



POSTGRADUATE BRIEFING

FACULTY OF MEDICINE AND HEALTH SCIENCES
UNIVERSITI PUTRA MALAYSIA

Semester 1 2023/2024

Postgraduate @ FMHS



- 10 programs
- Specialist program
- Accepts local candidate except for Master of Public Health

**Master of
Science**

**Doctor of
Philosophy**

**Master of
Medicine**

**Master by
Coursework**



- Master in Environmental and Occupational Health
- Master in Nutritional Sciences



Fields of Study – By Research (MSc & PhD)

1. Chemical Pathology
2. Clinical Nutrition
3. Clinical Psychology (PhD only)
4. Community Nutrition
5. Environmental Health
6. Epidemiology and Biostatistics
7. Forensic Science
8. Hematology
9. Health and Rehabilitation
10. Health Promotion
11. Health Service Management
12. Human Anatomy
13. Human Factors and Ergonomics
14. Human Genetics
15. Human Physiology
16. Immunobiology
17. Immunopharmacology
18. Industrial Hygiene
19. Medical Microbiology
20. Medical Parasitology
21. Medical Physics
22. Medical Sciences
23. Molecular Imaging
24. Molecular Medicine
25. Neurointervention
26. Neuroradiology
27. Neuroscience
28. Nursing
29. Nutritional Sciences
30. Occupational Safety & Health
31. Occupational Safety & Health Management System
32. Psychological Medicine
33. Public Health
34. Stem Cell
35. Pharmacology
36. Toxicology

Shared Fields of Study:

37. Applied Physics
38. Biochemistry
39. Bioinformatics and System Biology
40. Cancer Biology and Oncology
41. Health Education and Communication
42. Materials Sciences
43. Microbial Biotechnology
44. Molecular Biology and Genetic Engineering
45. Molecular Biotechnology
46. Radiology and Imaging
47. Safety, Health and Emergency Management
48. Social Gerontology
49. Structural Biology
50. Youth Studies

Language Requirement

Malay Language Requirement

International students (except students from Brunei & Indonesia) must register for the Malay Language course (**LPM 2100** or its equivalent) as *Audit* during the first semester.

English Requirement

Based on the rules stated by the SGS with 3 conditions:-

Required to take/start **English Programme (PIE 1)** before Semester 1 for MSc / PhD; OR

Register **English Course (PIE 2)** with other courses in Semester 1 for MSc/PhD; OR

Start the Semester 1 MSc/PhD without taking any English class.

- *Kindly refer the SGS website for the details.*

Course Exemption: Senate 666.5

- (a) Students who have taken a course at the University or at an external University may apply for exemption from a course equivalent to the course they are to take;**
- (b) Grades are not awarded for exempted courses, and they are not considered in determining the overall grade point average (CGPA);**
- (c) Courses for which an exemption has been approved must be substituted with other courses;**
- (d) Application for this exemption must be made online in the first semester;**
- (e) Exemption cannot be granted for courses from previously failed program.**



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SEMESTER REGISTRATION

- Compulsory course : **SPS6999 (Doctoral Research) / SPS5999 (Master Research)**.
- Online registration for continuing students via iGIMS student portal (duration: 2 weeks).
- **Penalty of RM100.00** for late registration **will be charged to students** who fail to register within 2 weeks. |
- Students who fail to register or made full payment fee by beginning of the 7th week of the semester, shall be automatically **DROPPED (study status)**

