / Change of Status / Change of field /Change of Title Form

2. New Proposal (require for change field and title)

Faculty admin record letter in Student Personal File, Faculty File, Letter

## ACTIVITY



## PIC

## DURATION

Student

1-Supervisor's consent  
2-Head of Program Consent  
\*Item 2 is applicable only for MSc Coursework

1 day

JK Pengajian  
Siswazah FSKKP

2 weeks

IPS

Faculty Admin

2 days



## FORM/REMARK

## ACTIVITY

## PIC

## DURATION

Progress report template, rules and guidelines  
 Proposal defence – 9 till 12 months (full time) and 9-15 months (part time)  
 Progress review – Once or twice every semester (i.e Midterm, Endterm)  
 - Once – midterm only for good progress.  
 - Twice – midterm & endterm for poor progress

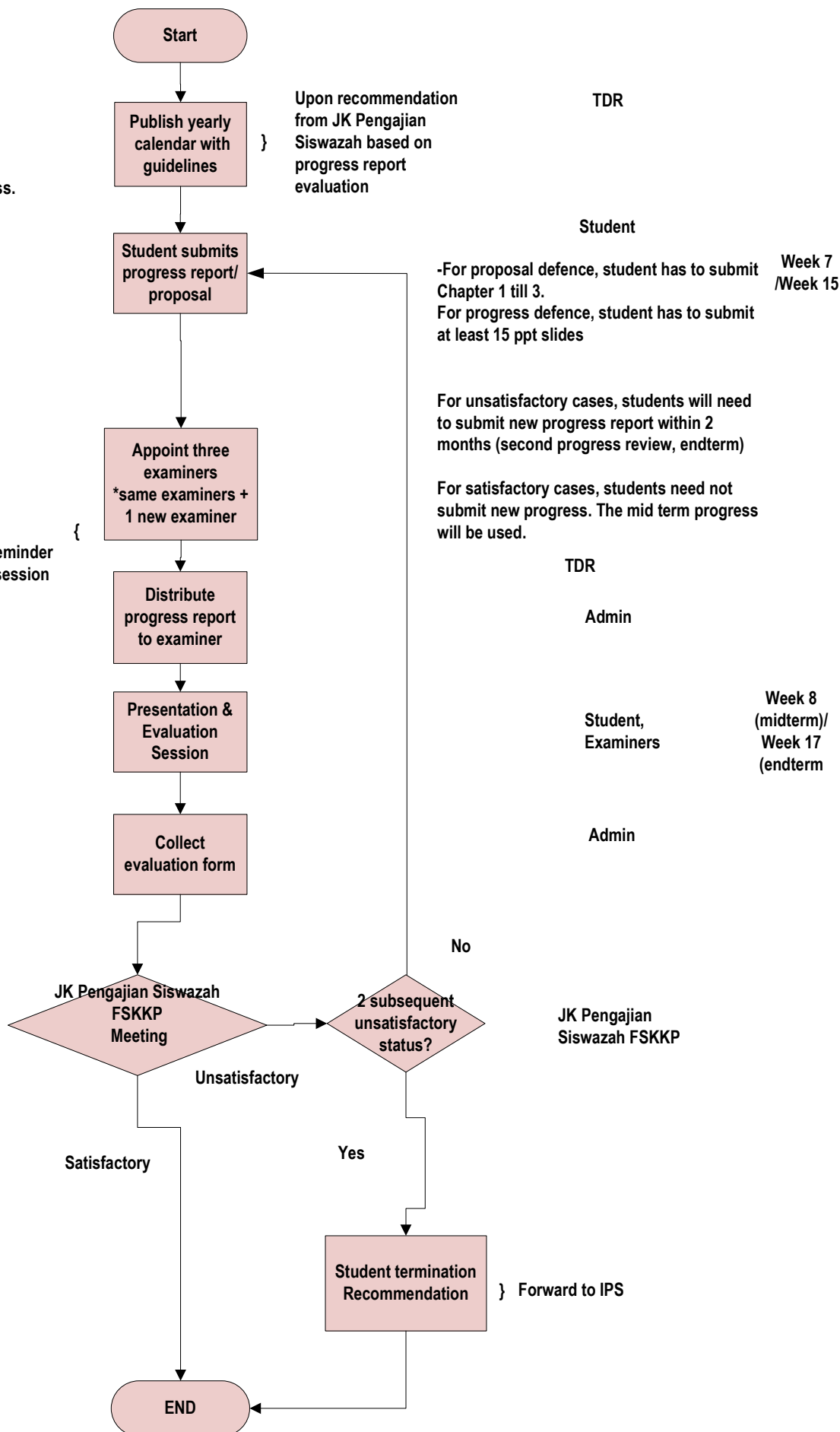
For the endterm review, one of the evaluators must be a Prof or Assoc Prof

