



**USM** UNIVERSITI  
SAINS  
MALAYSIA



**INSTITUTE OF  
POSTGRADUATE  
STUDIES**

# Standard Operating Procedure For USM Student Applications Offshore Programme under European Global School (EGS)

RESEARCH MODE

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## Summary of SOP for EGS Offshore Program Research Mode

Level	Main Activities	PIC
Pre-Registration	<ul style="list-style-type: none"> <li>• Engagement with potential candidates</li> <li>• Screening of selected potential candidates</li> <li>• Engagement with potential PTJ</li> <li>• Online Application</li> <li>• Issuance of Offer Letter</li> </ul>	<p>EGS</p> <p>EGS</p> <p>EGS/Corp. Office/PTJ</p> <p>EGS</p> <p>IPS</p>
During Registration	<ul style="list-style-type: none"> <li>• Registration activities planning</li> <li>• Registration activities</li> <li>• Payment of fees process</li> <li>• Activation process</li> </ul>	<p>EGS</p> <p>Corp. Office/IPS</p> <p>EGS/Corp. Office/UKP</p> <p>IPS</p>

## Summary of SOP for EGS Offshore Program Research Mode

Level	Main Activities	PIC
Post Registration	<ul style="list-style-type: none"> <li>• Engagement with supervisor</li> <li>• Registration for Research Methodology</li> <li>• Registration for Malaysian Culture and Malay Language (LKM111) course</li> <li>• Registration of pre-requisite / audit course(s)</li> </ul>	<p>Student IPS</p> <p>Student/IPS</p> <p>Student/PTJ/IPS</p>
Renewal of Registration	<ul style="list-style-type: none"> <li>• Submission of Progress Report by students</li> <li>• Submission of Progress Report by Main Supervisor</li> <li>• Collection of students' invoices</li> <li>• Payment of fees</li> </ul>	<p>Student</p> <p>Main Supervisor</p> <p>EGS</p> <p>EGS/Corp. Office/UKP</p>

## Summary of SOP for EGS Offshore Program Research Mode

Level	Main Activities	PIC
Notice of Submission Thesis	<ul style="list-style-type: none"><li>Submission of NOS</li><li>Appointment of examiners</li></ul>	Student PTJ
Submission of Draft Thesis	<ul style="list-style-type: none"><li>Submission draft thesis</li></ul>	Student
Viva-voce	<ul style="list-style-type: none"><li>Arrangement of viva-voce</li></ul>	PTJ/IPS
Submission of Final Thesis	<ul style="list-style-type: none"><li>Submission of final thesis</li></ul>	Student

### **Glossary**

EGS – European Global School

PTJ – School/Centre/Institute

IPS – Institute of Postgraduate Studies

UKP – Unit Kewangan Pelajar (USM Bursary)