COURSE REGISTRATION

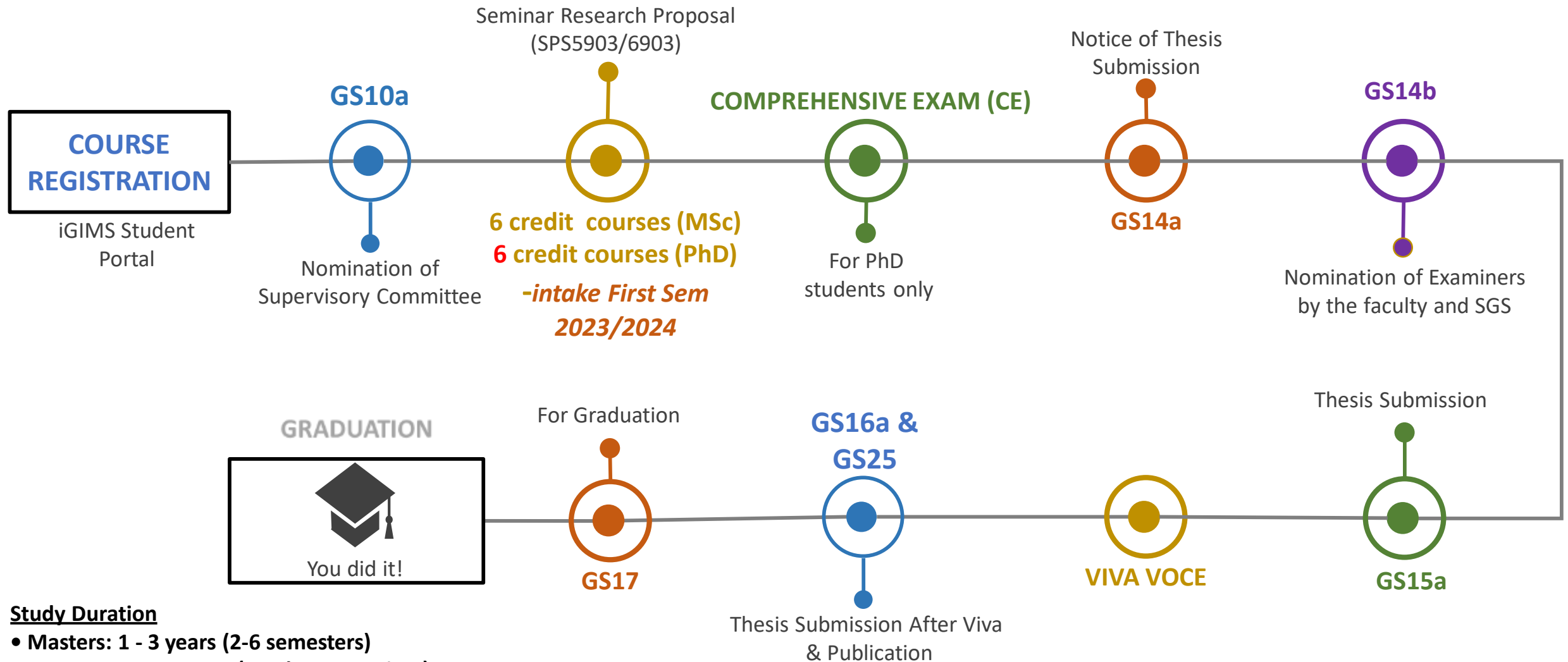
- Check the course requirement with the faculty.
- Check and confirm the course status – YW (Compulsory), ELF (Elective) or AU (Audit)
- Courses registered as 'Audit' are not included in the computation of the CGPA .

It will be graded as 'M' (Satisfied) or 'TM' (Not Satisfied)
(*TM : <65%)

- Last date to add course – week 2
- Last date to drop courses – week 7



The Pathway .. Doctor of Philosophy / Master of Science



Study Duration

- **Masters: 1 - 3 years (2-6 semesters)**
4 semesters (Graduate On Time)
- **PhD : 2 - 5 years (4-10 semesters)**
7 - 8 semesters (Graduate On Time)

Course Structure – By Research

Master of Science 6 credit hours

1. SPS5999 – Master Research

Compulsory to register at each semester

2. SPS5903 – Seminar Research Proposal

Compulsory to register at Semester 1 or Semester 2

3. PSK5000 – Health Research Methods and Biostatistics

Faculty's Compulsory Course. (3 credit hours)
(Sem 1 or Sem 2)

4. Any 1 elective course – 3 credits

Sem 1 or Sem 2

Doctor of Philosophy 6 credit hours

1. SPS6999 – Doctoral Research

Compulsory to register at each semester

2. SPS6903 – Seminar Research Proposal

Compulsory to register at Semester 1 or Semester 2

3. PSK5000 – Health Research Methods and Biostatistics

Faculty's Compulsory Course. (3 credit hours)
(Sem 1 or Sem 2)

4. Any 1 elective courses – 3 credits

No later than 3rd semester

Maximum
number of
credits per
semester is
20 credits

Course Structure

Note:

PhD students who have taken the Research Methodology during Master program are eligible to apply for exemption. Please provide the course outline/list of topics - if taken from other university. The approval of exemptions are subjects if the students fulfill the criteria of exemption.



Nomination of Supervisory Committee (GS10a)

No. of Committee Members

PhD

- 1 Chairman (Main Supervisor)
 - 1 Internal member (Co-supervisor)
 - External member (Co-supervisor) - Optional (Attach CV and justification letter from the Chairman)
- (maximum = 5)

MSc

- 1 Chairman (Main Supervisor)
 - 1 Internal member (Co-supervisor)
 - External member (Co-supervisor) - Optional (Attach CV and justification letter from the Chairman)
- (maximum = 4)

How to apply for a Supervisory Committee nomination?

- Login to iGIMS Student Portal
- Click **Form**→ GS10a
- Fill in the form and print out
- Get signatures from all members
- Submit to the Faculty Postgraduate Office

- MSc & PhD - 2 internal members (minimum number including the chairman)
- When to nominate? Before the 3rd semester ; otherwise, study status will change to **SUSPENDED!**



Reconstitution of Supervisory Committee (GS10b)

The application must be made within the first seven weeks of the semester

Not later than the 5th Semester

PhD

Not later than the 3rd Semester

MSc



How to apply for Reconstitution of Supervisory Committee?

- Login to iGIMS Student Portal
- Click **Form**→ GS10b
- Print out and fill in the form
- State the reason of change
- Get signatures from all members
- Submit to the Faculty Postgraduate Office
- Please provides a detailed explanation of the adjustments made





Seminar Research Proposal SPS6903 (MSc) & SPS6903 (PhD)

- Must register not later than student's **Second Semester**.
- Fail to register or fail on second attempt will result in termination.
- Discuss with supervisor/ SV committee for seminar arrangement.
- Course will be graded as M or TM.

