IPS ONLINE
Online Application

Online application system for admission to the Institute of Postgraduate Studies, Master and Doctorate degrees at Universiti Malaysia Pahang

Institute of Postgraduate Studies,
Universiti Malaysia Pahang
Universiti Malaysia Pahang’s Institute of Postgraduate Studies Management System offers prospective students to apply for admission via an online application form. The online application system gives flexibility to the applicant to select research areas of interest and choose a qualified supervisor related to the field of interest.

1.0 How to fill an Online Application System?

![Flow Chart for Online Application]

Figure 1.0 Flow Chart for Online Application

Indicates the process flow for student application through IPS online system.
2.0 How to find your Expert Area?

Choose:
Institut Pengajian Siswazah

By Keyword:
Choose menu Search

By Faculty:
Choose menu Expert Directory

Figure 2.0 Flow Chart Main Expert Area

Before filling the form, the applicant is advised to surf the UMP website to identify a potential supervisor that best fits the area of research in the applicant’s field of interest.

Access to the system

This system can be accessed through the link ‘Institut Pengajian Siswazah’ available in Universiti Malaysia Pahang main website at www.ump.edu.my as shown in Figure 3.0.
The IPS portal gives information on programs offered, admission requirements, fees, student support, as well as the curriculum vitae of Academics under the ‘Expert Directory’.

The expert directory on the top menu (Figure 3.1) is directory of potential supervisors grouped by their respective expert area. Alternatively experts in a specific field can be searched by keyword or faculty.
Search By Faculty

On the top menu link to the expert directory group by Faculty is shown in Figure 3.2

![Figure 3.2 – Access to Expert Directory group by Faculty](image)

After clicking on the selected Faculty, the page will list out potential supervisors and user can click on the name to view his/her particulars as shown in Figure 3.3

![Figure 3.3 Example Information Potential Supervisor](image)
3.0 **Online Application System**

**Choose:**
Institut Pengajian Siswazah

**Choose:**
Online Application Form

**Select:**
1. Level of Study
2. Type of Study
3. Name of Program

**Section 1:**
1. General Information
   a) Research Title
   b) Research Area
   c) Proposed Supervisor
2. Personal Information

**Section 2:** Contact Address

**Section 3:**
1. Academic Qualification
2. Working Experience
3. Proficiency in English
4. English Qualification

**Section 4:** Referee

**Upload Document:**
1. Photo
2. Proposal
3. Scroll
4. Transcript
5. English qualification
6. Guarantee Letter
7. Certificates
8. Financial Assistant
9. Copy of Passport/IC
10. The Evidence of Processing Fees
This system can be accessed in IPS website at http://ips.ump.edu.my. Applicants are required to fill the online application and submit for processing. By login to online Application System as shown in Figure 4.2, applicant can also edit, submit and view their applicant’s status. To register as a user applicant need to fill in the form as shown in Figure 4.3. After submit the register form, the applicant can edit detail profile by click on ‘Edit Account’ and it will bring up the screen as shown in Figure 4.4.
Figure 4.3 – Register Online Application System

Figure 4.4 – Edit Profile Account
This screen briefly explains what to expect when filling in the online application form. User needs to fill up **Level of Study**, **Type of Study** and **Name of Programme**.

In this section, users are required to complete the form that includes general information and personal information. The applicants need to provide current and accurate contact address. This information is required for IPS to mail your offer letter and other communications.
Figure 4.7 – Online Application System (Section 2)

In this section, you are also required to supply information of your Next of Kin. This refers to your family members or relatives.
This section requires applicant to submit detailed information about previous academic records, working experiences, proficiency in English and English qualification.

- The minimum qualification certificates starting from the bachelor certificate for master’s applicant.
- The qualification certificates for Doctorate Degrees are bachelor certificate and master certificate.
- Working experience for the last 5 years.
Research Title, Area and Proposed Supervisor will appear only for applicants by Research type of study. Applicants are advised to surf the IPS website at http://ips.ump.edu.my to lookup research areas and potential supervisors in the "Expertise List" section. The applicants need to select a proposed supervisor that best fits the area of research in the applicant’s field of interest. The applicants are also required to provide two (2) referees and at least one of them is an academic referee. Referees should not have any family relationship with the candidate.
The applicant needs to upload a photo portrait of approximate size 35mm x 45mm, Proposal, Scroll, Transcript, English Qualification, Guarantee Letter, Certificates, Financial Assistant, Copy of Passport or IC and Processing Fees.

In Figure 4.11, the applicant can edit their application before submit for the process. Once the application is submitted, applicant not allowed updating any application data.

The applicant also can view their application progress by referring to the indicator as shown in Figure 4.11.
The applicant needs to read and understand that all information given in the application form is correct and the applicant agrees that IPS can terminate the study of any applicant where the information given is incorrect.