

TRAINING CIRCULAR

Subject : Colombo Plan- University Putra Malaysia (UPM)- Masters Degree Program 2010-2011 for a period of one year from July 2010.

The undersigned is directed to state that the Colombo Plan Secretariat has invited applications for pursuing postgraduate study at Master Degree's Level in University Putra Malaysia. The Scholarships will be offered to CPS member countries starting in academic year 2010. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Scholarships are offered for programmes by Thesis in the fields of studies offered at faculties of Agriculture, Forestry, Veterinary Medicine, Food Science and Technology, Biotechnology and Bio-molecular Sciences, Agriculture and Food Sciences and for Master Programmes without thesis (by coursework) in the faculties of Agriculture and Veterinary Medicine.


3. The candidate should possess a good bachelor degree or its equivalent, subjected to specific programme requirement; applicants without sufficient academic qualification but possessing evidence of adequate related work experience of at least 5 years in the public sector, may also be considered; should have obtained a minimum score of at least six (6) for IELTS or 550 for TOEFL. This requirement is not applicable to candidates from countries where English is a medium of instruction.

4. The CPS offers Return economy air fare; Daily subsistence allowance of RM1,000 per month, payable up to 18 months; Book allowance, USD\$135, payable at the beginning of the academic year; Thesis allowance of USD\$205; and Personal bond (refundable). The UPM will provide accommodation bear tuition and examination fees as well as recurring and non recurring fees, such as welfare and registration. Should there be any visits during the study period, the university will also contribute for relevant expenses incurred.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the Colombo Plan's Circular dated 30th September 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

6. The nomination details should be submitted in the Colombo Plan Sectt.'s prescribed proformas duly authenticated by the Department concerned alongwith all the requisite enclosures.

7. The applications should reach this Department through proper channel not later than 23rd December 2009. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in.



(G.Srinivasan)

Under Secretary to the Govt. of India

: 2 :

Copy to :-

1. Department of Agriculture & Cooperation, Krishi Bhavan, New Delhi.
2. Department of Agricultural Research and Education, Krishi Bhavan, New Delhi.
3. Department of Animal Husbandry, Dairying & Fisheries, Krishi Bhavan, New Delhi.
4. Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi.
5. Department of Biotechnology, CGO Complex, Block No.2, Lodhi Road, New Delhi.
6. Department of Earth Science, Mahasagar Bhavan, CGO Complex, Block No. 12, Lodhi Road, New Delhi.
7. Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.
8. Ministry of Food Processing Industries, Panchsheel Bhavan, August Kranti Marg, New Delhi.
9. Ministry of Environment & Forest, Paryavaran Bavan, CGO Complex, Lodhi Road, N.Delhi.
10. Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi-1
11. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
- ✓ 12. Director (Technical), NIC with the request to post the circular along with the Colombo Plan's circular and the enclosed application Proformas on the Department's website

S. No. 1(R)



THE COLOMBO PLAN

for Co-operative Economic and Social Development in Asia and the Pacific

Ref:CP-MAL/LTSP/10/3/(1.5)

30 September 2009

Mrs. Trisbaljit Sethi
Director (MM)
Department of Personnel and Training
North Block,
New Delhi
India

Fax: 9111 2309 2594

Dear Mrs. Trisbaljit Sethi,

**CALL FOR NOMINATIONS:
COLOMBO PLAN - UNIVERSITY PUTRA MALAYSIA (UPM)
LONG TERM SCHOLARSHIP PROGRAMME 2010 / 2011**

The Colombo Plan Secretariat (CPS) is pleased to invite nominations from qualified candidates of our member countries, to pursue their post graduate study at Master Degree's level at the University Putra Malaysia (UPM). A total of 10 scholarships are available for CPS member countries.

2. Successful candidates will receive the following benefits from the CPS:

- (i) Return economy air fare;
- (ii) Daily subsistence allowance (DSA) of RM1,000 per month, payable up to 18 months;
- (iii) Book allowance, USD\$135, payable at the beginning of the academic year;
- (iv) Thesis allowance of USD\$ 205; and
- (v) Personal bond (refundable).

3. The UPM, with funding from the Malaysian Technical Cooperation Programme (MTCP) will provide accommodation and bears tuition and examination fees as well as recurring and non recurring fees, such as welfare and registration. Should there be any visits during the study period, the university will also contribute for relevant expenses incurred.

Handwritten notes: DWD No. 26997/2009, 60/10/03/688-2, 60/10/03/688-2

Handwritten signature: Mrs. Shale, dated 30/11/09

Handwritten initials: S. (A)

4. Attached is a list of fields of study offered under this joint collaboration programme. Kindly be informed that the first batch of CPS Scholars is expected to begin their study in July 2010.

5. We therefore invite member countries to nominate candidates for this programme. The applications should contain all supporting documents including IELTS / TOEFL results sheets, academic transcript, etc. Candidates must not already have or currently pursuing any Master degree. We attach herewith a copy of project notification containing details of the program. Please advise interested candidates to read it carefully to avoid any misunderstandings regarding procedures of application. Candidates should send the complete application form through National Focal Point to the CPS and at the same time, apply for the course online, at <http://www.sgs.upm.edu.my>

6. Application forms and relevant supporting documents should reach The Colombo Plan Secretariat's Office **by or before 30 December 2009**. Details of this program and the application form can also be obtained from our website – www.colombo-plan.org/. We highly regret that no consideration shall be given to late and incomplete submission.

