Standard Operating Procedure
For USM Student Applications

Offshore Programme under European Global School (EGS)

Research Mode

Glosary
EGS – European Global School
PTJ – School/Centre/Institute
IPS – Institute of Postgraduate Studies
UKP – Unit Kewangan Pelajar (USM Bursary)

Pre-Registration

Activities	Details	Time Frame/Period	PIC
Engagement with potential candidates	EGS to find suitable candidates to join USM Offshore programs via EGS marketing strategies.	To be filled by EGS	EGS
Screening of selected potential candidates	EGS Admission Team scrutinize all potential candidates' credentials. - Obtain candidates' documentation	To be filled by EGS	EGS
	EGS Academic Team scrutinize: - candidates' documentation to meet the USM admission requirements. - Research topic/proposal - Others	To be filled by EGS	EGS
Engagement with potential PTJ	EGS to liaise with USM Corporate Office by providing list of selected candidates and the complete CV of the potential co-supervisor(s) - Submit the complete documentation to USM Corporate Office	To be filled by EGS	EGS
	USM Corporate Office to engage with PTJ coordinators for EGS programs assigned by PTJ.	Within 2 working days after receiving the documentation from EGS.	USM Corporate Office
	Updates from PTJ for list of sent candidates. - USM Corporate Office to instruct EGS fill up official online application.	Within 7 working days	USM Corporate Office
Online Application	EGS to submit official online application to IPS for pre-accepted candidates. - COMPULSORY to include name of agreed main potential supervisor - If EGS pay in lump sum for processing fee, IPS to provide voucher number	To be filled by EGS	EGS/IPS

	Follow-up process for submitted applications: - USM Corporate Office to follow up with IPS to send applications to PTJ. - USM Corporate Office to follow up PTJ.	Within 5 working days Within 2 working days	USM Corporate Office and PTJ
Issuance of Offer Letter	Offer letter to be issued upon receiving PTJ approval. - USM Corporate Office to remind IPS	Within 5 working days	USM Corporate Office / IPS

During Registration

Activities	Details	Time Frame/Period	PIC
Registration activities planning	EGS must plan the exact time frame for candidates to register officially as USM student. - Collection of registration of documentation from candidates. - EGS to notify intention for registration purpose to USM Corporate Office.	To be filled by EGS	EGS / USM Corporate
	EGS to upload and submit all documentation for registration for each candidate via Online Registration platform. - EGS to update USM Corporate Office for the successful submission.	To be filled by EGS	EGS
Registration activities	USM Corporate Office to remind IPS for successful registration submission.	Within 2 working days	USM Corporate
	IPS to check and update USM Corporate Office on the submitted application for registration.	Within 5 working days	IPS
	USM Corporate Office to request official invoice from UKP.	Within 2 working days	USM Corporate
	UKP to issue invoice for the requested list to USM Corporate Office.	Within 10 working days from received date	UKP
Payment of fees process	USM Corporate Office to liaise with EGS for payment process. - EGS required to submit proof of payment to USM Corporate Office for verification by UKP.	To be filled by EGS	EGS / USM Corporate Office
	UKP inform IPS and Corporate Office to proceed with the registration activation process.	Within 10 working days from receipt date	UKP
Activation process	IPS to activate candidates' status. - Confirmation of registration letter, student profile and student handbook will be sent to EGS email for students' notification and reference. - This email will be copied USM Corporate Office, students' supervisor, and	Within 5 working days	UKP

	schools/institutes/centres officers.		

Post Registration

Activities	Details	Time Frame/Period	PIC
Engagement with supervisor	Student MUST engage with Main Supervisor and Co-Supervisor to start his/her academic and research activities.	Immediately after activation as USM student	Student
Registration for Research Methodology (RM) (EKC500 / TRX500 / POL500 / KAA500)	RM course is compulsory to all research mode students and it will be automatically registered by IPS. After successful of registration for RM course, students will be notified via email by IPS.	Once in every 3 working days until end of week-2, each semester	IPS in each campus
Malaysian Culture and Malay Language (LKM111) course	Course registration by students through online course registration platform. (https://form.jotform.com/ipsusm/lkm111)	2 months before the commencement of the new semester	Student/IPS
Registration of pre-requisite / audit course(s)	Course registration by students manually using: i. For pre-requisite course, use HEP05 Form ii. For audit course, use HEP01 Form (http://ips.usm.my/download-v1/data-records#forms)	2 months before the commencement of the new semester	Student/PTJ/IPS

