



UNIVERSITI SAINS MALAYSIA
**SCHOOL OF
PHARMACEUTICAL
SCIENCES**

POSTGRADUATE STUDIES (RESEARCH) STUDENT GUIDEBOOK

**School of Pharmaceutical Sciences
Universiti Sains Malaysia**

This guidebook contains valuable information pertaining to your research programme requirements in the School of Pharmaceutical Sciences, Universiti Sains Malaysia (USM). It provides details of administrative processes and procedures that you will encounter and need to complete before graduation.

www.pha.usm.my



USM UNIVERSITI
SAINS
MALAYSIA

APEXTM



ABOUT THE SCHOOL OF PHARMACEUTICAL SCIENCES

Established in 1972, The School of Pharmaceutical Sciences, Universiti Sains Malaysia is the first pharmacy school in Malaysia. The School offers Bachelor of Pharmacy (Honours) for undergraduate programme, Masters of Pharmacy in Clinical Pharmacy degree by coursework, and Masters of Science and Doctoral degrees by research. The degree of Bachelor of Pharmacy with Honours is offered through a four-year programme.

The School of Pharmaceutical Sciences started its first intake of 22 students in 1972, 4 years after Universiti Sains Malaysia was established in Penang. During its brief history, the School has undergone many changes and developments, both physical and academic. It moved to the present premises in 1991, and now has modern and well-equipped laboratories for teaching and research. The current staff strength stands at 46 full-time lecturers and 13 administrative staff and 28 technical staff members. In 2018, School of Pharmaceutical Sciences ranked top 100 in QS World University Ranking by subject.

VISION

To become a global centre of excellence for sustainable and innovative pharmaceutical education, research and practice for the wellness of society

MISSION

The School of Pharmaceutical Sciences is committed to produce professional, innovative and competitive graduates to meet the needs of pharmacy profession and enhance consultancy, trans-disciplinary research and global collaboration for sustainable development and empowerment of society





ABOUT RESEARCH PROGRAMMES

Introduction

Opportunities are available to suitably qualified graduates to carry out research in natural product chemistry and drug discovery, drug metabolism, pharmacokinetics, dosage form design and formulation development, pharmaceutical biotechnology, pharmaceutical microbiology, drug delivery systems, traditional medicine, pharmacognosy, analytical chemistry, biosciences and neural sciences, hospital pharmacy, community pharmacy, public health pharmacy, sociobehavioural aspects of pharmacy, pharmaceutical economics, pharmacoepidemiology, medicines policy and administrative aspects of pharmacy. Transdisciplinary research is encouraged within the School and with other Schools within the university. There are also opportunities to be involved in research projects which are carried out in collaboration with other universities, institutions, industry and community in Malaysia, as well as abroad.

The School of Pharmaceutical Sciences offers degrees of MSc and PhD by research in the following fields of specialization.

- Pharmacology
- Physiology
- Pharmaceutical Technology
- Pharmaceutical Chemistry
- Social and Administrative Pharmacy
- Clinical Pharmacy

**POSTGRADUATE STUDIES (RESEARCH)
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Programme And Field Code

Programme Title	Programme Code	Field Code	Title
Physiology	PHA01	00	Physiology
Pharmacology & Toxicology	PHA02	00	Pharmacology
	PHA02	01	Computer-Aided Drug Design
Microbiology	PHA03	01	Microbiology
Biotechnology	PHA04	00	Biotechnology
Clinical Pharmacy	PHA05	01	Clinical Pharmacy
Methods of Drug Analysis & Synthesis	PHA07	00	Methods Of Drugs Analysis & Synthesis
Pharmacokinetics	PHA08	00	Pharmacokinetics
Drug Metabolism	PHA10	00	Drug Metabolism
Traditional Medicine/Herbal Medicine	PHA11	00	Traditional Medicine / Herbal Medicine
Neuroscience	PHA12	00	Neuroscience
Pharmaceutical Technology	PHA13	00	Biopharmaceutics
	PHA13	01	Formulation and Product Development
	PHA13	02	Novel Drug Delivery Systems
	PHA13	03	Pharmaceutical Technology
Pharmaceutical Chemistry	PHA14	00	Pharmaceutical Chemistry
	PHA14	01	Industrial Hygiene
Social & Administrative Pharmacy	PHA15	00	Social Pharmacy
	PHA15	01	Pharmacoeconomics
	PHA15	02	Pharmacoepidemiology
	PHA15	04	Pharmacy Management
	PHA15	05	Pharmaceutical Marketing
	PHA15	06	Pharmacoinformatics
	PHA15	07	Pharmacy Practice
	PHA15	08	Public Health Pharmacy
	PHA15	10	Health Related Quality of Life Studies
	PHA15	12	Pharmaceutical Financing
	PHA15	13	Health Systems Research
PHA15	14	Pharmaceutical Policy	
Bioinformatics and Molecular Modelling	PHA16	00	Bioinformatics and Molecular Modeling
Pharmaceutical Sciences	PHA17	01	Pharmaceutical Sciences
	PHA17	00	Pharmacy



