

1.0 ADMISSION & REGISTRATION

1.1 Overview

Admission into the postgraduate by research programmes (Master of Social Sciences and Doctor of Philosophy) at FSSK is governed by the UNIMAS Graduate Studies Regulation (Research) and administered through the Centre for Graduate Studies (CGS).

The Faculty plays a key role in evaluating applicants' suitability, confirming supervision arrangements, and ensuring that each candidate is aligned with the Faculty's research clusters and areas of expertise.

1.2 Admission Process

a) Supervisor Nomination (During Application Stage)

- During the online admission process applicants are required to nominate a proposed supervisor whose research expertise aligns with their intended topic.
- Applicants may identify potential supervisors by referring to: the "Field of Study & Expert" section in Postgraduate Resources in FSSK website (<https://www.fssh.unimas.my/>), or
- the UNIMAS Experts Portal, which lists each academic's field of specialisation and publications.
- Applicants are encouraged to contact prospective supervisors informally by email before submission to discuss the feasibility of their proposed research.

b) If an applicant does not nominate a supervisor, or if the nominated supervisor is unavailable or unsuitable:

- The Faculty Postgraduate Committee (JKPPS) will assign a suitable supervisor based on the topic, research area, and staff availability.
- The confirmed supervisor's name will be reflected in the Offer Letter issued by the Centre for Graduate Studies (CGS).

c) Admission Application Process

Step 1: Online Application

- All applications are made via the CGS Online Admission Portal (<https://oas.aa.unimas.my/>).
- Applicants may apply at any time throughout the year (rolling intake basis).
- The following supporting documents are required:
 - a) Certified copies of academic transcripts and certificates
 - b) Curriculum vitae
 - c) A brief research proposal (3–5 pages)
 - d) Identification document (IC/passport)
 - e) English proficiency test results (if applicable, e.g., MUET/IELTS/TOEFL)

Step 2: Faculty Evaluation

- Applications are forwarded to FSSK for review by the Deputy Dean (Research & Postgraduate) and the Faculty Postgraduate Committee (JKPPS).
- The Faculty identifies a potential main supervisor and confirms the appropriate field and area of study.
- If suitable, the application is endorsed and forwarded to CGS for processing.

Step 3: Offer of Admission

- The Centre for Graduate Studies issues an official offer letter to successful candidates.
- The offer letter is valid for one (1) year from the date of issue (UNIMAS Regulation, Article 1.2).

1.3 Registration Process

Once an applicant has received an official Offer Letter from the CGS and confirmed acceptance, the next step is to complete the registration process. All new students must complete registration within the specified period announced by CGS to avoid penalties or suspension of candidature.

Step 1: Acceptance of Offer

- Candidates confirm acceptance by submitting the Acceptance of Offer Form and paying the initial registration fee.

Step 2: Initial Registration (Semester 1)

- Registration is conducted online via CGS eStudent Portal within the stipulated period.
- Students must be physically present at UNIMAS for document verification (Article 3.1).
- Documents required during registration:
 - a) Original academic certificates and transcripts
 - b) Passport (for international students)
 - c) Passport-size photographs
 - d) Offer letter and acceptance form

Step 3: Activation of Student Status

- Students are officially registered once tuition fees are paid and course registration (if applicable) is completed.
- Active student status must be maintained throughout the study period (Article 3.3).
- Students who fail to register or pay fees on time risk being suspended (Article 5.1).

1.4 Course Registration and Orientation

Upon registration, students are required to enrol in the compulsory Research Methodology course, which serves as a foundation for all research activities and is a prerequisite for the proposal defence.

- Master by Research students: must register for SSF6023 Research Methodology
- PhD by Research students: must register for SSF7023 Research Methodology

These courses are offered twice a year:

- Semester 1 (October intake) and
- Semester 2 (April intake)

In addition, FSSK organises a Postgraduate Orientation and Briefing Session at the beginning of each semester. The session introduces students to:

- the structure and expectations of postgraduate research,
- the proposal defence and viva process,
- the MyViva and eProgress systems, and
- official communication channels (student email, faculty mailing list, and WhatsApp group).
- proposal defense preparation, and
- communication platforms (official email, mailing list, and WhatsApp group).

1.5 Student Email and Communication

- Every postgraduate student will be given an official **@siswa.unimas.my** email.
- The Faculty will include students in the Postgraduate Mailing Group and, where applicable, the FSSK Postgraduate WhatsApp Group.
- Email remains the official mode of communication for all academic matters.

1.6 Deferment and Postponement

- Students who wish to defer registration must apply to the Dean of CGS at least two (2) weeks before the start of the intake (Article 3.5).
- Deferment of study after registration requires approval from CGS (Article 4).
- Approved deferment is limited to one (1) academic session throughout the entire candidature (Article 4.7).

1.7 Fees and Maintenance

- Tuition and recurring fees are payable each semester (Article 6.1).
- Students who have completed the minimum study period and submitted the first thesis draft may apply to pay the Maintenance Fee (RM300/year) instead of full tuition (Article 6.5).
- Students must remain financially active to maintain Active Student status (Article 20.7).