Thank you

"PLANNING PROSPERITY TOGETHER"

Yours Sincerely



Mohd Khuzaidi Harun

Director

Programme for Public Administration/Environment

Cc: H.E. Mr. Alok Prasad, High Commissioner, High Commission of India, 36-38, Galle Road, Colombo 3.



UPM
UNIVERSITI PUTRA MALAYSIA
BERSEKUTU BERTAMBAH



The Colombo Plan – University Putra Malaysia (UPM)

Master Degree Programmes

2010/2011

Sponsored by

**The Colombo Plan Secretariat
&
University Putra Malaysia
&
Malaysian Technical Cooperation Programme
(MTCP)**

BACKGROUND

Colombo Plan

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific is a unique inter-governmental organization providing development assistance under the “**Planning for Prosperity**” motto and the concept of self-help and mutual help where member countries provide assistance to one another in socio-economic development.

The Colombo Plan was conceived at the Commonwealth Conference on Foreign Affairs held in Colombo, Ceylon (now Sri Lanka) in January 1950 and was established on 1 July 1951 as a cooperative venture for economic and social advancement of the people of South and Southeast Asia. It has grown from the founding group of seven Commonwealth nations - Australia, Britain, Canada, Ceylon, India, New Zealand and Pakistan, to 25, including non-Commonwealth and countries belonging to the Association of South-East Asian Nations (ASEAN) and South Asian Association for Regional Cooperation (SAARC). Current Colombo Plan member countries are Afghanistan, Australia, Bangladesh, Bhutan, Fiji, India, Indonesia, Iran, Japan, Republic of Korea, Lao PDR, Malaysia, Maldives, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Papua New Guinea, Philippines, Singapore, Sri Lanka, Thailand, United States of America and Vietnam.

In December 1977, the Colombo Plan for Cooperative Economic Development in South and Southeast Asia was changed to **The Colombo Plan for Co-operative Economic and Social Development** in Asia and the Pacific, to reflect the expanded geographical composition of its enhanced membership and the scope of its activities. The primary focus of all Colombo Plan activities is human resources development in the Asia-Pacific region.

Over the years, the programme content of the Colombo Plan has been adjusted to respond to the needs of member countries in a fast changing economic environment. In the early years, the training programmes were more of a long-term nature whilst the current programmes are established to provide advance skills and experience sharing, aimed at arriving at the best practices in different fields of economic and social activities for effective policy making and governance.

Funding

A significant characteristic of the Colombo Plan is that the administrative costs of the Council and the Secretariat are borne equally by all member countries, which have an equal status in Colombo Plan's functions and activities. However, programme activities are funded by voluntary contributions by member countries as development partners. In addition, non-member countries, other international and regional organisations and other donor agencies are also sourced for funding.

Current Programmes

In 1995, Colombo Plan revitalized its programmes to emphasize on short-term training courses in priority areas and promoting South-South cooperation. The current programmes of the Colombo Plan are in the areas of Public Administration and

Environment including post-graduate long-term scholarships, Private Sector Development and Drug Demand Prevention in member countries. In this regard, Colombo Plan has established three programmes for capacity building, namely, Drug Advisory Programme, Programme for Public Administration & Environment and Programme for Private Sector Development.

Programme for Public Administration & Environment (PPA & Env.)

Programme for Public Administration and Environment (PPA) was established in 1995, following the revitalization of the Colombo Plan's structure and areas of focus. The primary objective of this program is to develop human capital in public sector of the developing member countries (DMCs), through long term and short term training programmes in prioritized areas such as project planning, IT management, economic planning, crisis management, education, public governance, gene based techniques and environmental issues such as air pollution management, integrated environmental planning.

The PPA conducts training programmes for middle and senior level government officials of developing and under developed CPS member countries, through joint collaboration with partners like Malaysian Technical Cooperation Programme (MTCP), Thailand International Cooperation Agency (TICA) and Technical Assistance Directorate of Singapore. The PPA has established good partnerships with centres of excellence in its member countries as well as with inter-governmental organisations to deliver training programmes in critical issues of development. From 1995 up to date, 1,458 government officials from CPS member countries have participated in PPA's training programmes.

Programme for Private Sector Development (PPSD)

The Programme for Private Sector Development (PPSD), established in 1995 provides short-term training programmes and workshops for the development of the private sector. The focus of PPSD is on capacity building of small and medium enterprises (SMEs), which in many economies drive economic growth and create employment opportunities for a large segment of the labour force. The Programme's scope covers technology transfer, SME development, business management and sharing of best practices, World Trade Organization, productivity and trade issues and industrialization policy. PPSD also plays an important role in promoting a business friendly environment through building up of capacity of those relevant government officers who are responsible to put in place supporting institutions, laws and policies as well as regulations, which affect the private sector.

