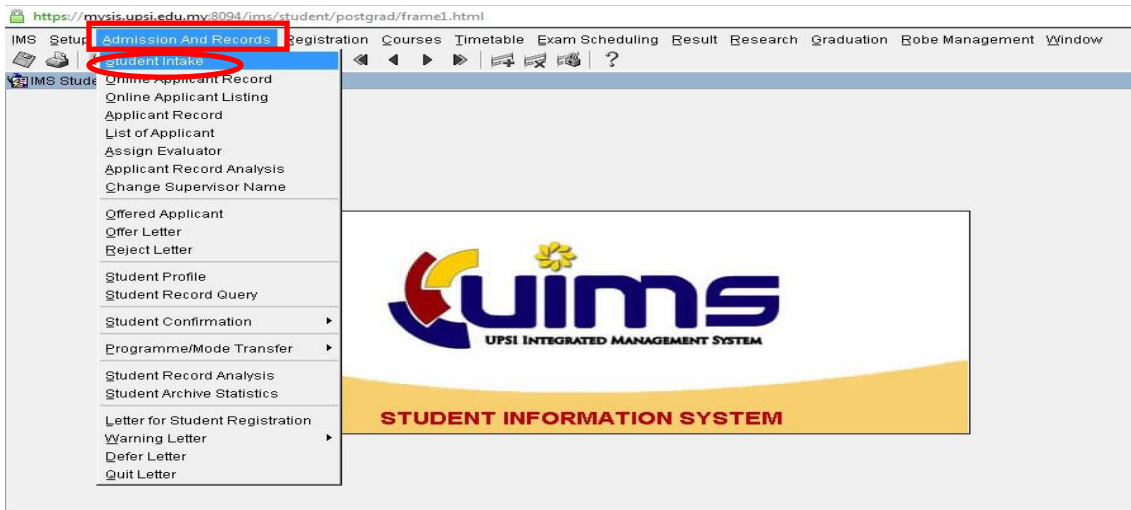


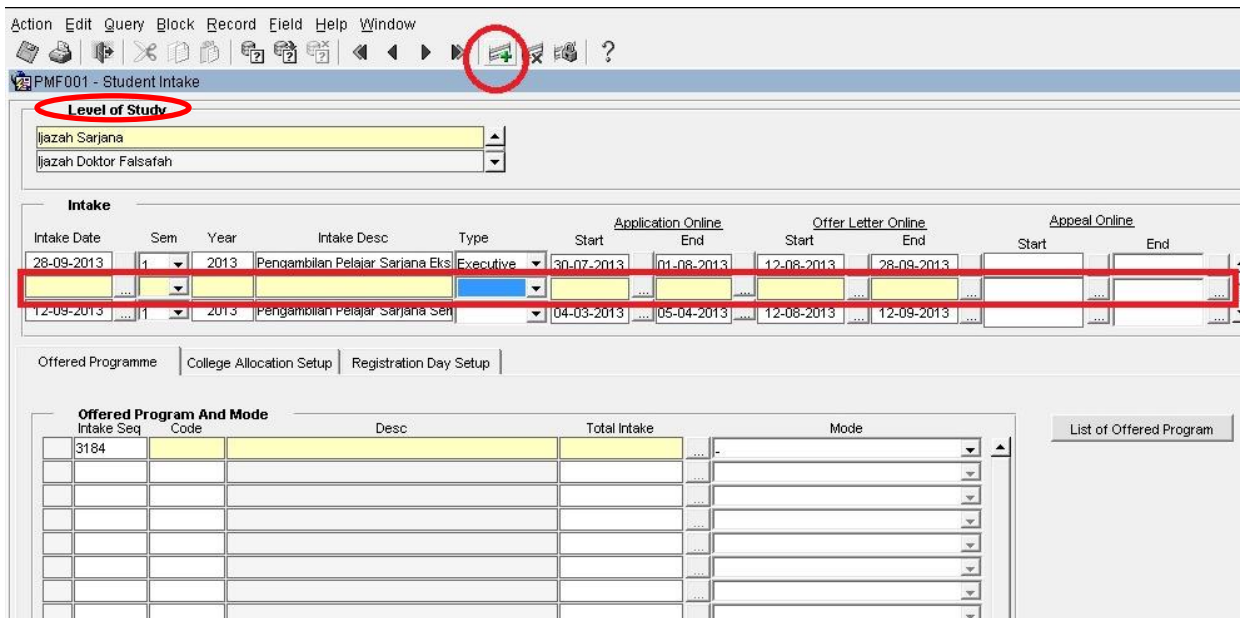
MANUAL SISTEM KEMASUKAN (IMS) PROSES DI IPS

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



- 1.3 Pilih **Offered Programme** > **Code** untuk tambahan bidang yang ditawarkan > **Total Intake** untuk memasukkan jumlah kuota > **Mode** untuk memilih mod pengajian

Offered Programme | College Allocation Setup | Registration Day Setup

Offered Program And Mode

Intake Seq	Code	Desc	Total Intake	Mode
4	MT16	Sains Sukan	0	Mod Penyelidikan dan Kerja Kursus
5	5233	MT10 Pengajian Kurikulum	0	Mod Kerja Kursus
6	5233	MT10 Pengajian Kurikulum	0	Mod Penyelidikan dan Kerja Kursus
7	5233	MT116 Matematik Sekolah Rendah	0	Mod Kerja Kursus
8	5233	MT116 Matematik Sekolah Rendah	0	Mod Penyelidikan dan Kerja Kursus
9	5233	MT117 Sains Sekolah Rendah	0	Mod Kerja Kursus
10	5233	MT117 Sains Sekolah Rendah	0	Mod Penyelidikan dan Kerja Kursus
11	5233	MT12 Psikologi Pendidikan	0	Mod Kerja Kursus
12	5233	MT12 Psikologi Pendidikan	0	Mod Penyelidikan dan Kerja Kursus
13	5233	MT13 Pedagogi	0	Mod Kerja Kursus
14	5233	MT13 Pedagogi	0	Mod Penyelidikan dan Kerja Kursus
15	5233	MT14 Penilaian Pendidikan	0	Mod Kerja Kursus
			130	

Load All Programme...

