

**RENEWAL
POSTGRADUATE CANDIDATES**

SEMESTER I, 2018/2019 SESSION

**FACULTY OF EDUCATION
UNIVERSITY OF MALAYA**

**NOTICE FOR ALL POSTGRADUATE CANDIDATES
BY COURSEWORK /COURSEWORK & RESEARCH
(FOLLOWING THE COURSEWORK COMPONENT)**

**RENEWAL OF CANDIDATURE VIA ONLINE
SEMESTER I, 2018/2019 ACADEMIC SESSION**

All current postgraduate candidates are required to renew their candidature and register courses via online registration system for Semester I, 2018/2019 Session. Please be informed of the following dates:

| Duration | Activities | Venue/URL |
|------------------------|--|---|
| Commencing 6.8.2018 | Candidates to check announcement pertaining to registration matters | (1) http://myum.um.edu.my (2) http://ips.um.edu.my (3) student's e-mail (Siswa Mail) |
| 3.9.2018 – 21.9.2018 | (1) Registration of courses [including add/drop of course(s)] - <i>Course fees will not be charged for courses dropped during this period.</i> (2) Payment of fees through: (a) Internet Banking - CIMB Bank - BMB Bank (b) Financial Process Exchange (FPX) (c) MGS (Mastercard Internet Gateway Service) (d) Bill presentment – cash only | (1) http://myum.um.edu.my (To check course time table and other announcements) (2) http://pgregistration.um.edu.my (To register courses) http://www.cimbclicks.com.my http://www.bankislam.biz http://epayment.um.edu.my http://myum.um.edu.my at Bank Islam Counter only |
| 10.9.2018 | Commencement of lectures | |
| 24.9.2018 – 28.9.2018 | Confirmation of registration (via online) | http://pgregistration.um.edu.my |
| 24.9.2018 – 26.10.2018 | Drop course(s) only (done manually by filling up IPS04 form) - <i>Course fees will be charged</i> | IPS/Faculty |
| 24.12.2018 – 1.1.2019 | Revision Week | |
| 2.1.2019 – 20.1.2019 | Examination Week | |
| 21.1.2019 - 17.2.2019 | Semester Break | |

Please print and keep course registration details, record of the courses added/dropped and proof of payment for reference purposes.

Important Reminder:

- (1) Registration is not complete if any of the followings has not been done:
 - (a) On-line registration (courses/research)
 - (b) Payment of fees
 - (c) Confirmation of registration
- (2) (a) Penalty of RM200.00 will be charged to candidate upon approval to register after 21.9.2018.
(b) Penalty of RM300.00 will be charged upon approval to reactivate lapsed of candidature (the candidature will be terminated commencing on 12.10.2018 if there is no record of registration for this semester).
- (3) Please be reminded that, you are required to renew your candidature at the beginning of every semester throughout your study. No letter of reminder will be sent regarding this matter. Failure to renew your candidature is considered a violation of the University regulations and result your candidature will be terminated.

**NOTICE FOR ALL POSTGRADUATE CANDIDATES
BY RESEARCH / COURSEWORK & RESEARCH (FOLLOWING THE RESEARCH COMPONENT)**

**RENEWAL OF CANDIDATURE VIA ONLINE
SEMESTER I, 2018/2019 SESSION**

All current postgraduate candidates are required to renew your candidature and register courses via online registration system for Semester I, 2018/2019 Session. Please be advised of the following dates:

| Duration | Activities | Venue/URL |
|------------------------|--|--|
| Commencing 6.8.2018 | Candidates to check any announcement pertaining to registration matter | (1) http://myum.um.edu.my (2) http://ips.um.edu.my (3) Student's e-mail (Siswa Mail) |
| 6.8.2018 – 26.10.2018 | (1) Candidate is required to submit progress report via E-progress report (online) (2) The submitted report must be evaluated and confirmed by the supervisor/s. (3) Head of Department /Deputy Dean Dean / Deputy Director / Director would complete the process by giving consideration whether the candidature shall be continued. Reminder: Candidate will not be able to register if progress report has not been completed. Last date of registration is on 26.10.2018. | http://myum.um.edu.my |
| 3.9.2018 – 26.10.2018 | (1) Registration on-line* Penalty of RM200.00 will be charged to whom appeal for late registration after 26.10.2018. (2) Method of fees payment: (a) Internet Banking – CIMB Bank BIMB Bank (b) Financial Process Exchange (FPX) (c) MiGS (Mastercard Internet Gateway Service) (d) Bill presentment (cash only) | http://pgregistration.um.edu.my http://www.cimbclicks.com.my http://www.bankislam.biz http://epayment.um.edu.my http://myum.um.edu.my Bank Islam Counter only |
| 29.10.2018 – 2.11.2018 | Confirmation of registration (via online) | http://pgregistration.um.edu.my |

*Please print and keep on-line registration details and proof of payment for reference purposes.