To obtain the best outcomes for these programmes, PPSD collaborates with member governments and their centres of excellence to implement the programmes. Our current partner agencies are Korea International Cooperation Agency (KOICA), Malaysia Productivity Centre (MPC), and CMC Ltd under the Indian Millennium Fund, Asia Productivity Organization (APO) and Singapore Cooperation Programme (SCP). Since inception in 1995, Korea has been contributing to the PPSD programmes.

Long-term Scholarship Programme (LTSP)

The Long-term Scholarship Programme (LTSP) was a hallmark of the Colombo Plan during its early years until 1989. Due to the needs of member countries, it was offered again in 2005 to provide opportunities for suitable candidates from member countries to pursue their Master Degrees in prestigious universities in Korea, Malaysia, Thailand and Singapore. Since 1995 until current date, 89 scholars from 16 CPS member countries have benefited from this programme.

Drug Advisory Programme (DAP)

The Colombo Plan Drug Advisory Programme, established in 1973, was the first in the Asia Pacific regional programme to address the drug problem. From its inception, DAP has been contributing to the development of human resources in member countries by enhancing the capabilities of officials in government and non-governmental organizations involved in drug demand and supply reduction. DAP has played an instrumental role in the establishment of national drug focal agency in member countries.

Responding to the changing needs of member countries, which are facing multi-faceted problems due to illicit drug production, trafficking and abuse, the DAP has embarked on several innovative strategies including faith-based approach to drug demand reduction, establishment of outreach and drop in centres and introduction of life skills to youths. DAP also mobilizes community in its drug demand reduction activities as well as provide advisory services and capacity building to member countries. In front line countries like Afghanistan and Pakistan, four (4) Outreach and Drop-In Centers (ODIC) were established in 2005 which continue to be supported by CPDAP. Two (2) other ODICs are in the Philippines. In the special programme for Afghanistan, in cooperation with the Ministry of Counter Narcotics and the Ministry of Public Health 16 treatment centers and transit shelter for women were set up in June 2007. DAP is operating two (2) Treatment Centers for women in Kabul and Balkh, Afghanistan. In February 2009, DAP established a training center, Asian Center for Certification and Education of Addiction Professionals (ACCE). ACCE will offer two levels of credentials to the addiction professionals in Asia: National Certification Examination for Addiction Counselors levels 1 & 2. ACCE will register the first batch of participants for NCAC Level 1 in July 2009.

UNIVERSITY PUTRA MALAYSIA (UPM)

University Putra Malaysia started its first academic session in July 1973 with three central faculties namely The Faculty of Agriculture, Faculty of Forestry and Faculty of Veterinary Medicine and Animal Science. Besides the three faculties, there was a basic science division. In early 80s, UPM expanded its area of studies to the field of Science and Technology. Since then, UPM has gradually grown and developed to become a multidisciplinary university, which among its field of study are Tropical Agriculture, Engineering, Medicine and Health Science, Economic and Management and Environmental studies. Currently, the university has 16 faculties, 2 schools, 9 institutes, 8 centres and an academy to accommodate various study programmes and research activities.

The university strives to produce quality graduates who are competitive and resilient. Besides that, UPM aims to become a leading centre of learning and research, contributing towards not only human advancement and discovery of knowledge but also to the creation of wealth and nation building. With more than 1,900 academic staff dedicated to teaching and research, UPM is confident of achieving its objective. Recently, the university has been recognized as one of the research universities in Malaysia by the Ministry of Higher Learning.

Strategically located in the suburbs of Kuala Lumpur, UPM offers excellent facilities and conducive learning environment for its students. An extensive network of support services, social activities, recreational and sports facilities, international students support, state of the arts ICT infrastructure and interesting key sites are available in its campus. More information about the university can be obtained from its website at www.upm.edu.my.

THE CPS – UPM COLLABORATION PROGRAMME

Ten (10) **LTSP** will be offered for each year. Recipients of the CPS – UPM LTSP will pursue their **Master Degree** at the School of Graduate Studies of the university, in the fields as attached in Appendix 1.

The CPS and UPM will jointly bear all expenses connected with the implementation of this collaboration programme. Funding from The Malaysian Technical Cooperation Programme (MTCP) may also be sourced. Details of the sponsorship are as below:

<u>MTCP / UPM Contribution</u>	<u>CPS Contribution</u>
1. Tuition & examination fees	1. Return economy air fare (inclusive of all other tariffs)
2. Recurring fees (annual) – health service fee, student welfare fund.	2. Daily subsistence allowance up to a period of 18 months, based on MTCP rates of RM1,000 per month (about USD\$290++)
3. Non recurring fee – caution fee, registration card and registration fee.	3. Book allowance of USD\$135, payable at the beginning of academic year
4. Lodging at one of the halls of residence for a maximum period of 24 months.	4. Thesis allowance of USD\$205
5. Field visits / trips / paper presentations / conference (if any)	5. Personal bond (refundable) as stipulated by the Malaysian Immigration Authority.

ADMISSION CRITERIA

Applicants must meet the following minimum general requirements.