2. Penawaran iklan kemasukan bagi program yang mempunyai syarat khas

2.1 Pilih **Setup** > **Programme**

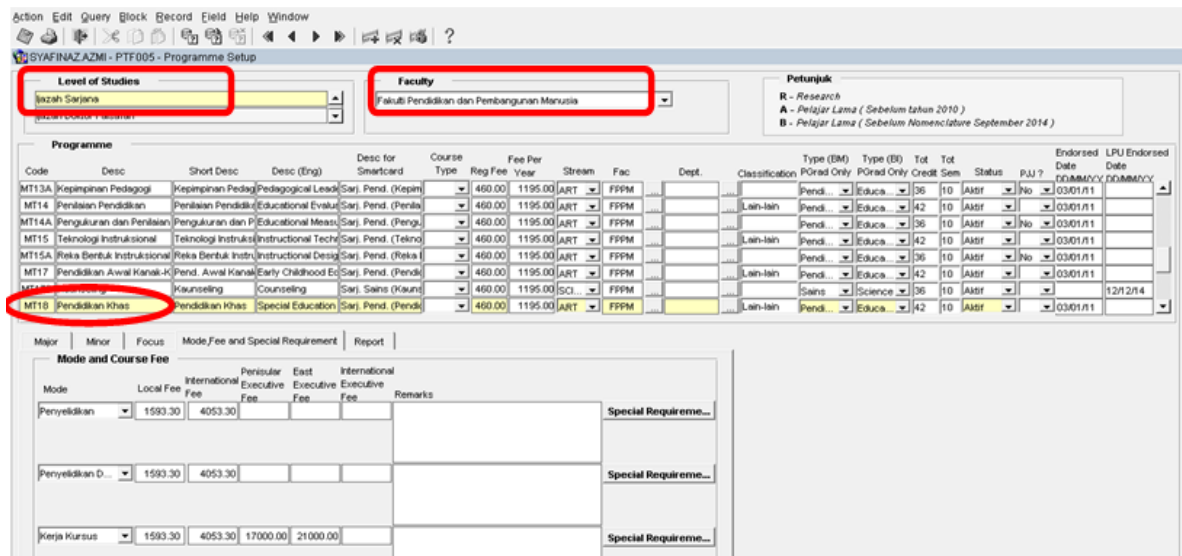
IMS **Setup** Admission And Records Registration Courses Timetable Exam Scheduling Result Research Graduation Robe Management Window

- Level of Studies
- Semester
- Student Status
- Admission Intake Category
- JPS Setup
- Memo Setup
- Proposal Evaluation Setup
- Special Requirement Type
- Programme**
- Programme Structure
- Assign Student(Offered)

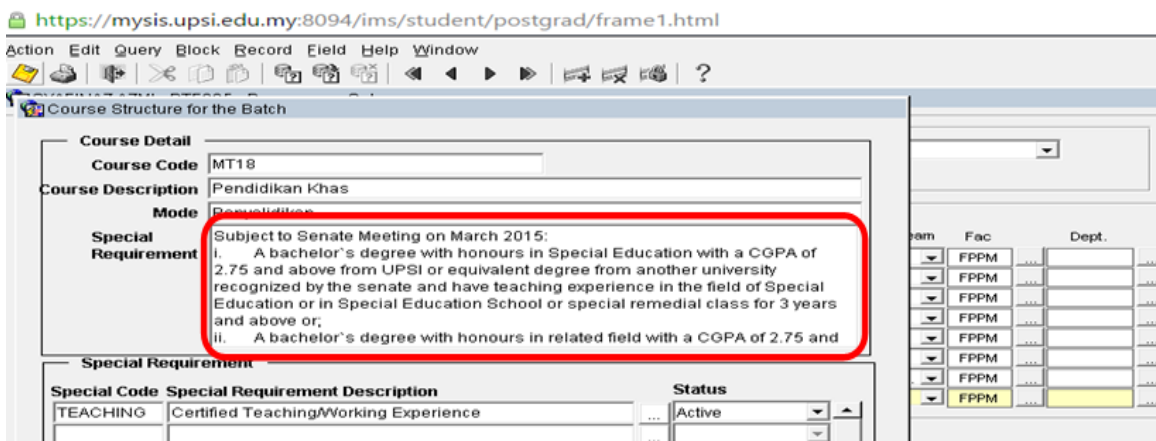
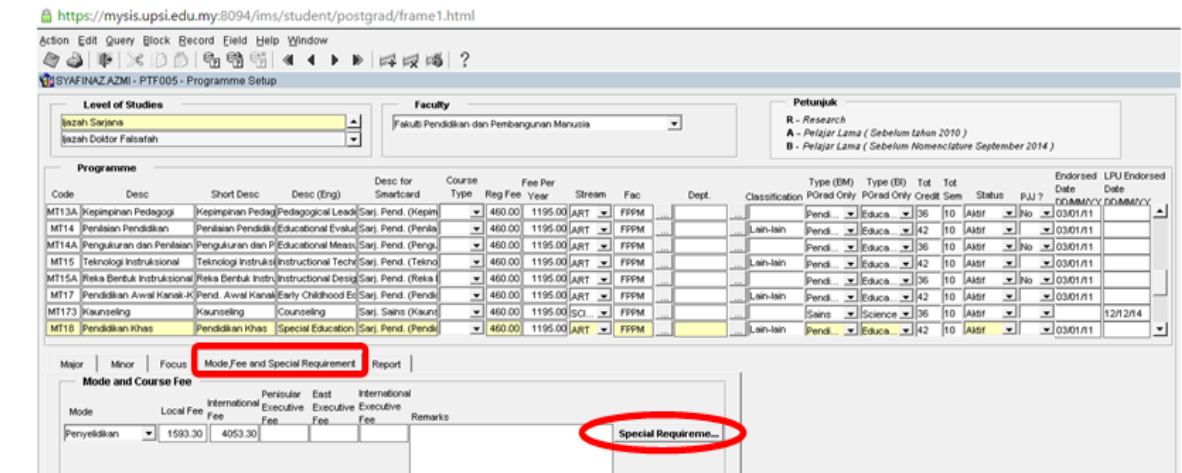
UIMS
UPSI INTEGRATED MANAGEMENT SYSTEM

STUDENT INFORMATION SYSTEM

Level of Study (Ijazah Sarjana/Ijazah Doktor Falsafah) > **Faculty** > Pilih program yang mempunyai syarat khas dan butiran syarat khas dilengkapkan



2.2 Pilih **Mode, Fee and Special Requirement** > **Special Requirement** dan lengkapkan maklumat syarat khas



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

PMF001 - Student Intake

Level of Study

Intake

Intake Date	Sem	Year	Intake Desc	Type	Application Online Start	Application Online End	Offer Letter Online Start	Offer Letter Online End	Appeal Online Start
28-09-2013	1	2013	Pengambilan Pelajar Sarjana Eks	Executive	30-07-2013	01-08-2013	12-08-2013	28-09-2013	
12-09-2013	1	2013	Pengambilan Pelajar Sarjana Sen		04-03-2013	05-04-2013	12-08-2013	12-09-2013	
12-09-2013	1	2013	Pengambilan Pelajar Sarjana Sen		15-02-2013	12-09-2013	12-08-2013	12-09-2013	

