MANUAL SISTEM KEMASUKAN (IMS) PROSES DI IPS

1. Penawaran iklan kemasukan

1.1 Pilih Admission and Records > Student Intake



1.2 Pilih Level of Study Ijazah Sarjana atau Ijazah Doktor Falsafah > Klik pada bar Intake > klik ikon Insert Record untuk mencipta ruangan Intake untuk tambahan dan Set Up ambilan baru

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PMF001 - Stud	ent Intake			Prop 6					
Level of S ljazah Sarjana ljazah Doktor Fa	Isafah								
Intake	Sem Yea	r Intake Desc	Туре	Applicat Start	ion Online End	<u>Offer Li</u> Start	etter Online End	Appeal Start	Online End
12-09-2013	1 <u>201</u>	Pengambian Pelajar Sarjana Pengambian Pelajar Sarjana		04-03-2013	5-04-2013	12-08-2013			
Offered Program	nme College	Allocation Setup Registration [Day Setup						
Offered	Program And I a Code	Mode Desc		Total Intake		Mode	•	List	of Offered Program
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Pilih Offered Programme > Code untuk tambahan bidang yang ditawarkan
 > Total Intake untuk memasukkan jumlah kuota > Mode untuk memilih mod pengajian

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2018	- 2018 Pen	nambilan Pela	iar Sariana Normal V 02.10.20			d Start	End	Start	End	Start
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2. Penawaran iklan kemasukan bagi program yang mempunyai syarat khas

2.1 Pilih Setup > Programme



Level of Study (Ijazah Sarjana/Ijazah Doktor Falsafah)> Faculty > Pilih program

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mempunyai syarat khas dan butiran syarat khas dilengkapkan

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SYAFINAZ.AZMI - PTF005 - Programme Setup	
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2.2 Pilih Mode, Fee and Special Requirement > Special Regiurement dan

lengkapkan maklumat syarat khas

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MT14A	Pengukuran dan Penilaian	Pengukuran dan P	Educational Measu	Sarj. Pend. (Peng.		460.00	1195.0	ART	 FFPN 	<u>ا</u>		 	Pendi	• E	duca,	• 36	10	Aktir	¥ N	• •	03/01/11		
MT15	Teknologi Instruksional	Teknologi Instruksi	Instructional Tech	Sarj. Pend. (Tekno		460.00	1195.0	ART	 FPPN 	1		 Lain-lain	Pendi	- 6	duca	▼ 42	10	Aktir	-		03/01/11		
MT15A	Reka Bentuk Instruksional	Reka Bentuk Instru	Instructional Desig	Sarj. Pend. (Reka		460.00	1195.0	ART 1	FFPPh	1		 	Pendi	10	duca	■ 36	10	Aktir	±N	• •	03/01/11		41
MT17	Pendidikan Awal Kanak-K	Pend. Awal Kanal	Early Childhood Ec	Sarj. Pend. (Pendi		460.00	1195.0	ART	FFPN	<u> </u>		 Lein-Iein	Pendi	-16	duca,	• 42	10	Aktir	1		03/01/11		-11
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MT18	Pendidikan Khas	Pendidikan Khas	Special Education	Sarj. Pend. (Pendi		460.00	1195.0	ART	FPPN	1		 Lein-lein	Pendi	-	duca		10	Aktif	-	*	03/01/11		12
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Course Structure to	r the Batch				
Course Detail					Т
Course Code	MT18			•	
Course Description	Pendidikan Khas				
Mode	Penyalidikan				
Special	Subject to Senate Meeting on March 2015:	am	Fac	Dept.	
Requirement	 A bachelor's degree with honours in Special Education with a CGPA of 2.26 and above from USOI on any backet degree from control on the control of the second secon	-	FPPM]	
	2.75 and above from OPSI of equivalent degree from another university recognized by the senate and have teaching experience in the field of Special		FPPM]].	
	Education or in Special Education School or special remedial class for 3 years	-	FPPM		
	and above or;		FPPM	ا	
	ii. A bachelor's degree with honours in related field with a CGPA of 2.75 and		FPPM		
Special Requir	ement	ı 🖃	FPPM		
Special Code Spe	cial Requirement Description Status		FPPM		
TEACHING Cer	tified Teaching/Working Experience	-	FPPM	. احسال	

2.3 Pilih **Registration Day Setup** > **Date** lengkapkan tarikh Hari Kemasukan >

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Level of Study				
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Venue Lengkapkan tempat Hari Kemasukan

Senarai program yang dimasukkan dalam sistem IMS akan dipaparkan secara automatik dalam skrin permohonan online untuk calon memilih program yang ingin dipohon

3. Pertukaran status

Pilih Admission and Records > Klik Online Applicant Listing



Pilih **Level of Study** > **Intake** > **Status** (optional) > **Faculty** (optional) > klik Button bertanda (...)