1. Possess a good bachelor degree or its equivalent, subjected to specific programme requirement;
2. Applicants without sufficient academic qualification but possessing evidence of adequate related work experience of at least 5 years in the public sector, may also be considered;
3. Obtained a minimum score of at least six (6) for IELTS or 550 for TOEFL. This requirement is not applicable to candidates from countries where English is a medium of instruction;
4. Provisional admission may be granted to an applicant who has obtained a score of 500 – 549 for TOEFL, or band 5.55 for IELTS or its equivalent, who upon registration is required to enrol and pass the tertiary English programme conducted by the university; and
5. Nominated by the Colombo Plan National Focal Point of their respective Governments.

LANGUAGE

The Master Degree is taught in English. Participants are required to have a strong command of English, both written and spoken for the purpose of paper work presentations and discussions in the classroom.

DURATION

The UPM's Master Degree programme is conducted on a full - time basis of one full year, starting in **July 2010**.

INVITED COUNTRIES

Colombo Plan Developing Member Countries are kindly invited to nominate their candidates.

ACCOMMODATION

The university will provide accommodation.

VISA REQUIREMENTS

Applicants will need to obtain a visa from the Malaysia Embassy in their respective countries or other accredited countries before their arrival in Malaysia. Participating

Governments are kindly requested to bear the cost of visa application for their participants. The Colombo Plan will not provide visa fees.

ATTIRE

All students are advised to adhere to the dress code of UPM.

MEMBER COUNTRY'S NOMINATION

Each member country is requested to nominate through the National Focal Point **two candidates** by completing the Application Form, the Medical Certificate and Admission Essay.

Please send the duly completed nomination forms (two sets) to the Colombo Plan Secretariat at the following addresses, **by or before 30 December 2009**.

Secretary General
The Colombo Plan Secretariat
13th Floor, Merchant Tower
28, St. Michael's Road
Colombo 3
Sri Lanka.
Tel: + 94 11 2564448

Fax: + 94 11 2564531

Any queries can be forwarded to Mr. Mohd Khuzaidi Harun, Director of Public Administration and Environment at khuzaidi@colombo-plan.org or Ms. Savini Sirikumara, Programme Officer Public Administration and Environment at savinis@colombo-plan.org.

For additional information on admission requirement, please visit UPM's School of Graduate Studies website at <http://www.sgs.upm.edu.my> or e-mail: admission@putra.upm.edu.my

Please refrain from sending Application Forms directly to the University.
The deadline for the nominations will be strictly observed.

**PROGRAMMES BY THESIS: FIELDS OF STUDY
OFFERED AT FACULTIES AND INSTITUTES**

FACULTY	FIELDS	INSTITUTE	FIELDS
1 Agriculture	Agronomy Agribusiness Agricultural Economics Agro technology Animal Production Aquaculture Entomology Genetics and Animal Breeding Horticulture Land Resource Management Plant Pathology	Tropical Forestry and Forest Product	Bio composite Product Design Bio composite Technology Biopolymer and Derivatives Bio resource Management Bio resources Valuation Conservation and Forest Canopy Management Forest Disturbance Impact Evaluation Nature Tourism Pulp and Paper Technology Techno Economics in Bio composite
2 Forestry	Forestry Parks and Recreation Management Wood Science and Technology	Halal Products Research	Halal Food Analysis Halal Food Management
3 Veterinary	Anesthesiology*	Bioscience	Applied Microbiology

FACULTY	FIELDS	INSTITUTE	FIELDS
Medicine	Anatomy Aquatic Animal Health Avian Medicine* Bacteriology Epidemiology Equine Medicine* Haematology and Clinical Pathology Histology Immunology Laboratory Animal Medicine* Molecular Biology Parasitology Pathology Pharmacology Physiology Public Health Radiology* Ruminant Medicine* Small Animal Medicine* Surgery* Theriogenology and Cytogenetics		Aquatic Biotechnology Bioinformatics Bioprocess Engineering Bio therapeutics Cell Biology Coastal Zone Management Diagnostics Enzyme Technology Fermentation Technology Genetic Diversity Genetic/Proteomics Immunology Marine Ecology and Biodiversity Medical Biotechnology Medicinal Chemistry Molecular Biotechnology Oncology Pharmacology Phytochemistry Plant Metabolite Engineering Protein Engineering Toxicology Vaccine Technology

FACULTY	FIELDS	INSTITUTE	FIELDS
	Toxicology Virology Wildlife Health <i>*Fee rate is equivalent to medical field</i>		
4Food Science and Technology	Food Biotechnology Food Management (Master only) Food Safety Food Science Food Service Food Technology	Tropical Agriculture	Animal Biotechnology Animal Feed Technology Animal Production Integrated System Bio intensive Pest Management Environmental Plant Physiology Genetics and Breeding Post-Harvest Technology Soil Fertility and Plant Nutrition Transgenic Technology ...
5Biotechnology and Biomolecular Sciences	Animal Cell Biotechnology Biochemistry Bioinformatics and Systems Biology Environmental Biotechnology	Advanced Technology	Advanced Materials Engineering Agricultural Robotics Engineering Automotive Engineering Biomedical Engineering

