

OPEN AND DISTANCE LEARNING HANDBOOK

What in **HANDBOOK**

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ABOUT UTeM

ABOUT UTeM

Universiti Teknikal Malaysia Melaka (UTeM) is Malaysia's first technical public university, established in 2000. Located in Melaka, a UNESCO World Heritage City, UTeM is dedicated to producing highly skilled graduates in engineering, technology, and applied sciences. The university emphasizes hands-on learning, industry collaborations, and research-driven education.

UTeM offers a diverse range of undergraduate and postgraduate programs through its faculties, including Engineering, Information Technology, Business, and Open and Distance Learning (ODL). The university is recognized for its strong focus on Technical and Vocational Education and Training (TVET) and its commitment to technological advancement.

With state-of-the-art facilities, innovative teaching methods, and strong industry partnerships, UTeM plays a key role in shaping future professionals and contributing to Malaysia's technological growth.

OUR PROGRAMMES

1) OUR PROGRAMMES

i. **Master of Technology in Data Science and Analytics (MAXL)**

The Master of Technology in Data Science and Analytics with ODL mode is aimed at recent graduates and industry practitioners from various academic disciplines with strong analytic and computing skills or experience. The programme is designed to equip the students with fundamental and applied knowledge, technical skills, and current technologies in the data science and analytics area. These include the fundamental principles of data science, the capability to analyse a diversity of big data, the skills of using data science tools and applying the data analytics techniques to various domain, as well as the capability to present the analytics results to the intended audience. The materials emphasise state-of-the-practice techniques, tools, and technology, and recognised methodology through university-industry collaborations. Graduates from this programme will have career opportunities as data scientists, data analysts and many more.

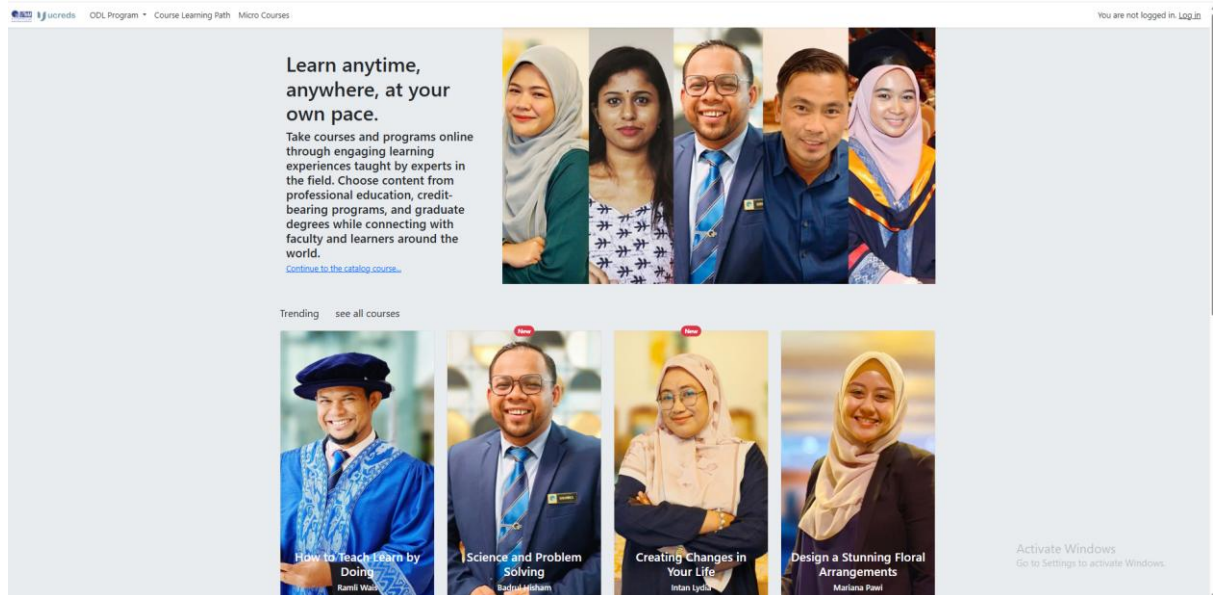
ii. **Master of Business Administration (MBA)**

The MBA (ODL) program at UTeM is a fully online postgraduate course tailored for working professionals seeking to advance their careers in business management. Through this program, students will develop critical thinking, leadership, and problem-solving skills applicable in local and global contexts. The curriculum emphasizes innovation, strategic decision-making, ethical professionalism, and effective teamwork in multicultural settings. Additionally, students will refine their digital and analytical competencies and cultivate a mindset geared towards lifelong learning and entrepreneurial growth in today's dynamic business environment.

ODL STUDENTS

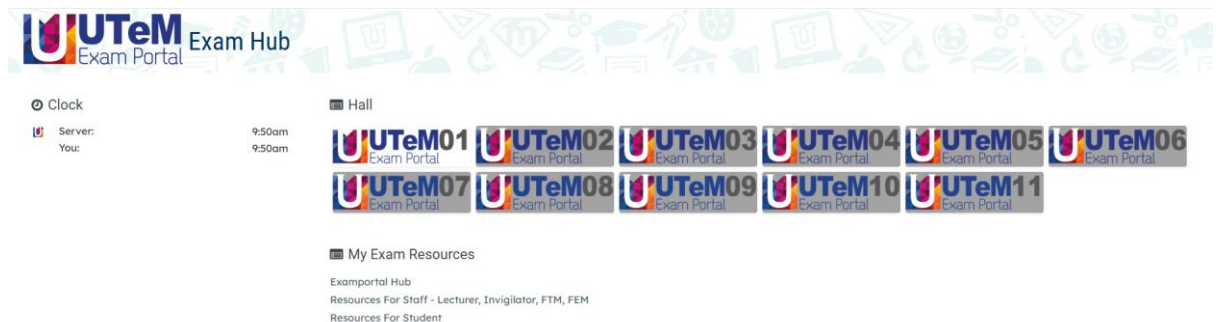
2) ODL STUDENTS

i. Online Learning Platforms



UTeM utilizes advanced online learning platforms to deliver course materials, conduct lectures, and facilitate academic discussions. These platforms provide a virtual classroom environment, allowing you to access study materials, submit assignments, and interact with students. <https://ucreds.utem.edu.my/>

ii. Remote Assesments



Examinations and assessments for ODL students are conducted remotely through the online learning platforms. These assessments may include quizzes, assignments, projects, and proctored exams, ensuring that your academic progress is continually monitored and evaluated. <https://examportal.utem.edu.my/hub/>

iii. Virtual Lectures and Discussion

ODL students can attend virtual lectures conducted by experienced faculty members. These lectures may be live-streamed or recorded for later viewing, ensuring that you can access the content at a time convenient for you. Online discussions, forums, and chat groups facilitate academic interactions and collaboration with fellow ODL students and instructors.

iv. Flexibility and Self-Paced Learning

One of the key advantages of the ODL program is the flexibility it offers. As an ODL student, you have the freedom to create your own study schedule, allowing you to learn at your own pace. This flexibility enables you to balance your academic pursuits with personal and professional commitments

SOFTWARE & HARDWARE REQUIREMENT

3) SOFTWARE & HARDWARE REQUIREMENT

i. **Hardware:**

- A laptop or desktop
- Minimum Intel Core 2 Duo (2.2GHz or higher)
- Minimum 4.0 GB RAM or higher
- Hardware Drive : 120 GB
- Stable internet connection
- Webcam and microphone for virtual meetings

ii. **Software:**

- Microsoft Windows 10, MAC or equivalent
- Microsoft Office and/or Office 365
- Microsoft Teams and others online platform such as Webex, Google Meet and etc for online sessions

