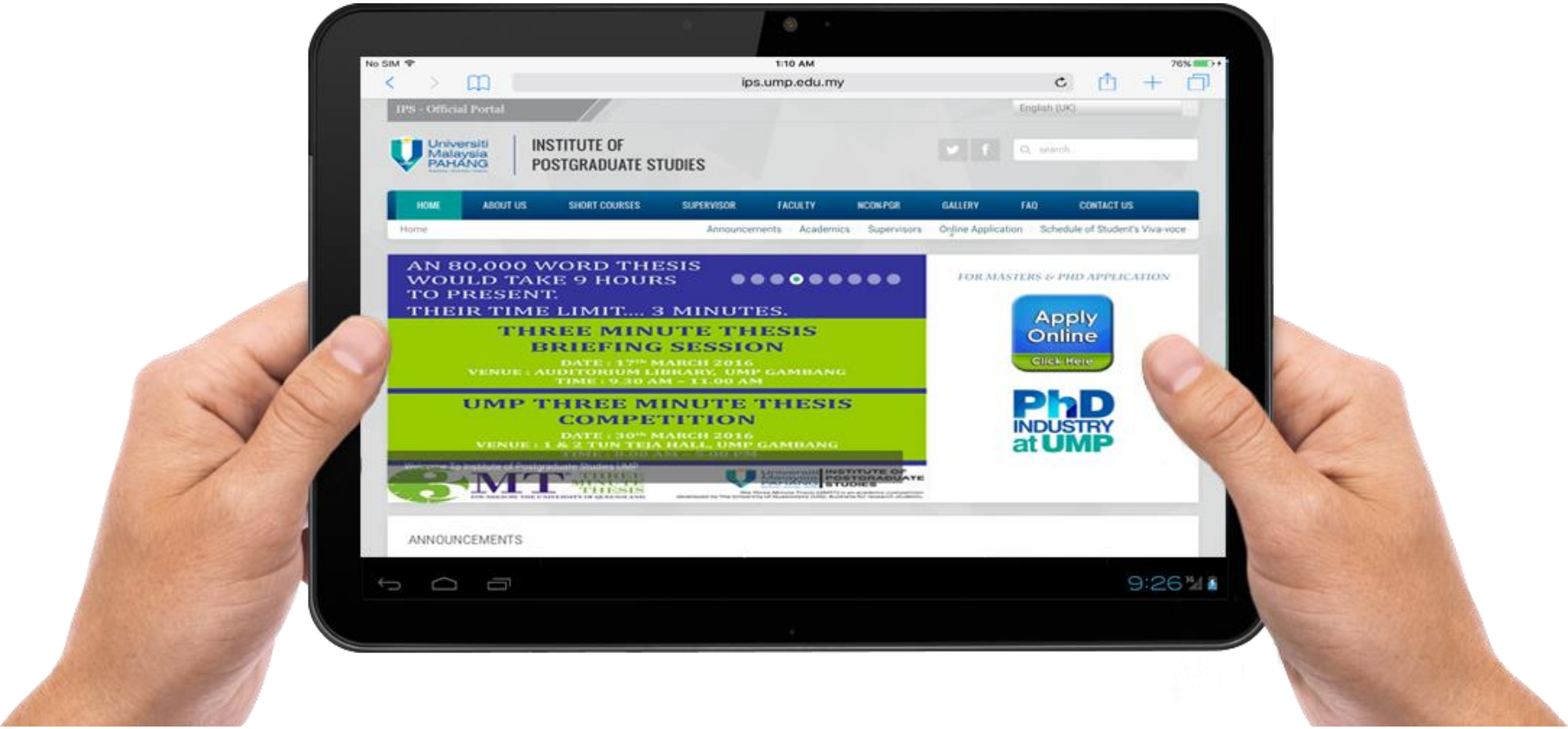
IPS ONLINE

Online application



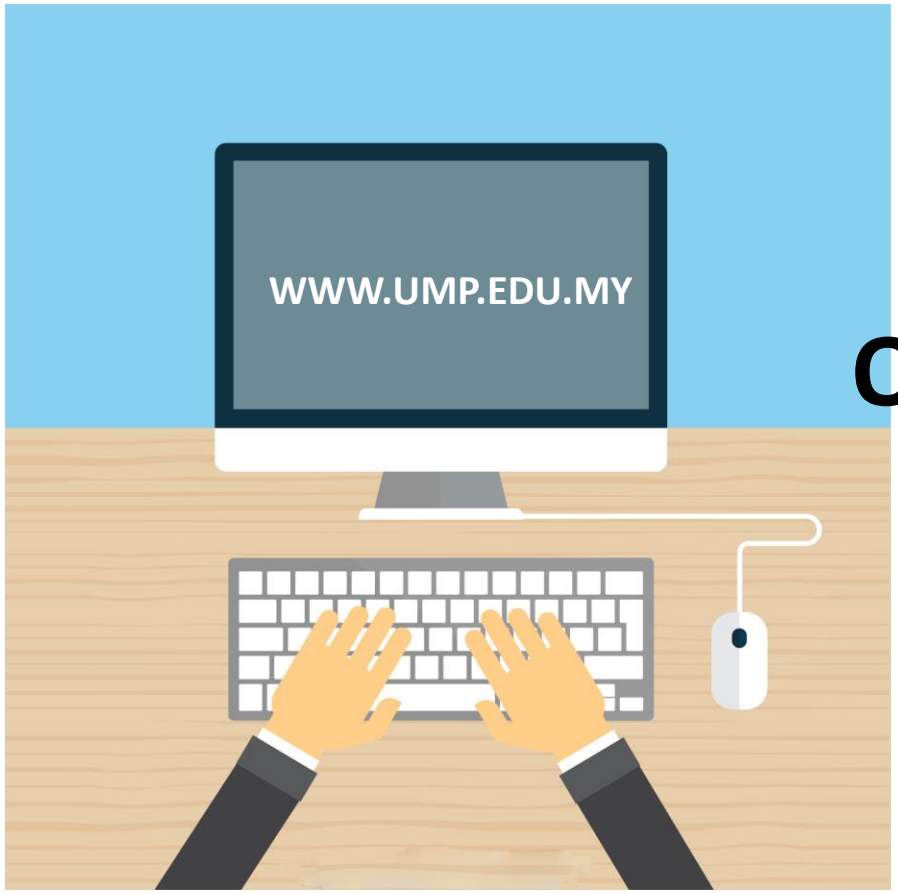
As of July 2018

How to fill an Online Application System?

1. **STEP 1**
   Go to UMP website or IPS portal.
2. **STEP 2**
   View & Check The List of Programmes Offered.
3. **STEP 3**
   Find or Check The Supervisor Name. (optional)
4. **STEP 4**
   Register and Fill In Online Application Form
5. **STEP 5**
   Submit The Application.

System Introduction

ACCESS TO IPS PORTAL



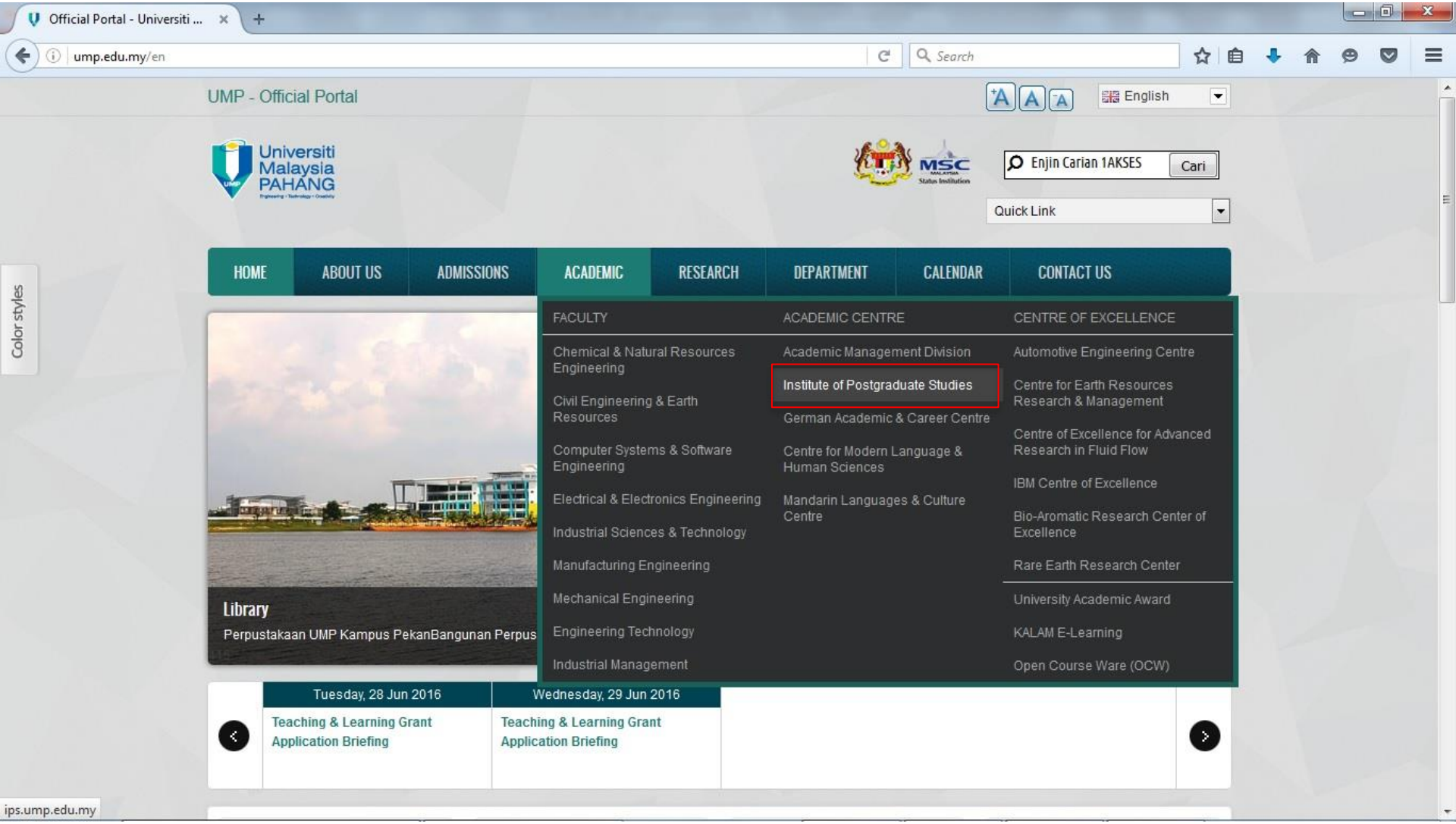
OR

From UMP Website

1st Option

- Go to WWW.UMP.EDU.MY
- Find Academy Tab
- Click Institute of Postgraduate Studies Tab
- Direct to IPS.UMP.EDU.MY

From UMP Website



From UMP Website

2nd Option

- Go to WWW.UMP.EDU.MY
- Find Admissions
- Click Postgraduate
- Direct to IPS.UMP.EDU.MY

