

# HANDBOOK FOR POSTGRADUATE BY RESEARCH

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# 1. UNIMAS Vision and Mission



## **Vision**

*A leading global university for a sustainable future.*

## **Mission**

*To enhance the social and economic impacts on the global community through the pursuit of excellence in teaching, research, and strategic engagement.*

## 2. UNIMAS Educational Goals and Philosophy

### Educational Goals

1. **Offer Relevant and Competitive Academic Programmes**

UNIMAS is committed in producing quality curriculum design and delivery that is global and sustainable in nature to produce holistic, creative and innovative graduates towards sustainable world.

2. **Foster Quest for life-long Learning**

UNIMAS aspires to foster graduates to pursue quality lifelong learning and continuously improve knowledge, skills and abilities.

3. **Enhance Research Excellence**

UNIMAS is committed and responsible to continuously improve the scientific reputation through impactful research activities for the society as well as the commercialization of innovative research products.

4. **Establish strategic and meaningful national and international partnerships**

Smart and sustainable collaborations with national and international institutions which contribute to the communities as well as advance the University's global prominence.

### Educational Philosophy

*Holistic education that cultivates resilient and global-minded individuals for a sustainable universal community.*





### 3. Dean's Foreword



Dear Students,

Welcome to the Faculty of Education, Language, and Communication (FELC)! We are delighted to have you join our vibrant academic community. At FELC, we take pride in offering innovative programmes in education, language, and communication—fields that are crucial for national and global development.

Your journey at FELC is not just about earning a degree; it is about becoming a well-rounded individual equipped with the skills and values to contribute meaningfully to society. We encourage you to make the most of this opportunity, embrace challenges, and engage in collaborative learning and research.

For those of you who are new to Sarawak, we invite you to immerse yourself in the rich diversity of languages, cultures, and traditions. Let this handbook serve as your guide to navigate the academic and administrative aspects of your postgraduate journey.

Wishing you all the best in your studies and future endeavours!

Warm regards,

*Dr. Dilah Bin Tuah*

Dean of FELC

***“...becoming a well-rounded individual equipped with the skills and values to contribute meaningfully to society.”***

## 4. History of the Faculty

The Faculty of Education, Language, and Communication (FELC) has a rich history that reflects its commitment to academic excellence and innovation. Established on 1 December 1993 as the Centre for Language Studies (CLS), FELC initially focused on enhancing the language skills of students and staff through courses in Malay, English, and other languages.



In January 2016, CLS evolved into the Faculty of Language Studies and Communication Studies (FLSCS). A year later, in July 2017, it was rebranded as the Faculty of Language and Communication (FLC). Most recently, in October 2023, the faculty underwent its latest transformation, becoming the Faculty of Education, Language, and Communication (FELC).

FELC is home to several pioneering undergraduate and postgraduate programmes that reflect its mission to be a leader in the fields of language, communication, and education. Today, the faculty offers a diverse range of programmes, including the Bachelor of Arts (Linguistics), Bachelor of Communication (Strategic Communication), and Bachelor of English for Global Communication.

## **5. Management Team**

### **UNIMAS Top Management**



**Prof. Dr. Ahmad Hata bin Rasit  
Vice Chancellor**



**Prof. Ir. Dr. Noorlinda  
bt Taib**

**Deputy Vice Chancellor  
Research & Innovation**



**Prof. Ir. Al-Khalid bin  
Hj. Othman**

**Deputy Vice Chancellor  
Student Affairs & Alumni**



**Prof. Dr. Fitri Suraya  
bt Mohamad Hapni Joblie**

**Deputy Vice Chancellor  
Academic &  
Internationalization**



## FELC Top Management



**Dr. Dilah bin Tuah**

Dean

Contact No: +6082158752/ +6082581721



**Dr. Jamali bin Bujang Sanawi**

Deputy Dean

(Research & Commercialization)

Contact No: +6082581726



**Dr. Remmy anak Gedat**

Deputy Dean

(Undergraduate)

Contact No: +6082581737



**Dr. Hj Santrol bin Abdullah**

Deputy Dean

(Student Affairs & Alumni)