ONLINE APPLICATION

4) ONLINE APPLICATION OF THE PROGRAM AND COURSE

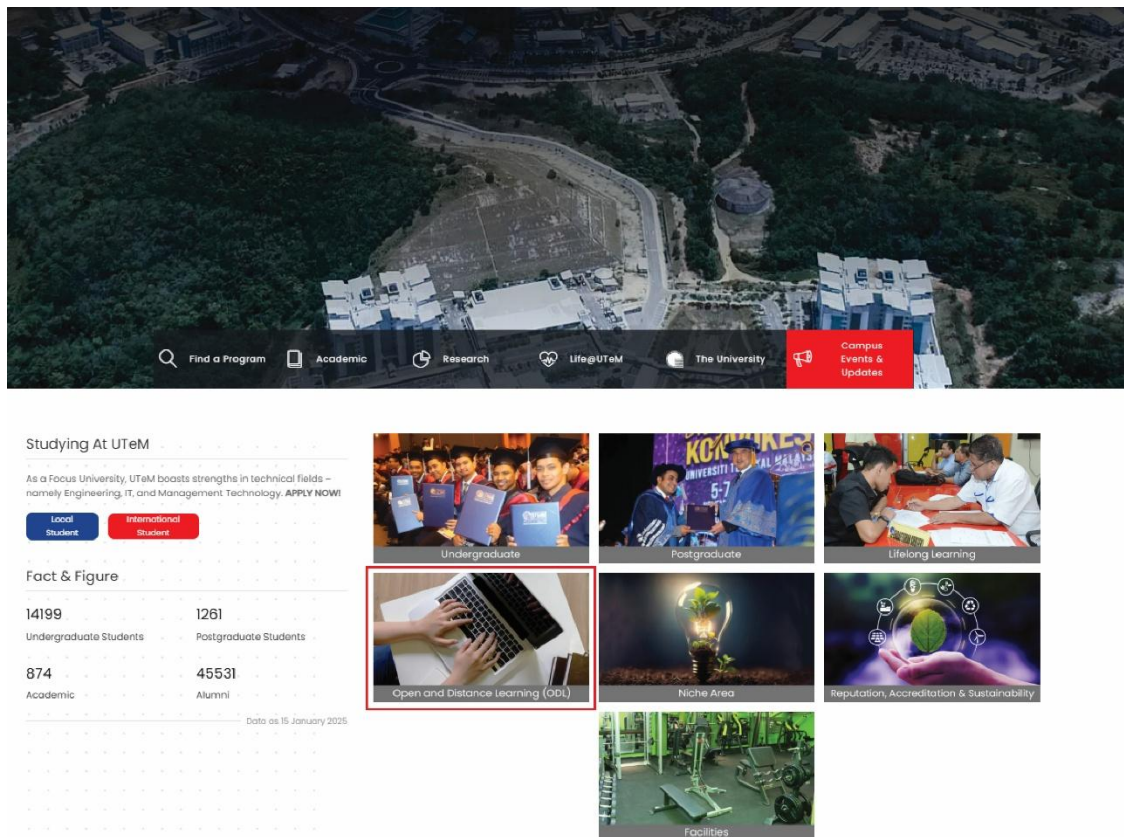
The application process for Open and Distance Learning (ODL) programs at UTeM is simple and can be completed online through the UTeM official platform. Follow the steps below to easily register for the program of your choice. Make sure you have all the necessary documents and information ready before you begin the registration process.

Step 1 : Visit the UTeM Official Portal :-

To begin the application process, you need to access the official UTeM website. This is the main platform where all university-related information is available.

Step 2 : Navigate to the ODL Section :-

Once you are on the UTeM homepage, look for and click on the **Open and Distance Learning (ODL)** section.



The screenshot shows the UTeM website homepage. At the top, there is a navigation bar with the following options: Find a Program, Academic, Research, Life@UTeM, The University, and Campus Events & Updates. Below the navigation bar, there is a grid of featured sections:

- Studying At UTeM: As a Focus University, UTeM boasts strengths in technical fields – namely Engineering, IT, and Management Technology. **APPLY NOW!**
 - Local Student
 - International Student
- Undergraduate: Image of students holding blue folders.
- Postgraduate: Image of a student in a blue graduation cap.
- Lifelong Learning: Image of a student working on a laptop.
- Open and Distance Learning (ODL): Image of hands typing on a laptop keyboard.
- Niche Area: Image of a glowing lightbulb with a plant growing inside.
- Reputation, Accreditation & Sustainability: Image of a hand holding a green leaf with icons around it.
- Facilities: Image of a gym with various exercise machines.

Fact & Figure

14199	1261
Undergraduate Students	Postgraduate Students
874	45531
Academic	Alumni

Data as 15 January 2025

Step 3 : Access the CODL Page :-

By clicking on the ODL section, you will be directed to the **CODL (Centre for Open and Distance Learning)** page.

Step 4 : Go to UCreds :-

On the CODL page, you will find the ODL section. By clicking on this section, you will be directed to the UCreds website for registration.



Step 5 : Choose your program :-

On the UCreds page, you can click on “Explore ODL Program” or navigate to the “ODL Program” menu in the bar and select your desire program.

We go beyond traditional learning. Your flexible way, our passion.

Empower your career or fast-track your degree with UTeM's open and distance learning (ODL) program through UCreds online platform, delivering fresh academic credentials.

[Explore our ODL program!](#)



We get it - life's busy. Explore our flexible learning options!



Flexibility

Delivered via UCreds, ODL programs offer flexibility and quality education to learners globally. Explore the possibilities on how you can benefit from it.



Advance career

Enhance preparation for master's programs or expand career opportunities by earning a credential (digital badge) with UCreds.



Featured title

Unleash your potential with cutting-edge tools like VR lab

Step 6 : Choose your program :-

Once on the UCreds page, you will see a list of available programs. Carefully browse through the list and select the program that you would like to register for.

Refine results

Activity Type

Course

Learning Path

Program

Difficulty

Beginner

Intermediate

Advance

Subject

Art and Design

Climate Environment

Dramatic Arts and Theatre

Government, Politics and Civics


Math and Economics

Reading and Writing

Science, Technology, Math and

Sort by ▾ Search.. 🔍

Showing 1 - 2 of 2




Master of Business Administration Open Distance Learning (MBA_ODL) - Development

MYR 18,210.00 (Local)

*Included certification course fees

4 Enrollment
Program | Master



Master of Technology in Data Science and Analytics

MYR 25,110.00 (Local)
MYR 43,410.00 (International)

*Included certification course fees

1 Enrollment
Program | Master

Previous 1 Next

Step 7 : Apply the program :-

After selecting your desired program, click on the **Apply** button. You will then be redirected to the **admission portal**, where you will need to complete your application by following the instructions provided. This page also provides detailed information on the program structure and a comprehensive breakdown of the fees.

UTM | ucreds | ODL Program ▾ | Course Learning Path | Micro Courses



Master of Technology in Data Science and Analytics

By: Universiti Teknikal Malaysia Melaka | Program | Master

APPLY

Description

🕒 Duration: 1600 Hours 00 Minutes 📅 Date published: 11/30/2021

Accreditation Ref. Number: MQA/PA17473

The Master of Technology in Data Science and Analytics with ODL mode is aimed at recent graduate practitioners from various academic disciplines with strong analytic and computing skills or experience. The programme is designed to equip the students with fundamental and applied knowledge, technical skills, and current technologies in the data science and analytics area. These include the fundamental principles of data science and analytics.

Description

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The Master of Technology in Data Science and Analytics with ODL mode is aimed at recent graduates and industry practitioners from various academic disciplines with strong analytic and computing skills or experience. The programme is designed to equip the students with fundamental and applied knowledge, technical skills, and current technologies in the data science and analytics area. These include the fundamental principles of data science, the capability to analyse a diversity of big data, the skills of using data science tools and applying the data analytics techniques to various domain, as well as the capability to present the analytics results to the intended audience. The materials emphasise state-of-the-practice techniques, tools, and technology, and recognised methodology through university-industry collaborations. Graduates from this programme will have career opportunities as data scientists, data analysts and many more.