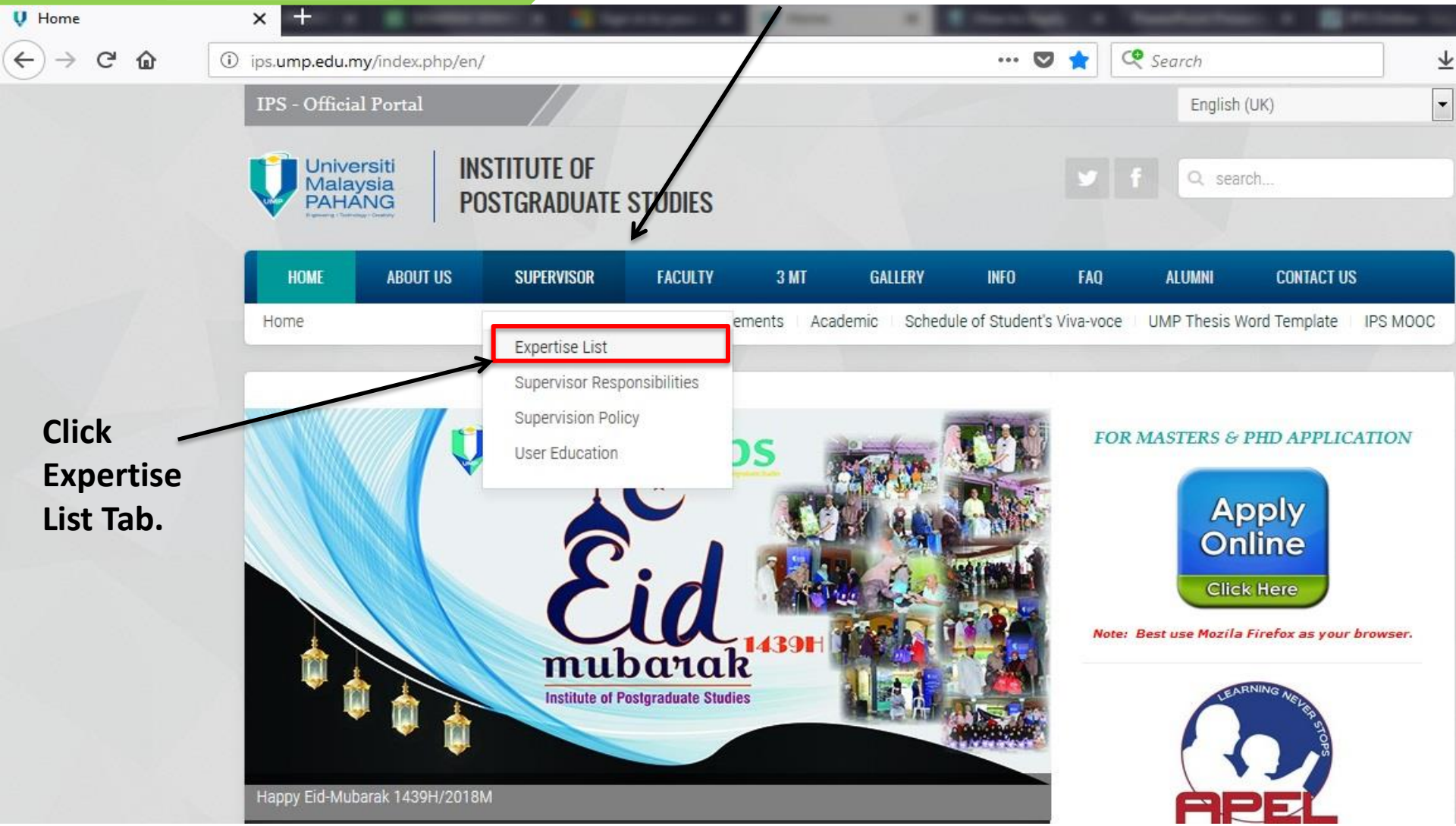
From UMP Website

Direct to ips.ump.edu.my

Go to https://ips.ump.edu.my

ACCESS TO EXPERT DIRECTORY

Move the cursor to supervisor tab.



Click Expertise List Tab.

Access to Expert Directory

ACCESS TO EXPERT DIRECTORY

25 May 2017

Expertise List

Posted in Supervisor

POSTGRADUATE PROGRAMMES

DOCTOR OF PHILOSOPHY (PhD) & MASTER OF SCIENCE (MSc) - BY RESEARCH

1. **Before going to the Online Application form, applicants are advised to look up for a suitable supervisor in your field of interest.**
   - **Take a look at the list of Expertise below:**

CLUSTER : ENGINEERING

1) FACULTY OF CIVIL ENGINEERING & EARTH RESOURCES
2) FACULTY OF MANUFACTURING ENGINEERING
3) FACULTY OF MECHANICAL ENGINEERING
4) FACULTY OF ELECTRICAL & ELECTRONICS ENGINEERING

Click on potential faculty

Access to Expertise List

ACCESS TO EXPERT DIRECTORY

Find the faculty that related to your research.

Universiti Malaysia PAHANG

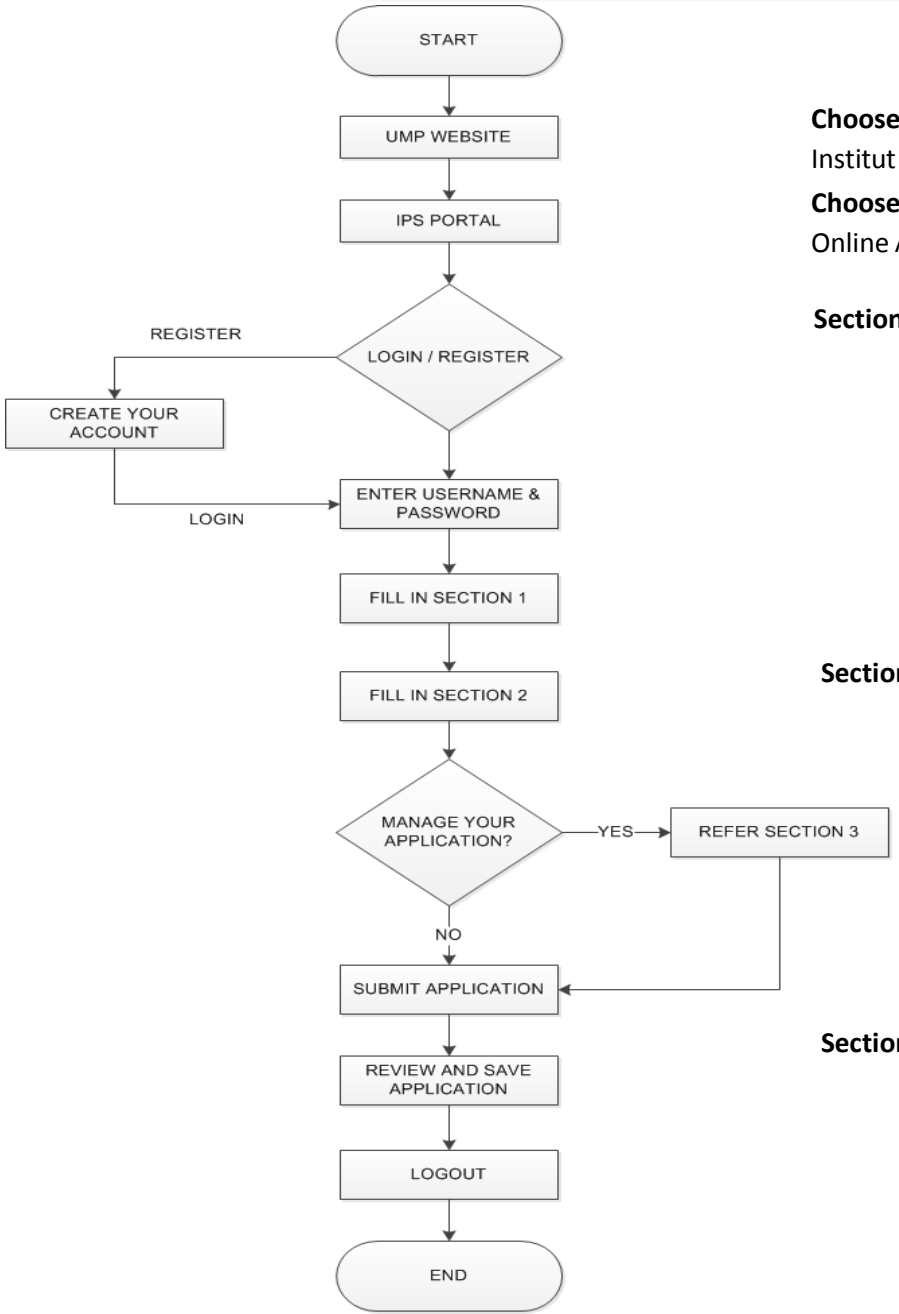
FACULTY OF CIVIL ENGINEERING & EARTH RESOURCES

#	PHOTO	NAME	TEL. NO.	EMAIL	FIELD OF RESEARCH	SPECIALIZATION
1.		DR. FADZIL BIN MAT YAHAYA	09-5492940	fadzil@ump.edu.my	Structures and Materials	• Structural Engineering • Building Engineering • Concrete Technology • Structural Computational • Wind and Earthquake Engineering
2.		DR. EDRIYANA BINTI A.AZIZ	09-5492938	edriyana@ump.edu.my	Water Resources & Environmental	• Water Resources Management • Geo-environment • Environmental Engineering • Environmental Management and Sustainability
3.		CIK SHARIZA BINTI MAT ARIS	09-5493013	sharizaaris@ump.edu.my	Structures and Materials	• Structural Engineering • Building Engineering

Example Information Potential Supervisor

Online Application System

APPLICATION PROCESS



Choose:

Institut Pengajian Siswazah

Choose:

Online Application Form

Section 1:

Select:

i. Programme Mode :
ii. Applied Programme :
iii. Field of Research :
iv. Type of Candidature :
v. Research Title :
vi. Name of proposed supervisor :

Section 2:

Fill in :

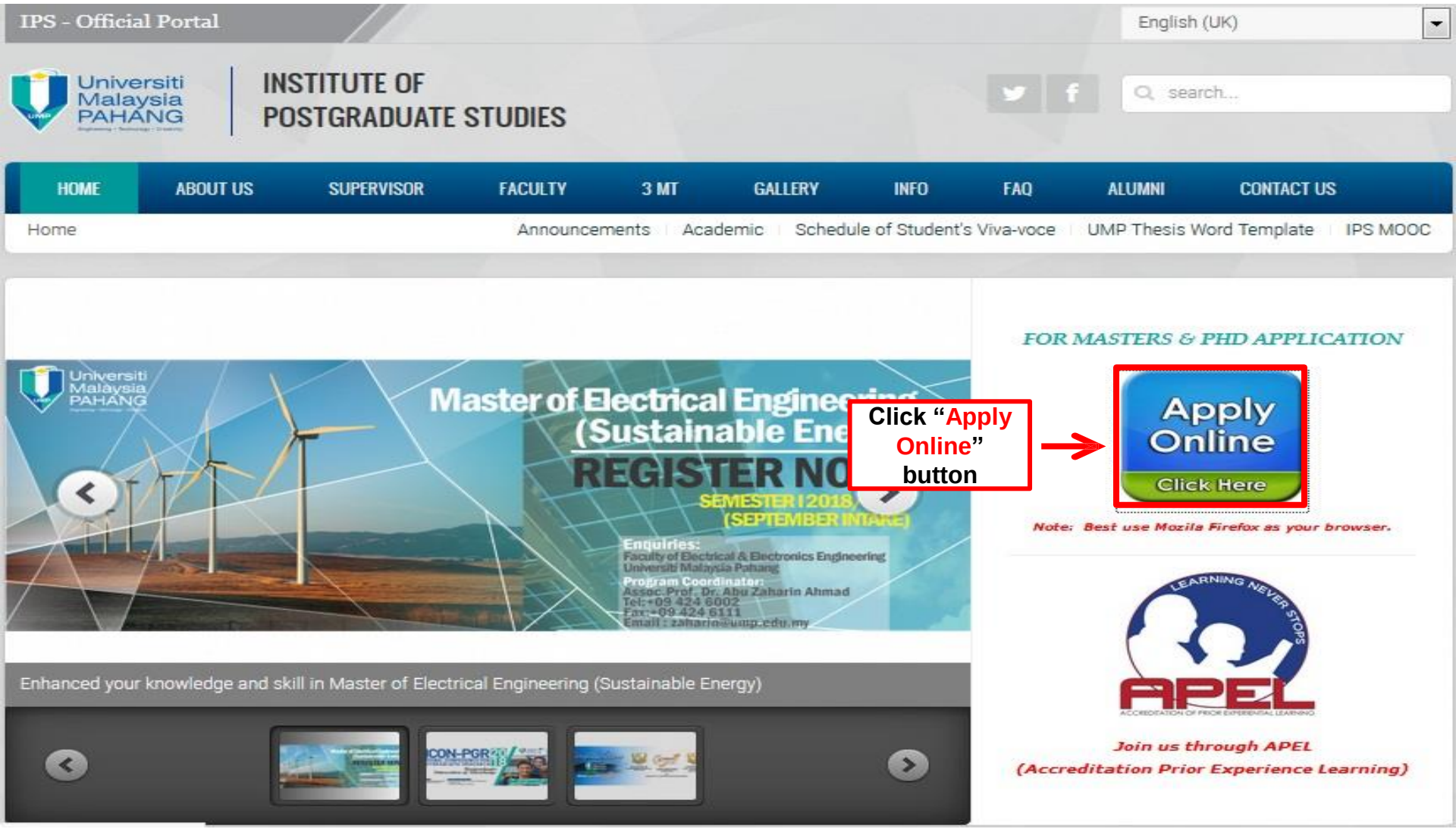
Page 1 : Personal Information
Page 2 : Contact Information
Page 3 : Academic Qualification , Working Experience, Proficiency In English & English Qualification
Page 4: Referees
Page 5 : Upload Documents
Page 6 : Submit Application

Section 3:

i. Review and check your application.
ii. Edit your application.
iii. Check your application status.

