

GUIDELINES FOR POSTGRADUATE ASSISTANCE SCHEME

1. Introduction

- 1.1 The Postgraduate Assistance Scheme is introduced to ease the financial burden of Postgraduate students in Universiti Malaysia Sabah.
- 1.2 This scheme is aimed at attracting more Postgraduate students to pursue their studies at Universiti Malaysia Sabah.
- 1.3 This scheme is also aimed at increasing research output to enhance Universiti Malaysia Sabah's focus/niche areas.
- 1.4 The Postgraduate Assistance Scheme consists of:
 - 1.4.1 Teaching Assistant Scheme (SPP); and
 - 1.4.2 International Tuition Fees Scheme (SYPA).

2. Objectives

- 2.1 To provide guidelines to Postgraduate Scholarship Committee members in the selection of recipients of the Universiti Malaysia Sabah Postgraduate Assistance Scheme.
- 2.2 To channel financial assistance to Universiti Malaysia Sabah Postgraduate students in a more transparent, organised and effective manner.

3. Selection Prerogative

- 3.1 Selection prerogative is held by the Postgraduate Scholarship Committee and Centre for Postgraduate Studies, Universiti Malaysia Sabah with the Centre for Postgraduate Studies as Secretariat. The Postgraduate Scholarship Committee consists of:-
 - 3.1.1 Chairperson – Vice-Chancellor or represented by Deputy Vice-Chancellor (Academic & International)
 - 3.1.2 Four (4) permanent members comprised of:
 - a) Dean of the Centre for Postgraduate Studies
 - b) Deputy Dean of the Centre for Postgraduate Studies (Student Affairs)
 - c) Deputy Dean (Academic & International)
 - d) Universiti Malaysia Sabah Bursar
 - 3.1.3 Five (5) members appointed by the Postgraduate Scholarship Committee Chairperson.

3.1.4 Secretary – Head of Administration (Administrative Officer),
Centre for Postgraduate Studies

3.1.5 Minute-Taker – Head of Section (Student Affairs), Centre for
Postgraduate Studies

3.2 Decision of the Postgraduate Scholarship Committee is final.

4. General Qualifications

- 4.1 Applicant must be enrolled in a full-time research programme.
- 4.2 Applicant has registered in any postgraduate programme at Universiti Malaysia Sabah.
- 4.3 Applicant does not receive any financial assistance from any party and is unemployed.
- 4.4 Applicant who is supervised by a Supervisor without research grants will be given priority.
- 4.5 Application from government or private sector staff, and Universiti Malaysia Sabah staff currently on study leave will not be considered.
- 4.6 Candidates must attend and pass the stipulated interviews.

5. Specific Qualifications

5.1 UMS Teaching Assistant Scheme (SPP)

- 5.1.1 Applicant is a Malaysian citizen.
- 5.1.2 Master students may submit their application not later than the second semester from the date of registration and have not submitted their Thesis Submission Notice.
- 5.1.3 PhD students are may submit their application not later than the third semester from the date of registration.
- 5.1.4 Students applying in semester one must submit a Research Proposal Presentation evaluation report not later than Week 7 of the respective semester.
- 5.1.5 Applicant has demonstrated satisfactory progress in research and achieve target milestones (only applicable to those applying in semester two and three whereby students would have Progress Reports).
- 5.1.6 Applicant has not received any financial assistance for research purposes from any agency.

- 5.1.7 For master degree study, applicants should have First Class degree qualifications or at least CGPA 2.75 or equivalent.
- 5.1.8 For PhD study, applicants should have a good master degree or have obtained at least CGPA of 3.0 or equivalent.
- 5.1.9 This scheme covers Tuition Fees, Viva-voce Fees and Monthly Allowance of RM1200 (PhD) or RM900 (Master).
- 5.1.10 Teaching Assistant Scheme recipients will be required to assist lecturers in teaching such as in tutorials, demonstration work and laboratory work (excluding marking assignments and examination papers, consultation, one-to-one tutoring, attending meetings, supervising student projects, and any duties not in the form of teaching) under the supervision of the Faculty/Centre/Institute.
- 5.1.11 Maximum work duration as Teaching Assistant at FCI is 6 hours per week.
- 5.1.12 FCI should ensure that the work of Scheme recipients assigned as Teaching Assistants will not affect their studies as Postgraduate students.
- 5.1.13 Scheme recipients are required to present their research progress report in their respective FCI.
- 5.1.14 It is compulsory for Scheme recipients to present their research progress reports in the SBP Colloquium each year until the completion of their study.
- 5.1.15 Scheme recipients must publish at least one (1) proceeding/peer-reviewed article/indexed article during the sponsorship period.
- 5.1.16 In addition, Scheme recipients are required to actively participate in at least one (1) course/workshop in each semester organised by the Centre for Postgraduate Studies.

6.2 International Tuition Fees Scheme (SYPA)

- 6.2.1 Applicants are international students.
- 6.2.2 Master students (Science and Social Sciences) are permitted to apply not later than semester 2 from date of registration and have not submitted the Thesis Submission Notice.
- 6.2.3 PhD students (Science and Social Sciences) may submit their applications not later than the third semester after date of registration.
- 6.2.4 Students have demonstrated satisfactory progress in research and achieve the target milestones (only applicable to students applying in semester two and three where students should have progress).