PSK5000 (Health Research Methods & Biostatistics) , OR SPH5113 (Health Research)

- **Starting from Second Semester 2018/2019 onwards,**
- **FMHS Students are compulsory to register PSK5000 - Health Research Methods And Biostatistics (recommended) OR SPH5113 (Health Research) offered by the Faculty.**



Comprehensive Exam (CE)

(PhD Only)

- Student required to seat the exam by the 2nd semester but not later than the 4th semester (full-time) and 6th semester (part-time). Failing to do so, students will be terminated.
- Writing and oral examination and required to pass both examinations
- Students are allowed to sit for CE only after:
 - GS10a (Nomination of supervisory committee)
 - passed the SPS6903 Seminar (Research Proposal)
 - completed 6 credit hour courses (*for Sem 1 2023/2024 intake*)
- Study status (Probation) if fails CE for the first time

Progress Report (GS11)

- Must be submitted before the deadline stated in the current academic calendar.
- Complete the report based on research done every semester.
- Evaluate by Supervisor and endorse by the Faculty Deputy Dean.
- Will be graded as M / TM for SPS5999/SPS6999.





ACADEMIC MATTERS



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Part-time mode

- Only for local students (by research);
- Student must furnish evidence (letter or relevant documents) of employment from their employer

Withdrawal

- 1 st – 2 nd week: RM100
- After 2nd week: full fees
- Not register + intent to withdraw: RM100
- 2 consecutive semester not registered: Withdraw

- Not more than three (3) semesters with acceptable justifications
- Application of extension not more than twice

Extension

Deferment

- May defer not more than two (2) semesters;
- Application must be made only at first (1st) to seven (7th) week of the semester;
- Apply before 2nd week: RM100 service fee
- Penalty of RM600.00 if apply after 2nd week but before the 7th week

- Must be made within seven (7) weeks of the current semester
- The application must be recommended by supervisors (current and new – if applicable) and supported by both faculties/institutes (current and new).

Transfer



STUDY STATUS

DROPPED

Unpaid fees by 7th week

Fails to register before the 3rd week (programme by coursework) and 8th week (programmed by research) of semester

Fails to pay before the 3rd week (programme by coursework) and 8th week (programmed by research) of semester

GOOD STANDING

CGPA 3.00 & above

PROBATION

CGPA 2.50 – 2.99

1 TM for GS11

Fails CE for the first time

SUSPENDED

Submission/confirmation of academic certificate is not made during the first year of study (2 semesters)

Fails to nominate supervisory committee before the 3rd semester

Fails the PIE2 twice. Student is allowed to repeat PIE2 in the following semester but barred from registering any other courses

Does not complete and pass the Research Proposal Seminar (SPS5903/SPS6903) after the second semester of study, failure to do so will result in termination in the following semester

WITHDRAWAL

A student is automatically withdrawn from candidature if he fails to register consecutively for two semesters or upon Dean's approval.

Termination of Candidature

- TERMINATED GB
- TERMINATED (EXCEEDED DURATION)
- TERMINATED CE (PhD)

- Obtains a CGPA below 2.500 in any one semester
- Obtains a CGPA below 3.00 for two semesters
- 2 TMs for the Progress Report (GS11) or on recommendation of termination from his supervisor after one “TM” grade for his research progress
- Exceed Max Duration of Study (Masters (6+3) and PhD (10+3))
- Fails CE twice (PhD) unless recommended for a reversal to a Master degree programme
- Fails to take CE (PhD) within 4 sem (full-time) and 6 sem (part-time)
- Fails compulsory/elective courses for 2 times
- Fails the thesis examination
- Did not submit thesis within stipulated time after viva
- Fails thrice in the Tertiary English Programme (TEP)
- Violates any rule or regulation as stipulated by the university



- Students who have received a Termination of Candidature status can request for their status to be reviewed.
- Students are required to submit the Review Against Termination Form (GS-13b) and pay a processing fee of RM 50.
- The application for renewal will be brought to the UPM Graduate Review Meeting which is chaired by the Deputy Vice Chancellor (Academic and International) for consideration. Results are final.



CONVERSION

FROM MASTER'S TO PHD

DEGREE PROGRAMME

CONVERSION FROM MASTER'S TO PHD DEGREE PROGRAMME

A student may apply for conversion from a Master's Degree by Research to a PhD degree programme. If the application is successful, the student is required to comply with all requirements for a PhD Degree.

An independent committee shall be appointed by the Faculty/Institute/School to evaluate the application for conversion and this committee shall make its recommendations to the Dean through the Faculty/Institute/School for approval by the University Graduate Committee.