FACULTY	FIELDS	INSTITUTE	FIELDS
	Food and Enzyme Biotechnology Genetic Engineering and Molecular Biology Industrial Biotechnology Microbial Biotechnology Microbiology Nanobiotechnolo gy Plant Biotechnology Structural Biology		Computer Integrated Manufacturing Energy Engineering GIS and Geomatic Engineering Irrigation and Drainage Engineering Nano-material and Nano-technology Precision Farming Engineering Remote Sensing Smart Technology and Robotics Engineering Spatial Information Engineering
Agriculture and Food Sciences (Bintulu Campus)	Agronomy Animal Production Aquaculture Aquatic Biology Entomology Forestry Horticulture Land Resource Management Marine Biology and Ecology Parks and Recreation	Agricultural and Food Policy Studies	Agriculture Development Policy Natural Resources Development Policy

FACULTY	FIELDS	INSTITUTE	FIELDS
	Management Plant Pathology Wood Science and Technology		

Master Programmes without thesis (by coursework).

FACULTY	FIELDS	FACULTY	FIELDS
Agriculture	Plantation Management Land Resources Management Sustainable Resources Management	Forestry	Tropical Forest Resource Management Wood Industry Technology
Veterinary Medicine	Veterinary Medicine (without credit fee)		

HOW TO FILL IN THE APPLICATION FORM

a) Application Form

Application form need to be filled in and sent to the Colombo Plan Secretariat. The online application can be found on the Colombo Plan website www.colombo-plan.org

b) Transcripts

Applicant should enclose certified transcripts in English with the application. Transcripts must be certified by the issuing body.

c) English Proficiency

Please send a copy of the original score sheet (TOEFL or IELTS or other proof certificates) with the application. (Applicants, who followed the first degrees in English medium, are required to prove their English proficiency by submitting copies of their degree certificates. No consideration will be given if the required documents are not attached.)

d) Letter of Recommendation

Include two letters of recommendations. Letters should preferably be from University Professors or from the Employer. Please inform the recommenders that they should put the recommendation letters into sealed envelopes and signed across the flap. Open and unsealed recommendations are not acceptable.

e) Photographs

Applicant must attach two recent photographs (3cm x 4cm) in the application.

f) Resume

Applicant must include a standard resume (curriculum vitae) with the application.

g) Admission Essay

The admission essay is an important piece of the application. It should be carefully crafted to include your personal and career goals, desire to do graduate studies, and ability and commitment to attend the year long intensive MPP programme. It should also indicate your purpose and reasons for applying for this course. This essay should not be longer than one A4 size paper.

h) Employment Verification

Applicant must include a Certificate of Employment from the Employer with the application.

i) Medical Certificate

Applicant must be in good health to study in abroad for one year. Pregnancy during the period of application and selection will disqualify the applicant.



**PERMOHONAN KEMASUKAN
APPLICATION FOR ADMISSION**

**Sila lekatkan
sekeping gambar
terbaru (WAJIB)
Please affix a recent
Photograph
(COMPULSORY)**

Sila pastikan borang ini diisi dengan lengkap dan semua dokumen sokongan dalam senarai semakan pada halaman 5 disertakan. Borang dan/atau dokumen yang tidak lengkap tidak akan diproses. (Please ensure that this form is completed and all the relevant documents indicated in the checklist on page 5 are enclosed. Incomplete forms and/or documents will not be processed.)

**BAHAGIAN A UNTUK DILENGKAPKAN OLEH PEMOHON
PART A TO BE COMPLETED BY THE APPLICANT**

I BUTIR-BUTIR PERIBADI (PERSONAL DETAILS)

Nama penuh:
Full name:

Sila tulis nama mengikut K.P. / pasport (Please write your name according to I.C. / passport)

No. K.P./Pasport:
I.C./Passport no.:

Tarikh lahir:
Date of birth:

Tempat lahir:
Place of birth:

Bangsa:

Race - (for Malaysians only): _____

Agama:
Religion:

Kewarganegaraan:
Nationality:

Jantina (sila tandakan):
Sex (please tick):

Lelaki Perempuan
Male Female

Status perkahwinan (sila tandakan):
Marital status (please tick):

Bujang Berkahwin Lain-lain
Single Married Others

Alamat surat-menyurat:
Correspondence address:

Negeri:
State - (for Malaysians only):

Negara (Country):

Poskod (Post code):

No. telefon (Telephone no.):	No. faks (Fax no.):	Alamat e-mel (E-mail address):
_____	_____	_____

Alamat tetap (sekiranya berbeza dengan alamat surat-menyurat):
Permanent address (if different from correspondence address):

Negara (Country):

Poskod (Post code):

No. telefon (Telephone no.):	No. faks (Fax no.):	Alamat e-mel (E-mail address):
_____	_____	_____

V BUTIR-BUTIR PROGRAM YANG DIPOHON (DETAILS OF PROGRAMME APPLIED FOR)

Program siswazah (sila tandakan): PhD Master

Degree programme (please tick):

* Struktur program (sila tandakan):

Programme structures (please tick):

(a) Dengan Tesis (program Ph.D. dan Master)/
With Thesis (Ph.D. and Master's programme)

(b) Tanpa Tesis (program Master)/
Without Thesis (Master's programme)

Fakulti/Institusi:

Faculty/Institute: _____

Nama Program:

Name of programme: _____

Bidang pengajian:

Field of study: _____

Berikan nama bakal penasihat / penyelia jika telah dikenalpasti.