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Applic	ants												
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1	17032391238	MIAO YINGFAN	E68195469	F	MT85	A	24-MAR	-2017	APPLY				
2	17032291183	S M MOHIUDDIN	BM0052401	M	MT19	В	24-MAR	-2017	APPLY				
3	17031491077	Ahmad Salah Alqaud	L923136		MT99	A			ENTRY				-
4	17032391228	EMTINAN AWADFATHALLA ALSHAWI	G04RGC26		MT34	C		_	ENTRY				-
5	17032391222	HOFNIKAVELA	P0445347		MT36			_	ENTRY				
6	17031491083	KLEN BOONYANANT	AA5121285		MT40	A		_	ENTRY	<u> </u>			-
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3.1 Pertukaran status **APPLY** kepada **INCOMPLETE** apabila

 a. maklumat yang diberikan oleh calon tidak dapat disahkan benar berdasarkan salinan dokumen yang dimuat naik, atau salinan dokumen permohonan dimuat naik tidak lengkap,

Pilih **Remark** untuk catatan > klik **Incomplete**

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Profiles	
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IC No BM0052401 Intake Date 04-SEP-2017	2
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Gender Male (DD-MM-YYYY)	
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Preferred Semester for Enrollment (option)	
Financial V If Others, please specify	

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Choices	;							

3.2 Pertukaran status APPLY kepada REJECT_IPS

a. maklumat yang diberikan oleh calon lengkap. Namun calon tidak memenuhi syarat kelayakan minimum PNGK 2.75.

Pilih **Remark** untuk catatan > pilih **JPS DATE** > klik **REJECT_IPS**

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SUHANA.H - PMF041 - Online Application Records	5
Level of Study) 🖻
PHD jiazah Doktor Falsafah 15-02-2018 Pengambilan Pelajar Doktor Falsafah Semester 2 Sesi 2	
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Search	7
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Check List Applicant's Profile Contact Info Research Proposal Qualification Employment Relatives Special Requirement Documents	·
Profiles	
Applicant ID 17040591545 Status REJECT_IPS	
Name KHALD AHMED MOHAMMED IDRIES KUNNA Passport No P03197944	
IC No P03197944	
IC No (Old)	
Gender Male (UD-MM-YYYY)	
Race 17 Arab DOB 13-04-1978 (DD-MM-YYYY)	
Religion 01 Islam Marital Status 2 Berkahwin	
Birth Blace Kilwart Warganegara Citizenship SDN Sudan	
Remark Reject IPS not met the minimum requirement 2.75.	
JPS Date 16-MAR-17	
Send Email? SEND EMAIL	
Cancel	
Choices	
Program PT148 Pengurusan Perniagaan	
Study Type Description	

3.3 Pertukaran status APPLY kepada PROCESSED

maklumat yang diberikan oleh calon lengkap.

Pilih **Remark** untuk catatan > pilih **JPS DATE** > klik **CONFIRM**

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Level of Study Intake PHD ijazah Doktor Falsafah Search	<u> </u>
Check List Applicant's Profile Contact Info Research Proposal Qualification Employment Relatives Special Requirement Documents Profiles	
Applicant ID 17040591545 Status APPLY	
Name KHALID AHMED MOHAMMED IDRIES KUNNA Passport No P03197944	
IC No P03197944 Intake Date 04-SEP-2017	
IC No (Old) Apply Date 07-04-2017 (DD-MM-YYYY)	
Gender Male Gender (DD-MM-YYYY)	
Race 17 Arab Form D	
Relining 01 Islam DOB 13-04-1978 (DD-MM-YYYY)	
Citizen Status B Bukan Warganegara Marital Status 2 Berkahwin	
Birth Place Kransar	
Remark Application has been processed.	
Entry Incomplete Rejected by IPE Confirm	

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Check List Applicants Brofile Contact Info Desearch Property Qualification Employment Delatives Special Desuinament Decuments	J
Profiles	
Applicant ID 17040591545 Status PROCESSED	
Name KHALID AHMED MOHAMMED IDRIES KUNNA Passport No P03197944	
IC No P03197944 Intake Date 04-SEP-2017	
IC No (Old) Apply Date 07-04-2017 (DD-MM-YYYY)	
Gender Male V Incomplete Submit Date (DD-MM-YYYY)	
Race 17 Arab Form D	
Belining 01 Islam DOB 13-04-1978 (DD-MM-YYYY)	
Citizen Status B Bukan Warnananara Marital Status 2 Berkahwin	
Bith Place Killwart Citizenship SDN Sudan	
Remark Application has been proceed Birth State 98 Luar Negeri	
JPS Date 16-MAR-17	
Send Fmail?	
Cancel	

Bagi calon Antarabangsa Surat Tawaran Bersyarat akan dikeluarkan setelah permohonan di hantar ke Fakulti.