TO APPLY FOR CONVERSION UNDER THIS RULE, THE FOLLOWING PROVISIONS MUST BE FOLLOWED:

- (a) The student applying for the conversion must:
 - (i) have completed at least one (1) semester but not more than two (2) semesters;
 - (ii) have completed the coursework requirement of the programme and obtained a minimum CGPA of 3.750;
 - (iii) have produced the following based on research conducted during candidacy:
 1. Published or show proof of acceptance of an article in a CIJ (Scopus/ERA/JCR); or
 2. Filed for a patent / copyright (software-based) / industrial design / printed circuit board / utility innovation; or
 3. Students in the social sciences must submit proof of having published chapter in book under the publisher list of Thomson Reuters Web of Science (WoS) / University Publisher / Dewan Bahasa dan Pustaka / publisher recognized and listed under Majlis Penerbitan Ilimiah Malaysia (MAPIM).
 - (iv) have submitted an extended research proposal that meets the scope of a PhD degree.
- (b) The Chairman of the Supervisory Committee shall write a report to verify that the student:
 - (i) has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;
 - (ii) demonstrates critical, analytical and independent thinking skills; and
 - (iii) has a good understanding of relevant research design and methodology.
- (c) The Faculty/Institute/School shall appoint an independent committee. The committee shall be comprised of a minimum of three (3) members, with the Coordinator of Graduate Studies of the Faculty/Institute/School as the Chairman of the committee.
- (d) The independent committee in paragraph (c) shall:
 - (i) evaluate the extent to which the Masters research has progressed, and the proposal for the PhD research via a seminar presentation;
 - (ii) advise the student of areas to be examined
 - (iii) submit a comprehensive report to the Dean through the Faculty/School/Institute highlighting the merits and achievements that will support or justify the conversion.
- (e) If the conversion is approved within the first seven (7) weeks of the semester, it shall take effect immediately. If the conversion is approved after the first seven weeks of the semester the conversion shall take effect in the following semester.
- (f) Student who has converted to PhD programme shall be reverted to Master Programme if the student change his research project or field of study.



POSTGRADUATE STUDENT HANDBOOK

SCHOOL OF GRADUATE STUDIES
UNIVERSITI PUTRA MALAYSIA

All information provided is correct at
the time of publication and is subject
to change without notice.



**Read through the Postgraduate Student Handbook
School of Graduate Studies in the following link
or download the handbook as a
PDF: [Postgraduate Handbook 2023](#)**



**UNIVERSITI PUTRA MALAYSIA
(GRADUATE STUDIES)
RULES 2003
[REVISION 2015 – 2016]**



**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971
CONSTITUTION OF UNIVERSITI PUTRA MALAYSIA**



SCHOOL OF GRADUATE STUDIES

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971 CONSTITUTION OF UNIVERSITI PUTRA MALAYSIA

UNIVERSITI PUTRA MALAYSIA (GRADUATE STUDIES) RULES 2003 [REVISION 2015-2016]



UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971 CONSTITUTION
OF UNIVERSITI PUTRA MALAYSIA

UNIVERSITI PUTRA MALAYSIA (GRADUATE STUDIES) RULES 2003 [REVISION 2015-2016]

PART 1 – PRELIMINARY	PART 2 – PROGRAMMES OF STUDY	PART 3 – ADMISSION REQUIREMENTS	PART 4 – REGISTRATION
PART 5 – ADDING/DROPPING OF COURSES, TRANSFER BETWEEN PROGRAMMES AND/OR FIELDS OF STUDY, CONVERSION OF PROGRAMME, DEFERMENT OF SEMESTER AND WITHDRAWAL OF CANDIDATURE	PART 6 – FEES	PART 7 – SUPERVISION	PART 8 – COURSE EVALUATION
PART 9 – EXAMINATION PROCESS	PART 10 – STUDY STATUS	PART 11 – GRADUATION	PART 12 – SCHOLARLY INTEGRITY



RESTRICTION ON ADMISSION

A student whose candidacy has been terminated by the University for any Reason listed below is eligible for admission as prescribed below:

1. the candidate must register as a new student;
2. duration of study will commence from the date of his/her registration;
3. credit transfer from the previous programme is not allowed;
4. the candidates are only allowed to a maximum of 2 readmissions;
5. criteria for readmission are as follows:

<i>Type of Programme</i>	<i>Readmission Requirement</i>
<i>Same programme/field of study</i>	<i>2 Semesters after being terminated</i>
<i>Different programme/field of study</i>	<i>The following semester</i>



