IPS ONLINE
Online application

As of July 2018
How to fill an Online Application System?

**STEP 1**
Go to UMP website or IPS portal.

**STEP 2**
View & Check The List of Programmes Offered.

**STEP 3**
Find or Check The Supervisor Name. (optional)

**STEP 4**
Register and Fill In Online Application Form

**STEP 5**
Submit The Application.
System Introduction
ACCESS TO IPS PORTAL

WWW.UMP.EDU.MY

OR

IPS.UMP.EDU.MY
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

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
Click Expertise List Tab.

Move the cursor to supervisor tab.
ACCESS TO EXPERT DIRECTORY

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

Access to Expertise List
## ACCESS TO EXPERT DIRECTORY

Find the faculty that related to your research.

**FACULTY OF CIVIL ENGINEERING & EARTH RESOURCES**

<table>
<thead>
<tr>
<th>#</th>
<th>PHOTO</th>
<th>NAME</th>
<th>TEL. NO.</th>
<th>EMAIL</th>
<th>FIELD OF RESEARCH</th>
<th>SPECIALIZATION</th>
</tr>
</thead>
</table>
| 1. | ![Photo](image1.png) | 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. | ![Photo](image2.png) | 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. | ![Photo](image3.png) | CIK SHARIZA BINTI MAT ARIS | 09-5493013 | sharizaaris@ump.edu.my | Structures and Materials            | • Structural Engineering  
• Building Engineering |

**Example Information Potential Supervisor**
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 :
v. 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.
Click "Apply Online" button

Access to Online Application System
Click “Sign Up Now” to create a new account.

If you already have an existing account, you can click the “Sign In” button to 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

Contains text:

- 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.
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.
Click “Apply Now!” to start fill in the application.
GUIDELINE OF APPLICATION FORM

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

- Read the details of the form before filling it up.

- Click "Apply Now!" to start filling in the application.
SECTION 1

✓ Programme Information
✓ Research Information
(For research programme only)
Choose programme mode either:
1. By research
2. Coursework
3. Mixed mode
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)

Click save after choose your type of candidature
APPLICATION PROGRAMME BY RESEARCH

- Fill in your research title
- Then, select your proposed supervisor
- Click, "Save & Continue" button to proceed the next page
APPLICATION PROGRAMME BY COURSEWORK / MIXED-MODE
Choose your type of candidature:
1. Full time
2. Part time (Only eligible for local student)

Click save after choose your type of candidature
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
Fill in your personal information.
Click "Save & Continue" button to proceed the next page.
CONTACT INFORMATION

- 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

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

<table>
<thead>
<tr>
<th>Degree / Certificate</th>
<th>Name of Major</th>
<th>Name of Institution</th>
<th>Country</th>
<th>Year In</th>
<th>Year Out</th>
<th>CGPA / Result</th>
</tr>
</thead>
</table>

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

Level of Certification *

Name of Major *

Eg : Master of Science Mathematics

Name of Institution *

Country of Institution *

Year in *

Year out *

CGPA / Result *

*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.

Click “Add Qualification” button to add High School, Bachelor and Master qualification.
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)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name of Employer</th>
<th>Country</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name of Employer**

**Address of Employer**

**Country**

---

**Time Period**

- [ ] I currently work here

**Start Date** [ ] to **End Date**

(Format: dd/mm/yyyy)

**Responsibilities**

---

Click “Add Working Experience” button to add each your last 5 years working experience.
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 select--

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

Click “Add Working Experience” button to add each your last 5 years working experience.
Online Application System

Page 4

REFEREES

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

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Two Referees, At Least One Of Them Is An Academic Referee. Referees Should Not Have Any Family Relationship With The Candidate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Referee I *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position *</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Address *</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
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<tr>
<th>Telephone No. *</th>
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</table>

