

INSTITUTE FOR POSTGRADUATE STUDIES

POSTGRADUATE PROGRAMME

RE-REGISTRATION

INFORMATION:

1. Active candidates must register within TWO weeks before the registration date of each subsequent academic year (Structure A) / the commencement of each semester (Structure B & C).
2. A late registration fee of RM 25 per working day, up to a maximum of RM 250 (Structure A) / RM100 (Structure B & C), will be charged to the continuing candidates who do not register after the registration date (Structure A) / the commencement of the semester (Structure B & C).
3. Should a candidate fail to register after TWO weeks from the registration date (Structure A) / within THREE weeks after the commencement of the semester (Structure B & C), the candidate's candidature shall be automatically defaulted.
4. Failing to register after EIGHT months from the date of registration (Structure A) / within TWO consecutive semesters (Structure B & C), the candidate's candidature shall be automatically terminated.
5. The candidate must pay the late registration fee of RM 250 (Structure A) / RM100 (Structure B & C) and tuition fee if the appeal for reinstatement is approved.
6. Late registration fee is also applicable to candidates who are entitled to fee waiver.
7. Please obtain the recommendation from the supervisor and co-supervisor (Structure A) or the programme coordinator (Structure B and C) in PART II before submitting this form to IPS.

PART I: TO BE COMPLETED BY THE CANDIDATE (Please circle the relevant)

FULL NAME: _____

ID NUMBER: _____

PROGRAMME:

FACULTY: FOE/ FCI/ FCM/ FOM/ GSM/ FET/ FIST/ FOB

For Structure A : M.Phil. (Mgmt.) / M.Eng.Sc. / M.Sc. (I.T.) /
M.Sc. (C.M.) / Ph.D. (Mgmt.) / Ph.D. (Eng.) / Ph.D. (I.T.) / Ph.D. (C.M.)

DATE OF INTIAL REGISTRATION: ___/ ___/ ____

For Structure B & C : M.Eng (Tele) / M.Eng (Micro) / M.Eng (Photonics) /
M.Eng (Embedded System) / M.Eng(Advance Manufacturing Mgmt.) /
MBA / DBA / MKM with Multimedia / MKM (E-Learning Tech.) /
M.IT (Multimedia Comp.) / M.Comp.Sc. / M.IT (Info. Sys)

CAMPUS: CYBERJAYA/MELAKA/PSDC/OTHERS

NATIONALITY: _____

EMAIL: _____

MOBILE PHONE NO.: _____

MODE OF STUDY: FULL TIME/ PART TIME

GENDER: MALE/FEMALE

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PART II: RE-REGISTRATION

Date of 1st / 2nd / 3rd / 4th / ___ re-registration: ___/___/_____

Date of commencement of the semester: ___/___/_____

Signature of candidate: _____

Date: ___/___/___
dd mm yr

PART III: VERIFICATION BY SUPERVISORS / PROGRAMME COORDINATOR & FACULTY DEAN - To be completed by the Supervisors /Programme Coordinator and Faculty Dean.

For Structure A only:

Verification by the Supervisors:

SUPERVISOR: _____
(Signature & Stamp)

CO-SUPERVISOR: _____
(Signature & Stamp)

For Structure B&C only:

Verification by the Programme Coordinator:

Programme Coordinator: _____
(Signature & Stamp)

Date (dd/mm/yyyy): ___/___/_____

Verification by Faculty Dean:

Dean of Faculty: _____
(Signature & Stamp)

Date (dd/mm/yyyy): ___/___/_____

PART IV - PAYMENT OF THE RE-REGISTRATION FEE - To be completed by the Finance Division.

I confirm that I have received the re-registration fee of:

* RM 25.00 x _____ days = RM _____ / RM250.00 (for Structure A)

* RM100.00 (for Structure B & C)

Endorsed by:

Name: _____

Signature: _____

Designation: _____

Date: _____

PART V: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE

Received and Verified by IPS Manager / Assistant Manager:-

NAME: _____

SIGNATURE AND OFFICIAL STAMP: _____

DATE: _____