TO ALL DOCTORAL AND MASTER STUDENTS

Dear Sir/Madam,

RE-REGISTRATION AS A STUDENT FOR SEMESTER II SESSION 2015/2016

We refer to the above.

2. Kindly be informed that re-registration for continuing students for Semester II Session 2015/2016 can be done online via Sistem Maklumat Pengajian Siswazah (SMPS) on the date stated below:

<table>
<thead>
<tr>
<th>Mode of Programmes</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>15 February – 20 March 2016</td>
</tr>
<tr>
<td>Mixed and Taught Course</td>
<td>15 - 4 March 2016</td>
</tr>
</tbody>
</table>

Please refer to the flow chart (as per Annexure) to perform the registration process.

3. Please be reminded that item 4.1 of Postgraduate Academic Regulations, Universiti Teknikal Malaysia Melaka, UTeM, will be applied should you fail to register within the prescribed period. Should you require further assistance, please do not hesitate to contact us at 06-3316769 / 6771.

Your attention and cooperation is most welcome.

Thank you.

"EXCELLENCE THROUGH COMPETENCY"

Yours sincerely,

PROF. MADYA DR. ZULKIFILIE BIN IBRAHIM
Dean
Centre for Graduate Studies
Universiti Teknikal Malaysia Melaka

cc. Dean, Faculty of Electronics and Computer Engineering
    Dean, Faculty of Electrical Engineering
    Dean, Faculty of Mechanical Engineering
    Dean, Faculty of Manufacturing Engineering
    Dean, Faculty of Information and Communication Technology
    Dean, Faculty of Technology Management and Entrepreneurship
    Dean, Institute of Technology Management and Entrepreneurship
    Dean, Centre for Language and Human Development
ANNEXURE

Start

Go to the official UteM Website (www.uitm.edu.my). Then, click on Current Students.

Click on SMPS and login to the system using your Matric ID and existing password.

On SMPS, go to Registration module on the left panel, then click Credit Determination (Subject). Double click on the List of Subjects Offered to choose the subject you wish to register for the semester.

Click on Save button. The system will calculate the total fees to be paid by the student for the semester. Then click again on the Save button.

Go to Credit Determination (View) page to view/print the subject that you have determined to register for the semester.

Go to Registration module on the left panel, and click Credit Determination (View) page to view/print the Credit Determination Slip which will indicate the subjects that you have determined to register for the semester.

For Sponsored Students:

The Bursary (Pekabat Bendahari) will receive a notification for students under sponsorship upon completion of the Credit Determination process in the SMPS done by the student (Checking up to 3 working days). Subjects will automatically be registered once confirmation is done on SMPS by the Bursary.
For Self-Sponsored Students:

Payment can be made via one of the following methods:

i) To remit fees payment as indicated on the Credit Determination Slip to Bank Islam Malaysia Berhad (BIMB) account: 04015010048670 under the name of Universiti Teknikal Malaysia Melaka by way of cash deposit (CDM) / Online Banking. Please email the banking slip together with the Credit Determination Slip to:

   i) En Mohd Afiq bin Hashim (afiq@utem.edu.my/ 06-3316117); AND

   ii) Clk Sarimah binti Mohd Shah (sarimah.mohdshah@utem.edu.my/06-3316119).

Checking of payment details will be done by Bursary (up to 3 working days) upon receipt of the e-mail on the payment. Should there be any problems, Bursary will reply your e-mail for any necessary action.

ii) Credit Card

iii) Walk-in to the Bursary (Pejabat Bendahari) counter

The last date of payment via cash deposit (CDM) /Online Banking/ Walk-in to the Bursary is on 20 March 2016 (for Research) and 4 March 2016 (for Mixed and Taught Course).

View/Print Subject Registration Slip (SMPS → Subjects → Subject Registration (View)) to confirm your registration for the semester.

End.