Provide the name of potential advisor / supervisor if already identified.

Semester kemasukan yang dipilih (sila tandakan):

Pertama
(First)

Kedua
(Second)

Preferred semester for enrolment (please tick):

Tahun (Year): _____

* Nota (Note):

Bagi program dengan tesis, sila lampirkan cadangan penyelidikan (ditaip, lebih kurang 300 patah perkataan) yang merangkumi tajuk, pengenalaan masalah, objektif, metodologi, sumbangan signifikan kepada ilmu pengetahuan baharu dan jadual kerja (penyelidikan) yang dicadangkan.

For programme with thesis, please attach your research proposal (type-written, approximately 300 words) to include title, problem identification, objectives, methodology, significant contribution to new knowledge and proposed schedule of work.

VI BANTUAN KEWANGAN (FINANCIAL SUPPORT)

Sila tandakan bantuan kewangan yang relevan. Lampirkan se salinan dokumen.

Please tick the relevant financial support. Enclose a photocopy of the document(s).

Biasiswa (Scholarship)

Pinjaman bank (Bank loan)

Pembiayaan sendiri (Self-financed) –

Salinan penyata akaun bank yang disahkan/Surat jaminan pembiayaan – untuk pemohon antarabangsa
(Certified photocopy of statement of bank account/ Letter of financial guarantee – for international applicants)

Lain-lain [sila nyatakan] (Others [please specify]): _____

VII KEMAHIRAN BAHASA INGGERIS (*ENGLISH LANGUAGE PROFICIENCY*)

Sila lengkapkan maklumat di bawah (di mana berkaitan) dan sertakan salinan keputusan peperiksaan tersebut:

Please complete the information below (where relevant) and provide a copy of the results:

PEPERIKSAAN <i>EXAMINATION</i>	TAHAP PENCAPAIAN / GRED <i>SCORE / GRADE</i>
TOEFL	
IELTS	

Nota (Note):

Kemahiran Bahasa Inggeris bagi pemohon antarabangsa – TOEFL (550) / IELTS (Band 6)

English Language Proficiency for international applicants – TOEFL (550) / IELTS (Band 6)

Jika anda pernah memasuki Universiti Putra Malaysia atau universiti/institusi lain bagi program siswazah, sila berikan maklumat berikut:

If you have previously been admitted to Universiti Putra Malaysia or other universities/institutions for postgraduate programme, please provide the following information:

Nama universiti/institusi <i>Name of university/institution</i>	Tarikh <i>Date</i>		Sebab-sebab berhenti <i>Reasons for withdrawal</i>
	Kemasukan <i>Admission</i>	Berhenti <i>Withdrawal</i>	

VIII PENGAKUAN (*CERTIFICATION*)

Saya mengaku bahawa butir-butir yang diberikan dalam permohonan ini adalah benar. Jika ia didapati tidak benar, UPM berhak menolak permohonan/menarik balik tawaran kemasukan.

I certify that the information given in this application is true. If the information is found untrue, UPM has the right to reject the application/withdraw the offer of admission.

Tandatangan pemohon:

Signature of applicant:

Tarikh:

Date:

IX SENARAI SEMAKAN PEMOHON (CHECK LIST FOR APPLICANT)

Sila sertakan perkara-perkara berikut untuk memastikan permohonan dapat diproses dengan cepat. Sila tandakan [✓] (Please enclose the following items in order to expedite the process. Please tick [✓]).

Untuk pemohon warganegara Malaysia (For Malaysian applicants):

- 1 Borang permohonan GS-01 yang telah diengkapkan – dua salinan.
Completed application form GS-01 – two copies.
- 2 Laporan daripada dua orang pengadil - GS-01 (Lampiran) (dalam sampul surat yang dilakri dan ditandatangani pada bahagian tersebut).
Report from two referees - GS-01 (Attachment) (in sealed envelope and with signature across it).
- 3 Salinan sijil/ijazah/ijazah-ijazah yang disahkan – dua salinan. Salinan transkrip/transkrip-transkrip peperiksaan yang disahkan – dua salinan.
Certified copy of examination/degree certificate(s) – two copies. Certified copy of examination transcript(s) – two copies.
- 4 Salinan sijil ijazah pertama dan master yang disahkan (bagi calon Ph.D) – dua salinan.
Certified copy of first and masters degree certificate(s) (for Ph.D. candidate) – two copies.
- 5 Cadangan penyelidikan (bagi program dengan tesis) – dua salinan.
Research proposal (for programme with thesis) – two copies.
- 6 Salinan Kad Pengenalan yang disahkan – dua salinan.
Certified copy of Identity Card – two copies.
- 7 Yuran proses (RM25), melalui Bank Draf No. Akaun. 1215-0005004-05-0 CIMB Bank Berhad dibayar atas nama Bendahari UPM.
Processing fee (RM25), Processing fee, payable to the Bursar, UPM, A/C No. 1215-0005004-05-0 CIMB Bank Berhad in the form of Bank Draft, payable to the Bursar, UPM.
- 8 Salinan surat tawaran biasiswa/pembiayaan (jika ada) atau slip gaji pemohon/penjaga, yang disahkan – dua salinan.
Certified copy of letter of scholarship/sponsorship award (if any) or pay slip of applicant/guardian – two copies.