Contact No: +6082581761



**Dr. Noratikah bt Mohamad  
Ashari**

*Deputy Dean*

(Industry & Community Engagement)

Contact No: +6082581762

## Postgraduate Committee Members

Position	Name	Contact Information
<b>Chairperson</b>	Dr. Dilah bin Tuah	+6082581752/ 581721
<b>Postgraduate Coordinator (Research)</b>	Dr. Rokiah bt Pae	+6082581738
<b>Postgraduate Coordinator (MEd TESOL)</b>	Dr Monaliza Sarbini	+6082592615
<b>Postgraduate Coordinator (MEd in Learning Sciences)</b>	Mr Chuah Kee Man	+6082584573
<b>Secretariat</b>	Irman bin Japar	+6082581774
<b>Member</b>	Dr. Jamali bin Bujang Sanawi	+6082581726
<b>Members</b>	Dr Remmy Gedat	+6082581737
<b>Member</b>	Prof. Ting Su Hie	+6082581760
<b>Member</b>	AP Dr. Zaimuariffudin	+6082581758
<b>Member</b>	Dr. Joseph Ramanair	+6082592688
<b>Member</b>	Dr. Soo Ruey Shing	+6082581718
<b>Member</b>	Pn. Nur Ardini Jian Abdullah	+6082592675
<b>Member</b>	Dr. Roslan bin Ali	+6082 584565

### **Postgraduate Administrative Staff**

<b>Position</b>	<b>Name</b>	<b>Contact Information</b>
<b>Assistant Registrar</b>	Mr Irman bin Japar	jirman@unimas.my / +6082 581774
<b>Administrative Assistant</b>	Mdm Norshilawati bt Seli	snorshilawati@unimas.my / +6082 581763
<b>Administrative Assistant</b>	Mdm Piana binti Tapa	tpiana@unimas.my / +6082-581771
<b>IT Assistant Officer</b>	Encik Ghazali bin Ahmad	ahghazali@unimas.my / +6082 581687
<b>Senior Administrative Assistant</b>	Encik Dabif anak Jack Shaw	jsdabif@unimas.my / +6082 581767

## 6. Postgraduate Programmes (By Research)



### **Master of Arts (MA)**

The MA programme focuses on developing advanced knowledge and skills in language, linguistics, literature, and translation. Students are trained to become independent researchers capable of contributing to academic and professional fields.



### **Doctor of Philosophy (Ph.D)**

The Ph.D program emphasises research excellence and scholarly contribution in language, linguistics, literature, and communication. Ph.D students work closely with supervisors to develop innovative solutions to complex research problems.



## 7. Programme Educational Objectives



### **Master of Arts (MA)**

- Apply knowledge in language, linguistics, and translation to address real-world challenges.
- Communicate effectively and collaborate professionally in academic and workplace environments.
- Uphold ethical standards and contribute to lifelong learning in professional development.

### **Doctor of Philosophy (Ph.D)**

- Demonstrate mastery in research and professional practices in language, linguistics, and translation.
- Develop innovative solutions through critical research and interdisciplinary collaboration.
- Uphold professional ethics and contribute to academic and entrepreneurial development.

## 8. Programme Learning Outcomes

### Master of Arts (MA)

1. Demonstrate mastery of current knowledge in language, linguistics, literature as well as translation and interpretation.
2. Integrate critical thinking in research in order to explore and understand new knowledge in their field of research.
3. Apply the appropriate research methods, approaches and skills to provide solutions to issues and problems in language, linguistics, literature as well as translation and interpretation.
4. Interact with people from various levels, professions, and background to gain and disseminate information related to their research fields.
5. Communicate ideas clearly, effectively, and professionally using the appropriate language and forms in different platforms.
6. Manage a wide variety of information and digital technologies in conducting research.
7. Apply knowledge and skills related to statistics and/or graphical/visual data in order to analyse quantitative and/or qualitative data and verify results.
8. Demonstrate responsibility in undertaking research including planning, managing resources, and solving problems.
9. Display self-advancement through life-long learning and professional development.
10. Demonstrate knowledge and understanding of research management and identify entrepreneurial opportunities and development.
11. Practise professional and ethical codes of practices and skills when conducting research and disseminating information.