REGISTRATION FOR POSTGRADUATE STUDIES

Initial Registration

Upon arrival in USM campus, please go to the respective offices for registration:

- i) Institute of Postgraduate Studies (IPS), Main Campus, Penang ; **followed by**
- ii) School of Pharmaceutical Sciences Administrative Office ; **followed by**
- iii) Main Supervisor

Original document of degree certificates and academic transcripts must be presented for verification at IPS at the time of registration as stipulated in the checklist of the registration guide. Other required documents/forms (as in the registration checklist) are required to be submitted to IPS during registration.

Postponement of registration is allowed for genuine cases. An official request can be submitted to the Dean of IPS for consideration. If your request is approved, a new offer letter or letter of offer extension will be issued.

A USM registered student, either on a full-time or part-time basis is not allowed to register for another degree in any other University either local or abroad.

Every registered student will be given an official email address that serves as a single unique ID for all USM applications.

Renewal Of Registration

A student must renew registration every semester and pay tuition fees within the registration renewal period. The announcement for the registration renewal will be published on the IPS website, www.ips.usm.my, usually two (2) months before the commencement of a new semester. Students are advised to check the website regularly for information updates prior to the registration period. This renewal can be done through the CampusOnline Portal (<http://campusonline.usm.my>).

PROGRESS REPORT & PAYMENT OF TUITION FEES

All research mode postgraduate students and their supervisors are required to fill their progress reports via CampusOnline to enable enrolled students to renew their registrations. The renewal of registration process is considered completed only upon payment of tuition fee. All payments **MUST** be cleared by the stipulated period to avoid the late registration penalty. A copy of bill and proof of payment/scholarship letter must be sent to the Bursary and IPS within the renewal period of every semester. Students who have renewed their registrations online but did not complete the payment within the stipulated period, will be liable for the late registration penalty of RM200. Students who fail to renew their registration within the stipulated period (without justifiable reasons) will be terminated from their studies.

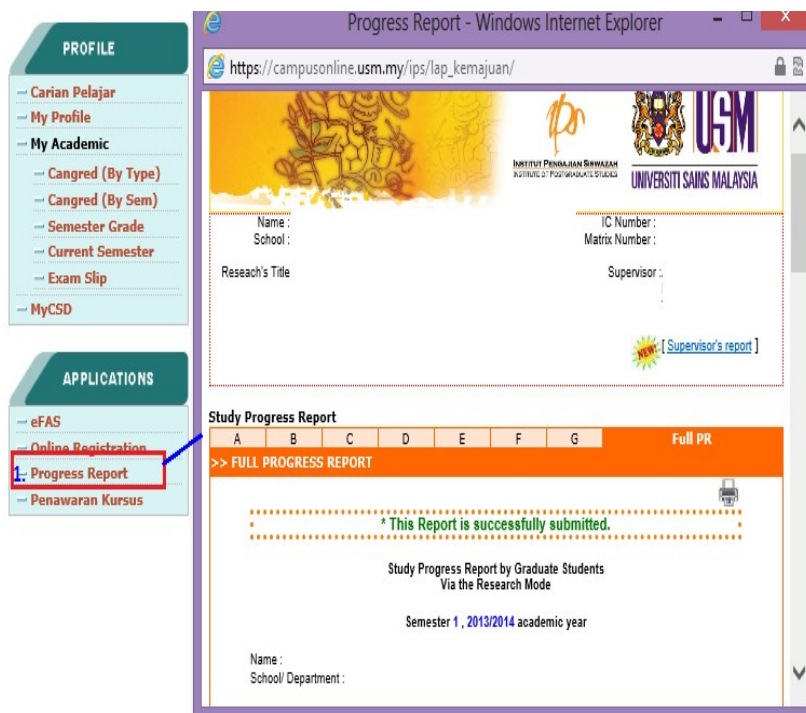
POSTGRADUATE STUDIES (RESEARCH) STUDENT GUIDEBOOK



Guideline for Progress Report & Payment of Tuition Fees



Log in- <https://campusonline.usm.my>



Progress Report

All research mode postgraduate students and their supervisors are required to fill their respective progress reports online via the Campus online to enable existing research mode students to renew their registration.