Important reminder:

- (1) Registration is not complete if any of the followings has not been done:
 - (a) On-line registration (courses/research)
 - (b) Payment of fees
 - (c). Confirmation of registration
- (2) (a) Penalty of RM200.00 will be charged to candidates upon approval to register after 26.10.2018. Only candidates who have completed their progress report via on-line (E-Progress Report) and obtained the approval from the faculty will be allowed to renew their candidature for Semester I, 2018/2019 academic session.
(b) Penalty of RM300.00 will be charged upon approval to reactivate lapsed of candidature.
- (3) Please be reminded that, you are required to renew your candidature at the beginning of every semester throughout your study. No letter of reminder will be sent regarding this matter. Failure to renew your candidature is considered a violation of the University regulations and your candidature will be terminated.
- (4) Candidates who had completed their programme of studies at the end of Semester II, 2017/2018 Session and those who have submitted their thesis/dissertation are not required to renew their candidature. Candidates are highly recommended to consult their respective faculty to verify that the programme requirements have been satisfied.

PAYMENT OF FEES THROUGH INTERNET BANKING FOR CURRENT POSTGRADUATE CANDIDATES

Payment of fees can be done through *internet banking*. Please use the following guide which is provided by Bank to pay fees through *Internet Banking*.

| A. Commerce International Merchant Bank (CIMB) | B. Islam Malaysia Berhad Bank (BIMB) | C. Financial Process Exchange (FPX) |
|--|---|--|
| <ol style="list-style-type: none"> 1. Log on to http://www.cimbclicks.com.my 2. Click "Login" at the left of the screen. 3. Key in "User ID" and "Submit". 4. Click "Password" and "Submit". 5. Then click "PAY BILLS". 6. Please select the account to pay at "Payment From". 7. Select a Biller "Universiti Malaya-Postgraduates" under "Payment To". 8. Key in "NRIC No." or "Passport No" for (International candidate). Then click "submit" 9. Click "Proceed to Payment" to confirm payment. Make sure the information and amount are correct before clicking the "confirm" button. 10. Click "request" to get the "TAC number" and key in then Click "confirm" button. 11. Print receipt for reference. <p>For enquiries, please contact: CIMB call centre 1 300 880 900 (Local) 603-22956100 (International) e-mail: cimbclicks@cimb.com</p> | <ol style="list-style-type: none"> 1. Log on to http://www.bankislam.biz 2. Click "Internet Banking Login" and click OK to proceed. 3. Enter "User ID" and "Password" to login. 4. Select "Bill Presentment" at "Bill Payment". 5. Select "Universiti Malaya" at Service Provider drop down box. 6. Enter "NRIC No." or "Passport No" for (International candidate) at required field and click "Next". 7. Choose the bill and click "Pay". 8. Choose the source account to be debited and enter the amount to pay. 9. Click "Pay". The next screen will list details of the open bill payment to verify. 10. Click "Confirm" to proceed or otherwise. 11. Once click "Confirm", a screen with details of transaction and transaction number will be provided. Customers are advised to print receipt for reference. <p>For enquiries, please contact: 603-26988008/603-26913993 e-mail: ibcustomercare@bankislam.com.my</p> | <ol style="list-style-type: none"> 1. Log on to http://epayment.um.edu.my 2. Key in your perdana mail "username" and "password". 3. Enter the amount of payment and click "submit for payment". 4. Click "pay online". 5. Click "I accept", enter your e-mail & choose bank. Click "submit". 6. Click "Confirm" to approve payment. 7. Click "Print". Customers are advised to print the transaction details for their reference. 8. Click "Logout". <p>Candidates must have bank accounts at Bank Islam, CIMB Islam, Hong Leong Bank, Maybank or Public Bank to use the Financial Process Exchange (FPX) facilities.</p> <p>For enquiries, please contact: 603-7967 7770/7771/3537</p> |