Learning Outcomes

Upon completion the programme, graduates should be able to:

- utilize data science and analytics knowledge for effective and excellent practice as a data scientist and data analyst.
- conduct systematic investigations and apply critical and creative thinking to generate innovative solutions in data science and analytics.
- apply knowledge, technology and skills of data science and analytics to discover potential yet hidden information, knowledge and insights for data-driven and well-informed decision making.
- effectively interact with diverse peers, superiors, clients and experts.
- display effective communication, both orally and in writing, for data science and analytics solutions, to a diverse audience, including peers, superiors, clients, and experts.
- practise digital skills to acquire, interpret and extend knowledge in data science and analytics.
- determine suitable numerical tools to manage and resolve data science and analytics problems.
- operate effectively in community and multidisciplinary teams either as a leader or a group member, demonstrate respect for cultural diversity and contribute to their organization and society.
- apply independent and lifelong learning skills to keep up with latest relevant knowledge and cutting edge technologies in Data Science and Analytics.
- demonstrate entrepreneurial and managerial skills.
- manage research and services by applying ethics, values, attitude, professionalism and sustainable practices in data science dan analytics

Recognition

Master of Technology in Data Science and Analytics

Program Coordinator

Program Structure		Fees		PEO & PLO	
Detail		Local (RM)		International (RM)	
A	Registration Fee				
	Orientation		110.00		110.00
	Registration		20.00		20.00
	Alumni		100.00		100.00
	Student smart card		50.00		50.00
	Admission Fees		1,500.00		3,000.00
Total (A)			1,780.00		3,280.00
B	Service Fee				
	Student activities		30.00		30.00
	Administration		280.00		280.00
Total			310.00		310.00
Total (B) for 3 Semester			930.00		930.00
C	Tuition Fee		19,200.00		33,600.00
D	Certification Course		3,200.00		5,600.00
Total			25,110.00		43,410.00

APPLICATION

5) APPLICATION (<https://portal.utm.edu.my/admission/default>)

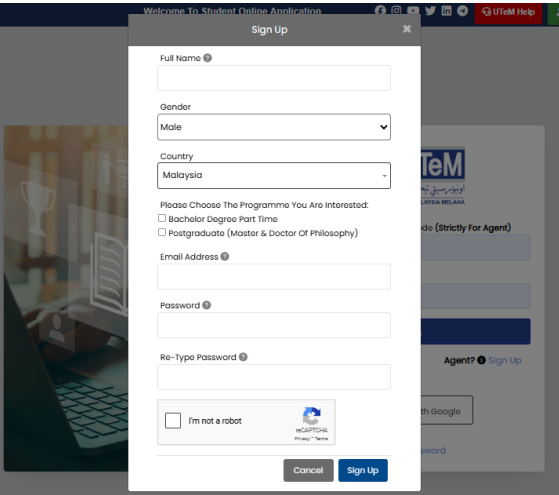
1. Sign Up

- i. Please click “Sign Up” for new student



The screenshot shows the 'Welcome To Student Online Application' page. On the right side, there is a login and sign-up form. The form includes fields for 'Email (Individual) / Agent Code (Strictly For Agent)', 'Password', and a 'Login' button. Below the login button, there are links for 'New Student? Sign Up' and 'Agent? Sign Up', separated by 'OR'. There is also a 'Continue with Google' button and a 'Forgot Password' link. The UTeM logo and name in Malay and English are visible at the top of the form area.

- ii. Applicants is required to fill in the form including Full Name, Gender, Country and programme that student interested. Applicants need to key in a **valid email address** which will be used for UTeM to send email notifications.

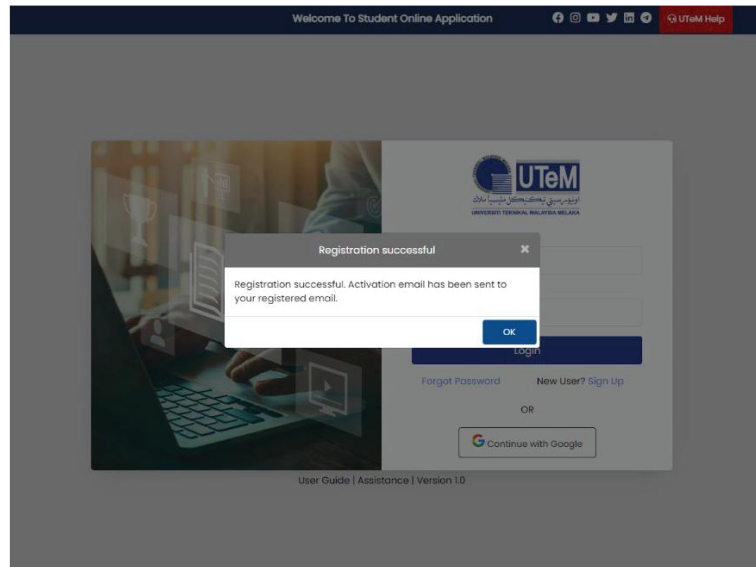


The screenshot shows a 'Sign Up' popup form. The form contains the following fields and options:

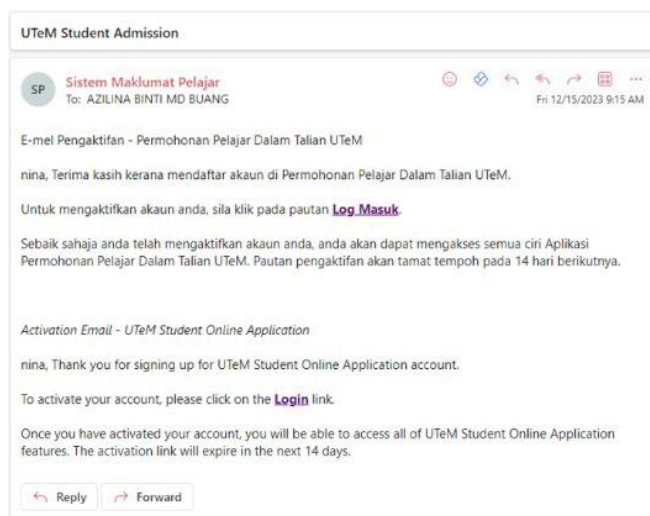
- Full Name (text input)
- Gender (dropdown menu, currently set to 'Male')
- Country (dropdown menu, currently set to 'Malaysia')
- Please Choose The Programme You Are Interested:
 - Bachelor Degree Part Time
 - Postgraduate (Master & Doctor Of Philosophy)
- Email Address (text input)
- Password (text input)
- Re-Type Password (text input)
- I'm not a robot (with a CAPTCHA icon)

At the bottom of the form, there are 'Cancel' and 'Sign Up' buttons.

- iii. Popup message will appear which student registration is successfully. Click OK button to continue the applicant process.



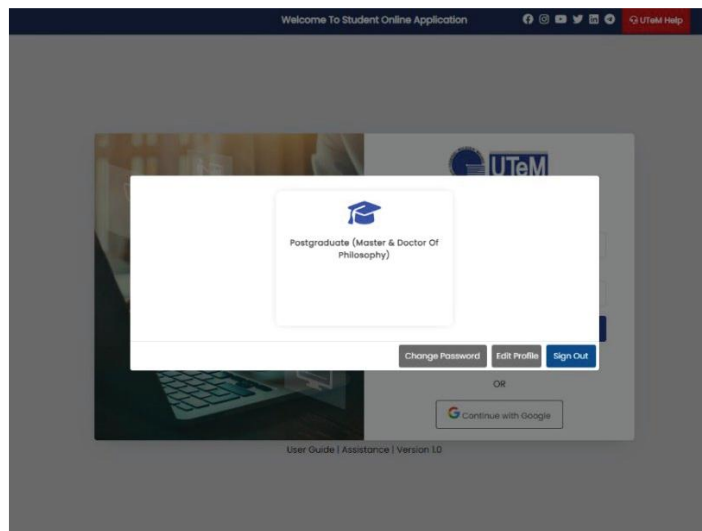
- iv. Student will receive an email from UTeM for activation email (Please check in **Junk Folder** if still not receive the email box). Please click on the **Login** Link. Once the account have been activated, student will able to access all of UTeM Student Online Application.



