



## SCHOOL OF GRADUATE STUDIES

LEVEL 2, BLOCK F54, UNIVERSITI TEKNOLOGI MALAYSIA,  
81310 SKUDAI JOHOR BAHRU, JOHOR

### **APPLICATION FOR REMOTE CANDIDATURE**

Universiti Teknologi Malaysia (UTM) offers Remote Candidature for Research Programmes (ONLY) which allows working student to pursue postgraduate studies away from the university campus as stipulated in University's rules & regulations.

Remote candidature is designed specifically for enrolled students who, for academic reasons, wish to pursue most or all of their research away from the University, interstate or overseas.

Application for remote candidature is consider as exceptional and will be considered by the University Postgraduate Studies Committee (JAPSU) or Chair of Postgraduate Studies on case by case basis subject to the following university Rules and Regulations.

#### **REMOTE CANDIDATURE**

Remote candidate may be permitted to proceed research outside from UTM Campus by fulfil following conditions:

1. Complete the course requirement i.e.: university elective and Research Methodology course;
2. Assure that the remote location provides an adequate research environment, infrastructure and expertise to enable the student's research proceed smoothly and quality guarantee;
3. If another institution is involved, an agreement must be in place detailing any cost sharing in the pursuit of the research as well as cost-sharing and ownership of any intellectual property that may arise from the research. Please be informed that UTM will not bear any cost for this purpose;
4. Occupational health and safety standards and ethical clearance procedures must be within accepted by UTM Practice;
5. An applicant for Remote Candidature should detail the effective mean and frequency of regular and interactive communication between the candidate and supervisor;
6. If necessary, external Supervisor appointment from the academic staff of the institution where the research is to take place. The school must be responsible to ensure that the remote external supervisor is informed of and abides by the University's rules & regulations;
7. Fulfil the progress report submission by online every semester;
8. Obtain Satisfactory (MM) result. Failure to comply with the requirements of review of progress report may results in a suspension of candidature. Continuation of enrolment is subject to satisfactory progress at the progress report;
9. Submit complete application form to School of Graduate Studies two (2) months to obtain approval before proceed with the remote supervision.
10. For International students only, you are required to apply for the Student Visa and the process is follow by rules and regulation from Department of Immigration Malaysia and UTM International office. It should take **4 – 6 weeks** upon receive of a complete application and payment to EMGS.
11. All international students must be covered by a locally purchased medical health insurance scheme.
12. Only applicable to Full Research Student.

#### **APPROVAL OF APPLICATION**

An application must be fully completed with supporting document. Student need to obtain school/faculty endorsement before submitted to School of Graduate Studies for approval.



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**APPLICATION FOR REMOTE CANDIDATURE****SECTION A: TO BE COMPLETED BY THE STUDENT****1. STUDENT'S DETAILS**

a) Name	:		
b) Nationality	:		
c) Address	:		
d) NRIC/ Passport	:		
e) Programme	:		
f) Faculty	:		
g) Matric No. (Current student ONLY)	:	h) Current Semester (Current student ONLY)	:
i) Research Topic:	:		
j) Other professional, scholarly or employment experience relevant to your application (please provide attachments if space is insufficient)	:		
k) Main Supervisor (Current Student ONLY)	Name	:	
	Faculty	:	
	Signature of Supervisor	:	

<b>SECTION B: HOST INSTITUTION</b>
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Note: Kindly attached a copy of the following documents together with the application form:

- 1) A copy of Identification Card or Passport / Staff Matric Card
- 2) A copy of the latest curriculum vitae (CV) of the proposed external supervisor

<b>Name of Host Institution/ Industry</b>	:	
<b>Address of Host Institution/ Industry</b>		
<b>Name of Supervisor</b>		
<b>Contact No</b>	:	
<b>Email</b>	:	
<b>Employer Details</b>	<b>Organization</b>	:
	<b>Address</b>	:
	<b>Position</b>	:
<b>Facilities and Resources in Host University/ Industry</b> <i>(Please tick (v) on facilities provide to students)</i>	<input type="checkbox"/>	Library/ Archive resources
	<input type="checkbox"/>	Laboratories
	<input type="checkbox"/>	Specialist Equipment
	<input type="checkbox"/>	Workplace studies
<b>Please provide any additional comments required regarding access to research facilities</b>	:	

**SECTION C: TO BE COMPLETED BY FACULTY POST GRADUATE COMMITTEE**

Please tick (✓)	RECOMMENDED		NOT RECOMMENDED	
Comment(s) if any	:			
Name:	:			
Signature	:			
Official Stamp	:			
Date	:			

**SECTION D: SCHOOL OF GRADUATE STUDIES**

Please tick (✓)	APPROVED		NOT APPROVED	
Comment(s) if any:	:			
Name:	:			
Signature	:			
Official Stamp	:			
Date	:			

If you have any queries regarding remote candidature at Universiti Teknologi Malaysia, please contact to:

**Offshore and Special Programme Department**

School Of Graduate Studies

Level 2, Block F54, Universiti Teknologi Malaysia,

81310 Johor Bahru, Johor

Email : utmpesisir@utm.my