

POSTGRADUATE RE-REGISTRATION PROCESS (SENIOR STUDENT-RESEARCH)

START

PAYMENT OF FEE (E-COMMUNITY)

Minimum payment is allowed (50%) :

- Tuition Fees

- Other Fees

*Hostel Fees: Full

A student who has submitted a thesis to the IPS for oral examination also needs to renew their registration and pay the Service Fee only

1

Week 1-2 of Semester
(Registration Week)

STUDENT

E-community > Course Registration > Make Payment

Week 1-2 of Semester
(Registration Week)

STUDENT

E-community > Course Registration > Add Subject (Progress Report code or Viva Voce code)

2

ONLINE COURSE REGISTRATION (E-COMMUNITY)

- One day after the payment date (working hours)

* The Viva Voce code is only applicable to students who have submitted a thesis to the IPS until they have completed their studies.

ONLINE APPLICATION FOR CHANGE OF STATUS (DEFER, CHANGE OF MODE, QUIT) *if necessary

Payment adjustment only can be done according to the change of status approved within registration week (Week 1-2)

3

Week 1-2 of Semester
(Registration Week)

STUDENT

E-community > Postgraduate > E-form

Week 1-2 of Semester
(Registration Week)

IPS & FACULTY

4

REMINDER FOR UNREGISTERED STUDENTS VIA EMAIL

For late registration (week 3 onwards), a penalty will be charged to the student

SHOW CAUSE LETTER

Faculty will issue a show cause letter to the student who has not registered by the second week and the student will be given 2 weeks (Weeks 3-4) to respond to that show cause letter

5

Week 3-4 of Semester

FACULTY

Week 5-6 of Semester

IPS

6

TERMINATION OF STUDIES

Termination of studies for students who failed to pay the minimum fees and re-register for the semester

FULL PAYMENT OF FEES NEEDS TO BE SETTLED

7

Week 7 of Semester

STUDENT

First Day of Work
Week 8 of Semester

BURSAR

8

BARRING PROCESS

Barring process for those students who haven't settled the full payment

DEADLINE TO SETTLE ALL DEBTS

9

Week 10 of Semester

STUDENT

Week 11 of Semester

BURSAR & IPS

10

DEFERMENT OF STUDIES

Students who fail to settle the arrears of tuition fees will be automatically Deferred from studies (Defer-C)

END

POSTGRADUATE RE-REGISTRATION PROCESS (SENIOR STUDENT-COURSEWORK & MIXMODE)

START

PAYMENT OF FEE (E-COMMUNITY)

Payment is allowed :

- Tuition Fees: 5 minimum credit hours
- Other Fees: Full
- *Hostel Fees: Full

1

Week 1-2 of Lecture
(Registration Week)
STUDENT

E-community > Course Registration >
Make Payment

Week 1-2 of Lecture
(Registration Week)
STUDENT

E-community > Course Registration >
Add Subject

2

ONLINE COURSE REGISTRATION (E-COMMUNITY)

One day after payment date (working hours)

ADD AND DROP SUBJECT

- Student can add or drop his/her course within the first 2 weeks of the semester
- Student is not allowed to add any course after this time frame

3

Week 1-2 of Lecture
(Registration Week)
STUDENT

E-community > Course Registration >
Add /Drop Subject

Week 1-2 of Lecture
(Registration Week)
STUDENT

E-community > Postgraduate > E-form

4

ONLINE APPLICATION FOR CHANGE OF STATUS (DEFER, CHANGE OF MODE, QUIT) *if necessary

Payment adjustment only can be done according to the change of status approved within registration week (Week 1-2)

REMINDER FOR UNREGISTERED STUDENTS VIA EMAIL

For late registration (week 3 onwards), a penalty will be charged to the student

5

Week 1-2 of Lecture
(Registration Week)
IPS & FACULTY

Week 3-9 of Lecture
STUDENT

6

COURSE WITHDRAWAL (TD)

Students can apply to withdraw from any register courses starting from the week 3-9.

No refund of fees will be made during this period

The code for withdrawal (TD) will appear on the course registration record and transcript.

SHOW CAUSE LETTER

Faculty will issue a show cause letter to the student who has not registered by the second week and the student will be given 2 weeks (Week 3-4) to respond to that show cause letter

7

Week 3-4 of Lecture
FACULTY

Week 5-6 of Lecture
IPS

8

TERMINATION OF STUDIES

Termination of studies for students who failed to pay the minimum fees and re-register for the semester

FULL PAYMENT OF FEES NEEDS TO BE SETTLED

9

Week 7 of Lecture
STUDENT

First Day of Work
Week 8 of Lecture
BURSAR

10

BARRING PROCESS

Barring process for those students who haven't settled the full payment

DEADLINE TO SETTLE ALL DEBTS

11

Week 10 of Lecture
STUDENT

Week 11 of Lecture
BURSAR & IPS

12

DEFERMENT OF STUDIES

Students who fail to settle the arrears of tuition fees will be automatically Deferred from studies (Defer-C)

END