THESIS



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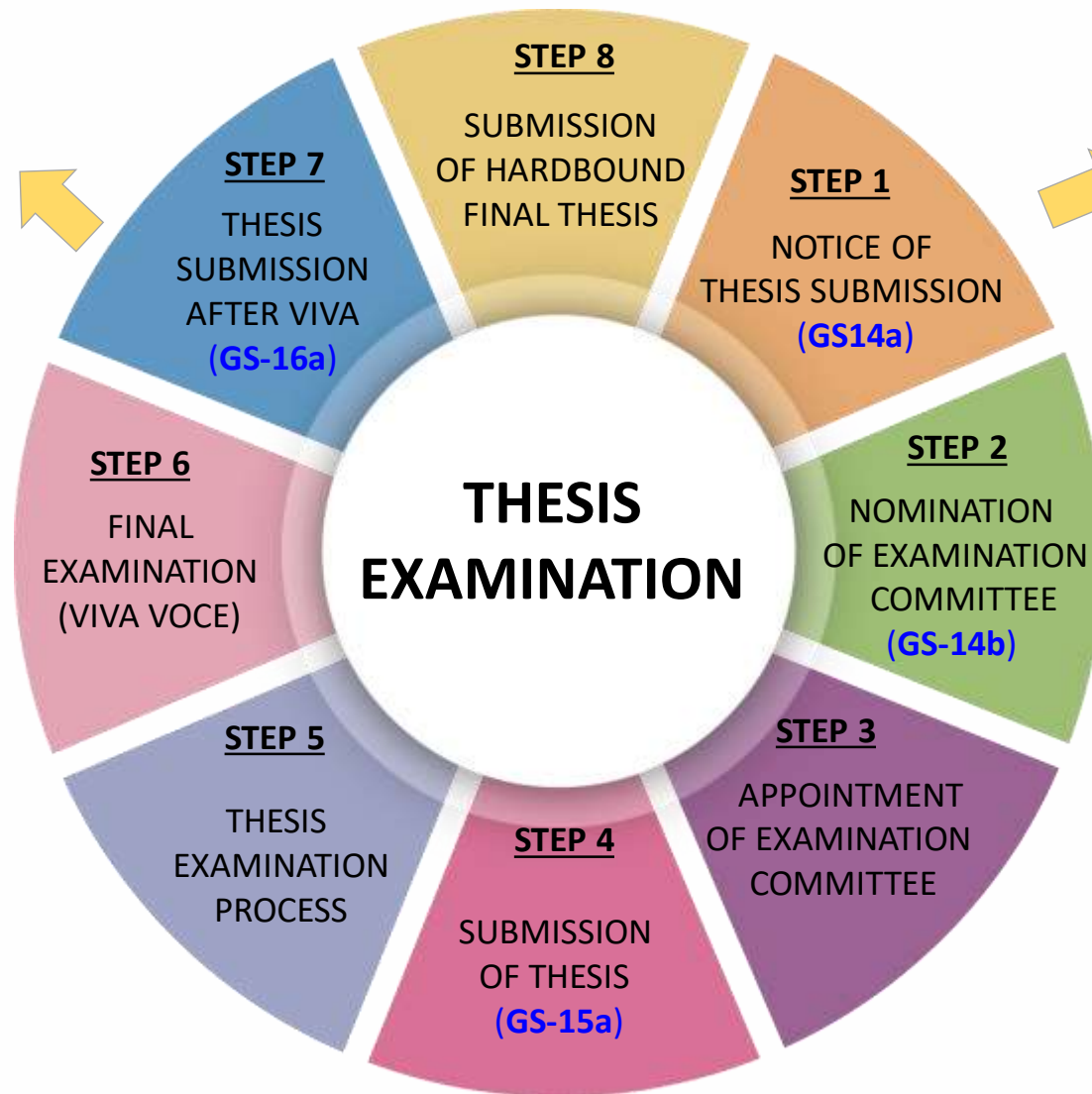
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Categories of results

- 1) Distinction – 15 days
- 2) Minor – 3 months
- 3) Major – 6 months
- 4) Re-Submit – 2 semesters
- 5) Re-Submit as a Masters – 60 days
- 5) Re-Viva – 60 days
- 6) Reject