Offered Programme | College Allocation Setup | **Registration Day Setup** |

Registration Day

Date	Day
18-09-2013	WEDNESDAY

Date Format : DD-MM-YYYY

Registration Venue

Venue	College	Desc	Cap
DEWAN SITC, KAMPUS SULTAN ABD			

Registration Time Slot

Start Time (HH:MM AM)	End Time (HH:MM AM)
08:00 AM	05:00 PM

Programme

Code	Desc	Capacity	Allocated

Print

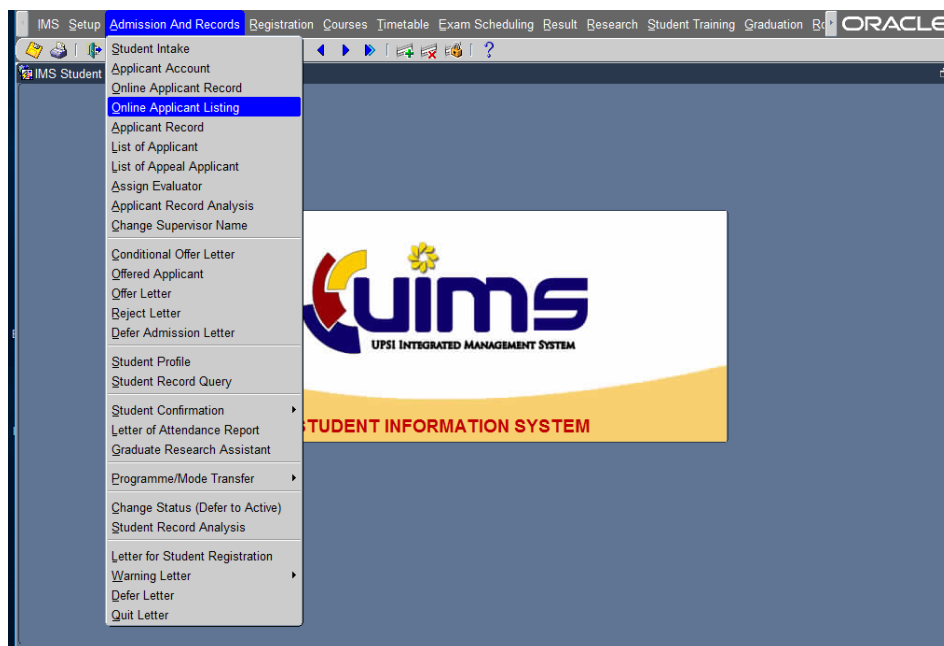
Record: 2/?

<OSC>

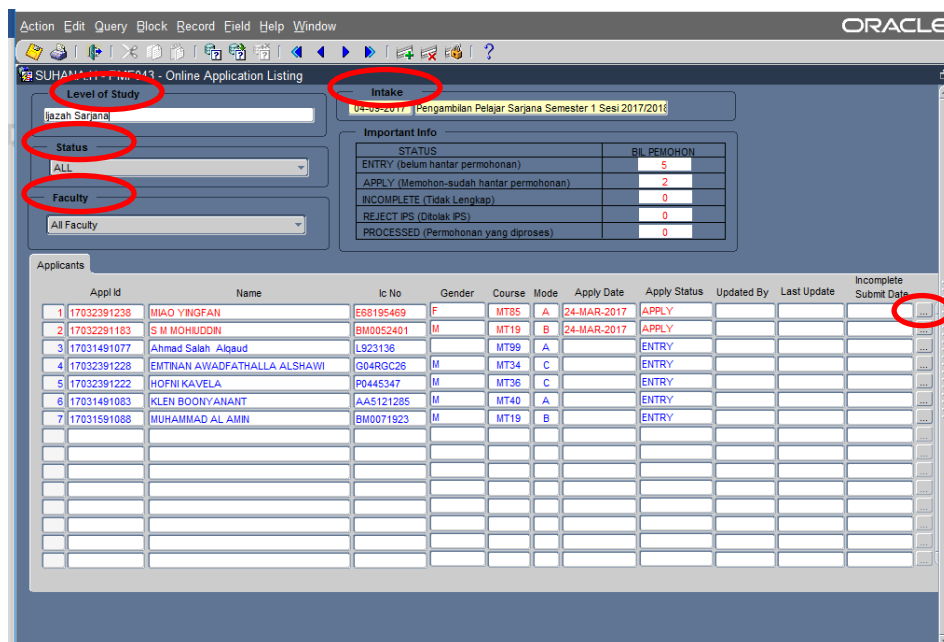
Senarai program yang dimasukkan dalam sistem IMS akan dipaparkan secara automatik dalam skrin permohonan online untuk calon memilih program yang ingin dipohon

3. Pertukaran status

Pilih **Admission and Records** > Klik **Online Applicant Listing**



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



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**

The screenshot shows the Oracle SUHANA.H - PMF041 - Online Application Records interface. The 'Level of Study' is 'MASTER' and 'Ijazah Sarjana'. The 'Intake' is '15-02-2018' and 'Pengambilan Pelajar Sarjana Semester 2 Sesi 2017/201'. The 'Applicant ID' is '17032291183'. The 'Status' is 'APPLY'. The 'Remark' field is empty and highlighted with a red box. The 'Incomplete' button is highlighted with a red circle.

Klik **SEND EMAIL**

The screenshot shows the Oracle SUHANA.H - PMF041 - Online Application Records interface. The 'Status' is 'INCOMPLETE'. The 'Remark' field contains the text 'Dokumen tidak lengkap' and is highlighted with a red box. The 'SEND EMAIL' button is highlighted with a red circle.

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**

The screenshot displays the Oracle application interface for 'SUHANA.H - PMF041 - Online Application Records'. The 'Profiles' tab is active, showing the following details:

Applicant ID	17040591545	Status	REJECT_IPS
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	Incomplete Submit Date	(DD-MM-YYYY)
Race	17 Arab	Form ID	
Religion	01 Islam	DOB	13-04-1978 (DD-MM-YYYY)
Citizen Status	B Bukan Warganegara	Marital Status	2 Berkahwin
Birth Place	KUWAIT	Citizenship	SDN Sudan
Remark	Reject IPS not met the minimum requirement 2.75.	Birth State	08 Luar Negeri
		JPS Date	16-MAR-17

Buttons: SEND EMAIL, Cancel

3.3 Pertukaran status **APPLY** kepada **PROCESSED**

maklumat yang diberikan oleh calon lengkap.

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

The screenshot shows the Oracle application interface for 'Online Application Records'. The applicant's status is 'APPLY'. The 'Remark' field contains the text 'Application has been processed.' and the 'JPS Date' is '16-MAR-17'. The 'Confirm' button is circled in red.

Field	Value
Applicant ID	17040591545
Name	KHALID AHMED MOHAMMED IDRIES KUNNA
IC No	P03197944
Gender	Male
Race	17 Arab
Religion	01 Islam
Citizen Status	B Bukan Warganegara
Birth Place	KUWAIT
Remark	Application has been processed.
Status	APPLY
Passport No	P03197944
Intake Date	04-SEP-2017
Apply Date	07-04-2017 (DD-MM-YYYY)
Incomplete Submit Date	(DD-MM-YYYY)
Form ID	
DOB	13-04-1978 (DD-MM-YYYY)
Marital Status	2 Berkahwin
Citizenship	SDN Sudan
Birth State	98 Luar Negeri
JPS Date	16-MAR-17
Send Email?	

Klik **SEND EMAIL**

The screenshot shows the Oracle application interface for 'Online Application Records'. The applicant's status is 'PROCESSED'. The 'Remark' field contains the text 'Application has been processed.' and the 'SEND EMAIL' button is circled in red.

Field	Value
Applicant ID	17040591545
Name	KHALID AHMED MOHAMMED IDRIES KUNNA
IC No	P03197944
Gender	Male
Race	17 Arab
Religion	01 Islam
Citizen Status	B Bukan Warganegara
Birth Place	KUWAIT
Remark	Application has been processed.
Status	PROCESSED
Passport No	P03197944
Intake Date	04-SEP-2017
Apply Date	07-04-2017 (DD-MM-YYYY)
Incomplete Submit Date	(DD-MM-YYYY)
Form ID	
DOB	13-04-1978 (DD-MM-YYYY)
Marital Status	2 Berkahwin
Citizenship	SDN Sudan
Birth State	98 Luar Negeri
JPS Date	16-MAR-17
Send Email?	

