Introduction
This document presents the workflow of activities for the day-to-day management of postgraduate students at the Faculty of Computer Systems and Software Engineering, Universiti Malaysia Pahang. Specifically, this document is divided into two parts in line with the postgraduate program offered here at the faculty (see Figure 1). The first part is the coursework workflow. The coursework workflow consists of specific guidelines for managing the MSc Coursework at the faculty. Currently, the faculty offers three specializations namely MSc in Information Technology, MSc in Software Engineering, and MSc in Computer Networking. The second part is the research workflow. The research workflow constitutes the guidelines for the management of MSc and PhD by Research mode.

![Postgraduate Program](image1)

Figure 1. Postgraduate Program

The detail workflows are summarized in Table 1 and 2. It should be noted that access to each individual workflow is possible through direct link.

<table>
<thead>
<tr>
<th>Workflow for Coursework Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1-Application Process</strong></td>
</tr>
<tr>
<td>Process workflow for application process</td>
</tr>
</tbody>
</table>
includes the activities on how the application is reviewed and how the rejection and acceptance is determined for MSc coursework

<table>
<thead>
<tr>
<th>1-Application Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process workflow for application process includes the activities on how the application is reviewed and how the rejection and acceptance is determined for MSc research mode and PhD.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2-Registration Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process workflow for registration process defines the activities for student for registration in the faculty as well as course registration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3-Supervisor’s Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process workflow for supervisor’s appointment is currently tied up as sub-process for the application process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4-Change Title/Change Supervisor/Add Co-Supervisor/Field Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>No specific process workflow is defined. Matters</td>
</tr>
</tbody>
</table>

Table 1. Process Workflow for Research Mode
will be dealt with in a case-by-case basis.

<table>
<thead>
<tr>
<th>5-Postponement/Change of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postponement/Change of status workflow defines the activities for postponement of studies and change of status from/to full time and part time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6-Progress Review/Proposal Defence</th>
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</thead>
<tbody>
<tr>
<td>Progress review workflow defines the activities and outcome of review which will be held at the end of every semester.</td>
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</table>

<table>
<thead>
<tr>
<th>7-Submission/Viva</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission/Viva workflow defines the activities for submission/viva.</td>
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</table>

<table>
<thead>
<tr>
<th>8-Conversion from MSc to PhD</th>
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</thead>
<tbody>
<tr>
<td>Conversion workflow defines the activities for MSc to PhD conversion.</td>
</tr>
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**Document History:**

<table>
<thead>
<tr>
<th>Version</th>
<th>Changes</th>
</tr>
</thead>
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<tr>
<td>Version 1.0</td>
<td>-</td>
</tr>
<tr>
<td>Version 1.1</td>
<td>Workflow for Research Mode and Coursework are separated.</td>
</tr>
</tbody>
</table>
PROCESS FLOW FOR POSTGRADUATE COURSE WORK
Submit Application To Postgraduate Admission System

General Qualification Verification

Application Verification

Submit verified application to IPS

Notify applicant and supervisor upon Senate approval

END
BEGIN

Register at IPS

Report at Faculty

Update to Faculty Management

END

FORM/REMARK

ACTIVITY

BEGIN

Register at IPS

Report at Faculty

Update to Faculty Management

END

PIC

New Student & Faculty Admin
1-Time Table
2-Program Structure
3-Faculty Map
4-Lecture Contact
5-Course Registration Form
*Only for MSc Coursework students

Day of the registration

New Student & Faculty Admin
1-Placement/Workstation Assignment
2-Facebook Group
3-UMP Tour
4-Meet Supervisor/Head of Program/TDR

Day of the registration

TDR
1-No of students per program
2-Student Information

Monthly
Student register MCC1014 Research Methodology & Project Proposal

Student Identifies Research Domain/Area

Student Identifies/ proposes potential Supervisor

List of Student/Title/ Supervisor

Coordinator assigns Supervisor based on Expert Area

Appointment Letter to Supervisor

Student prepares Proposal

Proposal Submission to FSKKP Counter

Coordinator assigns Examiner for proposal defend

Appointmen Letter to Examiners

Proposal Defense Presentation

END
No defined process. Due to constraints on time, changing of title, supervisor/co-supervisor/field supervisor is discouraged.
Student register MCC2039
Final Project