POSTGRADUATE STUDIES (RESEARCH) STUDENT GUIDEBOOK



GRASIS
Graduate Students Information System

Pre-Registration

Name : IC Number :
School : Matrix Number : Current Status : **New Registration**

Fees Info

ITEM	DEBIT	CREDIT
Balance Forward	RM 9,790.00	RM -
Recurring Fee (Yuran Berulang)		
Tuition Fee	RM 1,850.00	
Commuter Services (for Penang Campus Only)	RM 60.00	
Yuran Kesihatan (Health Service Fees)	RM 40.00	
Yuran Kebajikan (Student Welfare Fund)	RM 10.00	

Amount To Pay : **RM 11,550.00**

3. [Click Here to Print Bill](#)

Online Registration

Click ONLINE REGISTRATION button, Grasis-Pre Course Registration will be displayed.
Click “CLICK HERE TO PRINT BILL” button

GRASIS
Graduate Students Information System

Pre-Registration

Name : IC Number :
School : Matrix Number : Current Status : **The payment was confirmed on 1/15/2014 4:07:58 PM with receipt no 0**

4. Summary [Method of Payment](#)

my pre-registration. Query? email: record_ips@usm.my

* How to make a payment? please click [here](#) or tab 'Method of Payment'.

ITEM	DEBIT	CREDIT
Balance Forward	RM -	RM -
Recurring Fee (Yuran Berulang)		
Tuition Fee	RM 6,300.00	

Amount To Pay : **RM 6,300.00**

[Reprint Bill](#)

Calon-calon dibawah tajaan boleh mengemukakan salinan surat tajaan bersama dengan bil ini kepada Jabatan Bendahari bagi mendapatkan jumlah bayaran yang perlu dijelaskan melalui emel ke record_ips@usm.my atau faks ke +6046532940 (u.p. Bendahari Bahagian Akaun Pelajar IPS) atau pos ke Institut Pengajian Siswazah(u.p. Bendahari Bahagian Akaun Pelajar IPS), Universiti Sains Malaysia, 11800 Pulau Pinang.

Candidates under sponsorship may submit a copy of sponsor letter together with this bill to the Bursary to obtain the amount required for payment via email at record_ips@usm.my or fax to +6046532940 (att: Bursary, IPS Student Accounts Section) or mail to Institute of Postgraduate Studies (att: Bursary, IPS Student Accounts Section), Universiti Sains Malaysia, 11800 Penang.

[Close Window](#)

Summary will be displayed

POSTGRADUATE STUDIES (RESEARCH) STUDENT GUIDEBOOK



Method of Payment

Choose method of payment & make payment.

Students With Scholarship/ Sponsorship

A copy of bill and scholarship letter for student with scholarship has to be sent to the bursary

Email a copy of payment receipt & bill to **record_ips@usm.my**

Check status of Payment



RESEARCH PROPOSAL PRESENTATION

Students are required to conduct a literature review, construct a detailed methodology and present those in the form of a research proposal defense within 3 months of registration date. The presentation should be about 20 minutes and must have all the details of how the research project will be conducted to allow the School's academic staff to give a constructive feedback. The student may be called to give a follow-up presentation if the initial one is not satisfactory. A student may book a presentation slot when the announcement of a scheduled session is made through e-mail by the Administrative Office. The Main Supervisor must also attend this presentation.