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

Pilih **Status** > Klik **Tawaran Bersyarat**

Intake: 13-02-2017, Pengambilan Pelajar Sarjana Semester 2 Sepi 2016/2017

Important Information (by Faculty):

Status	No. of Applicant
Apply	0
Offers	0
Rejected by Faculty	0
Rejected by IPS	2
Processed (Matric No Generated)	9

Petunjuk: masih belum diambil tindakan
- Pemohon telah diambil tindakan oleh Fakulti
- Pemohon telah dihantar kepada IPS
- Proses telah lengkap (ditolak IPS, ditolak Fakulti atau No. Matric telah dija

Status	Mode	PNCG Date	Apply Date	Processed Date	Submit Date	Feedback Date	Last Update	Updated by	Remark	JPS Date	Processed Status	Submit?
UKAREEM SALLI	Tawaran B	Thesis	71.455	24-11-16	25-11-16	20-12-16	22-12-16	S00030	PPS	received and processed the documents on 25/11/2016, then	23-DEC-16	Resend E
		Memohon	65.881	02-09-16	05-09-16	05-09-16	17-10-16	X02856	PPS	Received incomplete application. No Processing fee. No IE	23-SEP-16	Resend E

Surat Tawaran Bersyarat akan dihantar kepada calon melalui email.

Pilih **Admission And Records** > **Conditional Offer Letter**

ent/postgrad/frame1.html

Courses Timetable Exam Scheduling Result Research Student Training Graduation Robe Management Window


UIMS
UPSI INTEGRATED MANAGEMENT SYSTEM
STUDENT INFORMATION SYSTEM

Conditional Offer Letter dijana

File Edit View Window Help

Home Tools getjobid=550983.p... x

1 / 1 47.5%

 UNIVERSITI
SULTAN ISKANDAR
10500 Tamparong, Malaysia
Pusat Darul Ridzuan, Malaysia
Tel: 005 455 5457 (Dewan), 450 5494, 450 5460, 450 5490, 450 5473
Fax: 005 455 4549
http://psa.upsi.edu.my Email: ips@upsi.edu.my

Malika Pangajon Dwiwah **Rujukan: UPSI/IPS-DI-009-2-LD 7 (02)**
Tgl: 22n April 2017

AL BAZI AHMAD MULLAKAREEM SALLOOK
APPLICANT ID: 181178888
B07-D ALANDESA RESORT DESA PETALING
B07-D ALANDESA RESORT DESA PETALING
E702 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR
msbawazibazib@upsi.com
0182293942

Dear Sir/Madam,

**CONDITIONAL OFFER LETTER FOR ADMISSION OF POSTGRADUATE PROGRAMME FOR SEMESTER 2
SESSION 2018/2017**

Most respectfully, the above matter is referred.

2. Thank you for your application to Universiti Pendidikan Sultan Ismail (UPSI). Your application to enrol in the above said program has been processed. On behalf of the UPSI, we are pleased to offer you a place in the said program subject to fulfilment of the attached condition. The details of the program are as follows:


Programme	: Master of Accounting
Field of Study	: MTA (Accounting)
Faculty	: Faculty of Management and Economics
Mode of Study	: Research
Admission Session	: Semester 2 Session 2018/2017
Type of Registration	: Full Time
Duration of Study	: 1 - 8 Semester
Language Proficiency	: Refer to the attachment
CONDITIONAL TO BE FULFILLED	: Refer to the attachment

3. Enclosed are the documents about orientation, academic calendar, fees and others related information for your peruse. Please ensure that the fees are paid prior to buying registration slip. The method of payment is shown in the attachment.

4. If you wish to accept our offer, please timely complete the acceptance letter and send back to us via email to subana.amez@upsi.edu.my and darina.aj@upsi.edu.my.

We would like to congratulate you on your wise decision to join UPSI! Warmly and wishing you all the best.

WELCOME TO UPSI!
Yours sincerely,

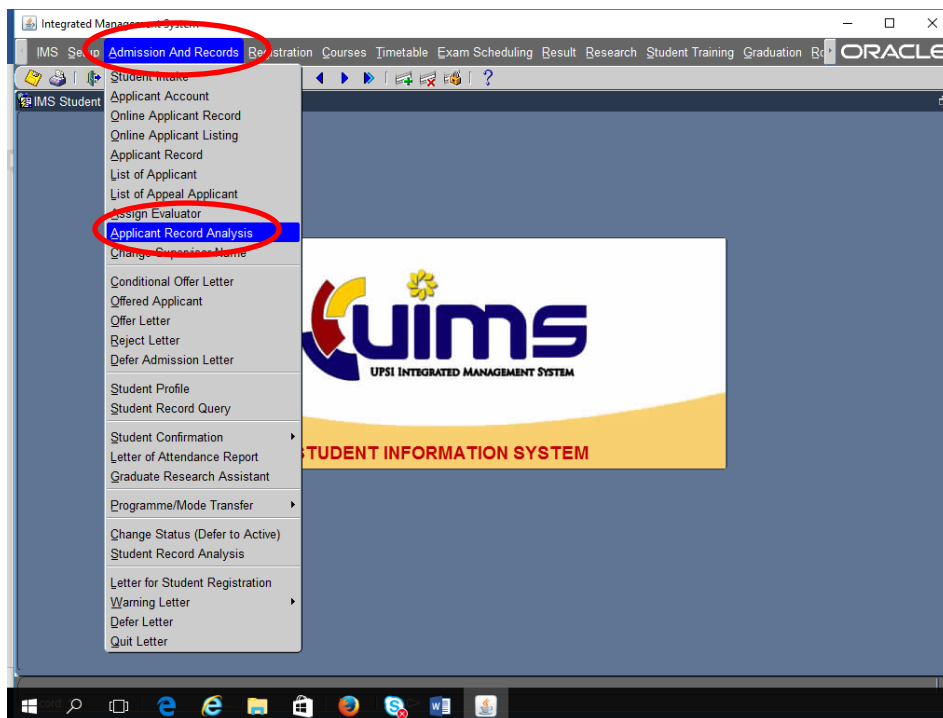

PROFESSOR DR. BAHASAN BIN ARSHAD
Dean
Institute of Graduate Studies (IGS)
02 - International Affair Division
Student File

Note: Universiti Pendidikan Sultan Ismail (UPSI) reserves the right to make amendments or to rescind the offer if a candidate fails to fulfil the requirements or rules and regulation stated. Terms and conditions deemed necessary from time to time and this offer valid for one year unless from the date above.