Two week reminder before the session

Proposal evaluation form  
 Schedule will be set-up by admin and chaired by one of the examiner

Within 2 days

If there are any conflicting / negative reports -> involve supervisor in the meeting



## FORM/REMARK

Guideline untuk thesis submission requirements  
Eg: bilangan publication dalam ISI proceeding, ISI journal, Impact factor journal, peer-reviewed journal, etc

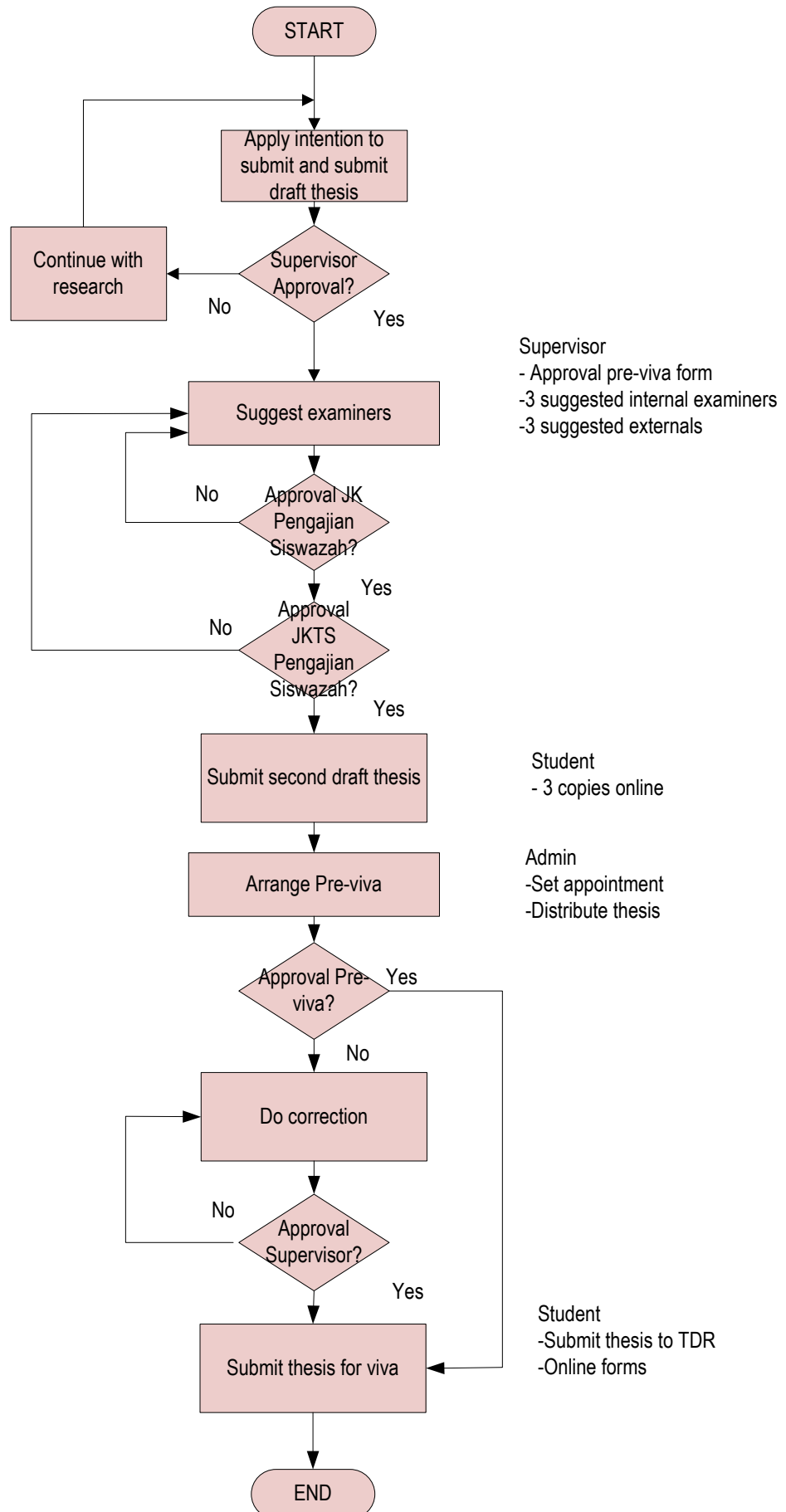
Mode pengajian-tempoh  
PhD  
FT – min 2 tahun  
PT – min 4 tahun