DURATION OF CANDIDATURE

A student who registers for postgraduate study must fulfil the duration of candidature as stated in the offer letter in order to submit draft thesis

Programme	Full-Time		Part-Time	
	Minimum	Maximum	Minimum	Maximum
Doctor of Philosophy	4 semesters	10 semesters	6 semesters	15 semesters
Master (Research)	2 semesters	6 semesters	4 semesters	10 semesters

EXTENSION OF CANDIDATURE

Application for extension of candidature must be made **two (2) months** prior to the date of expiration of a student's candidature. The maximum period of extension allowed is two (2) semesters only. Application must be made using the form (*IPS/HEP-03*) from the IPS website.
<http://www.ips.usm.my/index.php/download/category/30-forms>



POSTPONEMENT OF STUDIES

Postponement of studies is only allowed after registration and completion of at least one (1) semester, except for medical or valid personal reasons. Application for postponement of studies can be made through <https://campusonline.usm.my>. Students are allowed to postpone their studies for a maximum of two (2) semesters throughout the entire duration of the candidature period, subjected to the tuition and retaining fees charges as below:

TIME FRAME	DETAILS
Application send to School/Centre/Institute before the new semester commence until the 2 nd week of the new semester	Retaining Fee will be imposed a. Local –RM150 b. International –RM250
3 rd week – 9 th week	50% of the tuition fee will be imposed
After 10 th week	Full tuition fee will be imposed

Note: Retaining Fee is to ensure student's candidature status remain ACTIVE

WITHDRAWAL FROM THE PROGRAMME

Withdrawal from the programme can be made by sending a withdrawal letter to the Dean, School of Pharmaceutical Sciences.

TERMINATION OF CANDIDATURE

The University reserves the right to terminate a student's candidature based on:

- The student's failure to renew the registration before a new semester commences.
- Unsatisfactory academic performance - research progress.
- Failure to pay the tuition fees.
- Exceeding the maximum candidature period.

REACTIVATION OF CANDIDATURE

A student may reactivate his/her candidature within one (1) year of termination by write an application letter to Dean, School of Pharmaceutical Sciences. If a student has been terminated due to the maximum period of candidature having been reached, reactivation can only be considered if the student submits eight (8) draft copies of thesis within one (1) year from the date of maximum candidature (Grace Period). The reactivation of the candidature is subjected to the decision by the University.



CONVERSION OF STATUS (PART-TIME/FULL-TIME)

A student can apply for conversion of status from full-time to part-time or vice versa. Application must be made using the *Conversion of Status* form available at IPS website. The conversion of status is only permitted twice during the entire period of candidature.

The forms can be downloaded from the IPS website :
<http://www.ips.usm.my/index.php/download/category/30-forms>

BAHASA MALAYSIA I (LKM 100)

It is compulsory for all **international** students to register and pass this course prior to graduation. The minimum required passing grade is C. Registration of the course is at the School of Languages, Literacies and Translation.

CONVERSION OF DEGREE LEVEL (MASTER TO PHD)

Students can apply for conversion within the first 12 months (full-time student) or 24 months (part-time student) from registration date by submitting an official request to the School of Pharmaceutical Sciences in writing. Students are required to submit the development of research progress proposal to be evaluated by the Main Supervisor and interviewing panel. The School may request the student to sit for an examination/interview to present the research output. The application will be reviewed by the School Board, School of Pharmaceutical Sciences and endorsed by the University. If the application for conversion is successful, the candidature period for Doctor of Philosophy begins from the registration date of the Master's degree.

CONFERENCE FUND

The fund is to assist a student who is interested to participate and present their research findings at any local or international conference. The School will subsidise a portion of total payment comprising conference fees/accommodation/transportation up to RM500.00. Students must fill up the **Applicaion for Financial Aid/Approval to Attend Conference/Seminar/Workshop/Course form** and obtain the Dean's approval PRIOR to the conference; after the conference, the student may attach this form with the relevant receipts and submit these to the Administrative Office for reimbursement. Eligibility to receive the fund is only **once** during a student's candidature.



OTHER CANDIDATURE MATTERS

If during the candidature, a student and the Main Supervisor need to make changes to the Thesis Title, Full-Time/Part-Time Status, Programme Mode or Field of Study, the student must submit a form (*IPS/HEP-03*) to the Administrative Office. The Main Supervisor may also appoint a Co-Supervisor or Field Supervisor to assist in supervision, by submitting another form (*IPS/HEP-03(P)*), at any time BEFORE the Notice of Thesis Submission is handed in.