Untuk pemohon antarabangsa (For international applicants):

- 1 Borang permohonan GS-01 yang telah diengkapkan – dua salinan.
Completed application form GS-01 – two copies.
- 2 Laporan daripada dua orang pengadil - GS-01 (Lampiran) (dalam sampul surat yang dilakri dan ditandatangani pada bahagian tersebut).
Report from two referees - GS-01 (Attachment) (in sealed envelope and with signature across it).
- 3 Salinan ijazah/ijazah-ijazah yang disahkan – dua salinan. Salinan transkrip/transkrip-transkrip peperiksaan yang disahkan – tiga salinan.
Certified copy of degree certificate(s) – two copies. Certified copy of examination transcript(s) – three copies.
- 4 Salinan sijil ijazah pertama dan master yang disahkan (bagi calon Ph.D) – dua salinan.
Certified copy of first and masters degree certificate(s) (for Ph.D. candidate) – two copies.
- 5 Salinan keputusan TOEFL/IELTS yang disahkan – dua salinan
Certified copy of TOEFL/IELTS result(s) – two copies
- 6 Cadangan penyelidikan (bagi program dengan tesis) – dua salinan.
Research proposal (for programme with thesis) – two copies.
- 7 Salinan pasport yang disahkan (mukasurat yang mengandungi gambar, maklumat peribadi dan tempoh sah sekurang-kurangnya setahun) – tiga salinan. (Certified copy of passport (pages with photograph, personal particulars, and validity for at least one year) – three copies).
- 8 Gambar berukuran pasport – lima keping.
Passport-sized photograph – five copies.
- 9 Yuran proses, dibayar atas nama Bendahari, UPM (Processing fee, payable to the Bursar, UPM), A/C No 1215-0005004-05-0 CIMB Bank Berhad, UPM Branch, Serdang, Selangor/Malaysia) SWIFT CODE: CIBBMYKL (for international wires only)
 RM60 (untuk mereka yang berada di Malaysia) melalui Bank Draf;
RM60 (for those who reside in Malaysia) or in the form of Bank Draft;
ATAU (OR)
 USD25 (untuk mereka yang memohon dari luar negara) melalui Bank Draf.
USD25 (for those who apply from outside Malaysia) in the form of Bank Draft.
- 10 Salinan surat tawaran biasiswa/pembiayaan (jika ada) yang disahkan – dua salinan.
Certified copy of letter of scholarship/sponsorship award (if any) – two copies.
ATAU (OR)
 Salinan penyata akaun bank yang disahkan/Surat jaminan pembiayaan – dua salinan.
Certified copy of statement of bank account/Letter of financial guarantee – two copies.

Permohonan yang lengkap hendaklah dihantar kepada:

All completed applications must be sent to:

Dekan, Sekolah Pengajian Siswazah
Zon 4, Off Jalan Stadium
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan, MALAYSIA

Dean, School of Graduate Studies
Zone 4, Off Jalan Stadium
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan, MALAYSIA

NOTA (NOTE):

- a. Borang dan/atau dokumen yang tidak lengkap, tidak akan diproses.
Incomplete forms and/or documents will not be processed.
- b. Sila ambil perhatian ke atas semester permulaan bagi program berikut:-
Please take note of the semester of commencement for the following programmes:-

<u>Program (Programme)</u>	<u>Semester Permulaan (semester of commencement)</u>
Master Perubatan Veterinar (Master of Veterinary Medicine).....	Pertama sahaja (First only)
Master Sains Computer (Master of Computer Science).....	Pertama sahaja (First only)
Master Senibina Landskap (Master of Landscape Architecture)..	Kedua sahaja (Second only)
Lain-lain Program (Other Programmes).....	Pertama dan Kedua (First and Second)

- c. Tarikh akhir menyerahkan borang permohonan untuk mengikuti pengajian siswazah:-
The deadlines for submitting applications for graduate studies are:-

Semester Pertama (First Semester)

Pemohon tempatan (Local applicants)..... 15 April (15th April)
 Pemohon antarabangsa (International applicants)..... 15 March (15th Mac)

Semester Kedua (Second Semester)

Pemohon tempatan (Local applicants)..... 15 September (15th September)
 Pemohon antarabangsa (International applicants)..... 15 Ogos (15th August)

Permohonan yang diterima selepas dari tarikh tersebut hanya akan dipertimbangkan untuk semester berikutnya.

Applications received after these dates will only be considered for the following semester.