MSc  
FT – min 1 tahun  
PT – min 2 tahun

## ACTIVITY

## PIC

## DURATION

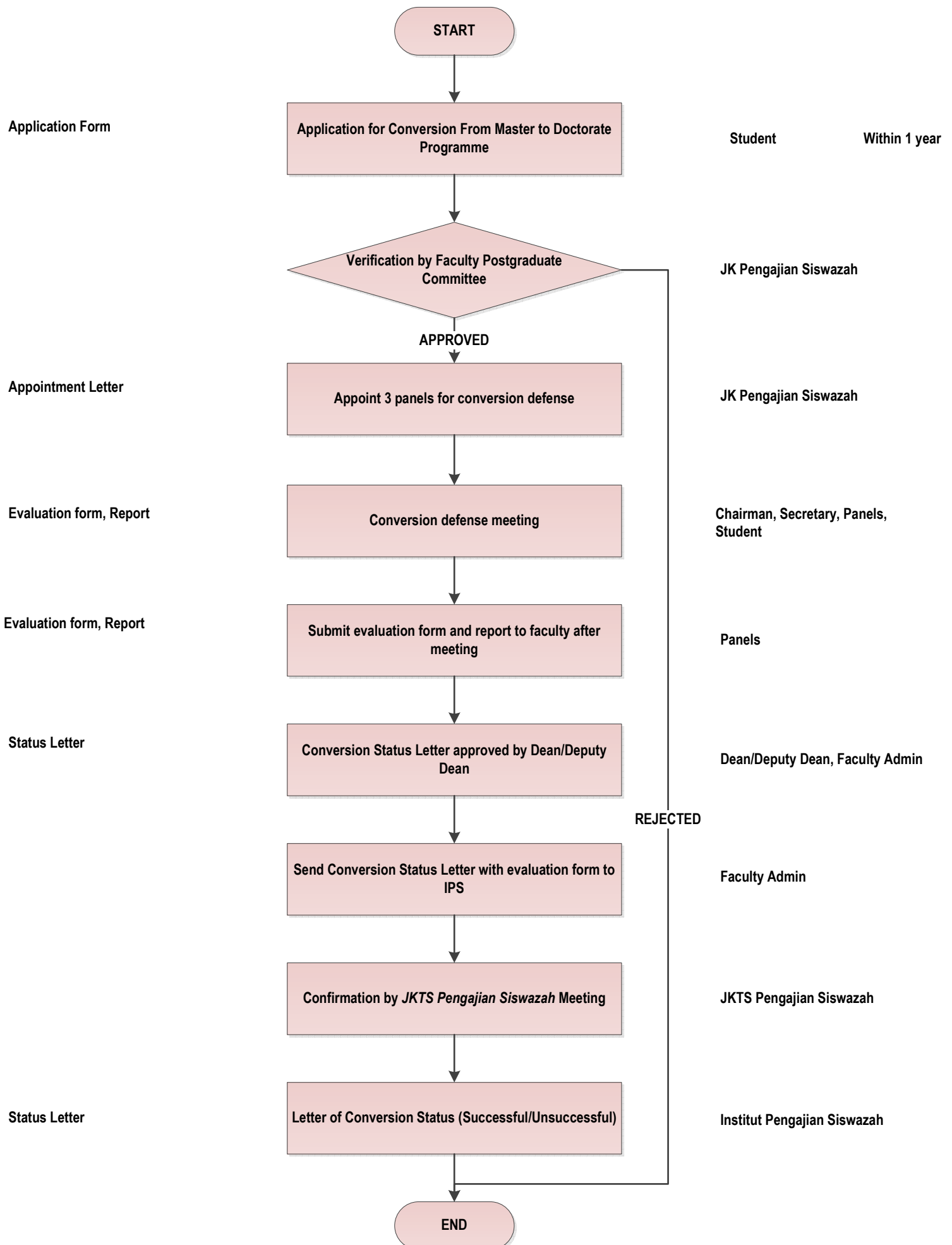


## FORM/REMARK

## ACTIVITY

## PIC

## DURATION



## **BROCHURES**

## ► HOW TO APPLY FOR COURSEWORK AND RESEARCH PROGRAMMES .....

Applicants may apply through UMP postgraduate website <http://ips.ump.edu.my/>, using the application form available on the website. Upon filing-up the application form, applicants must forward copies of the relevant documents e.g. academic records, transcripts, research proposal through electronically or using normal email. All applicants should be accompanied with the processing fees of RM25 for Malaysian OR USD30 for international applicants. The relevant documents and processing fees are compulsory for the administration process.

## ► FINANCIAL ASSISTANCE .....

UMP does provide a limited number of financial assistance for deserving candidates. These assistances may cover living cost only or cover both living expenses and tuition fees. Candidates requiring financial assistance to study in UMP must apply for assistance before commencing their study in UMP. Such candidates should only commence their candidature when their application is