Online Application System

ACCESS TO APPLICATION SYSTEM



Click "**Apply Online**" button

Access to Online Application System

Online Application System

LOGIN ACCOUNT

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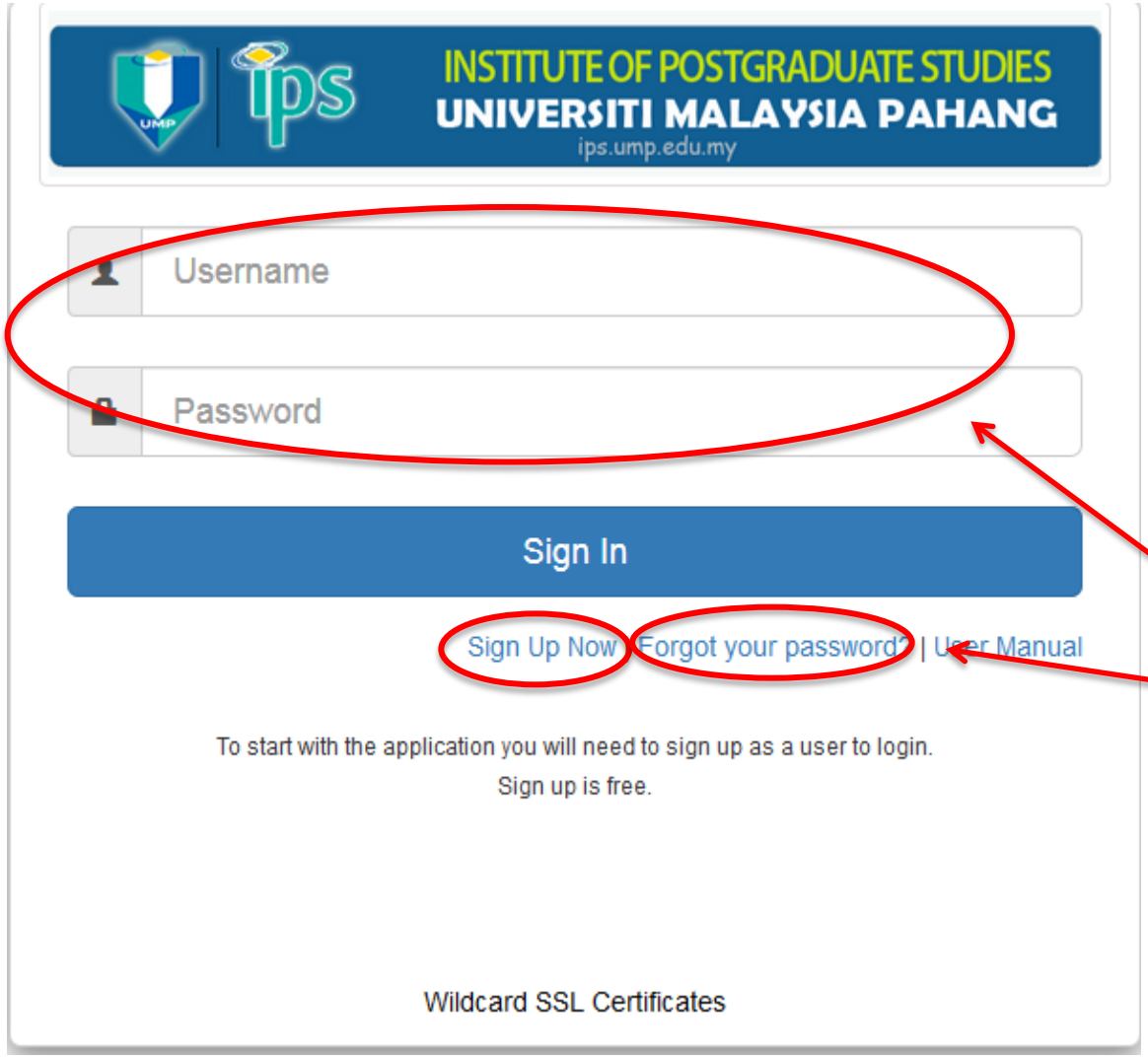


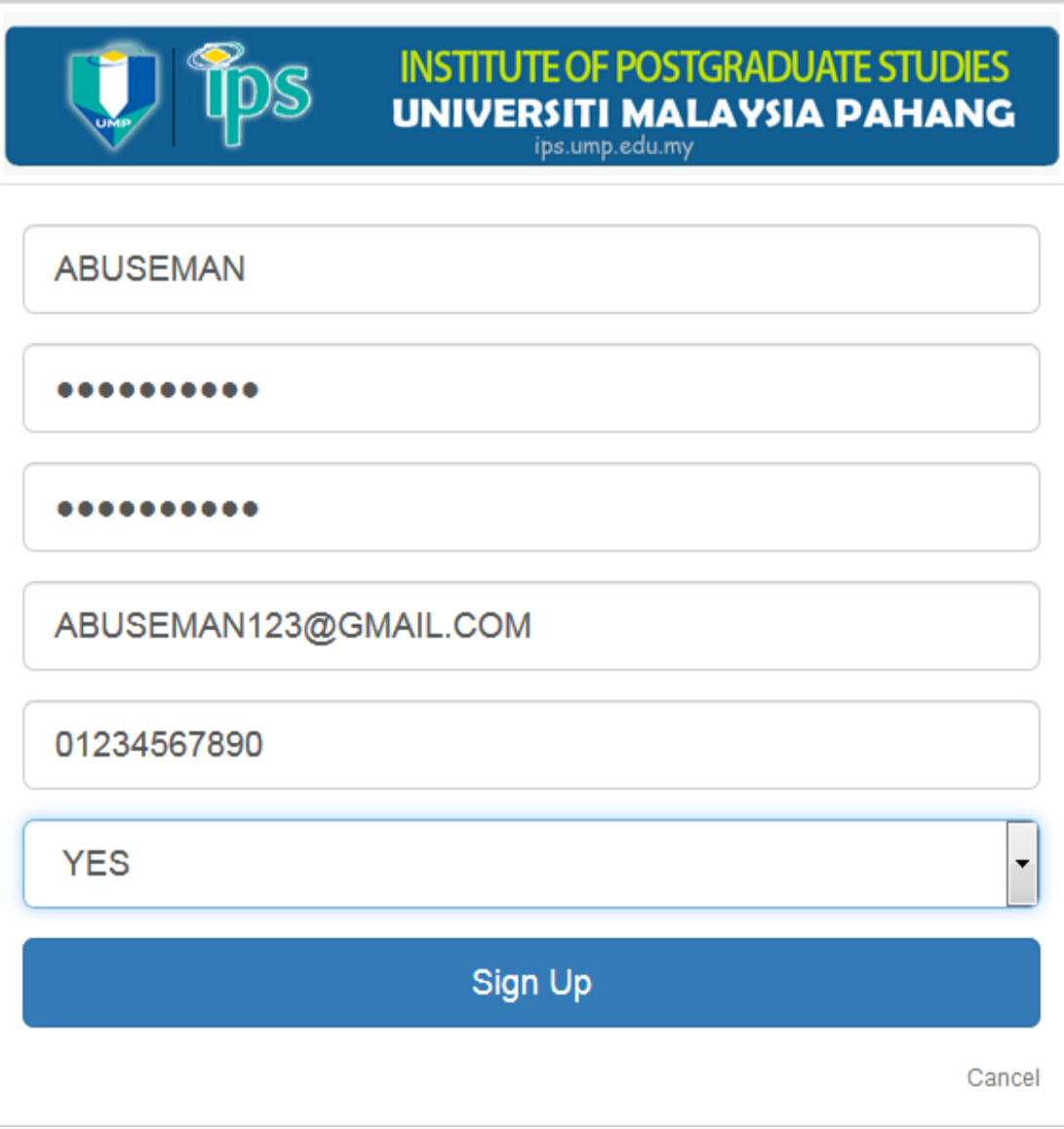
- Click "Sign Up Now " to create a new account.

- If you already have a existing account, you can click the "Sign In" button with enter your username and password.
- In case you don't remember your password, simply click on "Forgot your password" and provide your email address.

Online Application System

CREATE ACCOUNT

Universiti Malaysia PAHANG

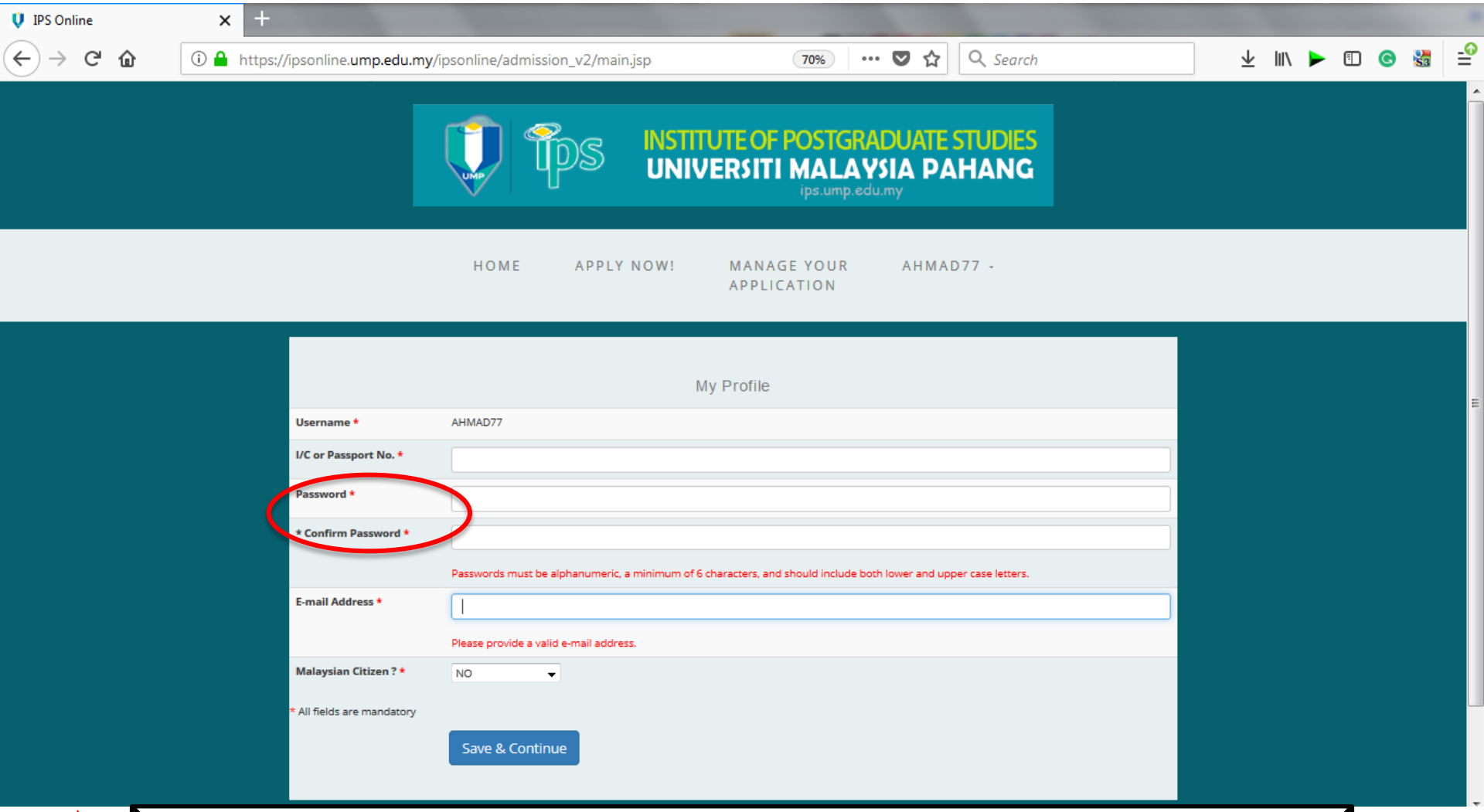


- Fill in your :
  1. USERNAME,
  2. PASSWORD,
  3. CONFIRM PASSWORD
  4. EMAIL
  5. IC NUMBER / PASSPORT NUMBER
  6. NATIONALITY
- Then, click "Sign Up" button to create a new account.