BAHAGIAN B UNTUK KEGUNAAN PEJABAT
PART B FOR OFFICE USE

- Borang GS-01 – dua salinan.
- GS-01 (Lampiran) – daripada dua orang pengadil.
- Salinan ijazah/ijazah-ijazah yang disahkan – dua salinan.
- Salinan transkrip/transkrip-transkrip yang disahkan – dua salinan.
- Cadangan penyelidikan (program dengan tesis) – dua salinan.
- Salinan Kad Pengenalan (untuk permohonan tempatan sahaja) – dua salinan.
- Salinan pasport (untuk pemohon antarabangsa sahaja) – tiga salinan.
- Gambar berukuran pasport (untuk pemohon antarabangsa sahaja) – lima keping.
- Yuran proses, jumlah: _____
- Dokumen pembiayaan: _____

Disemak oleh: _____

Tarikh: _____

I certify that the above candidate is medically fit to undertake a course in Malaysia.

Signature of Physician: Date:
Name:
Address:
.....

13. Certification from Nominating Agency:

I certify that the candidate has been medically examined by a qualified and registered medical practitioner.

Signature:
Name:
Rank/ Title:
Agency:

Seal of Nominating Agency:

Note: In completing this form, particular attention should be paid to the following points:

- a. X-ray of chest to rule out any tuberculosis or chronic pulmonary disease, where the film is entirely normal
- b. Kidneys – no evidence of renal lesion should be present.
- c. Eyesight – Severe errors of refraction should not be passed as these should only give trouble during the years of training.
- d. Hearing – deafness should be considered of definite bar.



**LAPORAN PENGADIL
REFEREE'S REPORT**

**GS-01 (Lampiran)
GS-01 (Attachment)**

**BAHAGIAN A UNTUK DILENGKAPKAN OLEH PEMOHON
PART A TO BE COMPLETED BY THE APPLICANT**

Pemohon diminta melengkapkan bahagian ini dan mengemukakan borang kepada pengadil. Pengadil-pengadil hendaklah bukan daripada kawan atau saudara mara sendiri dan salah seorang hendaklah yang boleh memberikan laporan pencapaian akademik anda.

The applicant is requested to fill in this section and forward this form to the referees. Referees should not include personal acquaintances or relatives and at least one referee should be able to provide a report on your academic performance.

1. **Nama penuh (Full name):** _____
First name Middle name Last name
Sila tulis nama mengikut K.P. / pasport (Please write your name according to I.C. / passport)
2. **Program dan bidang pengajian yang dipohon (Programme and field of study applied):**

3. **Fakulti/Institut (Faculty/Institute):** _____

**BAHAGIAN B UNTUK DILENGKAPKAN OLEH PENGADIL (SULIT)
PART B TO BE COMPLETED BY REFEREE (CONFIDENTIAL)**

1. **Nama:** _____ **E-mel:** _____
Name: _____ *E-mail:* _____
Alamat tetap (Permanent address): _____

No. telefon (Telephone no.): _____ **No. faks (Fax no.):** _____

Alamat pejabat (Office address): _____

No. telefon (Telephone no.): _____ **No. faks (Fax no.):** _____

2. **Berapa lama anda mengenali pemohon dan dari kapasiti apa?**

How long have you known the applicant and in what capacity?

Jumlah tahun (Number of year[s]): _____

Dalam kapasiti saya sebagai (In my capacity as):

Pensyarah/Profesor/Penasihat penyelidikan (*Lecturer/Professor/Research advisor*)

Majikan (*Employer*)

Lain-lain, sila nyatakan (*Others, please specify*): _____

3. Sekiranya pemohon pernah menjadi pelajar anda, sila beri penilaian anda mengenai beliau berbanding dengan pelajar lain di dalam kelas yang sama.

If the applicant has been your student, please rate the applicant as compared with other students in the same class.

5 % di atas
Top 5%

10 % di atas
Top 10%

25 % di atas
Top 25%

50 % di atas
Top 50%

4. Sila berikan penilaian anda terhadap kebolehan beliau mengenai perkara-perkara berikut:
Please rate the applicant's ability in relation to the following:

	Sangat baik <i>Very good</i>	Baik <i>Good</i>	Sedang <i>Fair</i>	Lemah <i>Poor</i>
Kemampuan bekerja secara bebas <i>(Ability to work independently)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kemahiran berkomunikasi <i>(Communication skill)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pengetahuan komputer <i>(Computer literacy)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ketekunan <i>(Diligence)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kematangan emosi <i>(Emotional maturity)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minat <i>(Enthusiasm)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keramahan <i>(Friendliness)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inisiatif <i>(Initiative)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kebolehan intelek <i>(Intellectual ability)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kualiti-kualiti kepemimpinan <i>(Leadership qualities)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potensi untuk berjaya dalam pengajian siswazah <i>(Potential to succeed in graduate studies)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sifat tanggungjawab <i>(Sense of responsibility)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kemahiran penulisan <i>(Writing skill)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Butir-butir lain:
Other details:

Tandatangan dan cop rasmi: _____
(Signature and official stamp):

Tarikh *(Date)*: _____

Sila masukkan borang yang telah dilengkapkan ke dalam sampul surat berakri dan tandatangan pada bahagian tersebut. Kembali sampul surat tersebut kepada pemohon.

Please seal the completed form in an envelope and sign your name across the seal. Return the signed, sealed envelope to the applicant.

Terima kasih di atas laporan anda *(Thank you for your report)*