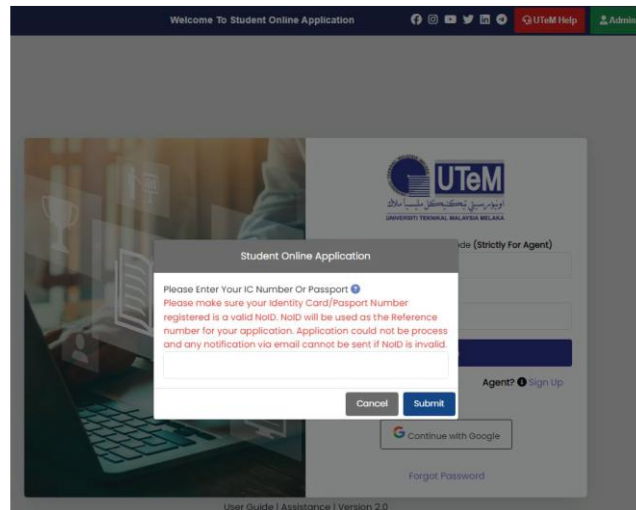
- v. Please login using email address that applicants registered.



- vi. After logging in, applicants can use the UTeM Student Online Application as provided.



- vii. User panel if Application is open, applicants must click panel to proceed for registration program. Applicants need to key in a valid IC Number for system checking.

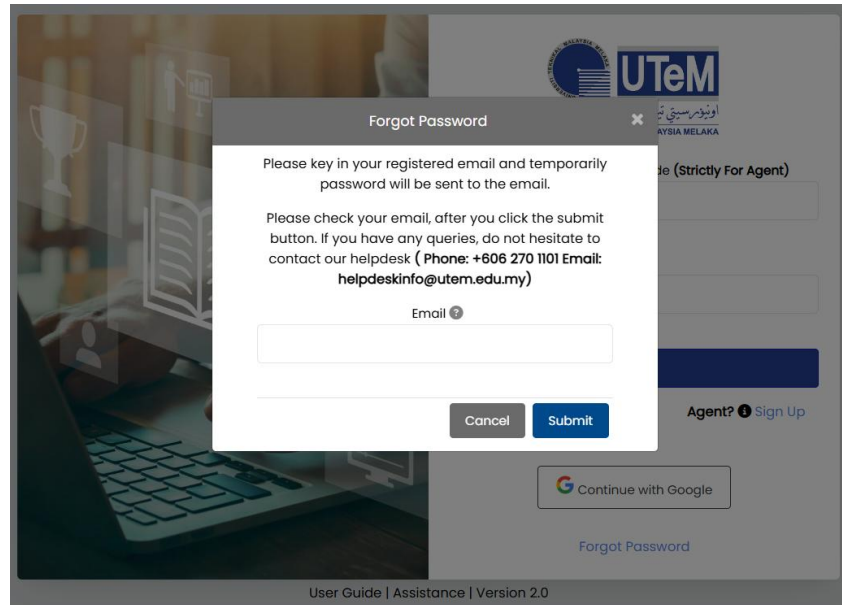


2. Forgot Password

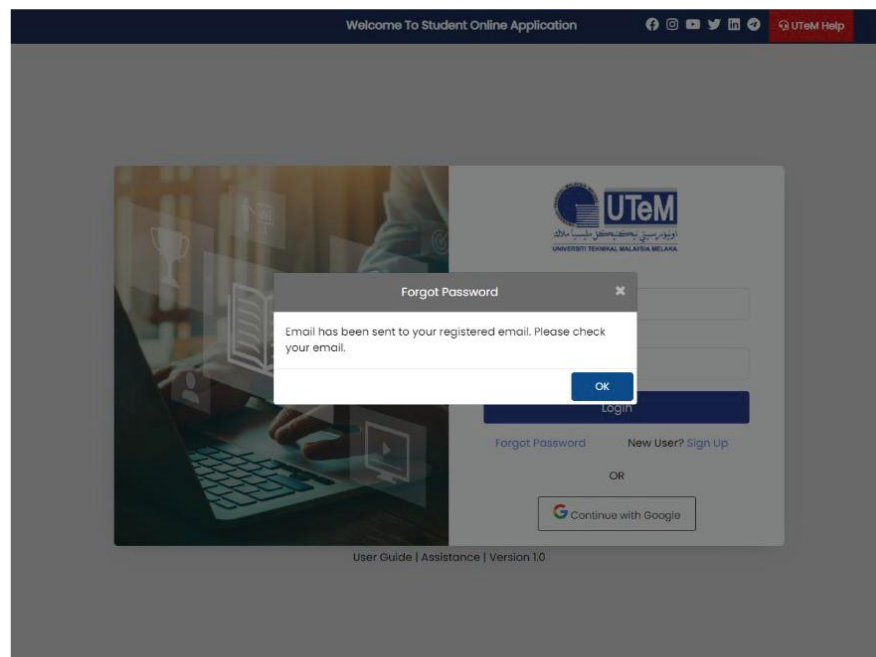
- i. Applicants who forgot the login password, need to click 'Forgot Password'



- ii. A message box will appear and applicants need to key in a valid email address that has been used during previous registration. Then click 'Submit' to proceed.



- iii. A message box will appear and email verification for new password will be send to applicant's email.



- iv. A new password will be provided automatically and applicants need to use new password to login UTeM Student Online Application.

UTeM - Student Online Application

SP Sistem Maklumat Pelajar
To: FATIMA AZZAHRA

Forgot Password

Dear Ms/Mdm/Mr FATIMA,

Below is your details for logging into UTeM - Student Online Application.

Your Registered Email is: [REDACTED]

Your Temporarily Password is: [REDACTED]

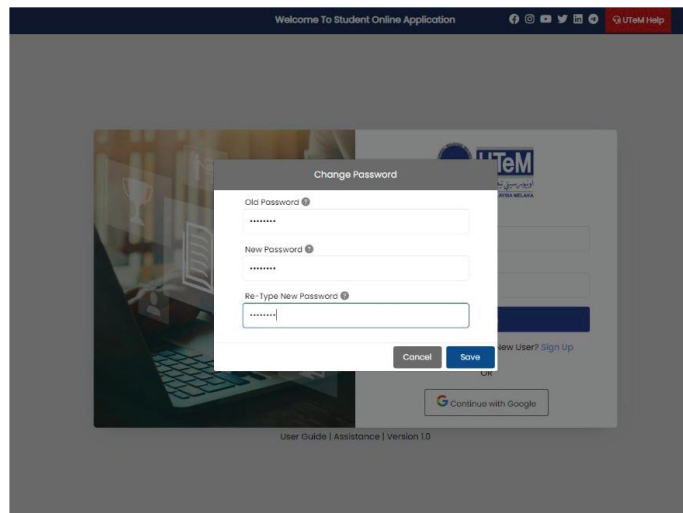
Please change your password after you logged in.

This notification is automatically generated from UTeM - Student Online Application.

Please do not reply to this email.

