

Candidature Matters



Renewal of Registration and Course Registration

It is the student's responsibility to renew his/her registration every semester and make payment of fees within the period of registration renewal as advised by IPS. The calendar for registration activities will be published in the IPS website: www.ips.usm.my before the beginning of every semester.

Research Mode Candidates

- Renewal of registration must be done via the Campus Online Portal. Please refer to page 41 for details/guide.
- Research Mode candidates are required to submit the Progress Report online via the Campus Online Portal every semester before they are allowed to renew their registration. In addition, their respective supervisors are required to assess their supervisees' performance through the supervisor's version of Progress Report online, via the Campus Online Portal. Both supervisee's and supervisor's Progress Reports must be updated before registration renewal.
- All payments have to be cleared by the stipulated period to avoid late registration penalty of RM200. (The late registration penalty of RM200 will be charged to the student's account.)
- Candidates who registered online but did not complete payment during the stipulated period will be considered as registering late and as such, will be liable for the late registration penalty.
- A copy of payment, bill and scholarship letter for candidates with scholarship MUST be sent to the Bursary and IPS accordingly by campus (Main/ Engineering/ Health) within the renewal period of every semester.
- In the event that a student fails to renew his/her registration within the stipulated period (without justifiable reasons), a termination letter will be issued.



Coursework and Mixed Mode Candidates

- Registration courses must be done at the Campus Online Portal (<http://campusonline.usm.my>) before the beginning of every semester. Refer to page 41 for relevant information.
- Proof of payment by post or credit card, and copy of bills MUST be sent to the Bursary and IPS at the respective campuses (Main/ Engineering/ Health). All payments MUST be cleared by the stipulated period to avoid the late registration penalty of RM200. (The late registration penalty of RM200 will be charged to the student's account.)
- Candidates who have registered online but did not complete their payment within the stipulated period will be considered as registering late and as such, liable for the late registration penalty.
- A copy of the bills and scholarship offer letter (for candidates with scholarships) MUST be sent to the Bursary and IPS at the respective campuses (Main/ Engineering/ Health) within the renewal period of every semester.
- In the event that a student fails to renew his/her registration, within the stipulated period (without justifiable reasons), a termination letter will be issued.
- Full-time students must register a minimum of two (2) courses every semester. Part-time students are required to register a minimum of one (1) course every semester. This requirement does not apply to the Master of Medicine students or students who are repeating courses and/or completing their projects/dissertations.
- Registered course must be indicated by one of the following codes (not applicable for the Master of Medicine students):
 - T = Core Course
 - E = Elective Courses
 - Z = Language Courses/Pre-requisite Courses
- The number of units to be taken per semester should be confirmed from the respective Schools/Centres.

Residential Requirements

- The residential requirement for a full-time postgraduate candidate is the duration of the minimum period of his/her candidature.
- The minimum period of residential requirement for a part-time Masters or PhD student is 15 days per academic session.



The Dress Code

A student is advised to observe the rules for the stipulated dress code of the University and be appropriately attired at all times.

Smart attire

At official functions, lecture halls, tutorial rooms/laboratories, the library, the Wellness centre, the sports centre, at the Chancellory, cafeteria and at appointments/meetings with officers. Short/long-sleeved shirts, uniforms, T-shirts with collars, proper shoes, traditional clothes, e.g., *Baju Melayu*, would be appropriate for male. Female clothes should be covered below knee length, with sleeves and modestly cut necklines.

Casual attire

This is not allowed on the campuses. Female students are not allowed to wear sleeveless shirts, miniskirts or extremely short shorts and revealing /skimpy clothes. Japanese slippers should not be worn by all students while attending classes or interviews, visiting university departments, etc. Male students should not have long hair that touches the collar.

- i. Sports attire (shorts) may be used in areas allocated for sports only.
- ii. Laboratory coats and other relevant safety clothing are required for work in the laboratories at all times.