Online Application System

PROFILE ACCOUNT

Universiti Malaysia PAHANG

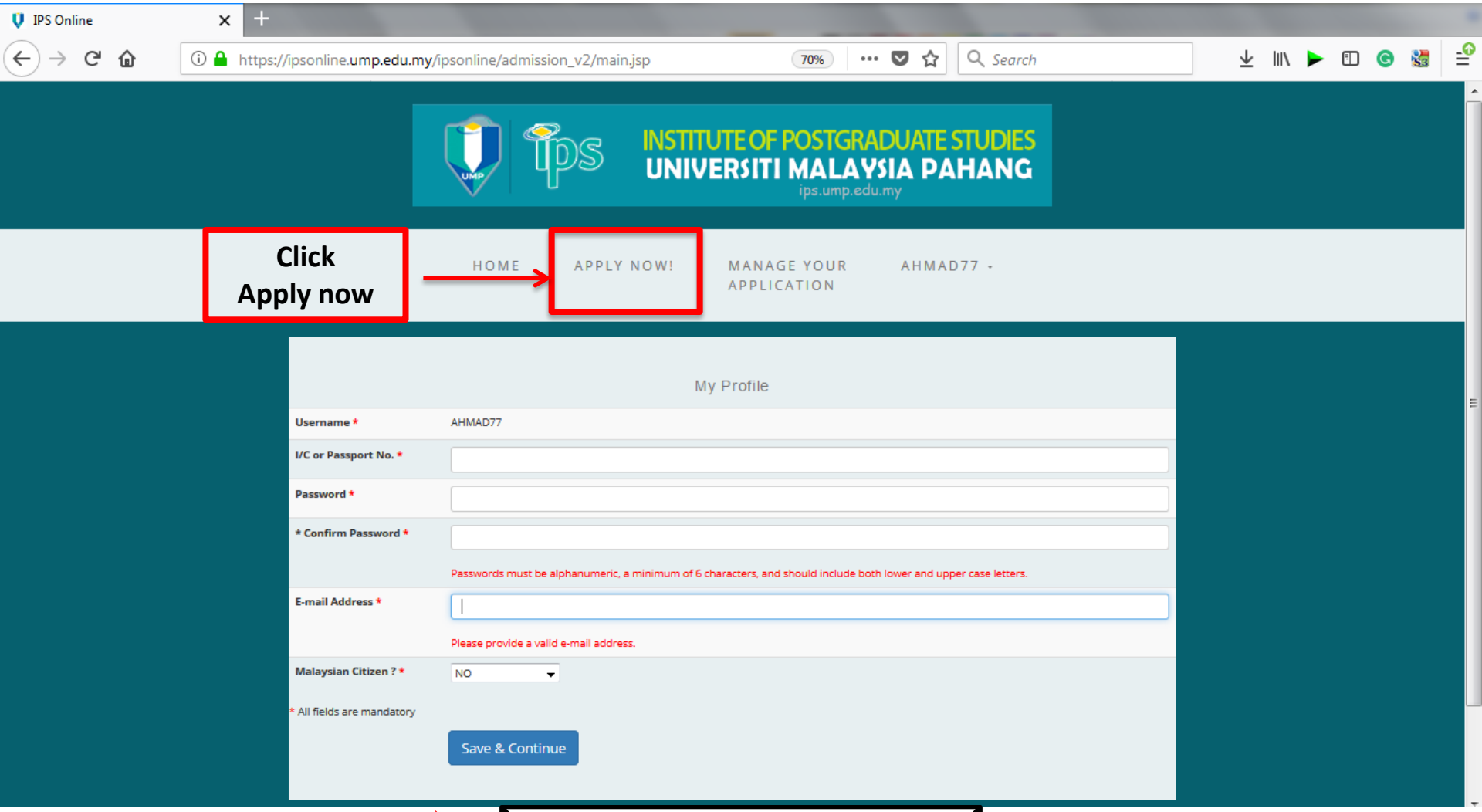


- Check your profile account. If you are required to change password, type the new password at "Password" and "Confirm Password" section. Click "Save & Continue" button to save the new password.

Online Application System

PROFILE ACCOUNT

Universiti Malaysia PAHANG

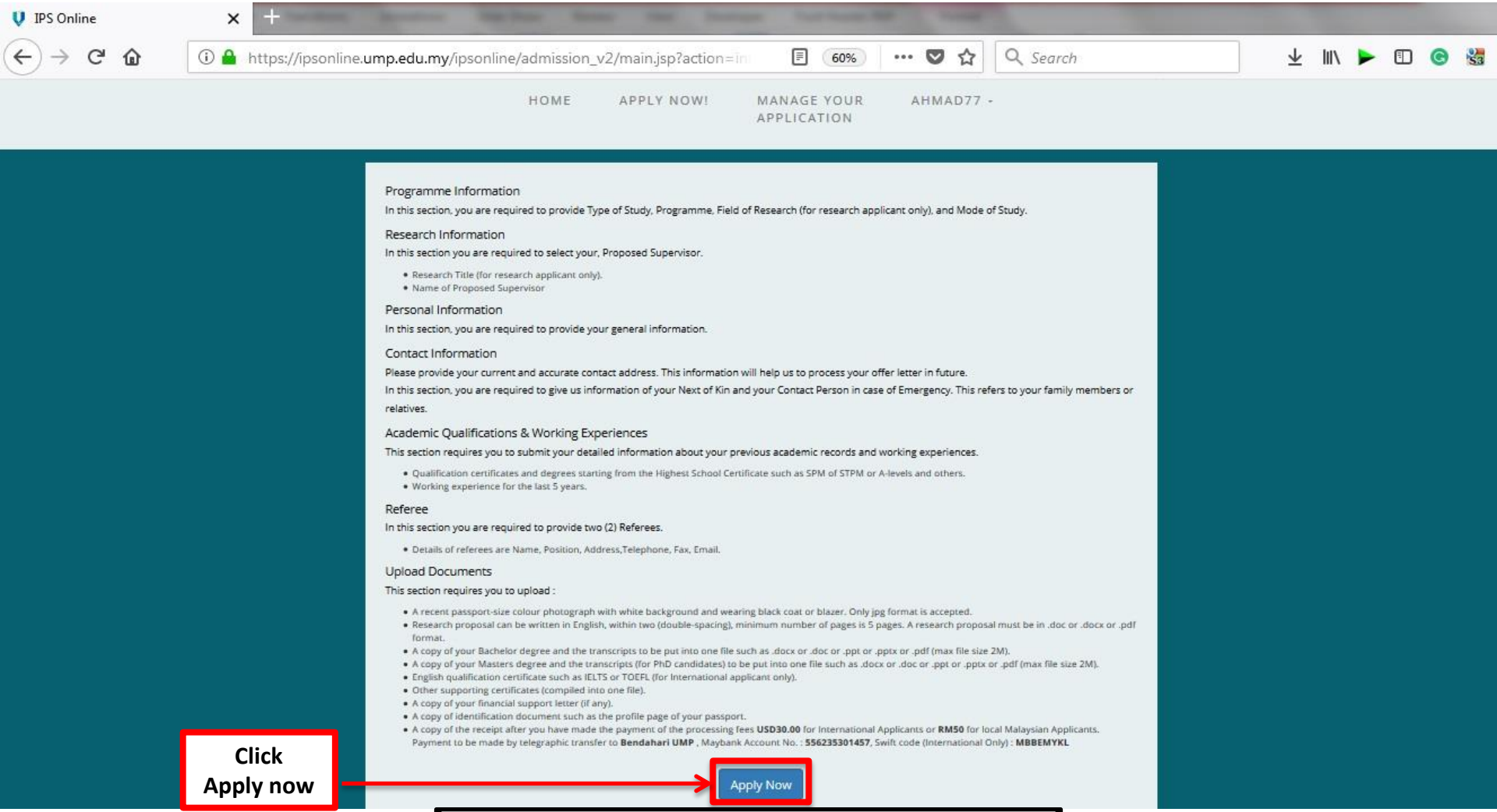


- Click " **Apply Now!**" to start fill in the application.

Online Application System

GUIDELINE OF APPLICATION FORM

Universiti Malaysia PAHANG



Click Apply now

- **Read the details of form before fill up the form.**
- **Click " Apply Now!" to start fill in the application.**

➢SECTION 1

- ✓ Programme Information
- ✓ Research Information
  (For research programme only)

Online Application System

PROGRAMME INFORMATION

Universiti Malaysia PAHANG

https://ipsonline.ump.edu.my/ipsonline/admission_v2/main.jsp?action=apply 90% Search

INSTITUTE OF POSTGRADUATE STUDIES
UNIVERSITI MALAYSIA PAHANG
ips.ump.edu.my

HOME APPLY NOW! MANAGE YOUR APPLICATION AHMAD77

Programme Mode *

--Please Select--

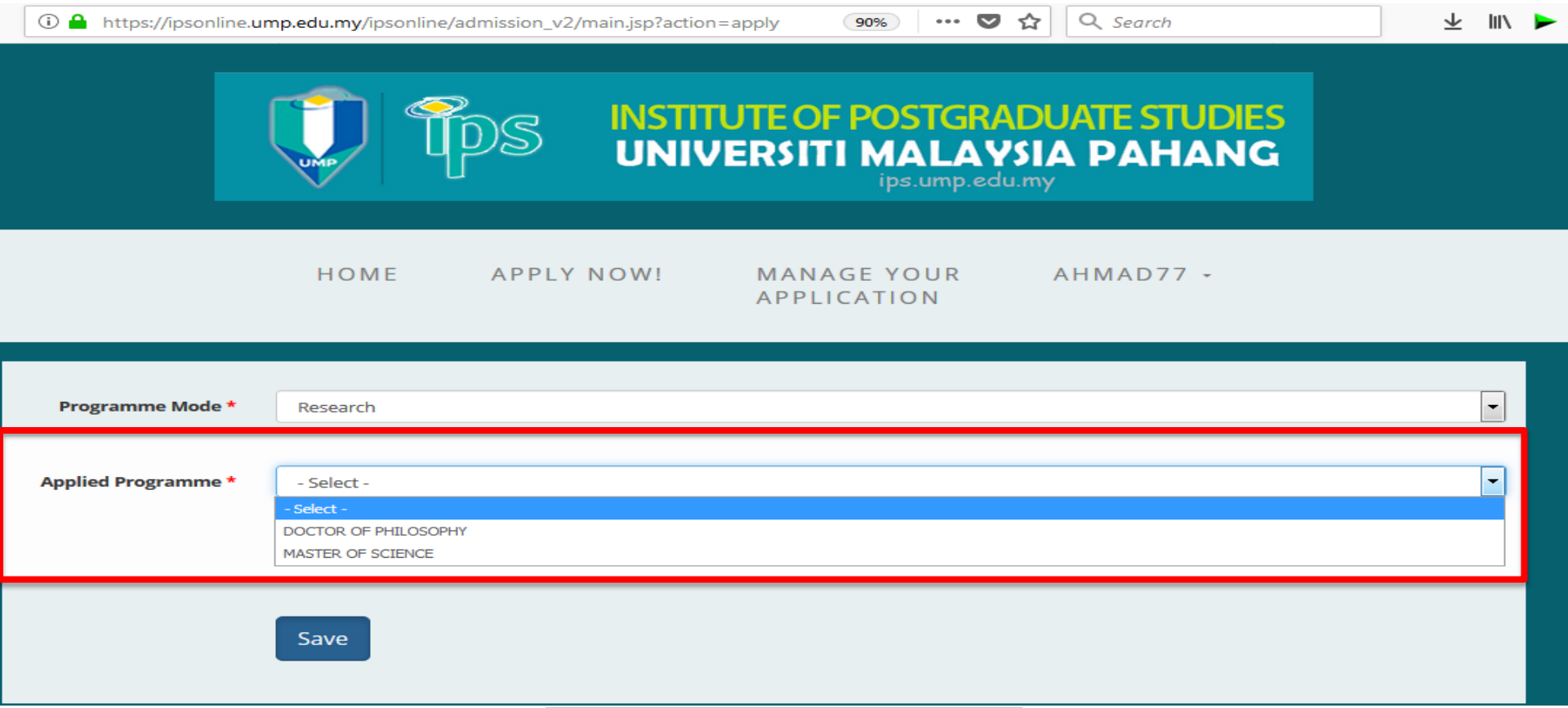
- --Please Select--
- Research
- Course Work
- Mixed Mode

Choose programme mode either :