[Reply](#) [Forward](#)

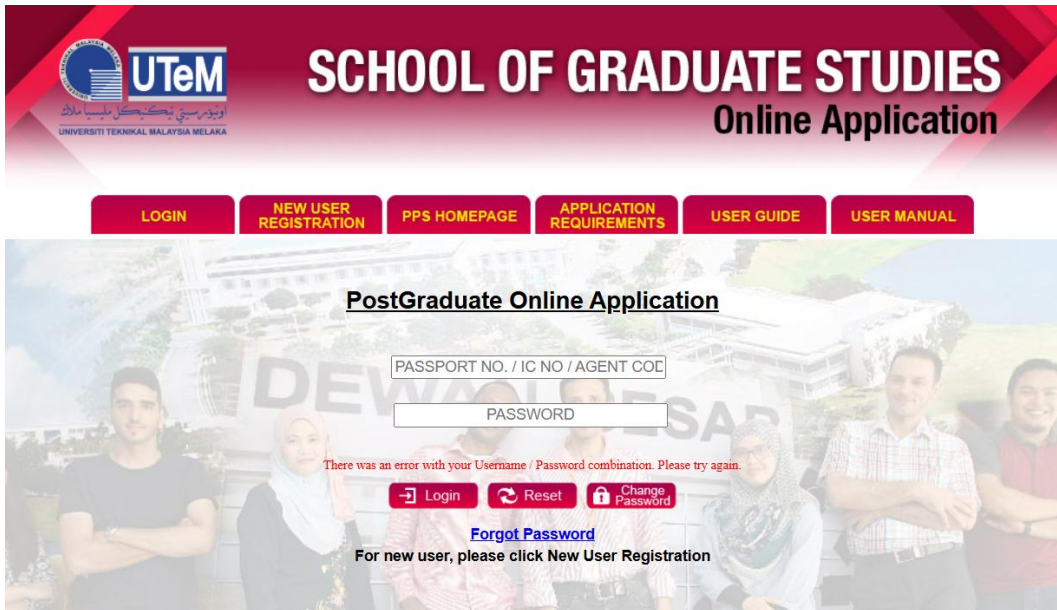
- v. After logging into the system, applicant is advice to change the password. Set a new password to the specific criteria.



ONLINE REGISTRATION (<https://portal.utem.edu.my/postgraduate/>)

After receiving the offer letter, you may visit this website for confirm your acceptance online and select your preferred registration semester.

1) LOGIN ONLINE APPLICATION



UTeM SCHOOL OF GRADUATE STUDIES
Online Application

LOGIN NEW USER REGISTRATION PPS HOMEPAGE APPLICATION REQUIREMENTS USER GUIDE USER MANUAL

PostGraduate Online Application

PASSPORT NO. / IC NO / AGENT COE

PASSWORD

There was an error with your Username / Password combination. Please try again.

Login Reset Change Password

[Forgot Password](#)

For new user, please click New User Registration

- i. Log into the system by using the applicant's Passport No/IC No and Password and click login

2) PERSONAL INFORMATION

- i. Fill all the detail in Personal Information. Applicants are required to upload passport size photo.

UTeM CENTRE FOR GRADUATE STUDIES Online Application

PERSONAL

Please fill in all required field(s). Save after filled up each section.

Full Name: MUHAMMAD FARIS IZZAT BIN AHMAD KHARIL

IC No. / Passport No.: 99020800000

Nationality: MALAYSIA

Nationality Status: BUKHUPUTRA

Date of Birth: 18/02/1992

Country of Birth: MALAYSIA

State of Birth: PERAK

Gender: MALE

Disability: NO DISABILITY

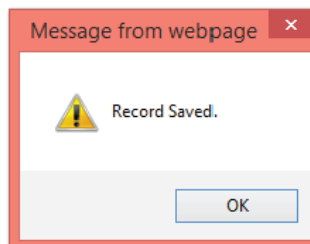
Permanent Address (As in Identity Card / Passport):
 Address: 17, BERSEKUTAN EKWANGAR BERDANA 15, TAMAN EKWANGAR BERDANA, SEKSYEN 3,
 Country: MALAYSIA
 State: PERAK
 City: TANDONG WALIM
 Postcode / Zipcode: 32010
 Parliament (Malaysian only): TANDONG WALIM
 DUN (Malaysian only): -Please Refer-
 Telephone No. (Home): 053711827
 Mobile No.: 013392482

Correspondence Address: Please ✓ is same with Permanent Address
 Address: 17, BERSEKUTAN EKWANGAR BERDANA 15, TAMAN EKWANGAR BERDANA, SEKSYEN 3,
 Country: MALAYSIA
 State: PERAK
 City: TANDONG WALIM
 Postcode / Zipcode: 32010

Financial Support Information:
 Financial Support: SELF FINANCING
 Name of Financial Support: AHMAD KHARIL BIN SHAHIB
 Address: 17, BERSEKUTAN EKWANGAR BERDANA 15, TAMAN EKWANGAR BERDANA, SEKSYEN 3, 32010, 053 BERSEKUTAN, PERAK

Buttons: Save, Reset, Next Page

- ii. Click button **Save** to save information and popup message will display and click **OK**.



3) ACADEMIC QUALIFICATION

UTeM CENTRE FOR GRADUATE STUDIES Online Application

PERSONAL | **ACADEMIC QUALIFICATION** | LANGUAGE QUALIFICATION | WORKING EXPERIENCE | PROGRAMME APPLIED | DOCUMENT UPLOAD | PAYMENT | REFEREE | NEXT OF KIN | VIEW & SUBMIT | STATUS CHECK

PERSONAL

Please fill in all required field(s). Save after filled up each section.

Message from webpage: Please Save Your Information Before Continue To Next Section.

- i. Click the Academic Qualification for the next page.

UTeM CENTRE FOR GRADUATE STUDIES Online Application

PERSONAL | **ACADEMIC QUALIFICATION** | LANGUAGE QUALIFICATION | WORKING EXPERIENCE | PROGRAMME APPLIED | DOCUMENT UPLOAD | PAYMENT | REFEREE | NEXT OF KIN | VIEW & SUBMIT | STATUS CHECK

Welcome : INA AMALINA BINTI JOHARI / Sign Out

ACADEMIC QUALIFICATION

PROGRAMME OFFERED
USER GUIDE
APPLICATION REQUIREMENTS

Please fill in all required field(s). Save after filled up each section.
Please refer & enter all information according to information given below.

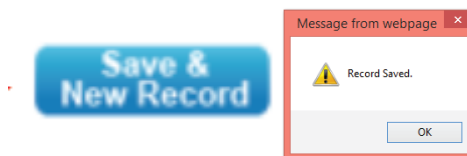
Country of Institution: MALAYSIA
Institution: UNIVERSITI SAINS MALAYSIA
Level of Academic: DIPLOMA or BACHELOR
Undergraduate / Master Degree: BACHELOR OF ACCOUNTING
Year of Entry: 1999
Year of Graduation: 2003
Score / CGPA: 2.96

* Required Field

Save & New Record | Reset | Next Page

List of Academic Qualification (Click one record for update)

- ii. Applicant need to fill all details in Academic Qualification section.



- iii. Click button **Save & New Record**, and click **OK** on the following pop up message.

UTeM CENTRE FOR GRADUATE STUDIES Online Application

PERSONAL | **ACADEMIC QUALIFICATION** | LANGUAGE QUALIFICATION | WORKING EXPERIENCE | PROGRAMME APPLIED | DOCUMENT UPLOAD | PAYMENT | REFEREE | NEXT OF KIN | VIEW & SUBMIT | STATUS CHECK

Welcome : INA AMALINA BINTI JOHARI / Sign Out

ACADEMIC QUALIFICATION

PROGRAMME OFFERED
USER GUIDE
APPLICATION REQUIREMENTS

Please fill in all required field(s). Save after filled up each section.
Please refer & enter all information according to information given below.

Country of Institution: --Please Select--
Institution: --Please Select--
Level of Academic: --Please Select--
Undergraduate / Master Degree: --Please Select--
Year of Entry: 2014
Year of Graduation: 2014
Score / CGPA: --Please Select--

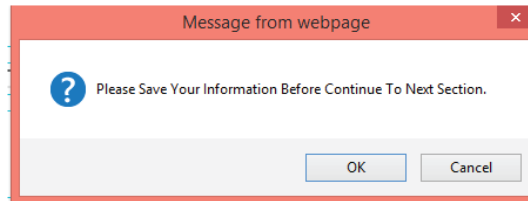
* Required Field

Save & New Record | Reset | Next Page

List of Academic Qualification (Click one record for update)

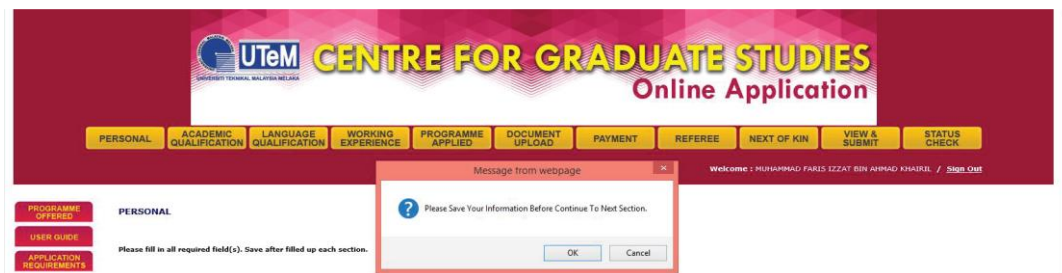
No.	Name of Institution	Undergraduate / Master Degree	Year of Entry	Year of Graduation	Score / CGPA	
1	UNIVERSITI SAINS MALAYSIA	BACHELOR OF ACCOUNTING	1999	2003	2.96	Delete

- iv. Record will be display on **List of Academic Qualification**. Click the name of institution to **edit** information, once complete click button **Save & New Record**. To reset the entire information, click **Reset** button and click **OK** to confirm. For delete, click on **Delete** button to delete the respective record.