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

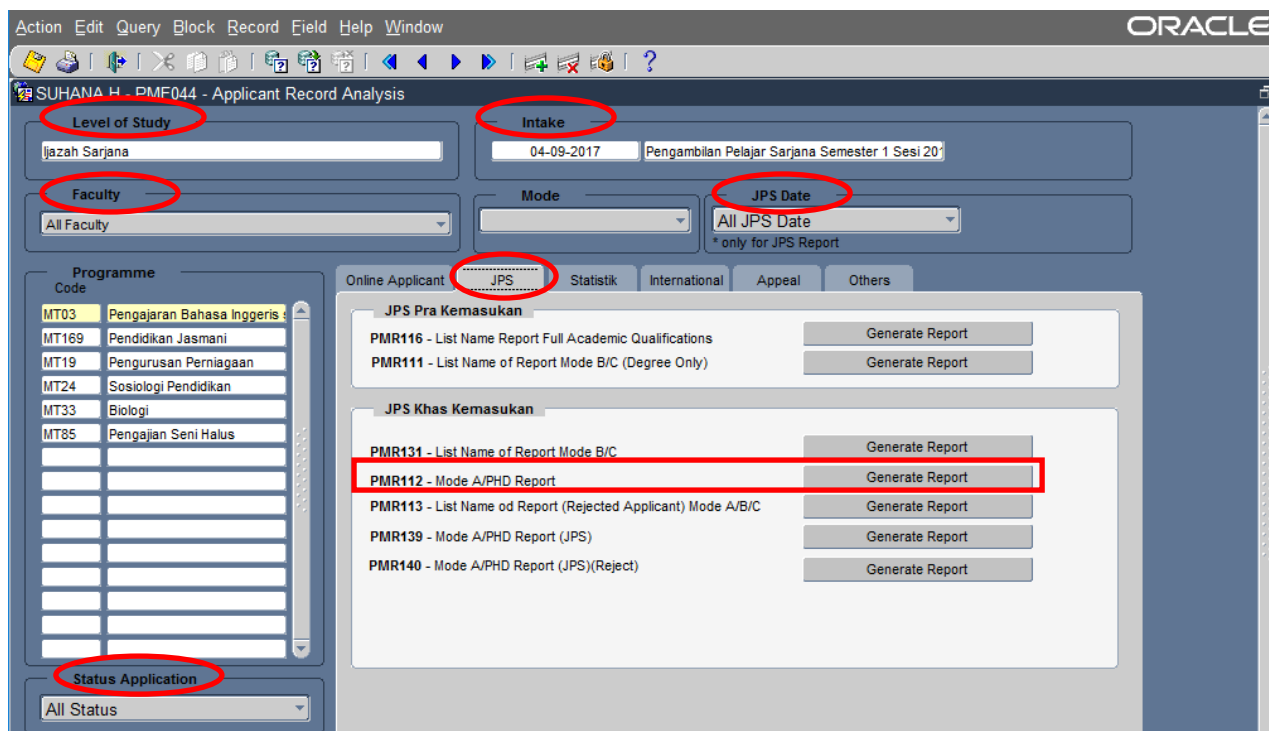
a) Senarai calon dan laporan penilaian bagi Program Sarjana bagi Mod Penyelidikan/Program PhD

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 bersesuaian

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 :

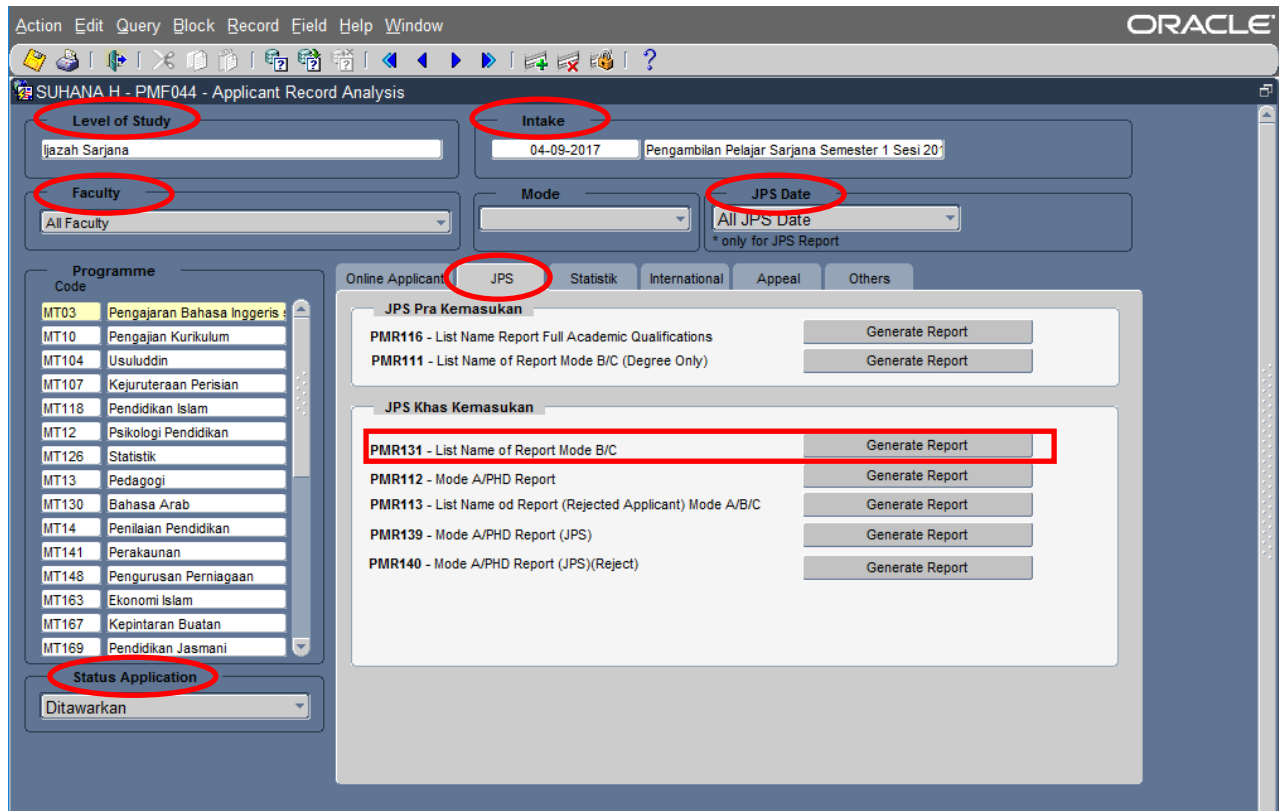
Program Ijazah Sarjana Secara Penyelidikan

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)
PERKARA		KOMEN PENILAI PERTAMA	KOMEN PENILAI KEDUA
PERKARA 1.0 KESESUAIAN TAJUK / SUITABILITY OF THE TITLE		Profesor Madya Dr. Lee Ai Choo	Dr. Sanmuga Nathan a/l K. Jeganathan
PERKARA 2.0 SKOP DAN KESESUAIAN KAJIAN / RESEARCH SCOPE & RELEVANCE		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
PERKARA 3.0 TAHAP PENGETAHUAN CALON YANG MENCUKUPI / CANDIDATE LEVEL OF KNOWLEDGE		Skop dan kajian adalah sesuai tetapi perlu penambahbaikan	Relevant
PERKARA 4.0 LATAR BELAKANG KAJIAN / RESEARCH BACKGROUND		tahap pengetahuan calon ada mencukupi	Good in content area of Ping Pong but need further knowledge research methodology
PERKARA 5.0 PENGETAHUAN CALON DALAM BIDANG YANG DIPohon / CANDIDATE KNOWLEDGE IN THE FIELD		Latar belakang kajian perlu dipertingkatkan lagi	Good but need further improvement under eminent supervisor such as AP Dr. Lee Ah Chew
		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 bersesuaian