1. **By research**
2. **Coursework**
3. **Mixed mode**

➢ APPLICATION PROGRAMME BY RESEARCH

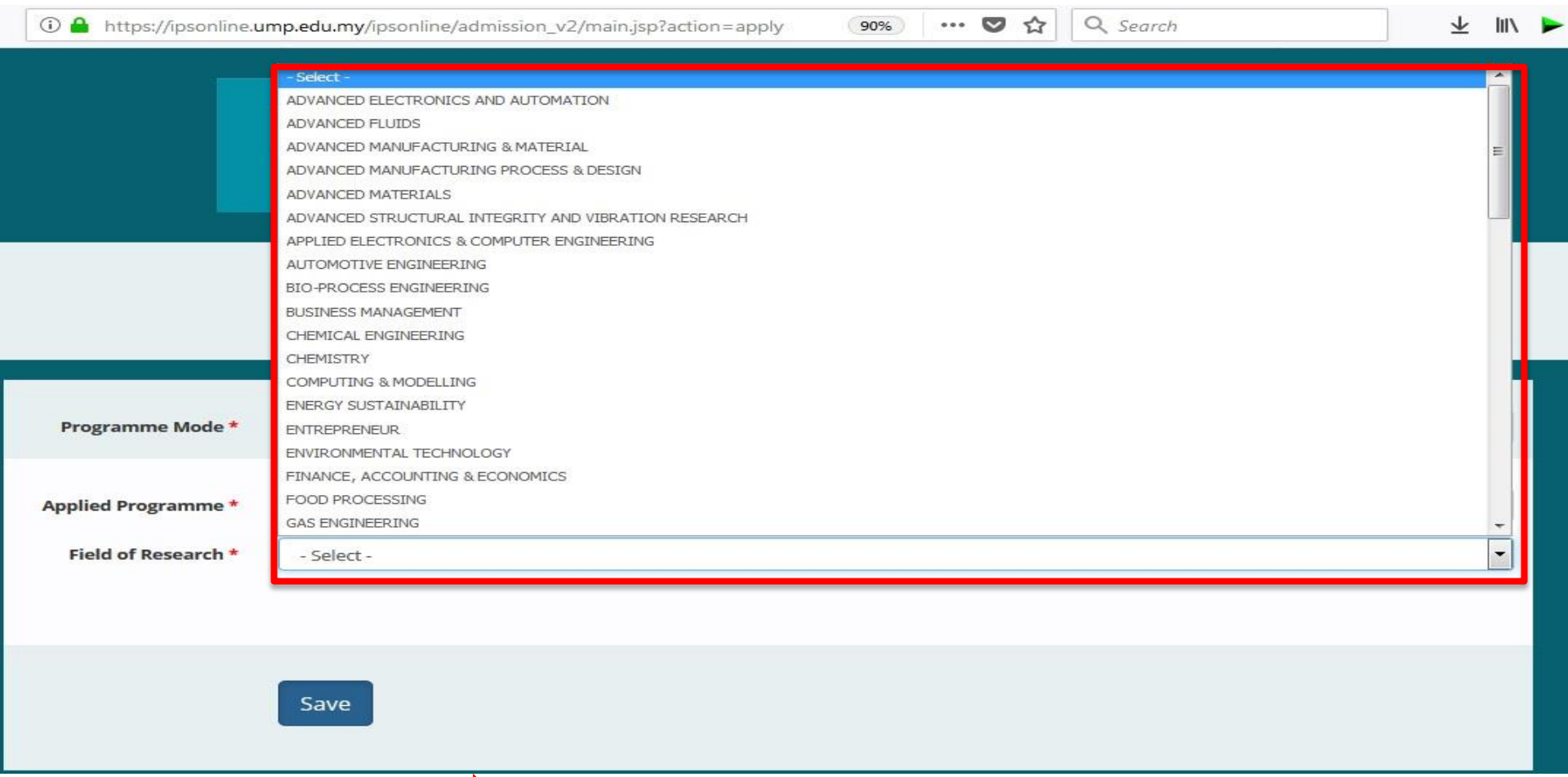
➢ APPLICATION PROGRAMME BY RESEARCH



Choose applied programme :

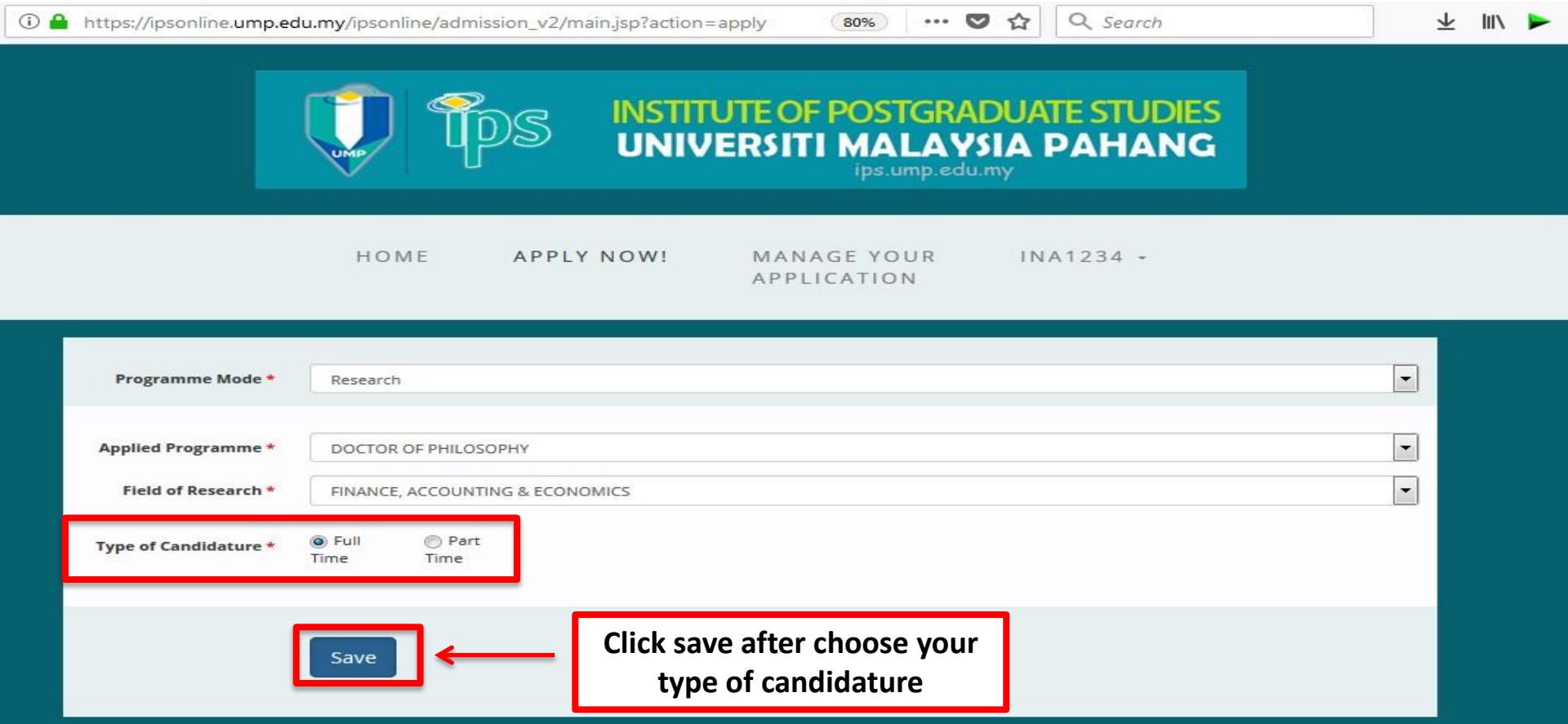
1. **Doctor of philosophy**
2. **Master of Science**

➢ APPLICATION PROGRAMME BY RESEARCH



Choose your Field of Research

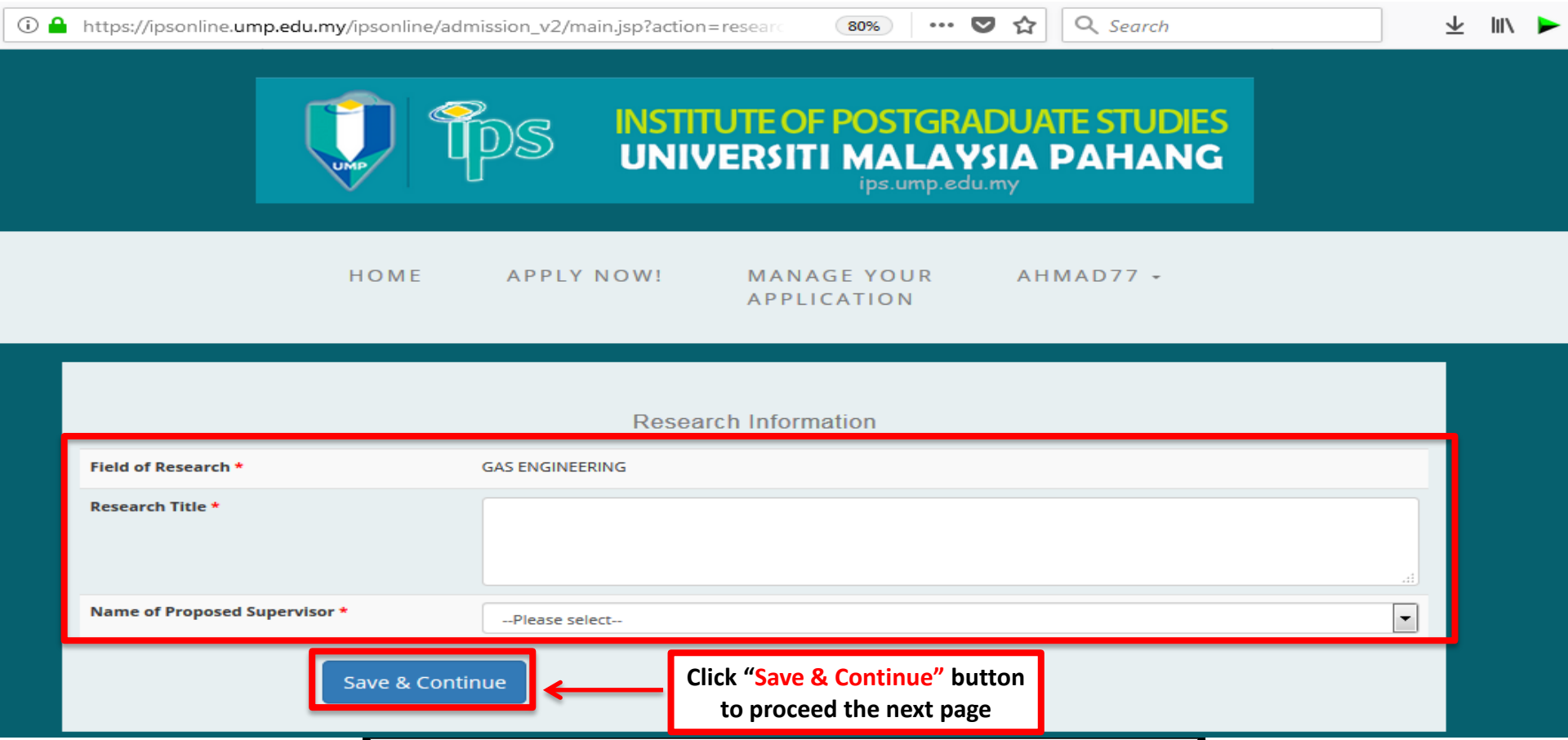
➢ APPLICATION PROGRAMME BY RESEARCH



Choose your type of candidature :

1. **Full time**
2. **Part time (Only eligible for local student)**

APPLICATION PROGRAMME BY RESEARCH



- Fill in your research title
- Then, select your proposed supervisor
- Click, "Save & Continue" button to proceed the next page