Surat Tawaran Bersyarat akan dihantar kepada calon melalui email.

Pilih Admission And Records > Conditional Offer Letter



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er UPSVIPS-01/599.2 JLD 7 (02) te 22th March 2017	
I suhana hamzah@upsi.edu.my I zarina.i@upsi.edu.my	

Pilih Level of Study > Faculty > Klik Conditional Offer Parameter dan mengisi maklumat

Pilih Conditional Offer Letter > Klik Conditional Offer Letter



Conditional Offer Letter dijana

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Setelah semakan ke atas penilaian daripada pihak Fakulti, penyediaan bahan Mesyuarat JPS dicetak di dalam sistem IMS seperti berikut:

a) Senarai calon dan laporan penilaian bagi Program Sarjana bagi Mod Penyelidikan/Program PhD

Pilih Admission And Records > Applicant Record Analysis



pilih Level of Study >pilih Intake > pilih Faculty (jika berkaitan)> Pilih JPS Date > pilih Status Application > Klik JPS > Pilih report yang bersesuian

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BUHANA H - PMF044 - Applicant Record Analysis	5
Level of Study Intake (a-09-2017 Pengamblan Pelajar Sarjana Semester 1 Sesi 20* Faculty Mode JPS Date (a) JPS Date (a) JPS Date (a) JPS Date (a) JPS Date (a) JPS Programme (a) JPS Programme (c) de (b) JPS Programme (c) de (c) JPS Progra	

Contoh: Pilih PMR112- Mode A/PHD Report >Klik Generate Report

PMR112- Mode A/PHD Report di jana

Perincian butiran pemohon bersama cadangan nama penyelia pula diperincikan seperti berikut :

Program Ijazah Sarjana Secara Penyelidikan

Bil	Nama & Program	Kelayakan Akademik	Cadangan Tajuk Tesis dan Cadangan Nama Penyelia
1 Zhang Futao Ijazah Sarjana Pendidikan MT169 - Pendidikan Jasmani Fakulti Sains Sukan dan Kejurulatihan		Degree Of Physical Education Xian Physical Education University, 2013-2017 PNGK : 3.02	Research on the Present Situation of Secondary School Ping-Pong Development in China Cadangan Penyelia : Profesor Madya Dr. Lee Ai Choo (Fakulti Sains Sukan dan Kejurulatihan)
PER	KARA	KOMEN PENILAI PERTAMA	KOMEN PENILAI KEDUA
		Profesor Madya Dr. Lee Ai Choo	Dr. Sanmuga Nathan a/I K. Jeganathan
PERKARA 1.0 KESESUAIAN TAJUK / SUITABLITY OF THE TITLE		Tajuk sesuai tetapi boleh dipertingkatkan lagi	Suitable with the current trend in Ping-pong sport development in schools in particuloar leading nation such as China
PERI SKOI RESI	KARA 2.0 P DAN KESESUAIAN KAJIAN / EARCH SCOPE & RELEVANCE	Skop dan kajian adalah sesuai tetapi perlu penambahbaikan	Relevent
PERKARA 3.0 TAHAP PENGETAHUAN CALON YANG MENCUKUPI / CANDIDATE LEVEL OF KNOWLEDGE		tahap pengetahuan calon ada mencukupi	Good in content area of Ping Pong but need further knowledge research methodology
PERKARA 4.0 LATAR BELAKANG KAJIAN / RESEARCH BACKGROUND		Latar belakang kajian perlu dipertingkatkan lagi	Good but need further improvement under eminent supervisor such as AP Dr. Lee Ah Chew
PER	KARA 5.0 GETAHUAN CALON DALAM	Calon mempunyai pengetahuan dalam bidang yang dipohon dan dicadangkan untuk peningkatan ilmu	Need further literature review

b) Senarai calon dan laporan penilaian bagi Program Sarjana bagi Mod Kerja Kursus/Mod Kerja Kursus dan Penyelidikan