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



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

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

Fakulti : FAKULTI BAHASA DAN KOMUNIKASI

Bidang Pengajian : MT01 - Bahasa Melayu

Mod Pengajian : Kerja Kursus

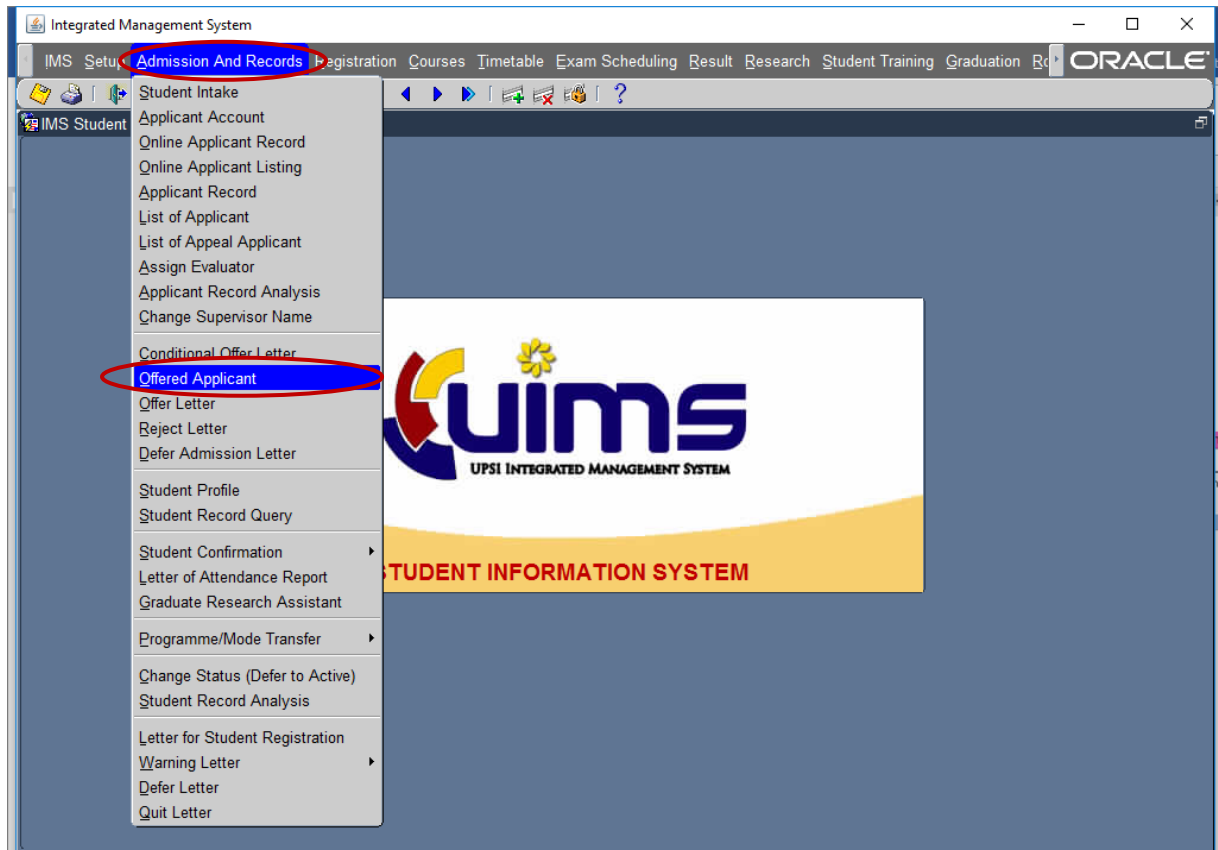
Bil	Nama / No.Kad Pengenalan	Kelulusan	Catatan IPS	Catatan Fakulti
1	Hasnita Binti Ab Hamid 740815065184	3.053		- Calon mempunyai Sijil/Diploma/DPLI/KPLI dengan kepujian atau mempunyai bidang yang berkaitan - Calon mempunyai Ijazah Sarjana Muda Pendidikan dan setara dari bidang yang berkaitan.
2	Norliza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