## Doctor of Philosophy (Ph.D)

1. Demonstrate mastery of advanced in current knowledge and issues in language, linguistics, literature as well as translation and interpretation.
2. Critically analyse, evaluate, and synthesise current ideas as well as issues in exploring and refining existing concepts and practices in the field of language, linguistics, literature as well as translation and interpretation.
3. Apply the appropriate research methods, approaches and skills to provide solutions to issues and problems in the research field.
4. Collaborate with people from various levels, professions, and background to convey information related to the research field.
5. Communicate ideas clearly, effectively, and professionally using the appropriate language and forms in different platforms.
6. Utilise a wide variety of information and digital technologies in conducting research.
7. Apply knowledge and skills related to statistics and /or graphical/visual data in order to analyse quantitative and/or qualitative data and verify results.
8. Display leadership qualities, autonomy, and responsibility in undertaking research.
9. Demonstrate self-advancement and motivation for independent learning, self-control, and self-development in carrying out investigation through life-long learning and professional development while being able to plan and construct new learning.
10. Demonstrate cumulative development of creativity, and determination in finding opportunities for entrepreneurial development.
11. Practice professional and ethical codes of practices and skills when conducting research and disseminating information.



## 9. Academic Requirements

To be eligible for the postgraduate programmes, students must meet the following academic criteria:

### **Master of Arts (MA)**

- A bachelor's degree in a related field with a minimum CGPA of 2.75, or its equivalent, as accepted by the Senate.
- Candidates with a CGPA between 2.50 and 2.75 may be admitted subject to additional assessment by the faculty.
- Candidates with a CGPA below 2.50 can be admitted if they have at least five years of relevant work experience.

### **Doctor of Philosophy (Ph.D)**

- A master's degree in language, linguistics, or a related field, as accepted by the Senate.

### **English Language Requirement (International Students)**

- For international applicants, a minimum IELTS score of 5 or equivalent (TOEFL Paper Test 525, TOEFL Computer Test 196, or MUET Band 3) is required.



## 10. Duration of Study

Degree	Study Mode	Minimum Duration	Maximum Duration
Master of Arts	Full-time	2 years	4 years
Master of Arts	Part-time	3 years	6 years
Doctor of Philosophy	Full-time	3 years	6 years
Doctor of Philosophy	Part-time	4 years	8 years

## 11. Required Courses

### For Students Enrolled Before April 2023

- **Master's Courses**
  - GSF 6011: Research Methodology
  - PBF 6010: Thesis
- **Ph.D Courses**
  - GSF 7011: Research Methodology
  - PBF 7010: Thesis

### For Students Enrolled After April 2023

- **Master's Courses**
  - PBR 6023: Research Methodology
  - PBR 6040: Research Progress
  - PBR 6030: Proposal Defence
  - PBR 6050: Viva Voce
- **Ph.D Courses**
  - PBR 7023: Research Methodology
  - PBR 7040: Research Progress
  - PBR 7030: Proposal Defence
  - PBR 7050: Viva Voce

*Students are encouraged to enrol in Research Methodology **as early as possible within the first six months of programme registration**. Thesis, Research Progress and Proposal Defence courses ensure consistent monitoring and preparation for key milestones.*

## 12. Course Assessments

### **PBR 6023: Research Methodology (Master's)**

- **Video Presentation:** 10-minute video covering Chapters 1-3 of the proposal. Exceeding the time limit will result in penalties.
- **Written Proposal:** Covering Chapters 1-3, accounting for 60% of the course grade.
- **Quiz:** A quiz worth 10% of the final grade.

### **PBR 7023: Research Methodology (Ph.D)**

- **Video Presentation:** Same as the Master's requirement, with the added responsibility of critical analysis.
- **Written Proposal:** Covering Chapters 1-3, accounting for 70% of the course grade, evaluated by the student's supervisor.

### **PBR 6030 & PBR 7030: Proposal Defence**

- Students must submit their proposal slides to their supervisor one week before the session.
- The defence involves a 20-minute presentation followed by a Q&A session with the assessors.
- Sessions are held on the first and third Wednesdays of each month, with proper booking required in advance.