List of Student/Title/Supervisor

Coordinator updates student/title/supervisor

Student prepares Proposal

Presentation Schedule/Examiner List

Coordinator assigns Examiner for Poster Presentation

Appointment Letter

Admin & Examiners

Week 15

Poster Presentation Schedule

Poster Presentation

Final Report Submission to FSKKP Counter

3 copies of final report

Week 16

Evaluation form

Admin/Coordinator/Supervisor/Examiners

Week 16

Correction

Supervisor & Examiners review

Final Project Presentation

Admin/Coordinator/Supervisor/Examiners

Exam week

Correction approved by Examiner & Supervisor

Student fill-in correction form

No

Final Report Submission to FSKKP Counter

Correction approved by Examiner & Supervisor

Submission of binded and hard covered Report:
GRADE A- and above
(3 copies and 2 CDs)
GRADE B+ and below
(2 copies & 2 CDs)

Corrected

1 week after

Correction approved

2 week after

Final Report correction form

Student/Supervisor

No

Distribute hard covered report

Coordinator/Admin

3 week after

END
No defined process. Matters will be dealt with in case-by-case-basis.
PROCESS FLOW FOR POSTGRADUATE BY RESEARCH
Submit Application To Postgraduate Admission System

General Qualification Verification

Application Verification

Submit verified application to IPS

Notify applicant and supervisor upon Senate approval

END
BEGIN

Register at IPS

Report at Faculty

Update to Faculty Management

END

New Student & Faculty Admin
1. Time Table
2. Program Structure
3. Faculty Map
4. Lecture Contact
5. Course Registration Form
*Only for MSc Coursework students

Day of the registration

New Student & Faculty Admin
1. Placement/Workstation Assignment
2. Facebook Group
3. UMP Tour
4. Meet Supervisor/Head of Program/TDR

Day of the registration

TDR
1. No of students per program
2. Student Information

Monthly
From student admission process

Student may propose potential supervisor

Application form may also include suggestion potential co-supervisor

Suggest co-supervisor in this meeting

BEGIN

Student Apply for Admission

Informed all lecturers for the application

Proposed potential supervisor

Get acceptance from potential supervisor

Communication with applicant

Accept

Reject

Accept

Reject

Reject

Accept

Meeting JK Pengajian Siswazah Fakulti

IPS inform the applicant about the application is rejected

Meeting JKTS (Pengajian Siswazah) UMP meeting

Recommend

Assign supervisor and update in CGS Online System upon Senate approval

END
No defined process. Matters will be dealt with in case-by-case-basis
1. Application for Postponement of Candidature / Extension of Candidature / Change of Status / Change of Title Form

2. New Proposal (require for change field and title)

Student Apply for Postponement of Candidature / Extension of Candidature / Change of Status / Change of Title and Field

Decision by JK Pengajian Siswa FSKKP

Accept

Send to IPS for processing

Reject

Reason of Rejection/ Suggestion

Faculty admin record letter in Student Personal File, Faculty File, Letter

Faculty updates information

END

PIC

Student

1. Supervisor's consent 1 day
2. Head of Program Consent 2 weeks
*Item 2 is applicable only for MSc Coursework

JK Pengajian Siswa FSKKP 2 weeks

IPS

Faculty Admin 2 days
Start

Publish yearly calendar with guidelines

Student submits progress report/proposal

Appoint three examiners
*same examiners + 1 new examiner

Distribute progress report to examiner

Presentation & Evaluation Session

Collect evaluation form

JK Pengajian Siswaazah FSKKP Meeting

Upon recommendation from JK Pengajian Siswaazah based on progress report evaluation

END

Upon recommendation from JK Pengajian Siswaazah based on progress report evaluation

TDR

Student

Week 7/Week 15

For unsatisfactory cases, students will need to submit new progress report within 2 months (second progress review, endterm)

For satisfactory cases, students need not submit new progress. The mid term progress will be used.

TDR

Admin

Week 8

Student, Examiners

Week 17

Admin

No

JK Pengajian Siswaazah FSKKP

Unsatisfactory status?

Yes

Student termination recommendation

2 subsequent unsatisfactory status?