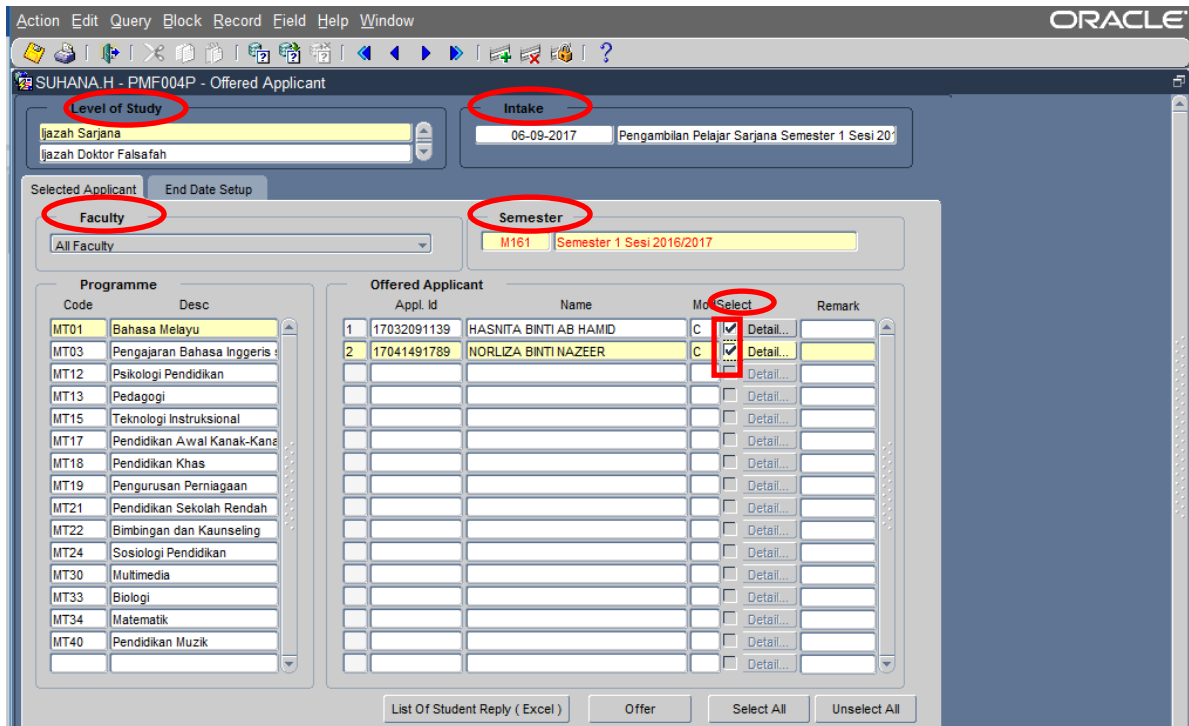
4.1 Penjanaan Nombor Matrik

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

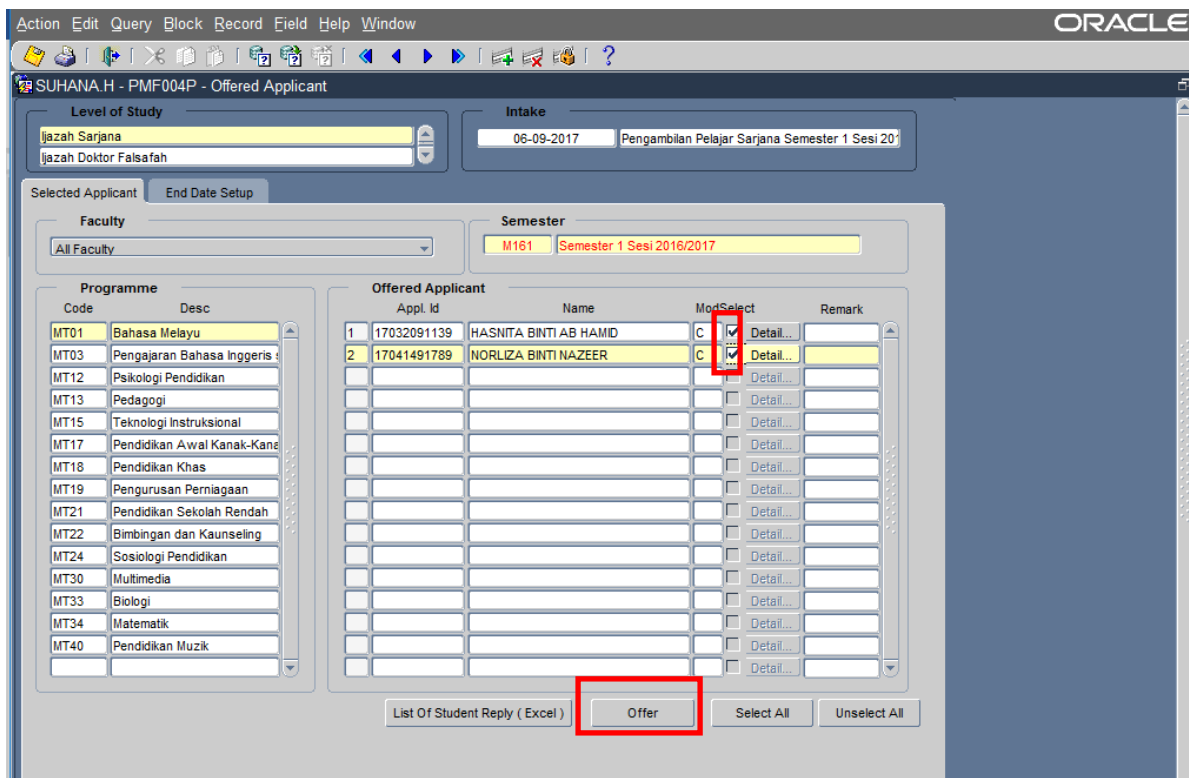
Pilih **Admission and Records** > pilih **Offered Applicant** >



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



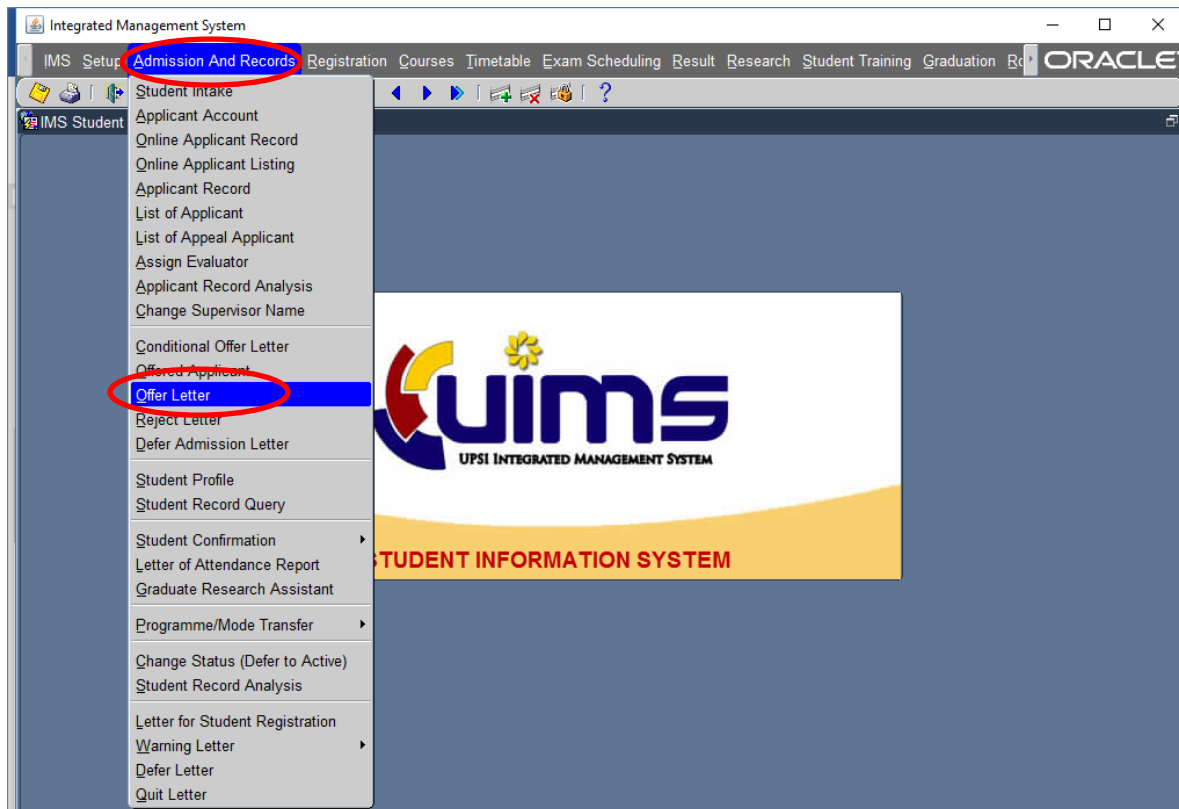
tekan **Offer** dan nombor matrik calon akan dijana secara automatik.



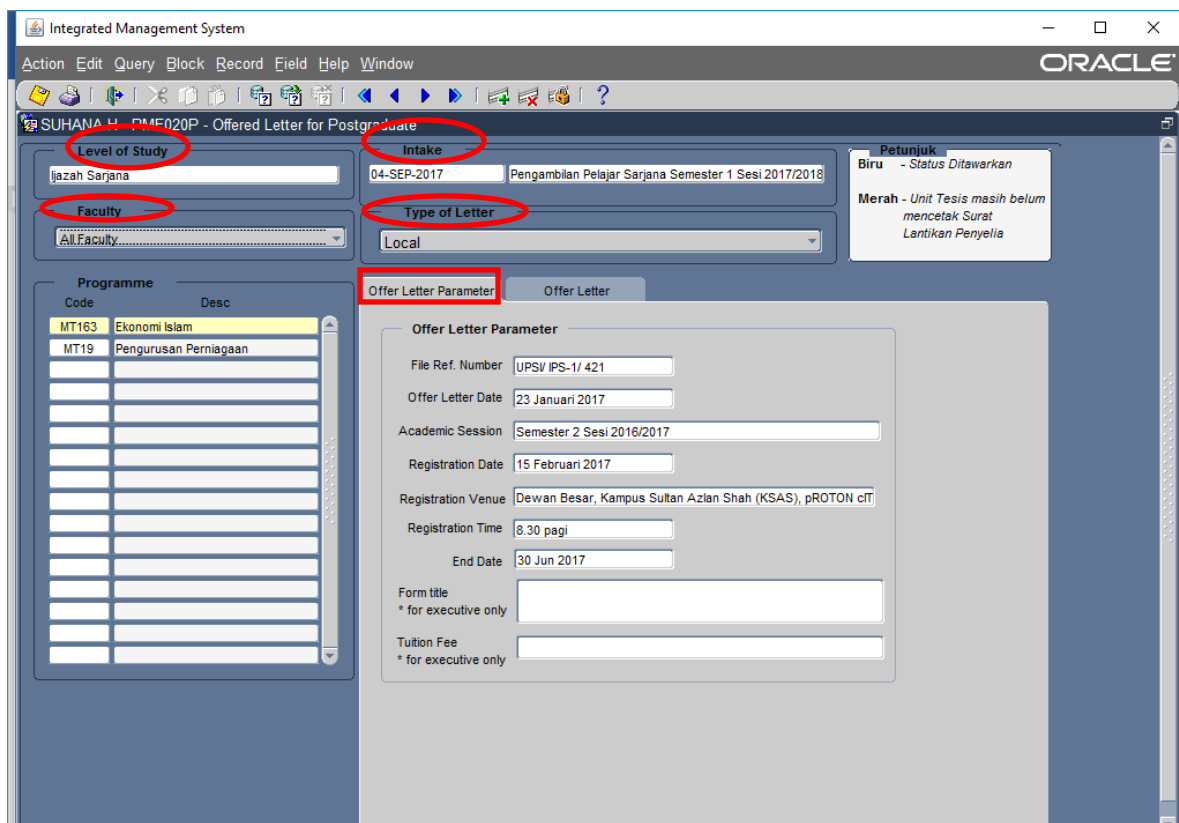
Penjana Nombor Matrik berjaya apabila catatan dibahagian **Remark** – Success