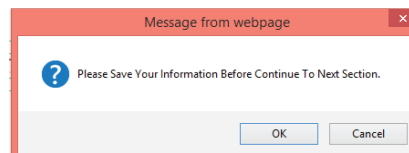
- v. To continue application press Next Page button and click OK to continue or click Cancel to remain.

4) LANGUAGE QUALIFICATION



- i. Click on Language Qualification tab to continue next page.

- ii. Applicant need to fill all the detail in Language Qualification section. Click **Save** button to save the information. To clear entire information click **Reset** button.



- iii. To continue the application, press button **Next Page** button and click OK, or click **Cancel** to remain the respective tab.

Notes :

- A. International applicants need to fill in information of 'IELTS' or 'TOEFL' mandatory.**
- B. Local applicants need to fill in information of 'BI SPM' and 'BM SPM' mandatory.**

5) WORKING EXPERIENCE

UTeM CENTRE FOR GRADUATE STUDIES Online Application

PERSONAL | ACADEMIC QUALIFICATION | LANGUAGE QUALIFICATION | WORKING EXPERIENCE | PROGRAMME APPLIED | DOCUMENT UPLOAD | PAYMENT | REFEREE | NEXT OF KIN | VIEW & SUBMIT | STATUS CHECK

Welcome : IBA AMALINA BINTI JOHARI / Sign Out

WORKING EXPERIENCE

Please fill in all required field(s). Save after filled up each section.
* Application for MBA programme must have at least ONE (1) year relevant working experience.

Position: ASSISTANT COMPANY SECRETARY
Country of Position: MALAYSIA
Employer: CHENG & CO
Start Service: 04/01/2004 e.g : 08181988 (6dMhYyyy) Please ✓ if Until To Date
End Service: 31/12/2009 e.g : 08181988 (6dMhYyyy)
Month of Services: 01
Address of Employer: CHENG & CO, BANDARAN TUNJU MAHOTA 28AKHM, JALAN SARAU CHONGGHE, 83300 BATU PAHAT, JOHOR

* Required Field

List of Working Experience (Click one record for update)

Centre For Graduate Studies
Universiti Teknikal Malaysia Melaka, Hang Tuah Jaya, 76100 Durian Tunggal, Melaka, Malaysia
Phone: +606-331 6881 Fax: +606-331 6767
Best viewed using Internet Explorer with the resolution of 1280 x 800

- i. Applicant need to fill all the detail in Working Experience section (if any). Click button **Save & New Record**, and click **OK** for the following message box.

UTeM CENTRE FOR GRADUATE STUDIES Online Application

PERSONAL | ACADEMIC QUALIFICATION | LANGUAGE QUALIFICATION | WORKING EXPERIENCE | PROGRAMME APPLIED | DOCUMENT UPLOAD | PAYMENT | REFEREE | NEXT OF KIN | VIEW & SUBMIT | STATUS CHECK

Welcome : / Sign Out

WORKING EXPERIENCE

Please fill in all required field(s). Save after filled up each section.
* Application for MBA programme must have at least ONE (1) year relevant working experience.

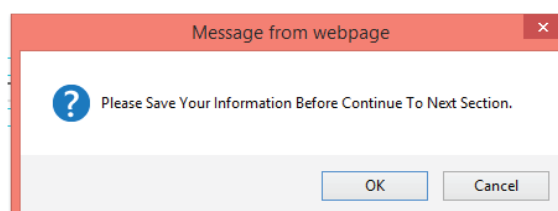
Position:
Country of Position:
Employer:
Start Service: e.g : 08181988 (6dMhYyyy) Please ✓ if Until To Date
End Service: e.g : 08181988 (6dMhYyyy)
Month of Services:
Address of Employer:

* Required Field

List of Working Experience (Click one record for update)

No.	Position	Employer	Start Service	End Service	Total Months	
1	PROGRAMMER	TECH IT	01/09/2015	02/12/2016	15	<input type="button" value="Delete"/>

- ii. Record will be display in the List of Working Experience. Click on the **Position** to edit the information and click **Save & New Record** once complete edit. Click **Reset** to clear the entire information. Click **Delete** to delete respective record.



- iii. To continue with the application, click button **Next Page** and click OK or click CANCEL to the remain the respective tab.

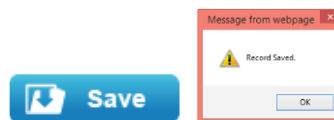
6) PROGRAM APPLIED

The screenshot shows the 'PROGRAMME APPLIED' section of the UTeM Online Application. The form is titled 'PROGRAMME APPLIED' and includes a sidebar with 'PROGRAMME OFFERED', 'USER GUIDE', and 'APPLICATION REQUIREMENTS'. The main form area contains the following fields and options:

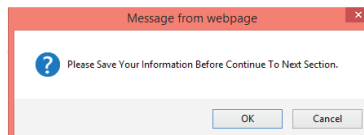
- Programme:
- Faculty:
- Mode of Programme:
- Mode of Study: * For those who are employed, kindly provide a permission letter from your employer to pursue your studies on a full-time basis. Other-wise, you are required to opton for a part-time programme.
- Field of Study:
- Field of Specialization:
- Main Supervisor:
- Second Supervisor:
- Third Supervisor:
- Research Title:

At the bottom of the form, there are three buttons: 'Save', 'Reset', and 'Next Page'. A red asterisk indicates that the 'Programme' field is required.

- i. Applicants required to fill the information for the program applied. It is advise that the information based on the details stated in the official offer letter.



- ii. Click **save** button to save the information and click OK in the following message box.



- iii. To continue with the application, press button **Next Page** and click OK or click CANCEL to remain the respective tab.

7) DOCUMENT UPLOAD

Applicants need to upload relevant document at Document Upload section.

UTeM CENTRE FOR GRADUATE STUDIES Online Application

PERSONAL ACADEMIC QUALIFICATION LANGUAGE QUALIFICATION WORKING EXPERIENCE PROGRAMME APPLIED DOCUMENT UPLOAD PAYMENT REFEREE NEXT OF KIN VIEW A SUBMIT STATUS CHECK

Welcome | MUHAMMAD FARIS IZZAT BIN AHMAD KHURUL / Sign Out

DOCUMENT UPLOAD

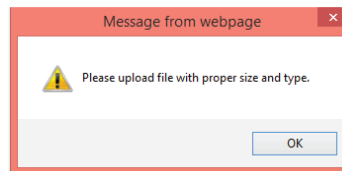
PROGRAMME OFFERED
USER GUIDE
APPLICATION REQUIREMENTS

Please make sure all your supporting documents are attached otherwise the online application will not be processed.