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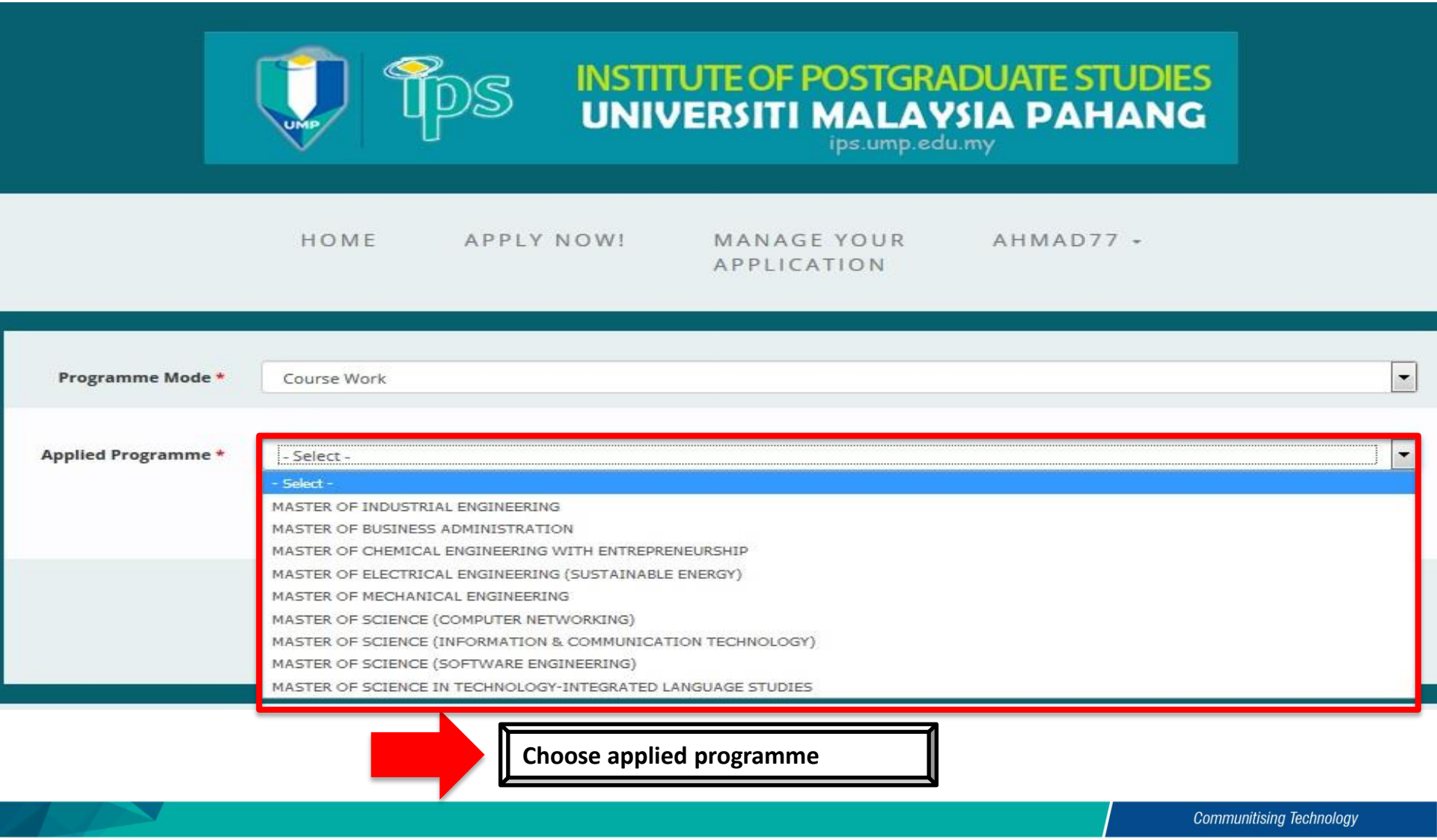
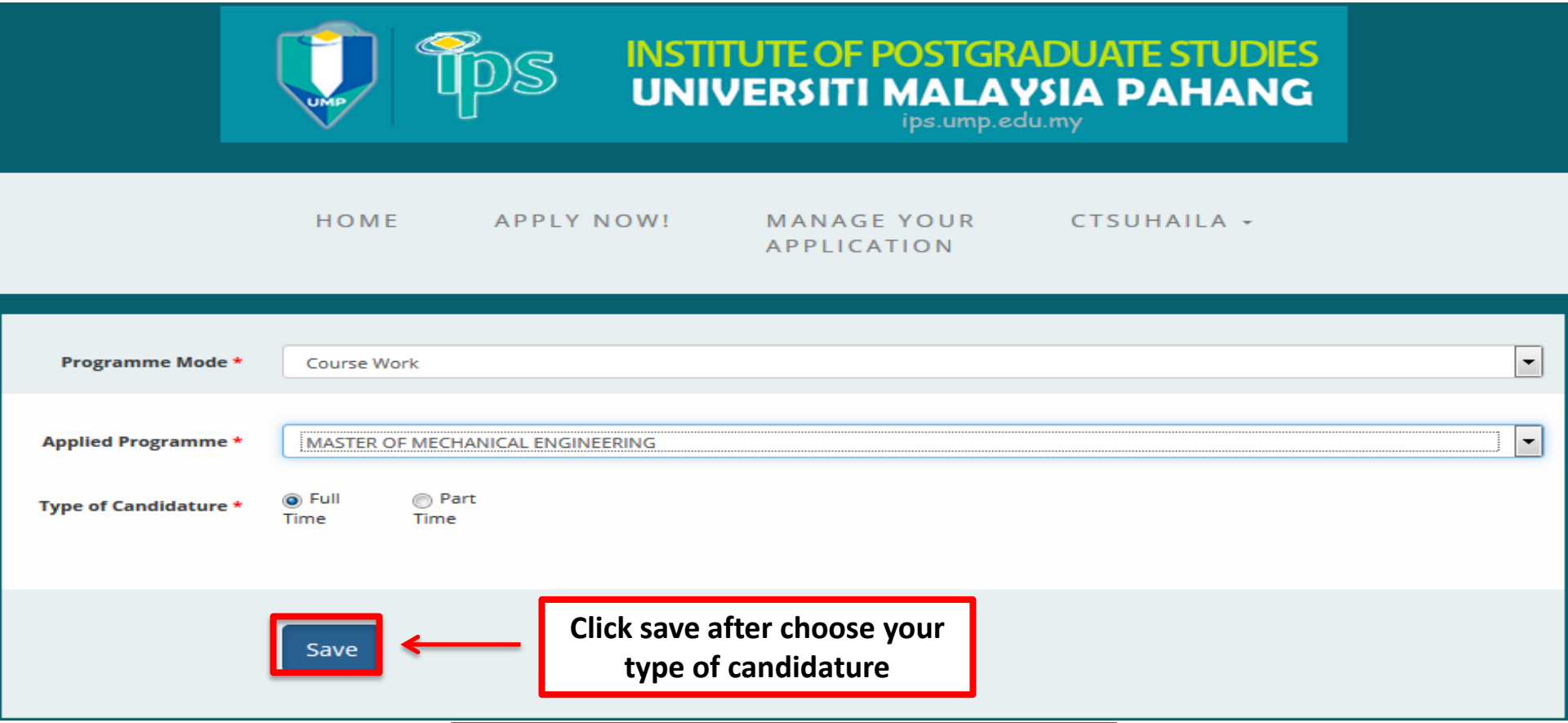
Engineering • Technology • Creativity

➢ APPLICATION PROGRAMME BY COURSEWORK / MIXED-MODE

➢ APPLICATION PROGRAMME BY COURSEWORK



➢ APPLICATION PROGRAMME BY COURSEWORK



Choose your type of candidature :

1. **Full time**
2. **Part time (Only eligible for local student)**

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Engineering • Technology • Creativity

➢SECTION 2

- ✓ Page 1 : Personal Information
- ✓ Page 2 : Contact Information
- ✓ Page 3 : Academic Qualification , Working Experience, Proficiency In English & English Qualification
- ✓ Page 4: Referees
- ✓ Page 5 : Upload Documents
- ✓ Page 6 : Submit the application

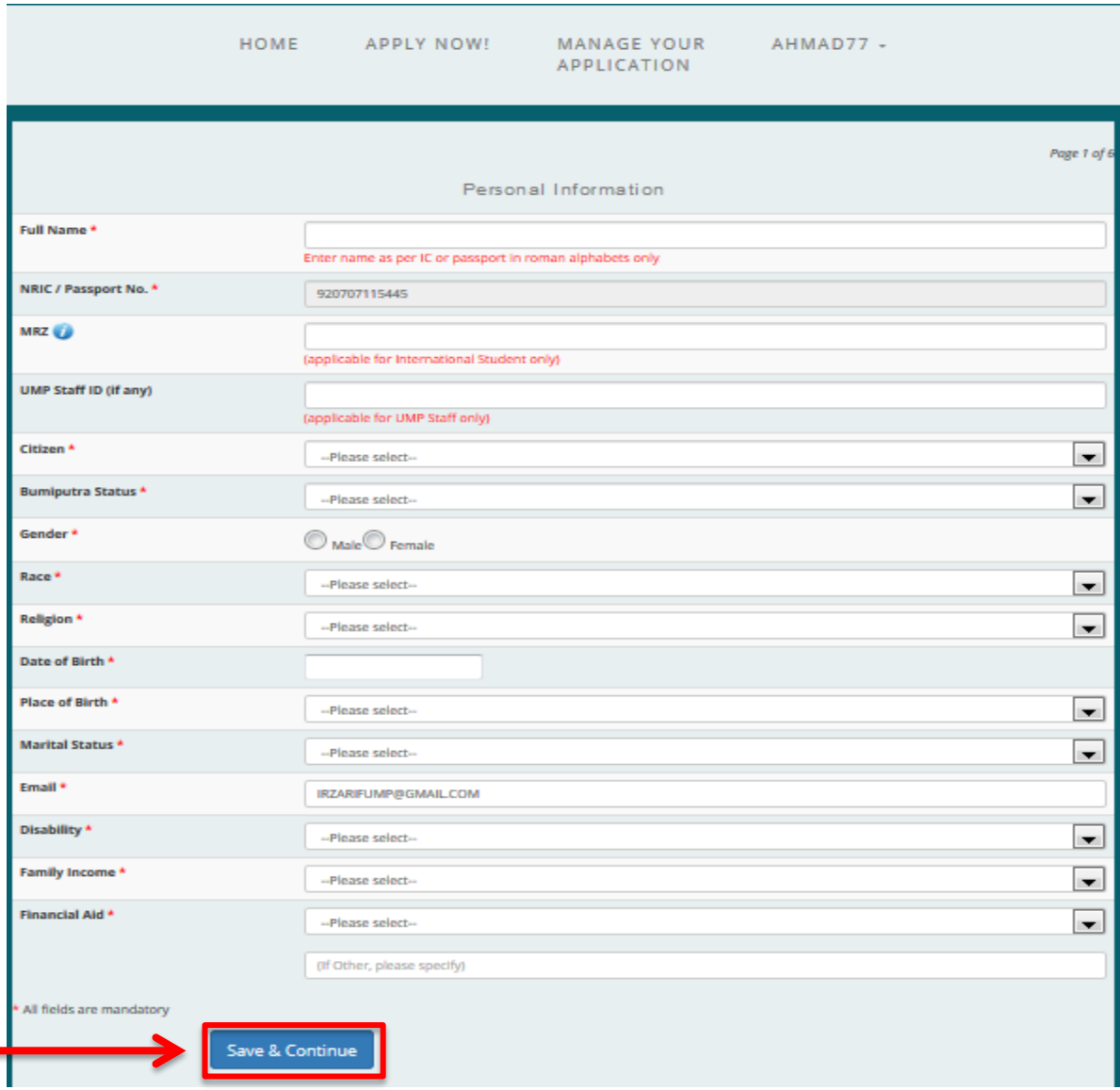
Online Application System

PERSONAL INFORMATION

Universiti Malaysia PAHANG

Page 1

- Fill in your personal information.
- Click "Save & Continue" button to proceed the next page.



Click "Save & Continue" button to proceed the next page.