### **PBR6040 & PBR6040 Research Progress**

Students are required to submit a progress report every semester to track their research milestones and ensure consistent academic supervision. The progress report includes:

- **Project Outline:** A brief description of the research project scope and objectives.
- **Data Collection:** A summary of the methods and progress in collecting research data.
- **Data Analysis:** Updates on data analysis methods and results to date.

- **Completed Chapters:** Information on the chapters completed so far and the expected date of submission for remaining chapters.
- **Challenges Encountered:** Any issues or challenges faced during the research process and how they are being addressed.

## **Evaluation Criteria by Supervisors**

Supervisors will assess the student's research progress based on the following aspects:

- Overall Progress
- Thesis Development Stage
- Expected Completion Date

## **Student Evaluation**

Students will be rated on the following criteria:

- Diligence
- Interest
- Work Quality and Efficiency
- Ability to Work Independently
- Attendance
- English/Bahasa Proficiency (Written and Oral)

## 13. Proposal Defence and Findings Presentation

### Proposal Defence

- Students are expected to defend their research proposal within the first six months of their programme for master's and one year for PhD.
- Two evaluators, recommended by the supervisor, will assess the defence.
- The student is required to present the proposal for 20 minutes, followed by a Q&A session.
- Students must submit their slides to the supervisor at least one week prior to the defence.

### Findings Presentation

- Students are encouraged/advised to present their research findings before submitting their thesis.
- Evaluators for the findings presentation may be the same as the proposal defence or different, as determined by the faculty.
- Students must submit their slides to the supervisor at least one week prior to the defence
- Similar to the proposal defence, students will present for 20 minutes followed by Q&A and feedback from the evaluators.
- The findings presentation is not graded, but the feedback will help refine the thesis before submission.



## 14. Thesis Submission and Viva Voce

### Thesis Submission

All theses must be submitted through the **MyViva** platform (<https://myviva.ia.unimas.my/>) following these guidelines:

- Submit the thesis in PDF format using the **UNIMAS template**.
- Include a Turnitin report with **a similarity index of not more than 25%**. Email Mr Edward Egat anak Bilong at CGS to obtain the Enrolment key/password for the UNIMAS CGS Turnitin Account. **It looks like this: un1m4spg2024**
- Provide the Thesis Examination Receipt as proof of payment. In order to make the payment, you need to first inform Mr Edward Egat anak Bilong ([beegat@unimas.my](mailto:beegat@unimas.my)), who will enable the system for you to make payment.
- Submit printed or soft copies of the Maintenance Fee Application and Publication Form to the Faculty Office.

### Thesis Length

- **Master's Thesis:** Maximum of 50,000 words or 150 pages.
  - **Ph.D Thesis:** Maximum of 100,000 words or 300 pages.
- These limits exclude references, appendices, and supplementary materials.*

### Thesis Examination Fee

- **Master's Thesis:** RM1,000
- **Ph.D Thesis:** RM1,500

*The fee is the same for re-examination, with or without reviva.*

## Thesis Examiners

Currently, the number and qualifications of examiners are as follows:

Postgraduate Levels	Internal Examiner	External Examiner
Master's degree	1 internal examiner Master's degree holder Has graduated at least 1 Master's student	1 external examiner Master's degree holder Has graduated at least 1 Master's student
Ph.D degree	1 internal examiner PhD degree holder Has graduated at least 1 Master's student and currently supervising at least 1 Ph.D student as main supervisor	2 external examiners PhD degree holder Has graduated at least 1 Ph.D student

## Viva Voce

The Viva Voce is the final step in the thesis evaluation, where students defend their research in front of internal and external examiners.

- **Master's Viva Voce:** One internal and one external examiner will evaluate the thesis.
- **Ph.D Viva Voce:** One internal and two external examiners will evaluate the thesis.
- After the defence, the student will receive feedback and be informed of any required revisions.

## After Viva Voce

Students are required to revise their thesis within the time frame given, which can be 1 month, six months, 12 months with re-examination, or 12 months with re-examination and re-viva. The revised thesis has to be submitted with the amendment table, containing details of the comments and revisions made. The revised thesis will be checked by the internal examiner to ensure that all comments from examiners are satisfactorily addressed.