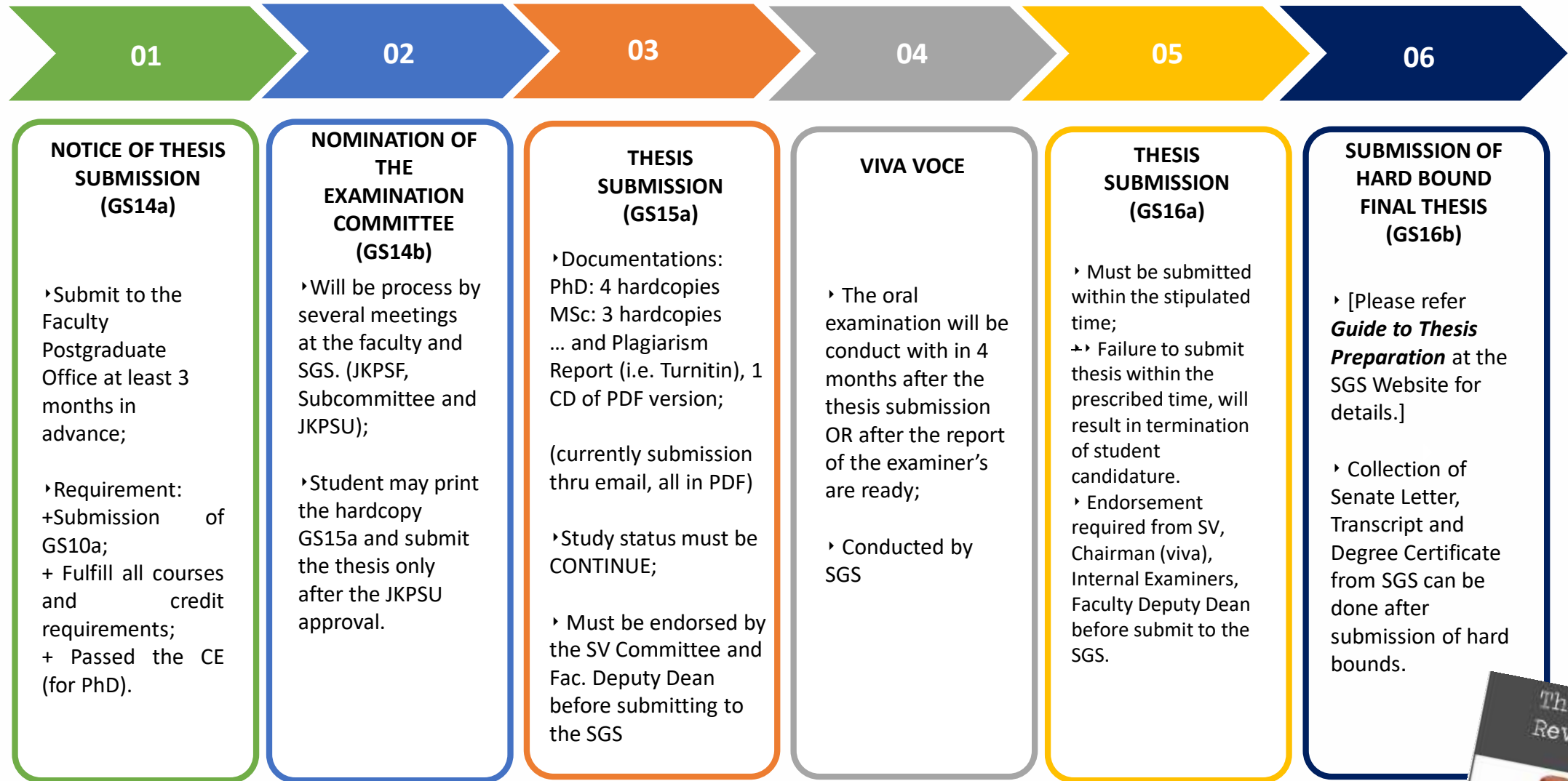


3 Months in Advance

Within 3 Months after GS-15a (Step 4)



Highlights of the Thesis Submission



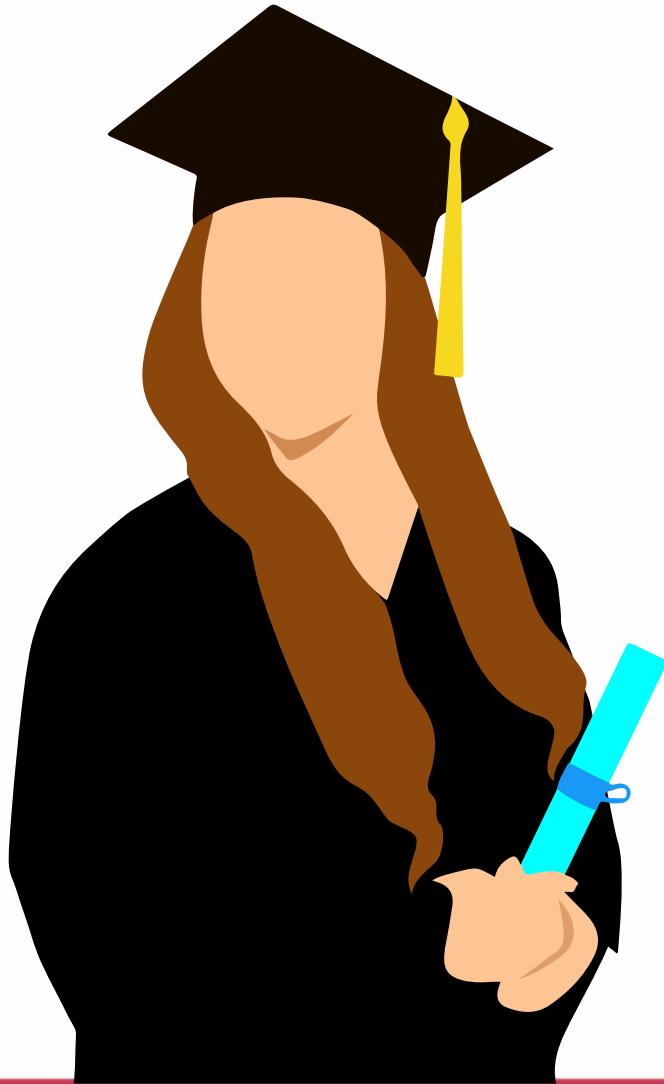
REQUIREMENT OF PUBLICATION IN JOURNAL FOR PhD AND MASTERS BY RESEARCH STUDENTS

- All students in degree programmes by research must show proof of having published or submitted journal articles (**as the first/corresponding author**) based on research conducted during their candidature
- A student who has filed for a patent or utility innovation or copyright or industrial design or printed circuit board based on research conducted during his candidature is equivalent to one journal article and may apply in writing to the Dean for exemption of Rule 57(iii) or 57(iv). All processes must be approved by Putra Science Park (PSP) UPM for the purpose of graduate requirements.