JK Pengajian Siswaazah FSKKP

END

If there are any conflicting / negative reports -> involve supervisor in the meeting

Proposed evaluation form

Within 2 days

Schedule will be set up by admin and chaired by one of the examiner

Two week reminder before the session

For the endterm review, one of the examiners must be a Prof or Assoc Prof

For proposal defence, student has to submit Chapter 1 till 3.

For progress defence, student has to submit at least 15 ppt slides

For unsatisfactory cases, students will need to submit new progress report within 2 months (second progress review, endterm)

For satisfactory cases, students need not submit new progress. The mid term progress will be used.
Apply intention to submit and submit draft thesis

Supervisor Approval?

Yes

Continue with research

No

Suggest examiners

Approval JK Pengajian Siswaah?

Yes

No

Approval JKTS Pengajian Siswaah?

Yes

Submit second draft thesis

Arrange Pre-viva

Approval Pre-viva?

Yes

No

Do correction

Approval Supervisor?

Yes

No

Submit thesis for viva
Application for Conversion From Master to Doctorate Programme

Appoint 3 panels for conversion defense

Conversion defense meeting

Submit evaluation form and report to faculty after meeting

Conversion Status Letter approved by Dean/Deputy Dean

Send Conversion Status Letter with evaluation form to IPS

Confirmation by JKTS Pengajian Siswazah Meeting

Letter of Conversion Status (Successful/Unsuccessful)

END
BROCHURES
HOW TO APPLY FOR COURSEWORK AND RESEARCH PROGRAMMES

Applicants may apply through UMP postgraduate website http://ips.ump.edu.my/, using the application form available on the website. Upon filing-up the application form, applicants must forward copies of the relevant documents e.g. academic records, transcripts, research proposal through electronically or using normal email. All applicants should be accompanied with the processing fees of RM25 for Malaysian OR USD30 for international applicants. The relevant documents and processing fees are compulsory for the administration process.

FINANCIAL ASSISTANCE

UMP does provide a limited number of financial assistance for deserving candidates. These assistances may cover living cost only or cover both living expenses and tuition fees. Candidates requiring financial assistance to study in UMP must apply for assistance before commencing their study in UMP. Such candidates should only commence their candidature when their application is successful. Applicants who are not dependent on financial assistance from UMP may commence their study at anytime. Applicants must be fully responsible for the financial application of their decision to commence their study.

The financial assistance by UMP are in two forms, being:
1. Graduate Research Scheme (GRS), and
2. Doctoral Scholarship Scheme (DSS)

GRS provides RM1500 per month meant to cover student living cost. For prudent student, this amount could also be enough to help pay for tuition. DSS provide assistance to cover both living and tuition cost. However DSS is meant only for student registered in doctoral program. The amount provided for living cost is RM1800 per month.

Further information can be obtained at http://ips.ump.edu.my/index.php/financial-assistance.html

Malaysian candidates also can consider financial assistance from several funding such as UMP Fellowship, myBrain15, PTPTN, MARA, and Yayasan Pahang.

CONTACT INFORMATION

If you have any enquiries, please contact:

Faculty of Computer Systems & Software Engineering
Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Gambang
Kuantan, Pahang Darul Makmur. MALAYSIA

Phone : +609-5492133
Fax : +609-5492144
Email : dekan_fskkp@ump.edu.my
Website : http://fskkp.ump.edu.my
FACULTY OF COMPUTER SYSTEMS & SOFTWARE ENGINEERING

ABOUT UMP

Established in 2002 as the sixteenth Public University in Malaysia, UMP offers a wide range of academic programmes in various engineering, science and technology disciplines from diploma to postgraduates for local and international students.

As a focussed university, developing our niche area namely chemical engineering, industrial biotechnology and automotive engineering is our main priority. At the same time, UMP also ventures on other engineering disciplines such as civil and environmental engineering, electric and electronics engineering and software engineering.

Committed in pursuing our vision to be the first choice world-class Technological University, UMP’s academic structures and curriculums aim at enhancing the capabilities of the students in becoming highly competent professionals and global players of the future.

We look forward in welcoming you as a new member of our UMPian community. Join us and experience the best in engineering, science and technology education.