Renewal of Registration

Activities	Details	Time Frame/Period	PIC
Submission of Progress Report by students	Students are COMPULSORY to fill up the progress report at the end of every semester. System will be opened 2 months before the new semester commence.	2 months before the commencement of the new semester	Student
Submission of Progress Report by Main Supervisor	Main Supervisors are COMPULSORY to fill up the progress report at the end of every semester. System will be opened 2 months before the new semester commence.	2 months before the commencement of the new semester	Main Supervisors
Collection of students' invoices	Students to generate invoice upon completion of progress report process. EGS collect all invoices and liaise with Corporate Office to obtain official invoice (in bulk payment) from UKP.	To be filled by EGS	EGS
Payment of fees process	USM Corporate Office to request official invoice from UKP.	2 months before the commencement of the new semester	USM Corporate
	UKP to issue invoice for the requested list to USM Corporate Office.	Within 10 working days from received date	UKP
	USM Corporate Office to liaise with EGS for payment process.	To be filled by EGS	EGS / USM Corporate Office

	- EGS required to submit proof of payment to USM Corporate Office for verification by UKP.		
	UKP confirm the payment and update the payment status.	Within 10 working days from receipt date	UKP

Notice of Submission Thesis (NOS)

Activities	Details	Time Frame/Period	PIC
Submission of NOS	Students is required to submit the NOS Form to Supervisor through email at least three (3) months prior to submitting the draft thesis. A student's status must be active during the submission of the notice (https://ips.usm.my/images/downloadIPS/viva/viva_exam/NOTICE_OF_THESIS_SUBMISSION.pdf)	3 months before the submitting the draft thesis	Student
Appointment of examiners	PTJ to appoint the examiners for viva voce.	within 3 months of receiving NOS	PTJ

Submission of Draft Thesis

Activities	Details	Time Frame/Period	PIC
Submission draft thesis	Submission of a draft thesis through email must be made after a student has fulfilled the minimum period of candidature: - Main campus: draft_thesis@usm.my - Engineering campus: draft_thesis_eng@usm.my - Health campus: draft_thesis_kk@usm.my It is compulsory for students to read, understand and fulfill all the required processes when submitting the draft thesis. Guideline can be downloaded through IPS website (https://ips.usm.my/images/downloadIPS/viva/viva_exam/FormatThesisGuidelines_210219.pdf) (https://ips.usm.my/images/downloadIPS/viva/draft_thesis/STEPS_FOR_SUBMISSION_OF_DRAFT_THESIS_IN_SOFT_COPY_.pdf)	Upon reaching the minimum candidature period.	Student

Viva Voce (Oral Examination) - Online

Activities	Details	Time Frame/Period	PIC
Viva-voce	PTJ to schedule and arrange viva session. PTJ sets the date after obtaining consent from the panel of examiners. PTJ sends confirmation of dates to IPS for record purposes. Viva shall only be conducted after all examiners' reports have been received a week before the viva date.	PhD –2 months after submission of draft thesis to examiners Master – 1 months after submission of draft thesis to examiners	PTJ PTJ
	IPS to prepare viva-voce file and appoint viva -voce Chairperson.	7 working days	IPS
	Sending of viva-voce file to viva-voce Secretary .	1 working day before viva voce.	IPS
	PTJ to test run viva-voce setting.	1 working day before viva voce.	PTJ
	Result of viva-voce and complete documentations must be sent to IPS.	10 working days after viva -voce	Viva-voce Secretary

Submission of Final Thesis

Activities	Details	Time Frame/Period	PIC
Submission final thesis	Student can submit final thesis through email when all corrections have been made and incorporated into the thesis: - Main campus: final_thesis@usm.my - Engineering campus: final_thesis_eng@usm.my - Health campus: final_thesis_kk@usm.my It is compulsory for students to read, understand and fulfill all the required processes when submitting the final thesis. Guideline can be downloaded through IPS website (https://ips.usm.my/images/downloadIPS/viva/viva_exam/FormatThesisGuidelines_210219.pdf) (https://ips.usm.my/images/downloadIPS/viva/final_thesis/STEPS_FOR_SUBMISSION_OF_FINAL_THESIS_IN_SOFT_COPY.pdf	Within the stipulated time given by the panel of Viva-voce.	Student