successful. Applicants who are not dependent on financial assistance from UMP may commence their study at anytime. Applicants must be fully responsible for the financial application of their decision to commence their study.

The financial assistance by UMP are in two forms, being:

1. Graduate Research Scheme (GRS), and
2. Doctoral Scholarship Scheme (DSS)

GRS provides RM1500 per month meant to cover student living cost. For prudent student, this amount could also be enough to help pay for tuition. DSS provide assistance to cover both living and tuition cost. However DSS is meant only for student registered in doctoral program. The amount provided for living cost is RM1800 per month.

Further information can be obtained at

<http://ips.ump.edu.my/index.php/financial-assistance.html>

Malaysian candidates also can consider financial assistance from several funding such as UMP Fellowship, myBrain15, PTPTN, MARA, and Yayasan Pahang.

### CONTACT INFORMATION

If you have any enquiries, please contact:

#### Faculty of Computer Systems & Software Engineering

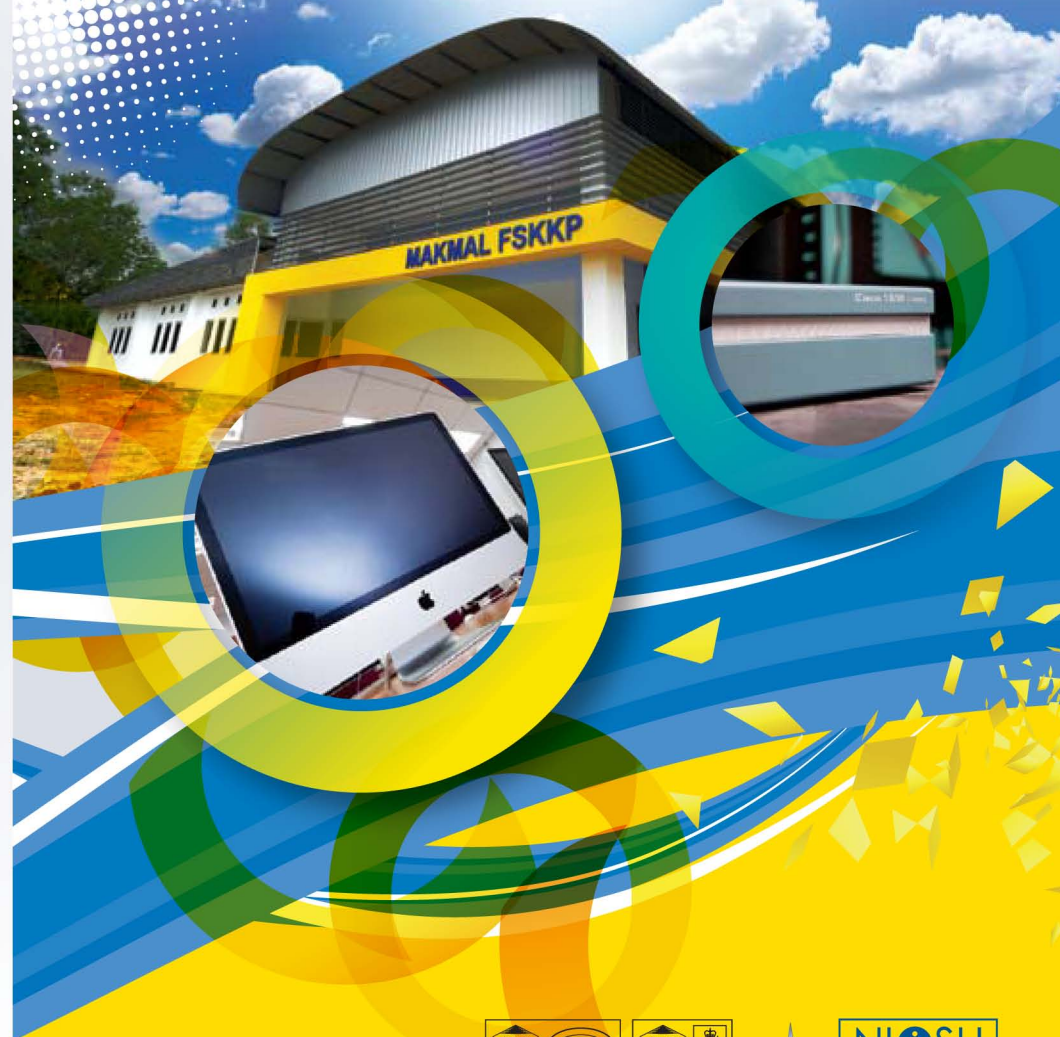
Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Gambang  
Kuantan, Pahang Darul Makmur. MALAYSIA