FACULTY OF COMPUTER SYSTEMS & SOFTWARE ENGINEERING

Faculty of Computer Systems & Software Engineering (FSKKP) was established on 16 February 2002 to produce knowledgeable, high skilled and competitive graduates within the sphere of software engineering, computer & computer network and graphics & multimedia. The faculty is currently among the best IT program in Malaysia for its quality of education, soft skills and technology based skills.

FSKKP take great pride in the development and growth of its student's enrolment and graduates. Through high quality teaching (by completing specific outcome and generic skills), great laboratory facilities, proper and careful advising and numerous professional activities, our student have the opportunities to excel in the classroom and laboratory session. In the personable atmosphere, the student become well prepared in the terms of computer knowledge, technical skills, ready and confident to begin their personal carrier of further their studies.

BY COURSEWORK

» Master of Science (Information & Communication Technology)
» Master of Science (Software Engineering)
» Master of Science (Computer Networking)

Master of Science (Information & Communication Technology)

Designed for graduates of computing disciplines, this conversion course is designed to develop the technical, analytical and professional skills required for a computing role. It may be taken to integrate professional computing skills into your current discipline or to start a new and rewarding career within computing/IT.

Subjects covered:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CR</th>
<th>PASS GRADE</th>
<th>LECTURE</th>
<th>LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving in ICT</td>
<td>3</td>
<td>B-</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Data Management</td>
<td>3</td>
<td>B-</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Data Communication &amp; Networking</td>
<td>3</td>
<td>B-</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Software Design &amp; Development</td>
<td>3</td>
<td>B-</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Current Issues in ICT</td>
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<td>B-</td>
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<tr>
<td>Web Technologies</td>
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<td>B-</td>
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<td>2</td>
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<tr>
<td>Information Security</td>
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<td>B-</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Research Methodology &amp; Project Proposal</td>
<td>4</td>
<td>B-</td>
<td>4</td>
<td>1</td>
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<tr>
<td>Project Management</td>
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<td>B-</td>
<td>3</td>
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<tr>
<td>Elective I</td>
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<td>B-</td>
<td>2</td>
<td>2</td>
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<td>Final Project</td>
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<td>B-</td>
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<td>9</td>
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</tbody>
</table>

Overall Total Credit = 40

Master of Science (Software Engineering)

Designed for graduates of computing disciplines, this course includes a process-oriented approach to the subject and features study of advanced technological developments and several other issues related to the software industry. It helps the students to build a strong foundation of theory and best-practice knowledge, which they can apply in a variety of technical and business environments today and in the future.

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<table>
<thead>
<tr>
<th>COURSE</th>
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<th>Lecture</th>
<th>Lab</th>
<th>Tutorial</th>
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<tbody>
<tr>
<td>Software Engineering for Professional Practices</td>
<td>4</td>
<td>B-</td>
<td>2</td>
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</tr>
<tr>
<td>Human Aspect of Software Engineering</td>
<td>4</td>
<td>B-</td>
<td>3</td>
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<tr>
<td>Architectures for Software System</td>
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<td>Software Configuration and Management</td>
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<td></td>
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### COURSE

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<tbody>
<tr>
<td>Research Methodology &amp; Project Proposal</td>
<td>4</td>
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<td>B-</td>
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<td>4</td>
<td>B-</td>
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<td>Elektif II</td>
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*Overall Total Credit = 40*

### Master of Science (Computer Networking)

Designed for graduates of computing based disciplines, this course is designed to address a specific need in the computer networking industry which blends the technical and management aspects of computer networking to offer student a unique educational opportunity. It is intended for students who wish to specialize in the security aspects of the computer networking field.

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<tbody>
<tr>
<td>Current Issues in Networking</td>
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<td>Advanced Network Analysis and Design</td>
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<tr>
<td>Network Security</td>
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<td>B-</td>
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<tr>
<td>Network Performance</td>
<td>4</td>
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*Overall Total Credit = 40*

### BY COURSEWORK ADMISSION REQUIREMENT

- Bachelor degree in Science from Public Institution of Higher Learning (IPTA) Private Institution of Higher Learning (IPTS) recognized by UMP Senate with CPA 2.70 and above, OR
- A qualification deemed to be equivalent with some experience in related area as approved by UMP Senate, if required, shall satisfy the examiners in a qualifying examination, OR
- For applicants of M.Sc. (Information & Communication Technology) which are not in Science field should have at least 3 years working experience in IT related field
- Foreign students from countries where the primary language is not English, and who do not have a previous degree from an English-speaking university, must complete the TOEFL or IELTS exam with a score that meets The Graduate School standards, which currently are 550 or Band 6.