The forms can be downloaded from the IPS website :

<http://www.ips.usm.my/index.php/download/category/30-forms>

SEMINAR REQUIREMENT

Effective from Academic Session 2020/2021, all research mode students who register from October 2020 onwards in the School of Pharmaceutical Sciences have to fulfill the yearly minimum seminar requirement in order to submit the draft thesis. A student can attend any local or international seminar/training/course/presentation/conference/webinar for this purpose. A student has to record the activities in an Academic Log Book, with each activity endorsed through a signature from the organiser or other attached evidence. The required number of seminars **per year** is as stated below:

PROGRAMME	FULL-TIME	PART-TIME
Doctor of Philosophy	10	5
Master (Research)	10	5

PRE-VIVA PRESENTATION

Before a student submits his/her thesis draft for *viva voce* examination, the student must present the work to the School. This pre-viva presentation is about 30-45 minutes long and should encompass the entire work, including all the results and discussions. This is to ensure that any shortcomings in the work can be rectified before the submission of the thesis draft. A student may book a presentation date with the Administrative Office and the Main Supervisor must also attend this presentation.

NOTICE OF SUBMISSION OF THESIS

A student is required to submit the *Notice of Submission of Thesis* form, through the Main Supervisor, at least three (3) months prior to submitting eight (8) copies of the thesis draft. A student's registration status must be 'Active' during submission of this notice. The Main Supervisor will hand in the form to the Administrative Office, for the Dean to appoint the examiners. It is forbidden to disclose the names of the nominated examiners to the student.



PLAGIARISM

Plagiarism is defined as the act of presenting, quoting, copying, paraphrasing or passing off of ideas, images, processes, works, data, own words or those of other people or sources without proper acknowledgement, reference or quotation to the original source(s). The acts of plagiarism include but are not limited to the following:

- Quoting verbatim word for word replication of work of other people.
- Paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source(s).
- Submitting another person's work in whole or part as one's own.
- Auto-plagiarising or self-plagiarising one's own previous work or work that has already been submitted for assessment or for any other academic award and pass it as a new creation without citing the original content.
- Insufficient or misleading referencing of the source(s) that would enable the reader to check whether any particular work has indeed been cited accurately and/or fairly and thus identify the original writer's particular contribution in the work submitted.
- Any other acts, which in the opinion of the University, fall into the plagiarism definition.

A student has to submit a soft copy of the thesis draft to the Administrative Office to screen for plagiarism using the Turn-it-in software, and the maximum similarity index allowed by the School of Pharmaceutical Sciences is **30%**.

SUBMISSION OF DRAFT COPIES OF THE THESIS

Submission of a thesis draft can be made after a candidate has fulfilled the minimum period of candidature. Format checking of the first to the last chapter must be made at IPS as USM will not accept any thesis that has not been written in accordance to the prescribed format. Payment of the Thesis Examination Fee must be made at USM Bursary Office or through online payment at <https://epayment.usm.my/main/> and a copy of the receipt should be submitted to IPS together with the eight (8) copies of the thesis draft and *Submission of Draft Copies of Thesis* Form.



THE VIVA VOCE EXAMINATION

In general, *viva voce* (oral) examination is a thesis defense, and a student must demonstrate his/her understanding of the research and the originality of the work to the appointed panel. The panel is comprised of a chairperson, external and internal examiners, the Dean's representative and a secretary. The supervisors will be invited to attend the *viva*, but will not be part of the panel. The student may give a short presentation of about 10-15 minutes at the start of the *viva*. The student must answer questions in such a way as to demonstrate sufficient knowledge of the subject, to pass the examination. On the day of the *viva*, the student must be present at the venue at least 30 minutes before the event.

Viva voce result are as follows:

Scale 1 – Pass

A student is awarded a Doctor of Philosophy/Master's Degree

Scale 2 – Pass with minor corrections

A student is awarded Doctor of Philosophy/Master's Degree subject to changes/corrections to the thesis as listed in the Viva-voce Panel Report.

Scale 3 – Pass with major changes/corrections

A student is awarded Doctor of Philosophy/Master's Degree subject to changes/corrections to the thesis as listed in the Viva-voce Panel Report. The thesis MUST be revised and verified by the Viva-voce Panel after the student has made the changes/corrections

Scale 4 – Re-examination (Re-viva)

A student is allowed to re-submit the thesis for re-examination after the candidate has made the changes/corrections to the thesis as required in the Viva-voce Panel Report. The thesis MUST be reexamined and the candidate MUST attend another viva-voce. The result will be only PASS or FAIL.

Scale 5 – Fail

A student is not eligible to be awarded a Doctor of Philosophy/Master's Degree and is not allowed to resubmit the thesis for examination.