** Kindly refer to SGS website for the details*

[https://sgs.upm.edu.my/upload/dokumen/20230203113902Graduation_Requirements_-_Publication_of_Journal_\(Edited_27.1.23\).pdf](https://sgs.upm.edu.my/upload/dokumen/20230203113902Graduation_Requirements_-_Publication_of_Journal_(Edited_27.1.23).pdf)

Graduation Requirement



- 01 Minimum CGPA of 3.00, and fulfilled all the compulsory courses / credits;
- 02 Passed the thesis examination (viva voce) and fulfilled the publication requirements;
- 03 Paid all the study fees;
- 04 Passed the language requirements (for international students)

** Kindly refer to SGS website for the details*

FINANCIAL AID



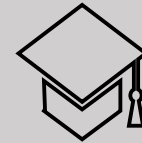
FINANCIAL AID



SCHOLARSHIP



GRANTS



STUDENT LOANS



Financial Aid

- 01 Visit the SGS website (*Financial Assistance & Scholarships*)
https://sgs.upm.edu.my/financial_assistance_scholarships-1893
- 02 All scholarship are subject to availability of funds and details given here are subject to change at any time.
- 03 Students may refer to the advertisement posted in the SGS website for the application deadline.



VISA AND PASS

STUDENT PASS RENEWAL

Attendance Report

- Course name/subjects/academic session must tally with academic transcript
- Attendance >80%, if not – explanation letter

Academic result

- Good standing, CGPA 3.000, if not – explanation letter
- Progress report (GS11)

Supporting letter, if;

- Not meet renewal requirement
- Deferment
- Student has medical issues – medical report
- Exceed course duration (study stage + study plan + study scheme chronology (if JPT meeting)

https://intl.upm.edu.my/visa_pass-2817



**3 months before
current pass
expiration date**

REMINDER!

Please bear in mind and follow ALL the academic rules to avoid problems when applying for renewal.

ADDITIONAL INFORMATIONS



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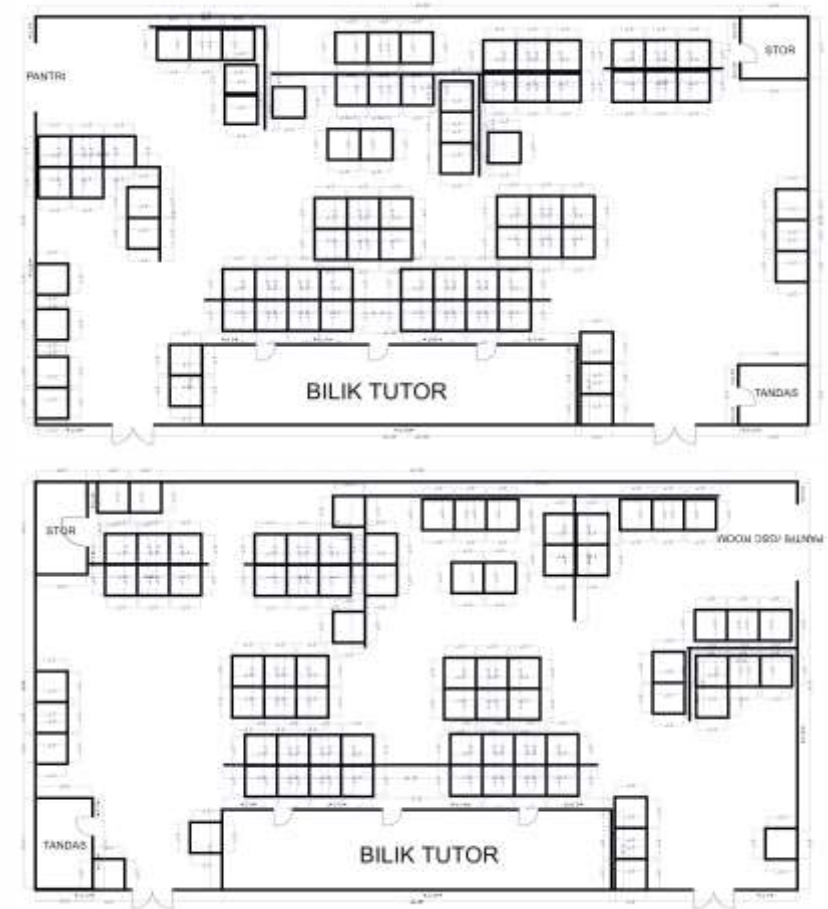
Postgraduate Room

How to apply?

Application form are available at the Deputy Dean's Office (Postgraduate).

Return the form with a copy of the student's matric card to the Deputy Dean's Office (Postgraduate) for approval and card activation.

The room are available for Free Seating or Permanent Seating (2 semesters). Only FMHS students are allowed to occupy the room.



Available Seat : 150 students

Student's Parking

Do you need permission? ... How to apply?

Application forms are available at the Deputy Dean's Office (Postgraduate).

Fill in the form and attached together these documents:

- a. Copy of matric card (both side);
- b. Copy of student vehicle sticker; <https://asis.upm.edu.my/index.php>
(UPM sticker from UPM Security Division – *online application*);
- c. Copy of valid driving license.