Pilih Admission And Records >Klik Applicant Record Analysis > pilih Level of Study >pilih Intake > pilih Faculty (jika berkaitan)> Pilih JPS Date > pilih Status Application > Klik JPS > Pilih report yang bersesuian

Contoh: Pilih PMR131- List Name of Report Mode B/C >Klik Generate Report

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a SUHANA H - PMF044 - Applicant Record	l Analysis	5
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ljazah Sarjana	04-09-2017 Pengambilan Pelajar Sarjana Semester 1 Sesi 20	
Faculty		
All Faculty		
	* only for JPS Report	
Programme	Online Applicant JPS Statistik International Appeal Others	
Code	JPS Pra Kemasukan	
MT10 Pengajaran Banasa Inggeris i	PMR116 - List Name Report Full Academic Qualifications Generate Report	
MT104 Usuluddin	PMR111 - List Name of Report Mode B/C (Degree Only) Generate Report	
MT107 Kejuruteraan Perisian		
MT118 Pendidikan Islam	JPS Khas Kemasukan	
MT12 Psikologi Pendidikan	PMR131 - List Name of Report Mode B/C Generate Report	
MT126 Statistik	PMP112 - Mode A/PHD Report Generate Report	
MT130 Bahasa Arab	PMR113 - List Name od Report (Rejected Applicant) Mode A/B/C Generate Report	
MT14 Penilaian Pendidikan	PMR139 - Mode A/PHD Report (JPS) Generate Report	
MT141 Perakaunan	PMP140 - Mode A/PHD Report (IPS)(Reject)	
MT148 Pengurusan Perniagaan	Generate Report	
MT163 Ekonomi Islam		
MT167 Repintaran Buatan		
Status Application	P	
Ditawarkan		

PMR131- List Name of Report Mode B/C di jana

SENARAI PERMOHONAN PENGAMBILAN PELAJAR SARJANA SEMESTER 1 SESI 2017/2018
(DIPERAKUI)

Fakulti : FAKULTI B	AHASA DAN KOMUNIKASI
Bidang Pengajian	: MT01 - Bahasa Melayu

Mod Pengajian : Kerja Kursus

Bil	Nama / No.Kad Pengenalan	Kelulusan	Catatan IPS	Catatan Fakulti
1	Hasnita Binti Ab Hamid 740815065184	3.053		- Calon mempunyai Sijil/Diploma/DPLI/KPLI dengan kepujian atau mempunyai bidang yang berkaitan - Calon mempunyai Ijazah Sarjana Muda Pendidikan dan setara dari bidang yang berkaitan.
2	Norliza Binti Nazeer 730609145424	2.88		- Calon mempunyai Siji//Diploma//DPL//KPLI dengan kepujian atau mempunyai bidang yang berkaitan - Calon mempunyai Ijazah Sarjana Muda Pendidikan dan setara dari bidang yang berkaitan.

4. Pengeluaran surat tawaran kepada calon yang layak

4.1 Penjanaan Nombor Matrik

Selepas permohonan calon diperakui dalam mesyuarat JPS bagi calon yang berjaya, nombor matrik akan dijana sebelum surat tawaran dikeluarkan.

Pilih Admission and Records > pilih Offered Applicant >



pilih *Level of Study* > pilih *Intake* > pilih *Faculty* (jika berkaitan) > pilih *Semester* > klik pada petak *Select* >