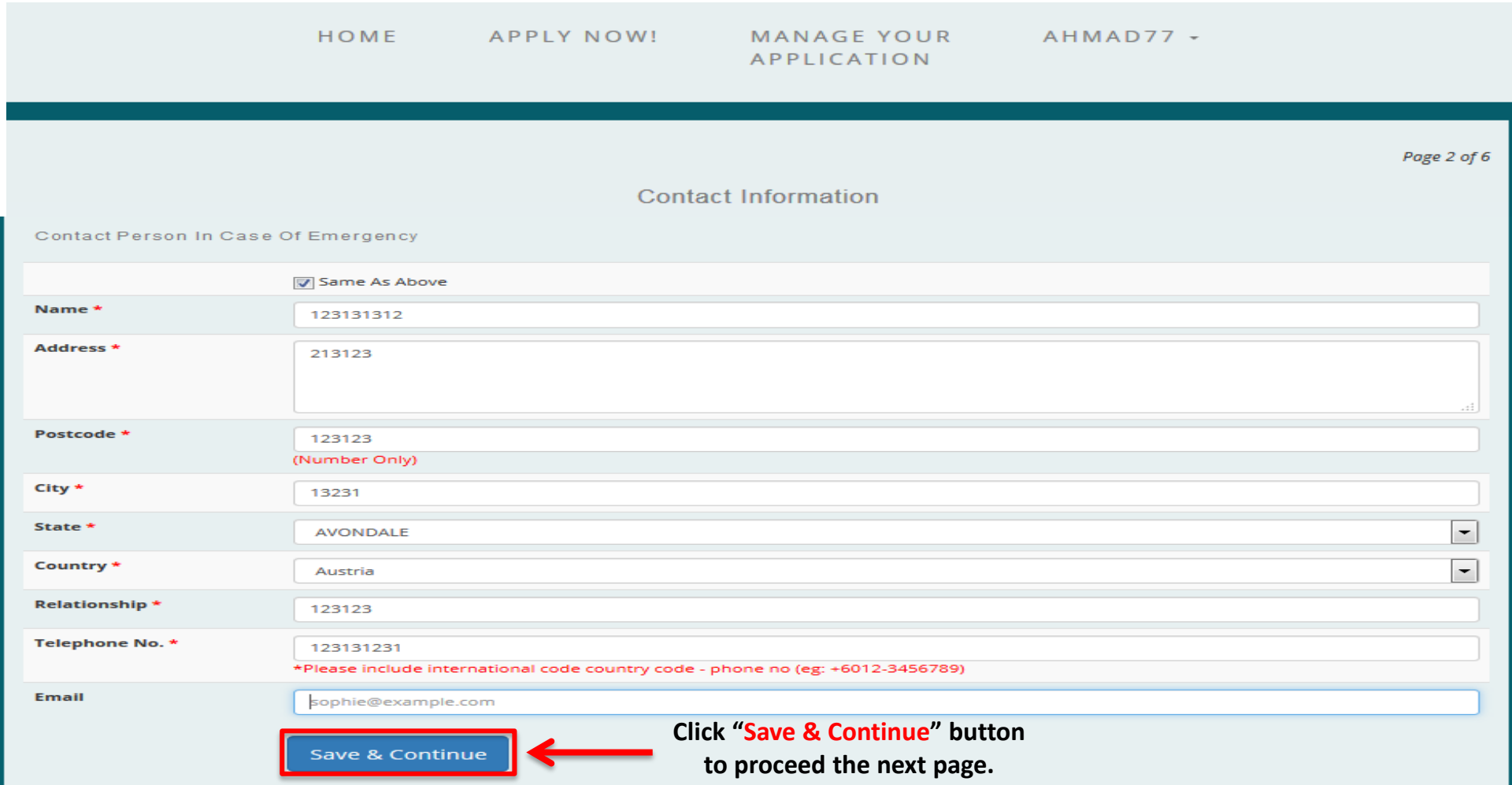
Online Application System

CONTACT INFORMATION

Universiti Malaysia PAHANG

Page 2

- Fill in your contact information.
- Click "Save & Continue" button to proceed the next page.



Click "Save & Continue" button to proceed the next page.

Online Application System

ACADEMIC QUALIFICATION

Universiti Malaysia PAHANG

Page 3

- Fill in your High School, Bachelor and Master (if any).
- Click "Add Qualification" button to add each qualification.

Academic Qualification

Degree / Certificate	Name of Major	Name of Institution	Country	Year In	Year out	CGPA / Result	

Note : Please insert qualifications from Highest School Certification & Degree Certification is Required.

Level of Certification * -- Please Select --

Name of Major* Eg : Master of Science Mathematics

Name of Institution *

Country of Institution* --Please select--

Year in *

Year out *

CGPA / Result * --Please select--

***Please upload the proof of academic qualifications and academic transcripts in the supporting documents section. For Malaysian, it is compulsory to fill in his / her high school (SPM or equivalent) academic qualification.**

Add Qualification

Click "Add Qualification" button to add High School, Bachelor and Master qualification.

Online Application System

WORKING EXPERIENCE

Universiti Malaysia PAHANG

Page 3

- Fill in your last 5 years working experience details.
- Click "Add Working Experience" button to add each your previous working experience.

Working Experience (For The Last 5 Years)

Position	Name of Employer	Country	Date From	Date To	

Position *

Name of Employer

Address of Employer

Country --Please select--

Time Period I currently work here

Start Date to End Date *(Format: dd/mm/yyyy)*

Responsibilities *

Add Working Experience

Click "Add Working Experience" button to add each your last 5 years working experience.

Online Application System

PROFICIENCY IN ENGLISH & ENGLISH QUALIFICATION

Universiti Malaysia PAHANG

Page 3

- Fill in your proficiency in English.
- Fill in your English Qualification (For International Applicant Only).
- Click "Save & Continue" button to proceed the next page.

Proficiency In English

Written	Excellent Good Fair
Oral	Excellent Good Fair

English Qualification (For International Applicant Only)

TOEFL	--Please select--	**IELTS**	
TOEFL Result			

I do not have any English proficiency qualification. Will attend English course at UMP : --Please sele

* Qualification valid for 2 years from the date you sat for the exam

Save & Continue

Click "Add Working Experience" button to add each your last 5 years working experience.

Online Application System

REFEREES

Universiti Malaysia PAHANG

Page 4

- Fill in TWO (2) Referees.
- Click "Save & Continue" button to proceed the next page.

References

Name Two Referees, At Least One Of Them Is An Academic Referee. Referees Should Not Have Any Family Relationship With The Candidate.

Name of Referee I *	
Position *	
Office Address *	
Email *	
Telephone No. *	
Fax	
Name of Referee II *	
Position *	
Office Address *	
Email *	
Telephone No. *	
Fax	

Save & Continue

Click "Save & Continue" button to proceed the next page

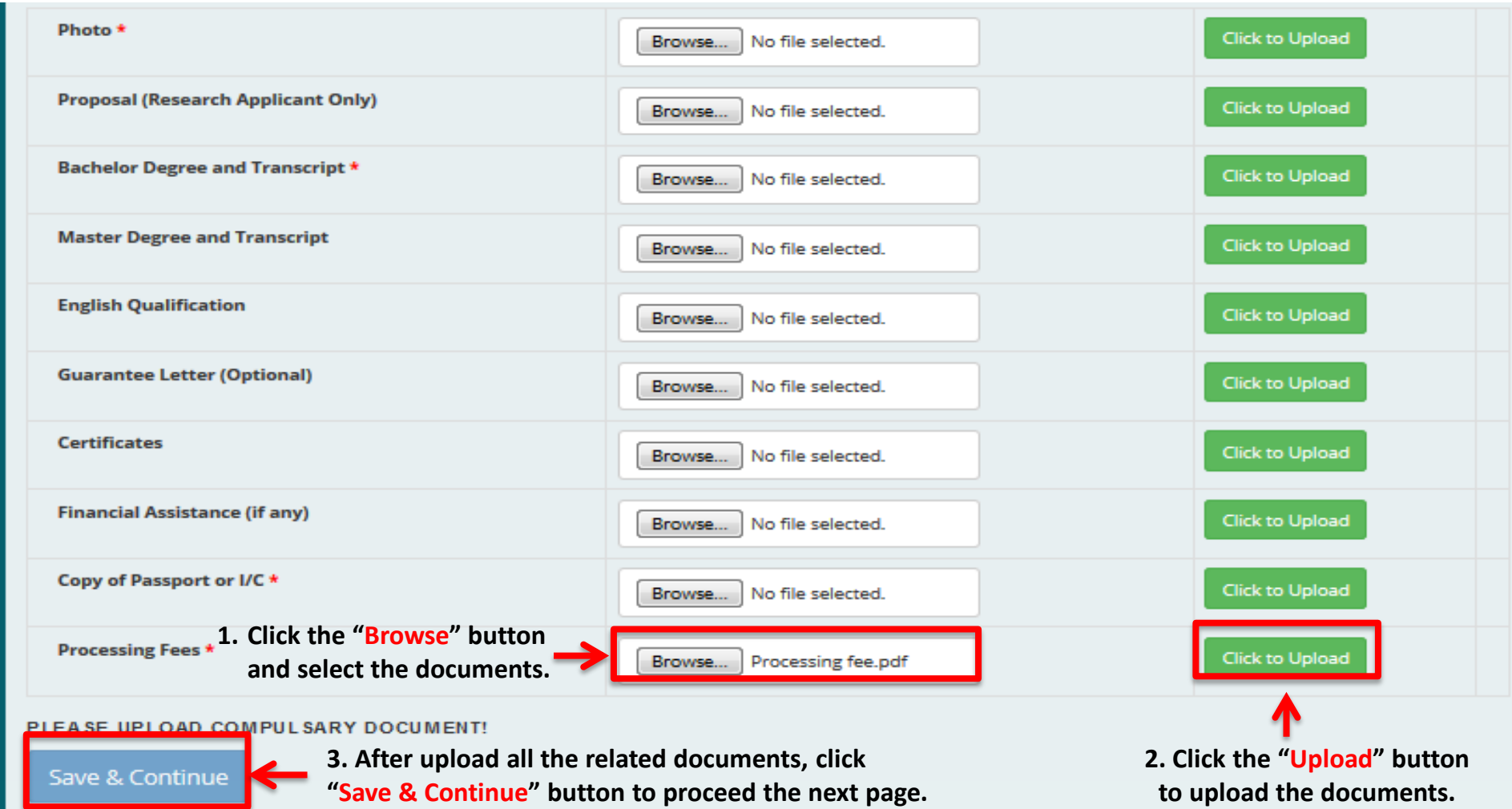
Online Application System

UPLOAD DOCUMENTS

Universiti Malaysia PAHANG

Page 5

- Click "**Browse**" button to select the documents.
- Click "**Upload**" button to upload each of the documents.
- After finish upload all the documents, click "**Save & Continue**" button to proceed next page.



1. Click the "**Browse**" button and select the documents.

2. Click the "**Upload**" button to upload the documents.

3. After upload all the related documents, click "**Save & Continue**" button to proceed the next page.

Online Application System

UPLOAD DOCUMENTS

Universiti Malaysia PAHANG

Page 5

- Checklist for the application documents.

NO.	Documents	Remarks
1.	Photo*	✓ Compulsory
2.	Proposal (Research Applicant Only)	✓ Compulsory for research applicants only. *For mixed mode and coursework applicants are not required to upload.
3.	Bachelor Degree and Transcript *	✓ Compulsory for Master and PhD applicants.
4.	Master Degree and Transcript	✓ Compulsory for PhD applicants only.
5.	English Qualification	✓ Compulsory for international applicants only.
6.	Guarantee Letter/ Working experience (Optional)	✓ Compulsory for applicant with low minimum result or CGPA.
7.	Certificates	✓ Optional
8.	Financial Assistance (if any)	✓ Compulsory for International applicant.
9.	Copy of Passport or I/C *	✓ Compulsory *Front and back copy or the full page of passport.
10.	Processing Fees *	✓ Compulsory