Send the application form to the Deputy Dean's Office (Postgraduate) .

The office will submit the application form to the Dean's General Office for approval

Process : 2 weeks before the approval and authorization



Accommodation

- The faculty/university does not arrange for OFF CAMPUS accommodation, students are required to make their own enquiries and book with the homeowner.
- Refer: UPM Housing and Placement Division
- <https://bpp.upm.edu.my/>

Bursar's Office
(Students Financial Section)
...Tuition fees, sponsorship claims
etc..

Ground Level, Canselori Putra Building
Universiti Putra Malaysia
Phone : +603-9769 3568/3569/3570 (Postgraduate)
Email : bursar.student_pg@upm.edu.my (Postgraduate)
www.bursar.upm.edu.my

Putra International Centre (i-PUTRA)
..Visa, Pass..

Refer to SGS website - » *Student Affairs, Visa & Pass* or
I-Putra website - » *Visa & Pass*
Phone : +603-9769 7972
Email : intl@upm.edu.my
www.intl.upm.edu.my

Sultan Abdul Samad Library

Email : lib@upm.edu.my
<https://lib.upm.edu.my/>
Main Library : Phone : +6013-385 5880
FMHS Library (Ground Floor FMHS) : +603-9769 2361

Clinical Research Centre (CRC)

- Provide research consultancy by panels of consultant in proposal and manuscript development & writing, research methodology, statistical analysis etc.
- Student can make appointment with a consultant panel for the purpose of consultation.
- *Refer to the FMHS website for more details.*

Security and Emergency

Health Center

Transportation

1. **Security Division** – for student's vehicle sticker
Phone: +603-9769 6114
2. **Bilik Gerakan Polis Bantuan Kecemasan (24 hrs)**
Phone : +603 9769 1999 / 7990 / 7470 (Emergency)
3. **Other Emergency Contact Numbers**
 - Serdang police Station : +603-9769 2222
 - Seri Kembangan Police Station : +603-9769 6122
 - Serdang Fire Brigade : +603-9769 7635, +603-8941 7636/ 6281

1. **University Health Center**
Phone : +603 9769 7332
(Emergency – 24 hours)
: +603 9769 7304 /7342
Email : pku@upm.edu.my
Website: <https://pku.upm.edu.my/>
2. **Hospital Sultan Abdul Aziz Shah (HSAAS)**
Phone : +603 9769 5500
Email : hsaas.contact@upm.edu.my
Website : <https://hsaas.upm.edu.my/>

1. **UPM Bus Service:**
 - Monthly pass : RM15, available at the Bursar Payment Counter, Ground Floor, Main Administration Building, UPM.
 - Unlimited ride per month.
2. **GRAB:** The fare depends on distance of journey.



BAHAGIAN KAUNSELING UPM

Universiti Putra Malaysia,
43400 UPM Serdang,
Selangor Darul Ehsan,
Malaysia

Tel: +603 9769 2082

Email: kaunselor@upm.edu.my

Working Hour :

Monday - Thursday

8.00 am - 5.00 pm

Lunch Time - 1.00 pm - 2.00 pm

Friday

8.00 am - 5.00 pm

Lunch Hour - 12.15 pm - 2.45 pm

The Tele-Counseling Putra is an online consultation services especially for UPM's students and staff. The service operates from 8.00 am to 5.00 pm on office hour only (Monday to Friday). The number for Tele-Counseling Putra services is 011-5662 6221 via WhatsApp Application



BAHAGIAN KAUNSELING UPM
COUNSELING DIVISION UPM
بهاگین کاءونسلیغ یو.پی.ایم.

Empowering holistic well-being through a counseling and guidance approach and the implementation of programs that are psychological, emotional, intellectual and social (PEIS) for universal well-being.

COUNSELING
Main Core
Helping UPM's student and staff to be literate through Individual Counseling Sessions and Group Counseling Sessions

GUIDANCE
Also involve Individual Guidance and Group Guidance services

Self Development Program for student and staff

Intervention Program for student

Academic Guidance program for student

Career planning and development

Intervention program for the Exit Policy

Consultation for the development of modules and assessment of Psychological Measurement and Testing Tools (Personality/Career/Stress/etc)

Facebook: [facebook/bkumpm](https://www.facebook.com/bkumpm) Instagram: [bahagiankaunselingupm](https://www.instagram.com/bahagiankaunselingupm) YouTube: [youtube/bkumpcube](https://www.youtube.com/channel/UCvBtKupmCubE) Website: www.bkumpm.upm.edu.my

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Aplikasi Whatsapp
8AM - 5PM

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Deputy Dean's Office

(Graduate Studies, Industry & Community Relations and Income Generation)

Faculty of Medicine and Health Sciences

Universiti Putra Malaysia

43400 Serdang

Selangor Darul Ehsan

MALAYSIA

Telephone : +603 97692604/ 97692776/ 97692506
Faxes : +603 97692585
Email : tdsj.medic@upm.edu.my
Website : <https://medic.upm.edu.my/>
Facebook : <https://www.facebook.com/fpskupmofficial>





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