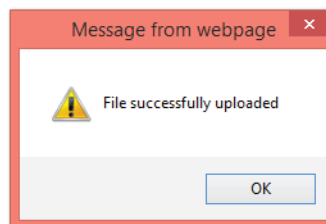
No.	SUPPORTING DOCUMENT	FILE NAME
1	PASSPORT SIZE PHOTOGRAPH - image/jpeg file only	930318089323_01.jpg
2	IDENTITY CARD OR PASSPORT - image/jpeg file only	930318089323_02.jpg
3	DIPLOMA/DEGREE ACADEMIC TRANSCRIPT - pdf file only	930318089323_03.pdf
4	DIPLOMA/DEGREE ACADEMIC CERTIFICATE - pdf file only	930318089323_04.pdf
5	RESEARCH PROPOSAL (FOR RESEARCH PROGRAMME ONLY) - pdf file only	930318089323_05.pdf

* Please upload accurate file format and maximum size is 500KB.

- i. Select the file to upload respectively and click **Upload** button to upload selected file.



- ii. If the upload file does not meet the specific format and size requirements, the following message will be displayed.



- iii. If the selected file is successfully uploaded, the following message will be displayed.
- iv. To proceed with the application, click **Next Page** button and click 'OK' or click 'CANCEL' to remain on the current tab.

8) PAYMENT

UTeM CENTRE FOR GRADUATE STUDIES
Online Application

PERSONAL ACADEMIC QUALIFICATION LANGUAGE QUALIFICATION WORKING EXPERIENCE PROGRAMME APPLIED DOCUMENT UPLOAD PAYMENT REFEREE NEXT OF KIN VIEW & SUBMIT STATUS CHECK

Welcome : MUHAMMAD FARIS IZZAT BIN AHMAD KHAIRIL / Sign Out

PAYMENT

PROGRAMME OFFERED
USER GUIDE
APPLICATION REQUIREMENTS

Payment of Processing Fee.
Kindly choose the method of payment.

Credit card/MIGS, or: [Proceed](#)

Postal Order / Money Order / Telegraphic Transfer / Banker's Draft / International Banker Cheque payable to the Bendahari Universiti Teknikal Malaysia Melaka

Serial No:

(Applicant is required to upload the copy of payment as *.jpeg or *.pdf format. Maximum upload size exceeded 500KB)

[Browse...](#)

- i. Choose Credit Card / MIGS

[Proceed](#)

- ii. Click **Proceed** to proceed the payment.

PERSONAL ACADEMIC QUALIFICATION LANGUAGE QUALIFICATION WORKING EXPERIENCE PROGRAMME APPLIED DOCUMENT UPLOAD PAYMENT REFEREE NEXT OF KIN VIEW & SUBMIT STATUS CHECK

Welcome : MUHAMMAD FARIS IZZAT BIN AHMAD KHAIRIL / Sign Out

PAYMENT

PROGRAMME OFFERED
USER GUIDE
APPLICATION REQUIREMENTS

Payment of Processing Fee.
Kindly choose the method of payment.

Credit card/MIGS, or: [Proceed](#)

Postal Order / Money Order / Telegraphic Transfer / Banker's Draft / International Banker Cheque payable to the Bendahari Universiti Teknikal Malaysia Melaka

Serial No:

(Applicant is required to upload the copy of payment as *.jpeg or *.pdf format. Maximum upload size exceeded 500KB)

[Browse...](#)

UTeM e-Pembayaran

E-PAYMENT FOR UTeM'S POST GRADUATE STUDENT

Recipient's Name: BENDAHARI UNIVERSITI TEKNIKAL MALAYSIA MELAKA
Applicant Name: MUHAMMAD FARIS IZZAT BIN AHMAD KHAIRIL
Amount Payable: RM 30.00

- Please ensure the bank payment slip is printed.
- Maklumkan kepada bank bahawa ia adalah untuk pembayaran akaun.
- The methods of payment can also be made through [3.1 Mastercard Internet Gateway Service \(MIGS\) / Processing Services \(MPS\)](#)
- After check your online balance & statement (Persekitaran Persekitaran Persekitaran Persekitaran) to ensure your payment status has been updated after 3 working days.
- For any inquiry, please e-mail to farhanah@utem.edu.my or afiq@utem.edu.my

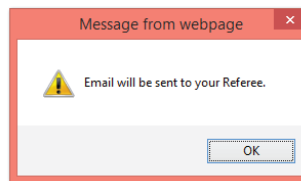
- iii. The following screen will display, click on the link Mastercard Internet Gateway Service (MIGS) Processing Services (MPS).
- iv. Follow the instruction until you complete the payment process. Applicants are required to pay processing fee amount RM50.00 (local) and RM100.00 (international).

9) REFEREE DETAILS

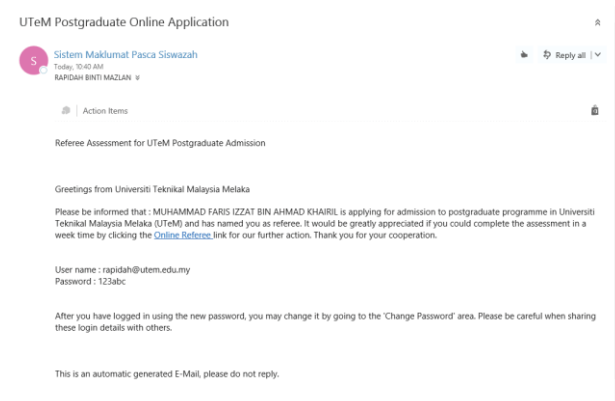
Applicants are advised to identify one referee and provide their contact details in the system.

The screenshot shows the 'REFeree DETAILS' form in the UTeM Online Application system. The form includes fields for Name, Institution, Address, Country, State, City, Postcode, Email, Phone No., and Fax No. A 'Save' button is visible at the bottom right of the form area.

i. Fill in the Referee Details.



ii. Click **Save** button, and click 'OK' on following pop-up message box.



iii. The nominated email address will receive the following notification. Click the 'Online Referee' to log into the UTeM Postgraduate Online Application System.

- iv. Enter username and password as provided in the email, then click the 'Login' button.

- v. The referee is allowed to **edit** the information, except for the email address. The referee is required to complete the referee report form by clicking the 'Referee Form' tab. The form window will then be displayed.

UTeM CENTRE FOR GRADUATE STUDIES
Online Application

Welcome : RAPIDAH / Sign Out

REFEREE FORM

APPLICANT AND PROGRAMME DETAILS

Name :	ABDULAZIZ MOHAMMED ABEDAGHMAN	Handphone No. :	080618320827
Email :	abdulazizabdu20@yahoo.com	Mode of Programme :	TAUGHT COURSES
Faculty :	FACULTY OF ELECTRONICS & COMPUTER ENGINEERING	Mode of Study :	FULL TIME
Field of Specialisation :	-	Programme :	MASTERS
Field of Study :	MASTER OF ELECTRONIC ENGINEERING (TELECOMMUNICATION SYSTEM)		
Research Title :	-		

REFEREE REPORT FORM

The above applicant is applying for admission into a degree programme and has named you as a referee. Kindly give your assessment as follows.

Assessment	Outstanding	Excellent	Satisfactory	Weak	Unable to Comment
ACADEMIC PERFORMANCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ABILITY TO EXPRESS HIMSELF (ORAL)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ABILITY TO EXPRESS HIMSELF (WRITING)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MOTIVATION TO PURSUE THE PROPOSED STUDY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
INTELLECTUAL POTENTIAL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GENERAL PREPARATION FOR GRADUATE STUDIES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PERSEVERANCE IN ACADEMIC PURSUITS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In what capacity do you know the applicant?

How long do you know the applicant?

Please include additional recommendations or comments that you may wish to make about the ability of applicant to undertake the proposed programme of study.

[Save](#) [Reset](#)

Centre For Graduate Studies
Universiti Teknikal Malaysia Melaka, Hang Tuah Jaya, 76100 Durian Tunggal, Melaka, Malaysia
Phone: +606-331 6881 Fax: +606-331 6767
Best viewed using Internet Explorer with the resolution of 1280 x 800

- vi. Fill in the required information and evaluation, then click the 'Save' button and select 'OK'

10) NEXT OF KIN

- i. Applicants need to fill in the information Next of Kin section.

