

REGISTRATION ACTIVITIES FOR POSTGRADUATE STUDENTS
SEMESTER II, ACADEMIC SESSION 2016/2017
RESEARCH MODE & MASTER OF MEDICINE

DATE	ACTIVITIES
01.12.2016 – 13.2.2017	<p><u>PROGRESS REPORTS</u></p> <ul style="list-style-type: none"> All research mode postgraduate students and Supervisors are required to update their respective progress reports via the Campus Online to enable existing research mode students to renew their registration. Progress reports can be updated starting from 01.12.2016 – 13.2.2017.
01.12.2016 – 13.2.2017	<p><u>RENEWAL OF REGISTRATION THROUGH ONLINE & PAYMENT</u></p> <ul style="list-style-type: none"> Please login to your profile at http://campusonline.usm.my for renewal registration. Online registration procedures are available via this link: http://www.ips.usm.my/index.php/download/category/38-online-registration-procedure All payments of any methods have to be cleared by 13.2.2017 to avoid late registration penalty of RM200.00 <p><u>STUDENTS WITH SCHOLARSHIP/SPONSORSHIP</u></p> <ul style="list-style-type: none"> A copy of bill for student with scholarship/sponsorship has to be sent to the Bursary by accordingly by campus (Main-IPS/ Engineering/ Health) OR email to record_ips@usm.my before 13.2.2017 to avoid late registration penalty of RM200.00
14.2.2017 – 26.2.2017 (week 1 – week 2)	<p><u>LATE REGISTRATION</u></p> <ul style="list-style-type: none"> Late registration and payment with penalty of RM200 (Online registration with RM200 credited into account). Students who have registered online but did not complete payment during this period (01.12.2016 – 13.2.2017) will be considered registering late and the penalty will be imposed. System will be closed starting from 27.2.2017
13.2.2017 – 26.2.2017 (week 1 – week 2)	<p><u>REGISTRATION OF UNIVERSITY'S PRE-REQUISITE COURSE(S)</u></p> <ul style="list-style-type: none"> Students have to complete the Pre-requisite form with School's approval and submit to IPS together with the receipt of payment.
13.3.2017 (week 5)	<p>TERMINATION LETTER will be issued to students who did not renew registration and make the tuition fees payment.</p>

ACTION TO BE TAKEN BY THE UNIVERSITY AGAINST STUDENTS WHO FAIL TO RENEW REGISTRATION WITHOUT REASON

- According to the regulations of the University, a student must renew registration every semester except for specific reasons such as a health problems etc.
- It is advisable to apply for **postponement** and **should be applied before the start date of the new semester**. The postponement form can be downloaded from the IPS website.
- Please note that the University may terminate the study (deregister) of any student who fails to renew registration any strong reason/cause/without any news.