<table>
<thead>
<tr>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Referee II *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
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<thead>
<tr>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>-----</td>
</tr>
</tbody>
</table>
1. Click the “Browse” button and select the documents.
2. Click the “Upload” button to upload each of the documents.
3. After finish upload all the documents, click “Save & Continue” button to proceed the next page.
<table>
<thead>
<tr>
<th>NO.</th>
<th>Documents</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Photo*</td>
<td>✓ Compulsory</td>
</tr>
<tr>
<td>2.</td>
<td>Proposal (Research Applicant Only)</td>
<td>✓ Compulsory for research applicants only.</td>
</tr>
<tr>
<td></td>
<td>*For mixed mode and coursework applicants are not required to upload.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Bachelor Degree and Transcript *</td>
<td>✓ Compulsory for Master and PhD applicants.</td>
</tr>
<tr>
<td>4.</td>
<td>Master Degree and Transcript</td>
<td>✓ Compulsory for PhD applicants only.</td>
</tr>
<tr>
<td>5.</td>
<td>English Qualification</td>
<td>✓ Compulsory for international applicants only.</td>
</tr>
<tr>
<td>6.</td>
<td>Guarantee Letter/ Working experience (Optional)</td>
<td>✓ Compulsory for applicant with low minimum result or CGPA.</td>
</tr>
<tr>
<td>7.</td>
<td>Certificates</td>
<td>✓ Optional</td>
</tr>
<tr>
<td>9.</td>
<td>Copy of Passport or I/C *</td>
<td>✓ Compulsory</td>
</tr>
<tr>
<td></td>
<td>*Front and back copy or the full page of passport.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Processing Fees *</td>
<td>✓ Compulsory</td>
</tr>
</tbody>
</table>
Read and consider the following information carefully before submitting your application. Tick the declaration and click the “Submit” button.
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

Click "Manage Your Application" to manage your previous application.

Choose and click the “Application ID” to edit your previous application.

<table>
<thead>
<tr>
<th>No.</th>
<th>Application ID</th>
<th>Course Apply</th>
<th>Applied Programme</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17010666819</td>
<td>Master Of Electrical Engineering (Sustainable Energy)</td>
<td>KEE</td>
<td>SAVE</td>
</tr>
<tr>
<td>2</td>
<td>17020867130</td>
<td>Master Of Science (Industrial Mathematics)</td>
<td>CSM</td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>3</td>
<td>17032667555</td>
<td>Doctor Of Philosophy (Advanced Materials)</td>
<td>PSM</td>
<td>SAVE</td>
</tr>
<tr>
<td>4</td>
<td>17041567858</td>
<td>Doctor Of Philosophy (Advanced Materials)</td>
<td>PSM</td>
<td>SAVE</td>
</tr>
<tr>
<td>5</td>
<td>17060268439</td>
<td>Master Of Industrial Engineering</td>
<td>KFI</td>
<td>SAVE</td>
</tr>
<tr>
<td>6</td>
<td>18001711645</td>
<td>Master Of Business Administration</td>
<td>KBB</td>
<td>SAVE</td>
</tr>
<tr>
<td>7</td>
<td>18011171721</td>
<td>Master Of Business Administration</td>
<td>KBB</td>
<td>SAVE</td>
</tr>
<tr>
<td>8</td>
<td>18070675223</td>
<td>Doctor Of Philosophy</td>
<td>PHD</td>
<td>SAVE</td>
</tr>
<tr>
<td>9</td>
<td>18070675251</td>
<td>Doctor Of Philosophy</td>
<td>PHD</td>
<td>SAVE</td>
</tr>
<tr>
<td>10</td>
<td>18070875279</td>
<td>Master Of Science</td>
<td>MSC</td>
<td>SAVE</td>
</tr>
</tbody>
</table>

Click your “Application ID” to edit your application.
**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 shows your application had been rejected.

Check your application status based on progress bar

Refer your application progress based on this indicator

<table>
<thead>
<tr>
<th>Application Ref. No.</th>
<th>Submit by Applicant</th>
<th>Verified by IPS</th>
<th>Approved by Faculty</th>
<th>Executive Approval</th>
<th>Offered</th>
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<td>18011171721</td>
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<td>17020867130</td>
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</tbody>
</table>
SECTION 4

✓ How To Make Payment For Processing Fees
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
• Enter 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 from time to time. Minimum transaction is RM50.
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.
For international candidate, you may able to pay the processing fee via Telegraphic Transfer to:

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
<td>Maybank</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>Bendahari UMP</td>
</tr>
<tr>
<td>Maybank Account No</td>
<td>556235301457</td>
</tr>
<tr>
<td>Swiss code</td>
<td>MBBEMYKL</td>
</tr>
<tr>
<td>Address</td>
<td>NO 96, JALAN SULTAN ABDULLAH, 26600 PEKAN,</td>
</tr>
<tr>
<td></td>
<td>PAHANG, MALAYSIA</td>
</tr>
</tbody>
</table>
HAVING PROBLEM WITH THE SYSTEM?

CONTACT US NOW!
IPS STAFF

MR. AHMAD ZARIF BIN AHMAD FAUZI
EXECUTIVE
09-5493194
azharif@ump.edu.my

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MR. ZAHARUL ZAMAN BIN ROSELAN
ADMINISTRATIVE ASSISTANT
(CLERICAL/OPERATIONAL)
09-5493203
zaharulz@ump.edu.my

ADMISSION, &
STUDENT WELFARE