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_ Leve	l of Study				Intake			
liazah Sari	ana				06.09.2017 Pend	amhilan Dalaiar Sariana San	aeter 1 Seci 201	
liazah Dokt	tor Falsafah				00-03-2017	jambilari Pelajar Sarjana Sen	leater 1 Sear 20	
<u> </u>								
Selected Ap	plicant End Date Setup							_
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All Facu	Ity			-	M161 Semester 1 Ses	si 2016/2017		
Pro	gramme			Offered Ap	plicant			
Code	Desc			Appl. Id	Name	MotSelect	Remark	
MT01	Bahasa Melayu	Ê		1 1703209113	39 HASNITA BINTI AB HAMID	C Detail		
M103	Pengajaran Bahasa Inggeris (2 1704149178	39 NORLIZA BINTI NAZEER	C V Detail		
M112	Psikologi Pendidikan			_	_	Detari		
MT15	Tekselegi lestruksional				_			
MT17	Pendidikan Awal Kanak Kana			_	_			
MT18	Pendidikan Khas			_		Detail		
MT19	Pengurusan Pernjagaan					Detail		
MT21	Pendidikan Sekolah Rendah		i I I			Detail		
MT22	Bimbingan dan Kaunseling		i I I			Detail		
MT24	Sosiologi Pendidikan		i I I			Detail		
MT30	Multimedia		i			Detail		
MT33	Biologi					Detail		
MT34	Matematik					Detail]		
MT40	Pendidikan Muzik					Detail		
						Detail		
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ljazah Dokt	or Falsafah				nibilari i olajar barjana bor		
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All Facul	lty			M161 Semester 1 Sesi	2016/2017		
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MT01	Bahasa Melayu	1	17032091139	HASNITA BINTI AB HAMID	C V Detail		
MT03	Pengajaran Bahasa Inggeris	2	17041491789	NORLIZA BINTI NAZEER	C Detail		
MT12	Psikologi Pendidikan				Detail		
MT13	Pedagogi][Detail		
MT15	Teknologi Instruksional				Detail		
MT17	Pendidikan Awal Kanak-Kana				Detail		
MT18	Pendidikan Khas				Detail		
MT19	Pengurusan Perniagaan			<u> </u>	Detail		
MT21	Pendidikan Sekolah Rendah			<u></u>	Detail		
MT22	Bimbingan dan Kaunseling				Detail		
MT24	Sosiologi Pendidikan				Detail		
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MT33	Biologi				Detail		
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MT40	Pendidikan Muzik				Detail		
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Penjanaan Nombor Matrik berjaya apabila catatan dibahagian Remark - Sucsess

1.1 Menjana surat tawaran





Pilih Level of Study > pilih Intake > pilih Faculty (jika berkaitan) > pilih Type of Letter

> tekan menu Offer Letter Parameter dan lengkapkan maklumat

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MT163 Ekonomi Islam	Offer Letter Parameter			
MT19 Pengurusan Perniagaan	File Ref. Number UPS// IPS-1/ 421			
	Offer Letter Date 23 Januari 2017			
	Academic Session Semester 2 Sesi 2016/2017			
	Registration Date 15 Februari 2017			
	Registration Venue Dewan Besar, Kampus Sultan Azlan Shah (KSAS), pROTON clT			
	Registration Time 8.30 pagi			
	End Date 30 Jun 2017			
	Form title * for executive only			
	Tuition Fee			
	* for executive only			

tekan menu Offer Letter > pilih nama calon yang berkaitan dan tekan butang

Offer Letter.

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min i i Pengurusan Pennagaan	1 M20171000003 Chusmita Lina Ade Offer Let Profile Supervision Letter 🗖 🖳	
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	Offer Letter by Programme (Research Mode) Offer Letter by Programme (Mix Mode _Course Work)	
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Surat Tawaran dijana

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1.2 Selepas nombor matrik selesai dijana, calon dipastikan telah dilantik (assigned) sebelum didaftarkan bagi tujuan pendaftaran kursus.



Pilih Setup > pilih Assign Student >

Pilih Level of Study > pilih Faculty (jika berkaitan) > pilih Programme > Pilih Student
Batch > klick butang Student List >

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			*Until	om	*Fr	Batch	Desc	Code
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		BATCH FOR PT61 (FPE)		041	PC	PT61-01	Pendidikan Jarak Jauh	PT53
5					_		Bioteknologi Persekitaran	PT54
		·					Kimia Analisis	PT55
							Statistik Gunaan	PT56
		** [1					Keusahawanan	PT57
							Pemasaran	PT58
							Pengurusan Sumber Manusia	PT59
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	J			J			Pengajian Seni Halus	PT63
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		Description BATCH FOR PT61 (FPE)	"Until Intake Sem	000 0 Sem 041 100 100 100 100 100 100 100	t Batch	Student Batch Code [PT61-01	Besc Rekabentuk Instruksional dan Teknol Pendidikan Jarak Jauh Bioteknologi Persekitaran Kimia Analisis Statistik Gunaan Keusahawanan Pemasaran Pembangunan Sumber Manusia Ekonomi Pembangunan Ekonomi Pembangunan Ekonomi Pembangunan Pengajan Seni Halus Pengajan Sejarah Seni Pengajan Budaya Etnomuzikologi	Programme Programme PTS2 PTS3 PTS4 PTS5 PTS6 PTS6 PTS6 PTS9 PT60 PT61 PT62 PT63 PT64 PT65 PT66

pilih menu **Unassigned** > pilih senarai nama dan klik pada kotak di sebelah **Status** > klik butang **Assign**

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