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# FACULTY of COMPUTER SYSTEMS & SOFTWARE ENGINEERING

## POST GRADUATE PROGRAM



[www.ump.edu.my](http://www.ump.edu.my)



MS ISO 9001 : 2008  
Skop : Perkhidmatan Latihan Luaran



CERT. NO. AR3811



Status Institution



Reg No: 0-20/10  
OHSAS 18001:2007 Certified



# FACULTY OF COMPUTER SYSTEMS & SOFTWARE ENGINEERING

## Post Graduate Program

### ABOUT UMP

Established in 2002 as the sixteenth Public University in Malaysia, UMP offers a wide range of academic programmes in various engineering, science and technology disciplines from diploma to postgraduates for local and international students.

As a focussed university, developing our niche area namely chemical engineering, industrial biotechnology and automotive engineering is our main priority. At the same time, UMP also ventures on other engineering disciplines such as civil and environmental engineering, electric and electronics engineering and software engineering.

Committed in pursuing our vision to be the first choice world-class Technological University, UMP's academic structures and curriculums aim at enhancing the capabilities of the students in becoming highly competent professionals and global players of the future.

We look forward in welcoming you as a new member of our UMPian community. Join us and experience the best in engineering, science and technology education!

### FACULTY OF COMPUTER SYSTEMS & SOFTWARE ENGINEERING

Faculty of Computer Systems & Software Engineering (FSKKP) was established on 16 February 2002 to produce knowledgeable, high skilled and competitive graduates within the sphere of software engineering, computer & computer network and graphics & multimedia. The faculty is currently among the best IT program in Malaysia for its quality of education, soft skills and technology based skills.

FSKKP take great pride in the development and growth of its student's enrolment and graduates. Through high quality teaching (by completing specific outcome and generic skills), great laboratory facilities, proper and careful advising and numerous professional activities, our student have the opportunities to excel in the classroom and laboratory session. In the personable atmosphere, the student become well prepared in the terms of computer knowledge, technical skills, ready and confident to begin their personal carrier of further their studies.

### ► BY COURSEWORK .....

» **Master of Science (Information & Communication Technology)**

» **Master of Science (Software Engineering)**

» **Master of Science (Computer Networking)**

#### Master of Science (Information & Communication Technology)

Designed for graduates of computing disciplines, this conversion course is designed to develop the technical, analytical and professional skills required for a computing role. It may be taken to integrate professional computing skills into your current discipline or to start a new and rewarding career within computing/IT.