- 6.2.5 Students do not receive any financial assistance for research purposes from any agencies.
- 6.2.6 For master degree studies, applicants must have First Class degree qualifications or at least CGPA 3.00 or equivalent.
- 6.2.7 For PhD studies, students must have a good master degree or obtained at least CGPA 3.30 or equivalent.
- 6.2.8 This Scheme covers only Tuition Fees and Viva-Voce Fees. Monthly allowance is not provided.
- 6.2.9 International Tuition Fees Scheme recipients are required to assist lecturers in teaching such as for tutorials, demonstration work and laboratory work (excluding marking assignments and examination papers, consultation, guiding one-to-one tutoring, attending meetings, supervising student projects, and any duties not in the form of teaching) under the supervision of Faculty/Centre/Institute.
- 6.2.10 Maximum work load as Teaching Assistants at FCI is 4 hours per week.
- 6.2.11 FCI should ensure that the job of Scheme recipients assigned as teaching assistants will not affect their studies as Postgraduate students.
- 6.2.12 Scheme recipients must present their Research Progress report in their respective F/C/I.
- 6.2.13 Scheme recipients must present their research progress report in the SBP Colloquium every year until the completion of their study.
- 6.1.14 Scheme recipients must publish at least one (1) proceeding/peer-reviewed article/indexed article during the sponsorship period.
- 6.1.15 In addition, Scheme recipients are required to actively participate in at least one (1) course/workshop each semester organised by the Centre for Postgraduate Studies.

7. Other Conditions

- 7.1 Postgraduate Assistance Scheme recipients are not allowed to convert the type of assistance offered.
- 7.2 Postgraduate Assistance Scheme recipients must be registered every semester and their student progress report achieve at least '**Satisfactory**' level every semester.
- 7.4 Postgraduate Assistance Scheme recipients are not allowed to be involved in any activities that contravene Malaysian Law and University rules and regulations.
- 7.5 Postgraduate Assistance Scheme recipients are subject to the requirement to produce publications as stipulated by the university for the conferment of degree.

- 7.6 Postgraduate Assistance Scheme recipients are not allowed to receive more than one assistance scheme either in the form of scholarship or sponsorship throughout their study duration.
- 7.7 Postgraduate Assistance Scheme recipients must sign the Postgraduate Student Scholarship Agreement with Universiti Malaysia Sabah and return this agreement to Universiti Malaysia Sabah within three (3) months following the offer. Failure to do so will lead to termination of the offer.
- 7.8 The Postgraduate Assistance Scheme will be terminated if recipients are found to have provided false information in their application form.
- 7.9 In the event that a recipient of the Postgraduate Assistance Scheme withdraws from their study or their study is terminated by Universiti Malaysia Sabah due to study performance, academic misconduct and disciplinary problems or breach of agreement stipulations, the sum of money or any monetary privileges disbursed during the agreement period must be refunded to Universiti Malaysia Sabah unless there are reasonable justifications accepted by the Postgraduate Scholarship Committee members.
- 7.10 Centre for Postgraduate Studies reserves the right to amend the Postgraduate Assistance Scheme Guidelines without prior notice from time to time and Postgraduate Assistance Scheme recipients are subject to these amendments.
- 7.11 Postgraduate Assistance Scheme recipients who breach agreement stipulations will cause the immediate termination of the Universiti Malaysia Sabah Postgraduate Assistance Scheme without any written notice.
- 7.12 Postgraduate Assistance Scheme recipients who have accepted the Universiti Malaysia Sabah appointment offer as Graduate Fellows or Lecturers are not deemed to have breached the terms of the agreement. Payment for the Postgraduate Assistance Scheme will cease on the effective date of the university job appointment. Postgraduate Assistance Scheme recipients must refund any payment received from the Postgraduate Assistance Scheme in the event that payments are still received after the effective date of said job appointment.

8. Application

- 8.1 Announcements regarding the Postgraduate Assistance Scheme will be made by Universiti Malaysia Sabah from time to time via the Centre for Postgraduate Studies. Applications should be made by completing the form according to the procedures stipulated by the Centre for Postgraduate Studies.
- 8.2 Shortlisted candidates must attend a compulsory interview.

9. Duration of Postgraduate Assistance

- 9.1 The maximum duration for the Postgraduate Assistance Scheme is based on the remaining period of study;

SCHEME TYPE	Teaching Assistant Scheme		International Tuition Fees Scheme	
	PHD	MASTER	PHD	MASTER
Postgraduate Assistance Scheme	24 -36 months/ 4 -6 semesters	18-24 months/ 3-4 semesters	24 -36 months/ 4 -6 semesters	18-24 months/ 3-4 semesters

- 9.2 Viva-voce fees will be paid during the sponsorship period only.
- 9.3 Extension of the Postgraduate Assistance Scheme is not allowed to fulfil the university aim of students graduating on time.
- 9.4 Students under sponsorship who defer their studies will not receive any assistance in the respective semester. Sponsorship during semester deferment is not transferable to the new semester.

10. Termination

- 10.1 Universiti Malaysia Sabah reserves the right to terminate the Postgraduate Assistance Scheme without prior notice to recipients.
- 10.2 Postgraduate Assistance Scheme recipients are permitted to exit the scheme within two (2) weeks (14 days) after signing the agreement by providing a written notice to the Dean of the Centre for Postgraduate Studies.
- 10.3 Each award of the Postgraduate Assistance Scheme is automatically terminated upon submission of thesis for examination.

11. Conclusion

- 11.1 The Centre for Postgraduate Studies envisions the Postgraduate Assistance Scheme as a means of enhancing the research quality of Postgraduate students at Universiti Malaysia Sabah.
- 11.2 Through the Postgraduate Assistance Scheme, Universiti Malaysia Sabah hopes to attract Postgraduate candidates to pursue their studies at the university.
- 13.3 This Guidelines is to be read together with the Postgraduate Student Scholarship Agreement.