It is the responsibility of the student and supervisor to ensure that the revised thesis submitted to the internal examiner for checking is satisfactory. There should be minimal rounds of checking by the internal examiner.

The student is responsible for ensuring that the format and layout comply with the university requirements, and to submit the revised thesis and amendment table in MyViva.

## 15. Plagiarism, Academic Integrity & Ethical Issue

All postgraduate students must adhere to strict guidelines for academic integrity. UNIMAS takes plagiarism very seriously, and any form of academic dishonesty may result in disciplinary action.

- **Plagiarism Penalties:** Instances of plagiarism are subject to review by the Faculty Graduate Committee, and penalties range from redoing the thesis to dismissal from the programme.
- **Ethics application:** Students conducting studies that pose low or minimal risk need not apply for ethics clearance. Low or minimal risk means that data are intended for public disclosure, and the loss of confidentiality, integrity, or availability of the data or system has no adverse effect. For research with a medium or high level of risk, submit the application Form for Human Research Ethics Clearance to the Research Ethics (Non-Medical) Committee by emailing to [hrec@unimas.my](mailto:hrec@unimas.my). The application form can be obtained from the Faculty Postgraduate Coordinator. In the form, students should put their supervisor as the Principal Investigator and the student is put as a co-researcher for accountability and ease of contact. Submit the ethics application early to make it for the quarterly meetings (i.e. before end of February, May, August and November).

## 16. Responsibilities of Students, Supervisors, and Committees

### Student Responsibilities

- Ensure that the thesis is properly formatted and free from plagiarism.
- Submit the Turnitin report and thesis to the **MyViva** system.
- Pay the examination fee and submit proof of payment along with the thesis.
- Submit the **Maintenance Fee Application** and the **Publication Form**.

### Supervisor Responsibilities

- Contact internal and external examiners to get agreement for thesis evaluation.
- Approve the thesis for examination in the **MyViva** system.
- Nominate examiners in collaboration with the Faculty Postgraduate Coordinator.

### Faculty Graduate Committee Responsibilities

- Ensure that the thesis is properly formatted
- Enter the details of the examiners and chairperson into the **MyViva** system.
- Approve the thesis for examination.





## FACULTY OF EDUCATION, LANGUAGE, AND COMMUNICATION PRACTICES

### Timeframe for Completion of Responsibilities:

Person(s) in Charge	Responsibility	Time Given
<b>Faculty Graduate Committee Representative (PC)</b>	Checking thesis format and endorsing it for examination	2 weeks
<b>Postgraduate Coordinator</b>	Setting the date for viva voce after receiving all examiners' reports	2 weeks
<b>Viva Chairperson</b>	Endorsing viva voce decision in collaboration with examiners	Immediately at the end of viva voce session
<b>Internal Examiner</b>	Checking the acceptability of the amended thesis based on examiners' reports	4 weeks

### Viva-Voce

Stage	Task	Handling Person
<b>Before the Viva Voce</b>	Schedule the viva (date, time, and venue/virtual platform).	PostgraduateCoordinator
	Contact CGS to decide the mode (online/offline).	Postgraduate Coordinator
	Check with the FGC for the viva date and confirm internal, external examiners, and chairperson availability (propose one date).	Administration Staff
	Propose alternative date if necessary (avoid Friday, prefer 9 AM start).	Administration Staff
	Inform the student via email about the viva, advising them to prepare and bring their own laptop (also inform the chairperson).	Administration Staff
	If online, request the platform link from technical staff.	Administration Staff
	Set up the virtual meeting platform.	Technical Staff
	Inform CGS about the confirmed date and provide the platform link.	Administration Staff
	CGS prepares the invitation letter for all involved.	CGS
	Upon receiving the invitation letter from CGS, email the invitation to all participants.	Administration Staff
	Print necessary documents (e.g., examiners' reports—4 copies: internal, chairperson, student).	Administration Staff
	Prepare and give printouts to internal examiners and chairperson before the viva.	Administration Staff
	Check the venue before the day and on the day of viva.	Technical Staff
	Arrange a technical rehearsal for online vivas if needed.	Technical Staff
	Check the MyViva system to ensure the date and time are set by CGS.	Administration Staff
	Send reminders to examiners, candidate, and coordinator.	Administration Staff