*Subjects covered:*

SUBJECT	CR	PASS GRADE	LECTURE	LAB
Problem Solving in ICT	3	B-	2	2
Data Management	3	B-	2	2
Data Communication & Networking	3	B-	2	2
Software Design & Development	3	B-	2	2
Current Issues in ICT	3	B-	3	0
	15			

SUBJECT	CR	PASS GRADE	LECTURE	LAB
Web Technologies	3	B-	2	2
Information Security	3	B-	2	2
Research Methodology & Project Proposal	4	B-	4	1
Project Management	3	B-	3	0
Elective I	3	B-	2	2
	16			

SUBJECT	CR	PASS GRADE	LECTURE	LAB
Final Project	9	B-	0	0
	9			

*Overall Total Credit = 40*

#### Master of Science (Software Engineering)

Designed for graduates of computing disciplines, this course includes a process-oriented approach to the subject and features study of advanced technological developments and several other issues related to the software industry. It helps the students to build a strong foundation of theory and best-practice knowledge, which they can apply in a variety of technical and business environments today and in the future.

*Subjects covered:*

COURSE	Cr	Pass Grade	Lecture	Lab	Tutorial
Software Engineering for Professional Practices	4	B-	2	4	0
Human Aspect of Software Engineering	4	B-	3	2	0
Architectures for Software System	4	B-	3	2	0
Software Configuration and Management	4	B-	3	2	0
	16				



COURSE	Cr	Pass Grade	Lecture	Lab	Tutorial
Research Methodology & Project Proposal	4	B-	4	1	0
Project Management	3	B-	3	0	0
Elektif I	4	B-	3	2	0
Elektif II	4	B-	3	2	0
	15				

COURSE	Cr	Pass Grade	Lecture	Lab	Tutorial
Final Project	9	B-	0	0	0
	9				

Overall Total Credit = 40

### Master of Science (Computer Networking)

Designed for graduates of computing based disciplines, this course is designed to address a specific need in the computer networking industry which blends the technical and management aspects of computer networking to offer student a unique educational opportunity. It is intended for students who wish to specialize in the security aspects of the computer networking field.

Subjects covered:

SUBJECT	Cr	Pass Grade	Lecture	Lab	Tutorial
Current Issues in Networking	4	B-	4	0	0
Advanced Network Analysis and Design	4	B-	3	2	0
Network Security	4	B-	3	2	0
Network Performance	4	B-	3	2	0
	16				

SUBJECT	Cr	Pass Grade	Lecture	Lab	Tutorial
Research Methodology & Project Proposal	4	B-	4	0	0
Project Management	3	B-	3	0	0
Elektif I	4	B-	3	2	0
Elektif II	4	B-	3	2	0
	15				

SUBJECT	Cr	Pass Grade	Lecture	Lab	Tutorial
Final Project	9	B-	0	0	0

Overall Total Credit = 40

### ► BY COURSEWORK ADMISSION REQUIREMENT .....

- Bachelor degree in Science from Public Institution of Higher Learning (IPTA) Private Institution of Higher learning (IPTS) recognized by UMP Senate with CPA 2.70 and above, OR
- A qualification deemed to be equivalent with some experience in related area as approved by UMP Senate, if required, shall satisfy the examiners in a qualifying examination, OR
- For applicants of M.Sc. (Information & Communication Technology) which are not in Science field should have at least 3 years working experience in IT related field
- Foreign students from countries where the primary language is not English, and who do not have a previous degree from an English-speaking university, must complete the TOEFL or IELTS exam with a score that meets The Graduate School standards, which currently are 550 or Band 6.

### ► BY COURSEWORK DURATION .....

	Full Time		Part Time	
Program	Minimum no. of semesters	Maximum no. of semesters	Minimum no. of semesters	Maximum no. of semesters
Master by coursework	3 (1 year)	6 (2 years)	6 (2 years)	12 (4 years)

### ► BY COURSEWORK FEE .....

Tuition Fees for Every Semester		
Masters by coursework (Full time - min 9 credits) (Part time - min 3 credit)	Malaysian Full time/Part Time	International Full time/Part Time
RM	285 per credit	400 per credit
*USD	90 per credit	126 per credit

Registration Fees , Examination Fees and Administrative Fees							
				Malaysian		International	
				1 <sup>st</sup> Semester	Subsequent Semesters	1 <sup>st</sup> Semester	Subsequent Semesters
				RM	*USD	RM	*USD
Registration : All students				250	79	0	0
Examination Fees (Master Course Work)				300	94	300	94
Administrative Fees				375	118	375	118
Welfare				20	6	20	6
Insurance				30	10	30	10

\*Subject to change depends on the currency exchange





## ► BY RESEARCH .....

Master of Science (Computer Science)  
Master of Science (Software Engineering)  
Doctor of Philosophy (PhD in Computer Science)

Application for research based degree is open throughout the year. These degrees require you to complete an individual research project and submit a dissertation. Interested applicant should first visit the website of the respective research groups (refer Research Groups FSKKP information) to identify the potential supervisor. We encourage the applicants to communicate with the potential supervisor in the process of preparing the research proposal which is compulsory for the admission application.