### BY COURSEWORK DURATION

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum no. of semesters</th>
<th>Maximum no. of semesters</th>
<th>Minimum no. of semesters</th>
<th>Maximum no. of semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master by coursework</td>
<td>3</td>
<td>6</td>
<td>6</td>
<td>12</td>
</tr>
</tbody>
</table>

### BY COURSEWORK FEE

#### Tuition Fees for Every Semester

<table>
<thead>
<tr>
<th>Masters by coursework (Full time - min 9 credits)</th>
<th>Malaysian</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Part time - min 3 credit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RM</td>
<td>285 per credit</td>
<td>400 per credit</td>
</tr>
<tr>
<td>USD</td>
<td>50 per credit</td>
<td>125 per credit</td>
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</tbody>
</table>

#### Registration Fees, Examination Fees and Administrative Fees

<table>
<thead>
<tr>
<th>Registration/All students</th>
<th>1st Semester</th>
<th>Subsequent Semesters</th>
<th>1st Semester</th>
<th>Subsequent Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>RM</td>
<td>250</td>
<td>0</td>
<td>250</td>
<td>0</td>
</tr>
<tr>
<td>USD</td>
<td>79</td>
<td>0</td>
<td>79</td>
<td>0</td>
</tr>
<tr>
<td>Examination Fees (Master Course Work)</td>
<td>300</td>
<td>94</td>
<td>300</td>
<td>94</td>
</tr>
<tr>
<td>Administrative Fees</td>
<td>375</td>
<td>118</td>
<td>375</td>
<td>118</td>
</tr>
<tr>
<td>Welfare</td>
<td>20</td>
<td>6</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>Insurance</td>
<td>30</td>
<td>10</td>
<td>300 / 94 / year</td>
<td>30 / 10 / year</td>
</tr>
</tbody>
</table>

*Subject to change depends on the currency exchange*
International Students Other Fees
- Visa: RM20.00 (USD6.28) - RM100.00 (USD31.41) (depending on the country of origin)
- Performance Bond (required by Immigration Office - depending on the country of origin)
- Student Pass: RM60 (USD18.84) per application
- Social Pass/Renewal per passport: RM90 (USD28.27)
- Special Pass: RM100.00 (USD31.41) (if application is late for renewal of Visa)
- Social pass for a child in a student’s passport: RM500 (USD157.03)

Important Notice
- Health: RM75.00 (USD23.56) per semester is for the student only, does not include the family
- Insurance: per semester or per year is for the student only and does not cover for the family.

RESEARCH GROUPS IN FSKKP

Data Mining & Knowledge Management (DMKM)
This group is directed to conduct and promote advanced interdisciplinary research within UMP on various aspects related to Data Mining and Knowledge Management, to collaborate with other researchers both nationally and internationally, and to transfer the outcomes of our researches to the industry, the government and the public sector.
Website: http://fskkp.ump.edu.my/dmkm

Software Engineering (SE)
This group involves in researches relates to human computer interaction, software and system design and process management inspired by soft computing techniques. Our research initiative is towards to enhance the software quality, maintainability and development process.
Website: http://fskkp.ump.edu.my/se

System Network & Security (SysNet)
SysNet Research group was formed to initiate and encourage research activities in the area of computer systems and network security. Research projects in the group focus on various aspects of network and computer security. The aim of the group is to collaborate with industry and participate in academic research activities, as well as to provide an active base for postgraduate and postdoctoral research.
Website: http://fskkp.ump.edu.my/sysnets

Graphic and Multimedia (GMM)
The group acknowledges the versatility and strength of image processing and multimedia. Therefore, the realization for making the application of this paradigm more beneficial for mankind, it showed an inflexible determination for collaborating with other faculties and the industries. This collaboration has created chances for opening new research avenues in the highly demanding areas like, biomedical engineering, biotechnology, advanced manufacturing and automotive engineering.
Website: http://fskkp.ump.edu.my/gmm