<b>On the day/ During the Viva Voce</b>	Set up the venue/virtual space and manage technical aspects.	Technical Staff
	Chair the viva, introducing participants and ensuring adherence to protocol.	Chairperson
	Moderate the session, managing time and ensuring smooth flow.	Chairperson
	Clarify any questions or issues that arise during the viva.	Chairperson
	Facilitate the examiners' deliberation and decision-making process.	Chairperson
	Communicate the viva results and any required revisions to the candidate.	Chairperson
	Prepare and submit the official viva voce report.	MyViva System
	For Reviva, submit revised thesis, amendment table endorsed and signed by supervisor and internal examiner, Turnitin report, receipt of re examination payment in the MyViva	Student

## 17. Journal Requirement for Conferment of Degree

To be awarded a Master's or Ph.D degree, students must meet the following publication requirements:

Degree	Publication Requirement	Index Requirement	Authorship Requirement	Effective Date
<b>PhD</b>	Minimum of two (2) papers published in an indexed journal. Must be fully accepted or in press.	SCOPUS	The student must be the first author or second author (if the main supervisor is the first author).	October 2021 intake onwards
<b>Master's</b>	Minimum of one (1) paper published in an indexed journal. Must be fully accepted or in press.	SCOPUS	The student must be the first author or second author (if the main supervisor is the first author).	October 2021 intake onwards

*Note:* For students enrolled prior to October 2021, alternative indexing (such as Google Scholar) is acceptable.

## 18. Financial Support

Several financial aid options are available for postgraduate students:

- **ZAMALAH Graduate Scholarship:**  
Designed to support full-time Master's and Ph.D students engaged in research. This scholarship aligns with the UNIMAS' goal of fostering research excellence.
- **Malaysia International Scholarship (MIS):**  
Aimed at attracting global talent to pursue postgraduate studies in Malaysia. International students with outstanding academic achievements are encouraged to apply.
- **International Student Encouragement Scheme (ISES):**  
This scheme provides financial rewards to international students who recruit new international students to join UNIMAS.



## 19. Facilities

The Faculty of Education, Language, and Communication offers a wide range of facilities for postgraduate students:

- **Multimedia Theatre (Level G):** Equipped for presentations, seminars, and group meetings.
- **Tutorial Rooms (Levels G and 1):** Available for group discussions, classes, and project work.
- **Language Labs (Level 1):** Fully equipped for research and practical language learning.
- **Consultation Rooms (Level 1):** Private spaces for meetings with supervisors or group members.
- **Postgraduate Room (Level 1):** A dedicated area for postgraduate students to work and collaborate.
- **Student Lounge (Level G):** A relaxation space for students to unwind and have informal meetings.
- **Prayer Room (Level 2)**

Visit <https://www.unimas.my/unimas-vt-360/flc-360> to view and locate these facilities.



## 20. Important Contacts and Emergency Numbers

Contact	Phone Number	Email/Website
<b>Postgraduate Coordinator (FELC)</b>	+6082 581738	prokiah@unimas.my
<b>Front Desk Support (FELC)</b>	+6082 581763	snorshilawati@unimas.my
<b>Center for Graduate Studies (CGS)</b>	+6082 581067 / 1066 / 1069	cgs_general@unimas.my
<b>Library (PeTARY)</b>	+6082 583922	<a href="https://www.library.unimas.my">https://www.library.unimas.my</a>
<b>ICT Services (CITDS)</b>	+6082 583848	hotline_citds@unimas.my
<b>Bursary</b>	+6082 581064 / 1818	<a href="http://www.bursary.unimas.my">http://www.bursary.unimas.my</a>
<b>Security Hotline</b>	+6082 581999	

### ***Emergency Numbers:***

- **UNIMAS Security Hotline:** +6082 581999
- **Kota Samarahan Police Station:** +6082 662300
- **Kota Samarahan Fire Station:** +6082 673881





FACULTY OF EDUCATION,  
LANGUAGE & COMMUNICATION