
CENTRE FOR GRADUATE STUDIES

NOTICE

TO ALL DOCTORAL AND MASTER STUDENTS

REGISTRATION FOR SEMESTER II SESSION 2018/2019

REGISTRATION FOR CONTINUING STUDENTS

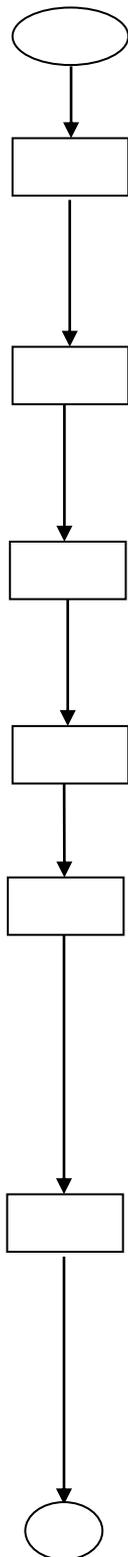
MODE OF PROGRAMMES	DATE	METHOD
RESEARCH	11 MARCH 2021 – 08 APRIL 2021	ONLINE REGISTRATION (SMPS)
MIXED MODE AND TAUGHT COURSE	11 MARCH 2021 – 25 MARCH 2021	

For late registration with penalty (RM5/day maximum RM200.00) after the date stated above, student is required to register at the Centre for Graduate Studies (PPS).

Contact us:

Pusat Pengajian Siswazah
Universiti Teknikal Malaysia Melaka
Hang Tuah Jaya, 76100 Durian
Tunggal, Melaka
Phone : +606-2702786/2791
Fax : +606-2701051
www.pps.utm.edu.my

REGISTRATION PROCESS



Start

Go to the official UTeM Website (www.utem.edu.my). Then, click on **Current Students**.

Click on SMPS and login to the system using your Matric ID and existing password. If you forgot the password, please call PPPK helpdesk at 06-270 1102 to reset the 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 the **Next** button.

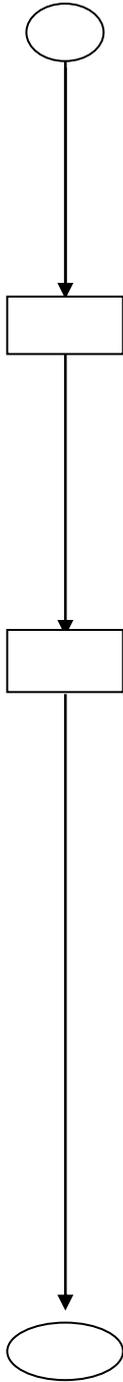
On the Student Account Status page, the system will prompt the total fees to be paid by the student for the semester. Then, click the **Save** button.

Go to **Credit Determination View (Subject)** page to view/print the **Credit Determination Slip** which will indicate the subjects that you have determined for the semester.

Registration remains incomplete until:
i) verified by Bursary (sponsored) – see the details below/
ii) payment is made by student and verified by Bursary (self-sponsored)

For Sponsored Students:

The Bursary (Pejabat 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:

1) To remit fees payment as indicated on the Credit Determination Slip to Bank Islam Malaysia Berhad (BIMB) through **BIMB bank counter/BIMB ATM Machine/BIMB Online Banking** (Refer Annexure). Upload the receipt of payment on SMPS.

2) To pay fees using **Credit Card/Debit Card (MIGS) on SMPS**. Upload the receipt of payment on SMPS.

Should there be any problems, kindly contact the Bursary staff for inquiries.

a) En Mohd Afiq bin Hashim (afiq@utem.edu.my/062702029)

b) Cik Sarimah binti Mohd Shah
(sarimah.mohdshah@utem.edu.my/06-2702039).

3) To pay fees via **JomPAY**;

a) Logon to Internet or Mobile Banking at your bank.

b) Enter the **JomPAY Biller Code** and **Reference Number** with payment from your Current, Savings or Credit Card account.



Biller Code: 88393 Ref-1: Matric Card No. Ref-2: IC/Passport/ID No.
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JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

Verification on payment by Bursary will be made up to 3 working days.

Subject Registration (View)) to confirm your registration for the semester **(COMPLETE REGISTRATION)**. Student is responsible to ensure a complete subject registration for the semester in the SMPS.

End

B) Internet Banking – How to Pay

Payment of 'IPT FEES' via Bank Islam Internet Banking

1. Go to www.bankislam.com.my
2. Click on "Internet Banking Login" and click "ok" on "Security Alerts"
3. Enter your user ID and password to enter the Bank Islam Internet Banking system
4. Choose "Bill Presentment" in "Bill Payment".
5. Choose **Universiti Teknikal Malaysia Melaka** in the University list.
6. Enter identity card number and click "next".
7. A list of bills will be displayed. Select the bill that begins with 'YP' followed by matric number. For example: YPM01010111. And then click "pay".
8. Details on the bill will be displayed. Select "source account", enter and verify the amount, and click "pay"
9. The following screen will display the payment details for verification.
10. Click "Confirm" to proceed.
11. The following screen will display details of the payment made. Students are required to upload a copy of payment receipt in the SMPS as proof.

C) BANK ISLAM ATM – How to Pay

Payment of 'IPT FEES' via Bank Islam ATM

Select Menu

- Others
- "Bill Payment"/ IPT Fees
- IPT Fees
- Select payer's account
- Enter identity card number
- Select the bill that begins with 'YP' followed by matric number, for example: YPM01010111, and then click "pay".
- Verify the amount
- End of transaction. Students are required to upload a copy of payment receipt in the SMPS as proof.

D) **JomPAY – How to Pay**

1. Logon to Internet or Mobile Banking at your bank.
2. Enter the **JomPAY Biller Code** and **Reference Number** with payment from your Current, Savings or Credit Card account.



Biller Code: 88393 Ref-1: Matric Card No. Ref-2: IC/Passport/ID No.
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JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

3. Verification on payment by Bursary will be made up to 3 working days.