Application shall be processed so that successful applicants can start their candidature in current academic semester. Applicants are encouraged to follow-up with the Institute of Graduate Study (<http://pps.ump.edu.my> OR [cgs@ump.edu.my](mailto:cgs@ump.edu.my)) on the status of their application one month after submitting the application.

## ► BY RESEARCH DURATION .....

Program	Full Time		Part Time	
	Minimum no. of semesters	Maximum no. of semesters	Maximum no. of semesters	Maximum no. of semesters
PhD	4 (2 years)	10 (5 years)	8 (4 years)	16 (8 years)
Master by research	2 (1 year)	6 (3 years)	4 (2 years)	10 (5 years)

## ► BY RESEARCH FEE .....

The estimated total cost of studying in UMP (inclusive of tuition and living expenditure) for an 18 months master degree candidature is RM35, 000 (USD10,987.11). The estimated total cost for a 36 months doctoral candidature is about RM70, 000 (USD 21,974.50). The bulk of this cost is living cost since the tuition fees charged for both Malaysian and International students are low. As such the actual total cost depends on candidates' living styles and preferences.

Tuition Fees for Every Semester								
	Full Time		Malaysian				International	
			Part Time		Subsequent Semesters		Full Time	
	RM	*USD	1 <sup>st</sup> Semester	RM				*USD
Master	1200	377	1200	377	600	188	2100	660
PhD	1500	471	1500	471	750	236	2400	754

Registration Fees , Examination Fees and Administrative Fees								
	Malaysian				International			
	1 <sup>st</sup> Semester		Subsequent Semesters		1 <sup>st</sup> Semester		Subsequent Semesters	
	RM	*USD	RM	*USD	RM	*USD	RM	*USD
Registration : All students	250	79	0		250	79	0	
Examination Fees (PhD )	500	157			500	157		
Examination Fees (Masters by Research)	300	94			300	94		
Administrative Fees	375	118	375	118	375	118	375	118

\*Subject to change depends on the currency exchange

### International Students Other Fees

- Visa : RM20.00 (USD6.28) -RM100.00 (USD31.41) (depending on the country of origin)
- Performance Bond (required by Immigration Office - depending on the country of origin)
- Student Pass : RM60 (USD18.84) per application
- Social Pass/Renewal per passport : RM90 (USD28.27)
- Special Pass : RM100.00 (USD31.41) (if application is late for renewal of Visa)
- Social pass for a child in a student's passport: RM500 (USD157.03)

### Important Notice

- Health RM75.00 (USD23.56) per semester is for the student only, does not include the family
- Insurance per semester or per year is for the student only and does not cover for the family.

## ► RESEARCH GROUPS IN FSKKP .....

### Data Mining & Knowledge Management (DMKM)

This group is directed to conduct and promote advanced interdisciplinary research within UMP on various aspects related to Data Mining and Knowledge Management, to collaborate with other researchers both nationally and internationally, and to transfer the outcomes of our researches to the industry, the government and the public sector.

Website : <http://fskkp.ump.edu.my/dmkm>

### Software Engineering (SE)

This group involves in researches relates to human computer interaction, software and system design and process management inspired by soft computing techniques. Our research initiative is towards to enhance the software quality, maintainability and development process.

Website : <http://fskkp.ump.edu.my/se>

### System Network & Security (SysNet)

SysNet Research group was formed to initiate and encourage research activities in the area of computer systems and network security. Research projects in the group focus on various aspects of network and computer security. The aim of the group is to collaborate with industry and participate in academic research activities, as well as to provide an active base for postgraduate and postdoctoral research.

Website: <http://fskkp.ump.edu.my/sysnets>

### Graphic and Multimedia (GMM)

The group acknowledges the versatility and strength of image processing and multimedia. Therefore, the realization for making the application of this paradigm more beneficial for mankind, it showed an inflexible determination for collaborating with other faculties and the industries. This collaboration has created chances for opening new research avenues in the highly demanding areas like, biomedical engineering, biotechnology, advance manufacturing and automotive engineering.

Website: <http://fskkp.ump.edu.my/gmm>