After the *viva*, the student will be given the result and the reports to make the necessary corrections and improvements as suggested by the panel. The student will be given a specific duration of time to correct and complete the thesis before submitting the final two (2) hard bound copies and two (2) CDs. The student must allow for ample time for the supervisors and the appointed panel member to check and endorse the corrections.

In the event that a student is required by the panel to resubmit the thesis for re-examination, the student must complete the *Re-submission of Thesis* form. This document is then submitted together with the seven (7) softbound copies of the thesis to the School and IPS.

If the student exceeds the duration given for all the process above to be completed, even by just one day, the student will be deemed to have failed the *viva*.



SUBMISSION OF FINAL COPY OF THESIS

When all corrections have been made and incorporated into the thesis, a student is required to hand in the *Submission of Final Copy of Thesis* form and *Lab Clearance* form (please refer to the Research Laboratory Manual). The final content of the thesis is to be downloaded onto a CD. The documentation of the thesis must be written clearly on the CD label. The two (2) copies of the CD with two (2) copies of hardbound final thesis must be submitted to the School and IPS.

GRADUATION REQUIREMENTS

A **Research Mode** student must comply with the following graduation requirements:

- a. Fulfill the minimum duration of candidature.
- b. Pass the pre-requisite courses (if any) as determined by the School/Centre/Institute.
- c. Pass the Bahasa Malaysia 1 (LKM 100) course, compulsory to all international students. Minimum grade C must be obtained prior to graduation.
- d. Fulfill the publication requirements.

PUBLICATION REQUIREMENT

All postgraduate (research mode) candidates must fulfill the following publication requirements for graduation:

CLUSTER	MASTER	DOCTOR OF PHILOSOPHY
Sciences / Health & Medical	At least one (1) journal article, accepted or published in journals/proceedings indexed by ISI/SCOPUS	At least two (2) journal articles, accepted or published in journals/proceedings indexed by ISI/SCOPUS
Authorship	Article must be published with the supervisor(s). The candidate must be the first student author. Only the first student author is allowed to use this article to fulfill his/her graduation requirement	
Plagiarism	Plagiarized article will not be accepted for graduation requirement	
Topic of Publication	Publication must be related to the project of his/her thesis	
Affiliation	Publication accepted must carry School of Pharmaceutical Sciences, Universiti Sains Malaysia affiliation	



RESEARCH LABORATORY MANUAL

The Research Laboratory Manual was produced to assist the students in the recognition, evaluation and control of chemical, biological and physical hazards associated with university laboratory operations. This manual is intended to establish the basic safe operating practices so that students may carry out effective research work in a safe and secure environment. This manual can be downloaded from the School of Pharmaceutical Sciences website :

<https://pha.usm.my/index.php/programmes/postgraduate/research-laboratory-manual>

DRESS CODE

Students must observe the rules for the stipulated dress code of the University and be appropriately attired at all times.

Formal attire

Students are required to wear formal attire at any official functions, attending lectures / tutorials / laboratories, visiting library / Pusat Sejahtera / Chancellory building / IPS office / Schools / Centres / Institutes, meeting with officials / lecturers. Smart attire includes sleeved shirts, uniforms, t-shirts with collar, traditional clothes, proper shoes, long pants/skirts. Denial of access is applicable if students fail to follow the code.

Casual attire

Students are not allowed to wear casual attire for official events as in the above example (formal attire). In other situations, University strictly does not allow female students to wear sleeveless shirts, miniskirts or extremely short shorts and revealing/skimpy clothes. Flip flops 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. Sports attire (shorts) can be used for areas allocated for sports only. Laboratory coats are meant for working in the laboratories only.