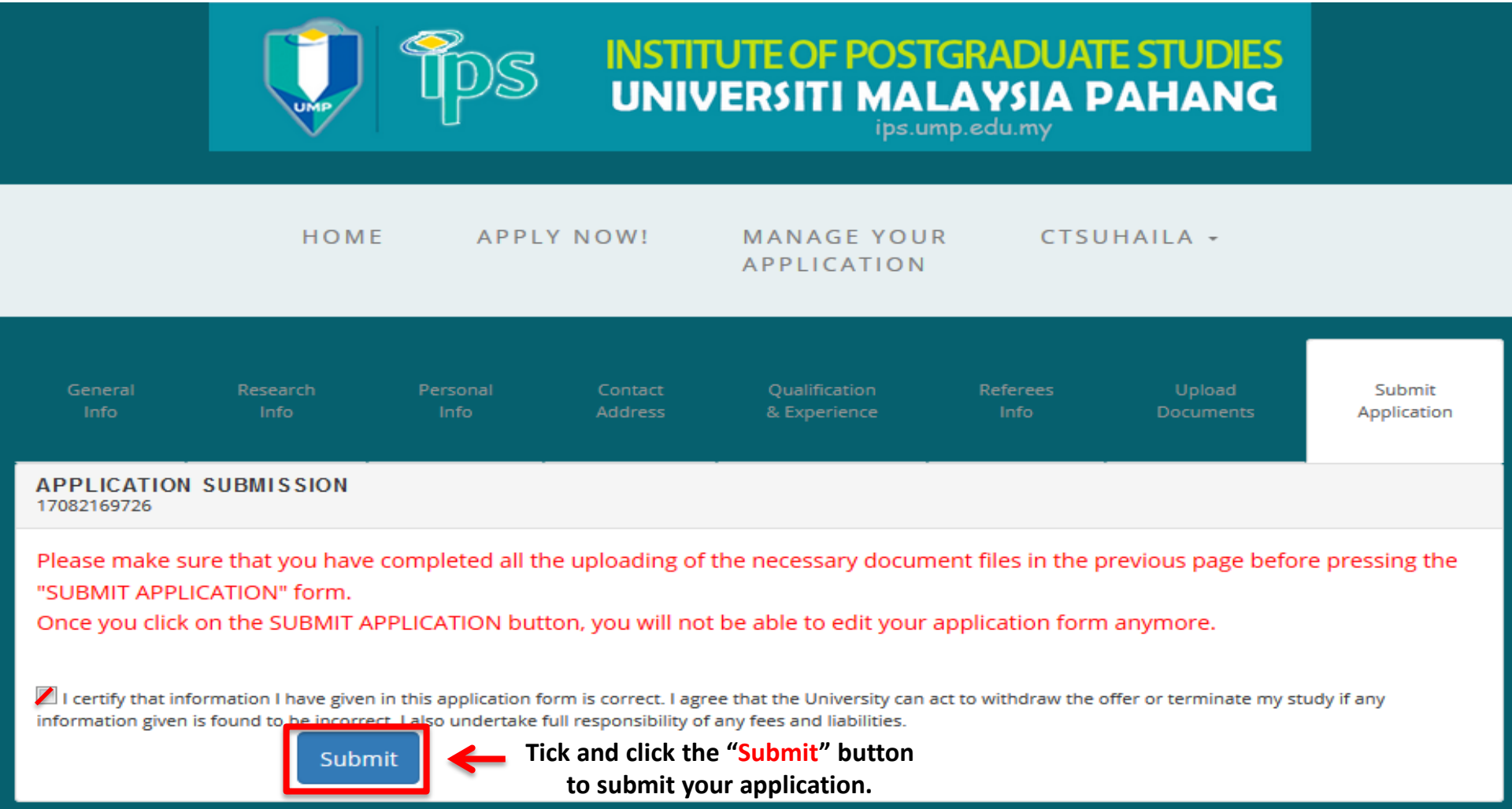
Online Application System

SUBMIT THE APPLICATION

Universiti Malaysia PAHANG

Page 6

- Read and consider the following information carefully before submitting your application.
- Tick the declaration and click the "Submit" button.



Online Application System

CONFIRMATION OF SUBMISSION

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Engineering • Technology • Creativity

Application Ref. No [redacted]

Programme Mode: COURSE WORK
Type of Candidature : FULLTIME
Financial Aid : OTHER

Programme Applied : MASTER OF ELECTRICAL ENGINEERING (SUSTAINABLE ENERGY)

Personal Information

Name : ASDASD
NRIC : null
MRZ : null
UMP StaffID (if any) : asda
Citizen : ALBANIA
Gender : MALE
Race : LAIN-LAIN
Religion : ISLAM
Date of Birth : 01-01-1999
Place of Birth : BROOKLYN
Marital Status : SINGLE
Email : [redacted]
Family Income : TIDAK BERKENAAN

Contact Address	Permanent Address
Address :	**Address :**
Postcode :	**Postcode :**
City :	**City :**
State :	**State :**
Country :	**Country :**

Phone Detail

Telephone No. : Home
Office
Mobile

Next of Kin

Name : null
Address : null

- Once you submitted the documents, you windows will be pops up the PDF file.
- Save the PDF file as your reference.

➢SECTION 3

- ✓ Manage your application
- ✓ Application Status

Online Application System

MANAGE YOUR APPLICATION

Universiti Malaysia PAHANG

INSTITUTE OF POSTGRADUATE STUDIES
UNIVERSITI MALAYSIA PAHANG
ips.ump.edu.my

HOME APPLY NOW! MANAGE YOUR APPLICATION AHM

Click "Manage Your Application"

Click your "Application ID" to edit your application

Manage Your Application

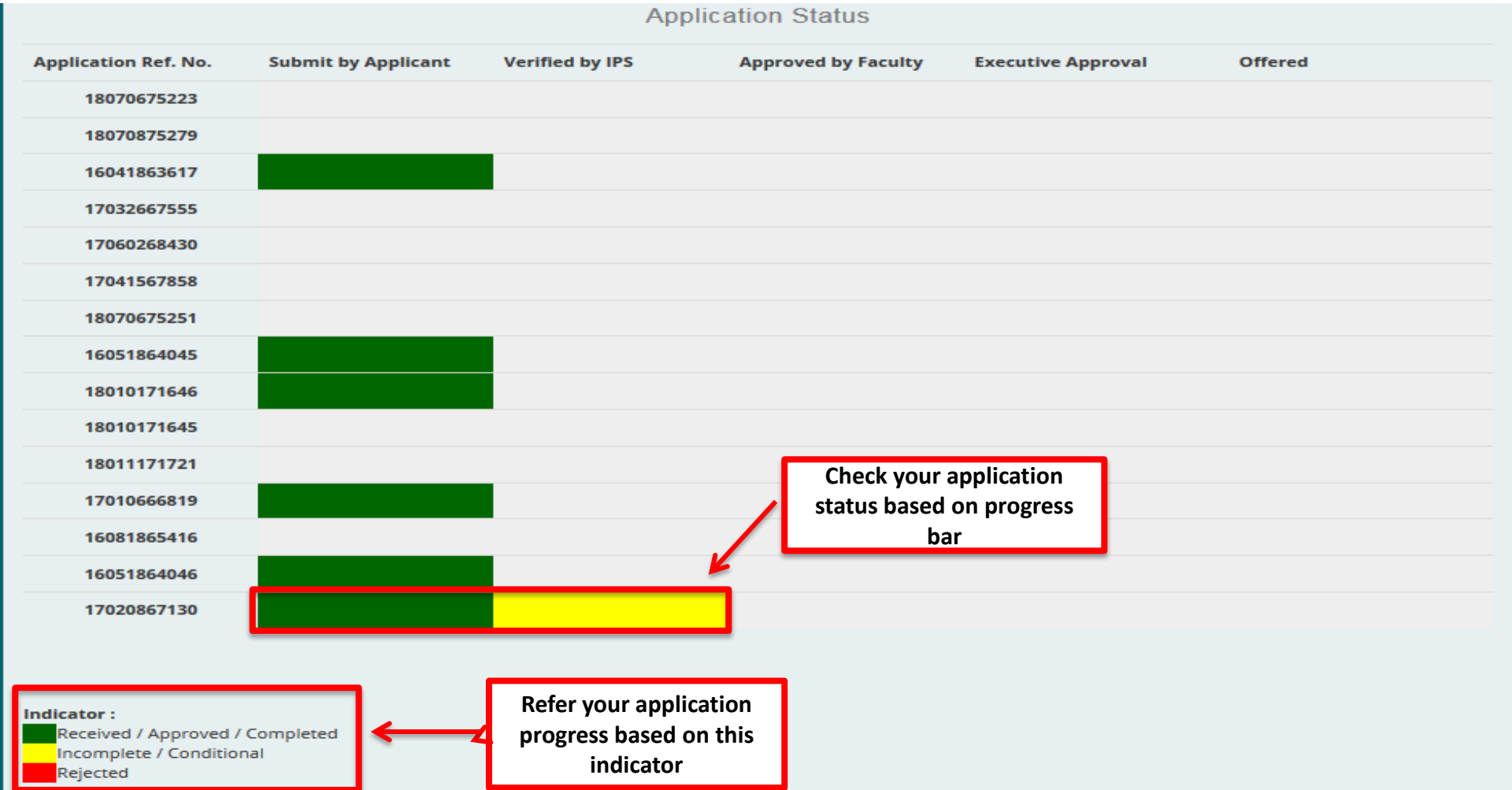
No.	Application ID	Course Apply	Applied Programme	Application Status
1.	17010666819	Master Of Electrical Engineering (Sustainable Energy)	KEE	SAVE
2.	17020867130	Master Of Science (Industrial Mathematics)	CSM	INCOMPLETE
3.	17032667555	Doctor Of Philosophy (Advanced Materials)	PSM	SAVE
4.	17041567858	Doctor Of Philosophy (Advanced Materials)	PSM	SAVE
5.	17060268430	Master Of Industrial Engineering	KFI	SAVE
6.	18010171645	Master Of Business Administration	KBB	SAVE
7.	18011171721	Master Of Business Administration	KBB	SAVE
8.	18070675223	Doctor Of Philosophy	PHD	SAVE
9.	18070675251	Doctor Of Philosophy	PHD	SAVE
10.	18070875279	Master Of Science	MSC	SAVE

- Click "Manage Your Application" to manage your previous application.
- Choose and click the "Application ID" to edit your previous application.

Online Application System

APPLICATION STATUS

- The **Green** bar shows your application had been submitted/approved/complete.
- The **Yellow** bar shows your application is incomplete or in conditional status.
- The **Red** bar show your application had been rejected.



➢SECTION 4

✓ How To Make Payment For Processing Fees

PROCESSING FEES

LOCAL STUDENT

Universiti Malaysia PAHANG

GUIDELINE FOR CASHLESS TRANSACTIONS
EFFECTIVE DATE : 1ST JUNE 2014

PLEASE USE ANY OF OUR PAYMENT CHANNELS AS BELOW:-

1. PAYMENT THRU BANK ISLAM (BIMB) ATM MACHINE

Steps :-

- Insert your BIMB ATM Card
- Select Others
- Select Bill Payment / IPT Fees
- Select Beneficiary Account
- Insert your IC Number
- Select bill.
- Confirm your payment.
- Transaction approved.

2. PAYMENT THRU FPX

Steps :-

- Enter web www.ump.edu.my
- Select icon APPLIKASI ONLINE and click E-PAYMENT.
- Please follow the guideline shown in the web.

3. PAYMENT THRU BIMB i-TAP

This facility being provide by BIMB. Students have to apply for this facility at BIMB in order to use this service. i-TAP uses an innovative chip technology that displays a banking menu on user's mobile phone. Other than fees payment, students will also enjoy other services using i-TAP such as prepaid top up, balance enquiry, fund transfer and many more.

Steps :-

- Enter Pin (4 digit)
- Select Bill Payments
- Select Open Biller
- Enter Bill Code : UMP
- Enter Matric Number
- Enter IC Number
- Emter Amount (RM)
- Select Pay From
- Check transaction details
- Enter password (6 digit)
- Select Send or Send and Save

4. PAYMENT THRU DEBIT CARD OR CREDIT CARD

Customers can use their debit card or credit card to make payment at our counter - Student Finance Unit and other locations that we will inform form time to time. Minimum transaction is RM50.

PROCESSING FEES

LOCAL STUDENT

Universiti Malaysia PAHANG
Engineering • Technology • Creativity

5. PAYMENT THRU MAYBANK ATM MACHINE

This facility is being offered to postgraduate students.

Steps :-

- Insert your Maybank ATM Card at any Maybank ATM Machine
- Select menu : PAYBILLS
- Select Registered Payee Corp
- Enter amount
- Select Current / Savings Account
- Select your bill : UNIVERSITI MALAYSIA PAHANG
- Message prompt 'CONTINUED' : YES
- Keep your receipt for future reference.

6. PAYMENT THRU MAYBANK M2U

This facility is being offered to postgraduate students.

Steps :-

- Login MAYBANK2U
- Select BILL PAYMENT
- Select MAKE A ONE OFF PAYMENT
- Select PAYEE BY CATEGORY > EDUCATION & EDUCATION LOANS
- Select COMPANY > UNIVERSITI MALAYSIA PAHANG
- Enter :-
    i. Payment amount
    ii. IC Number / Passport
    iii. Phone Number
- Keep your statement for future reference.

7. PAYMENT THRU E-POS TERMINAL (BANK MUAMALAT)

Students/Staffs/Vendors can use any of their local ATM card. You can use this facility at our Student Finance Unit and other strategic locations that we will inform from time to time

Steps :-

- Insert your ATM card
- Select PRODUCT CATEGORY
- Key in your Matric No / Staff No / Vendor No
- Key in your IC No / Passport No
- Key in your telephone no
- Key in amount
- Info confirmation
- Select account type : SAVINGS OR CURRENT
- Key in your PIN number
- Transaction approved and slip will be printed

Any enquiries kindly contact us.

Thank you for cooperation.

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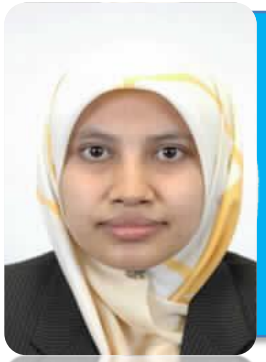

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