1.1 Menjana surat tawaran

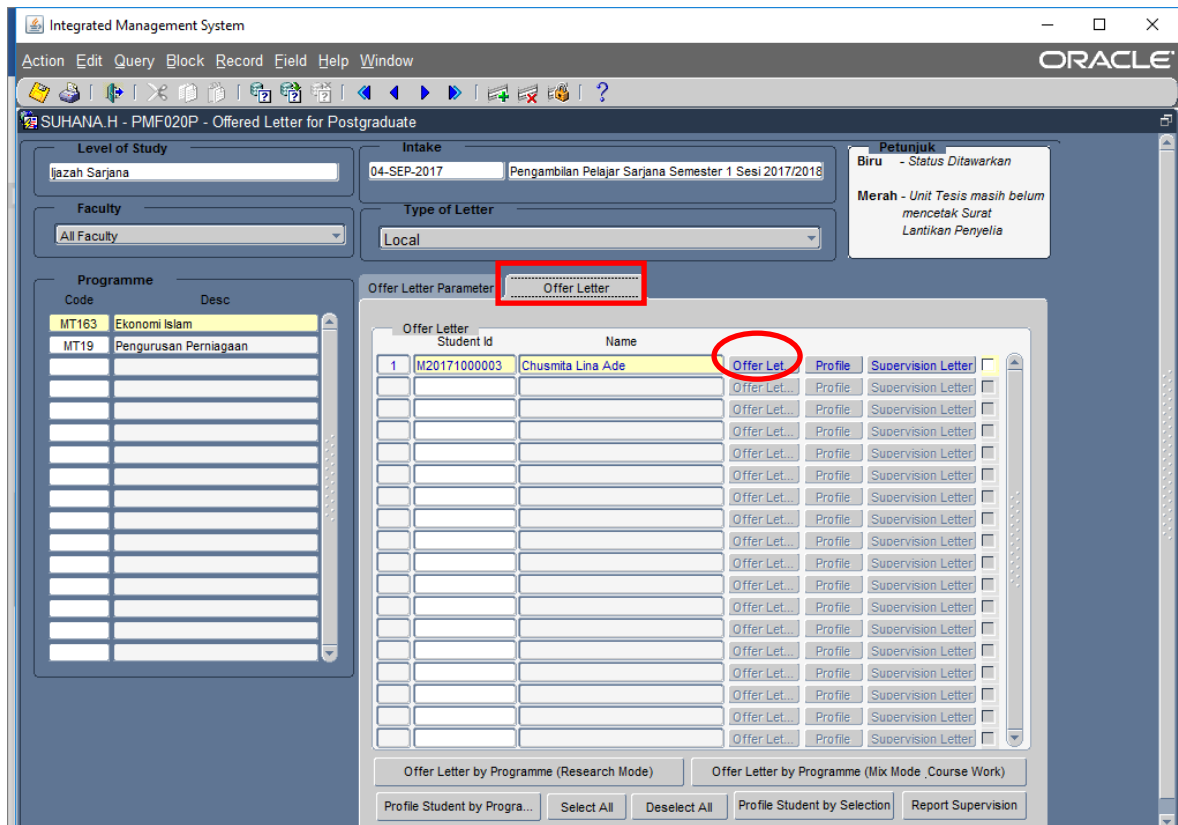
Pilih **Admission and Records** > pilih **Offer Letter** >



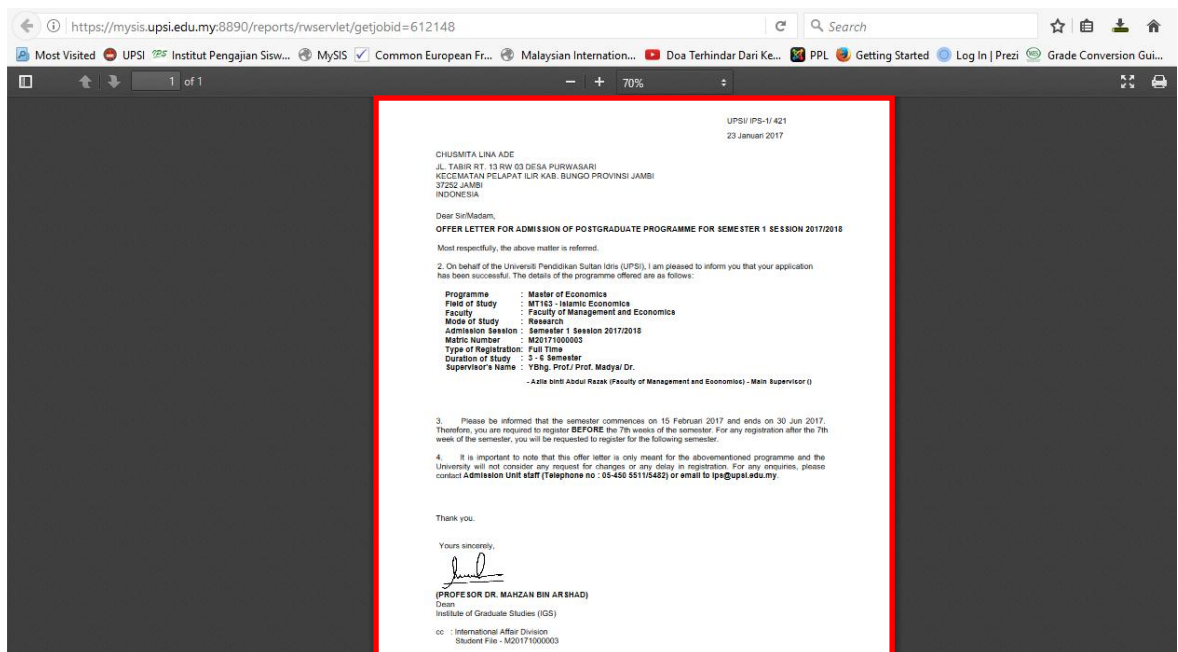
Pilih **Level of Study** > pilih **Intake** > pilih **Faculty** (jika berkaitan) > pilih **Type of Letter** > tekan menu **Offer Letter Parameter** dan lengkapkan maklumat



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



Surat Tawaran dijana



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