OVERSEAS TRAVEL

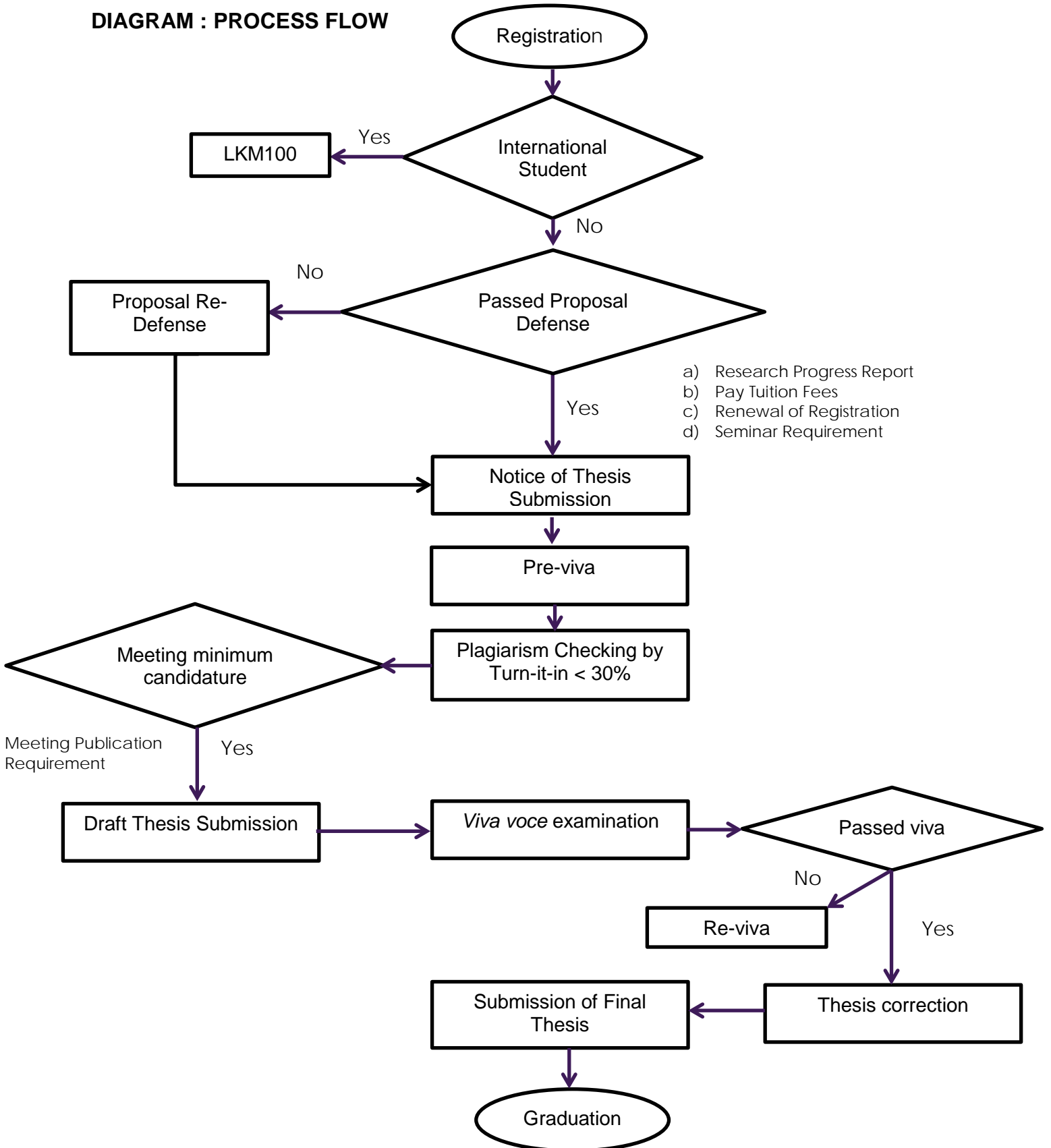
A student who needs to travel overseas has to obtain approval from Main Supervisor, Dean of School of Pharmaceutical Sciences and Deputy Vice Chancellor (Students Affairs & Development). Kindly submit completed application form to Administrative Office. The form can be downloaded from:

<http://www.ips.usm.my/index.php/download/category/32-student-affairs>

POSTGRADUATE STUDIES (RESEARCH)
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DIAGRAM : PROCESS FLOW



POSTGRADUATE STUDIES (RESEARCH)
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CONTACT & ENQUIRIES

School of Pharmaceutical Sciences Administrative Office

Working Hours : Monday to Friday (8.10 am to 5.10 pm)

Break Time : Monday to Thursday (1.00 pm to 2.00 pm) / Friday (12.15 pm to 2.45 pm)

04-6532211/04-6534593/04-6535223

Email :

Administrative Office: faizbadiozaman@usm.my / nurul_jannah@usm.my

Deputy Dean: nurza@usm.my

Website : www.pha.usm.my

Facebook : School of Pharmaceutical Sciences, USM

REFERENCES

IPS GUIDEBOOK_updated 211119

<http://www.ips.usm.my/index.php/download/category/29-postgraduate-studies-handbook>

afb/2020/oct/guidebook