UTeM CENTRE FOR GRADUATE STUDIES
Online Application

Welcome : MURAHMAD FARIS IZZAT BIN AHMAD KHAIROL / Sign Out

PERSONAL **ACADEMIC QUALIFICATION** **LANGUAGE QUALIFICATION** **WORKING EXPERIENCE** **PROGRAMME APPLIED** **DOCUMENT UPLOAD** **PAYMENT** **REFEREE** **NEXT OF KIN** **VIEW & SUBMIT** **STATUS CHECK**

NEXT OF KIN

Please refer & enter all information according to information given below.

PROGRAMME OFFERED
USER GUIDE
APPLICATION REQUIREMENTS

Name :

Address :

Email :

Telephone :

Fax :

* Required Field

[Save](#) [Reset](#) [Next Page](#)

- ii. Fill in the required information, click the 'Save' button, and then select 'OK'.
- iii. To clear the information click 'Reset' button, and click 'OK' to confirm.

Message from webpage

? Please Save Your Information Before Continue To Next Section.

[OK](#) [Cancel](#)

- iv. To continue with the application, click the 'Next Page' button and select 'OK' to proceed, or click 'Cancel' to remain on the current tab.

11) VIEW & SUBMIT

- i. Applicants are kindly advised to ensure that all information provided is accurate and that all required supporting documents are uploaded as shown in the 'View and Submit' section.

UTeM CENTRE FOR GRADUATE STUDIES Online Application

PERSONAL | ACADEMIC QUALIFICATION | LANGUAGE QUALIFICATION | WORKING EXPERIENCE | PROGRAMME APPLIED | DOCUMENT UPLOAD | PAYMENT | REFERENCE | NEXT OF KIN | VIEW & SUBMIT | STATUS CHECK

Welcome | MUHAMMAD FARIS IZZAT BIN AHMAD KHAZIL | Sign Out

VIEW & SUBMIT

PROGRAMME APPLIED
USER GUIDE
APPLICATION DOCUMENTS

A. PERSONAL DETAILS

Full Name : MUHAMMAD FARIS IZZAT BIN AHMAD KHAZIL Gender : MALE
 IC No. / Passport No. : 8301805503 Religion : ISLAM
 Nationality Status : BAME Marital Status : SINGLE
 Nationality : Malaysia Race : MELAYU
 Date of Birth : 18/03/1993 Sex : MALE
 Country of Birth : Malaysia Disability : NO DISABILITY
 Address : 27, PERDAMAN ISKANDAR PERDANA 15, TAMAN ISKANDAR PERDANA, SEKUTEN 3, 32410, SERI ISKANDAR, PERAK Correspondence Address : 27, PERDAMAN ISKANDAR PERDANA 15, TAMAN ISKANDAR PERDANA, SEKUTEN 3, 32410
 Parliament : TASELUNG MALIK, Perak, Malaysia State of Birth : PERAK
 Telephone No. : 053731837 DUN : TASELUNG MALIK Perak, Malaysia
 Email : fazzat@gmail.com Handphone No. : 0123962485

B. ACADEMIC QUALIFICATION

No.	Country	Institution	Degree / Diploma	Year of Entry	Year of Graduation	Score / CGPA
1	Malaysia	UNIVERSITI TEKNIKAL MALAYSIA PERAK	IJAZAH SARJANA HIKMAH SAINS KOMPUTER (TEKNOLOGI BANGUNAN)	2008	2013	3.6

C. LANGUAGE QUALIFICATION

IELTS	TOEFL	RUET	BT SPH	BM SPH
			2A	1A

D. WORKING EXPERIENCE

E. PROGRAMME APPLIED

Field of Study : MASTER OF SCIENCE IN INFORMATION AND COMMUNICATION TECHNOLOGY Mode of Programme : RESEARCH
 Faculty : FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY Mode of Study : FULL-TIME
 Field of Specialization : IT-SPRINT Programme : MASTERS
 Main Supervisor : AHMAD SAHRI BIN CHE YEE @ CHE HANIFFI Research Title : GAMING AND ADMINITATION
 Second Supervisor :
 Third Supervisor :

F. REFERENCE (1)

Name : RAJAWAN HAZLAN Email : rajah@utem.edu.my
 Position : SP7R Telephone No. : 6264
 Institution : UTEM Fax No. : 6264
 Address : UTEM MELAKA, 76100, DURIAN TUNGGAL, Melaka, Malaysia

REFEE REPORT FORM

The above applicant is applying for admission into a degree programme and has named you as a referee. Kindly give your assessment as follows.

Assessment	Outstanding	Excellent	Satisfactory	Weak	Unable to Comment
ACADEMIC PERFORMANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABILITY TO EXPRESS HIMSELF (ORAL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABILITY TO EXPRESS HIMSELF (WRITING)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROWESS TO PURSUE THE PROPOSED STUDY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTELLECTUAL POTENTIAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL PREPARATION FOR GRADUATE STUDIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSISTENCE IN ACADEMIC PURSUITS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In what capacity do you know the applicant?
 student

How long do you know the applicant?
 2

Please include additional recommendations or comments that you may wish to make about the ability of applicant to undertake the proposed programme of study, recommended

F. REFERENCE (A)

Name : SURUDA RAMDAN Email : suruda@utem.edu.my
 Position : IP Telephone No. : 6172
 Institution : UTEM Fax No. : 6172
 Address : PPS UTEM, 76100, DURIAN TUNGGAL, Melaka, Malaysia

REFEE REPORT FORM

In what capacity do you know the applicant?
 student

How long do you know the applicant?
 2

Please include additional recommendations or comments that you may wish to make about the ability of applicant to undertake the proposed programme of study, recommended

G. NEXT OF KIN

Name : ANWAR KHUZEL BIN SHARIFE Telephone No. : 0193249987
 Address : 27, PERDAMAN ISKANDAR PERDANA 15, TAMAN ISKANDAR PERDANA, SEKUTEN 3, 32410, SERI ISKANDAR, PERAK Fax No. : -
 Email : anwar@utem.edu.my

H. FINANCIAL SUPPORT

Name of Financial Support : ANWAR KHUZEL BIN SHARIFE Telephone No. : 0193249987
 Address of Financial Support : 27, PERDAMAN ISKANDAR PERDANA 15, TAMAN ISKANDAR PERDANA, SEKUTEN 3, 32410, SERI ISKANDAR, PERAK Fax No. : -

I. DECLARATION

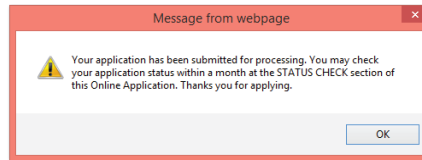
I certify that all the information given in this online application is correct. The University reserves the right to report this application or withdraw the offer of admission if any incorrect information given during the application process.

I agree to abide Personal Data Protection Act (PDPA)

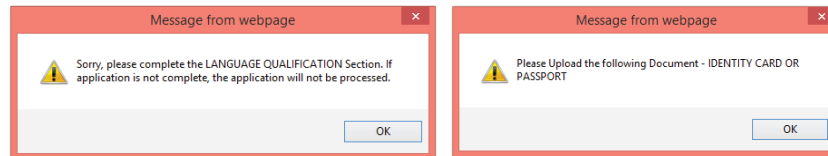
Date of Submission : 06/12/2016 Date of Payment : 06/12/2016

Submit Print

- ii. Click **Submit** button to submit the application form.



- iii. If required information and documents has been upload, the following message will popup.



- iv. If there are required information or documents not completed and upload, the following message will be display.
- v. Once has been submit, applicant may print the application by click **Print**.

12) CHECK STATUS

You can check your admission status online to view your admission decision. Depending on your program, you may also have the option to **accept or decline** your offer. The 'Check Status' feature is the fastest way to stay updated on any activity related to your application.



- i. Incomplete : Application has been submitted. Verification by UTeM is required once payment is made MIGS.
- ii. In Process : Application is in process.
- iii. Successful/Unsuccessful : Application accepted or not accepted.

TUITION AND FEE PAYMENT

6) TUITION AND FEE PAYMENT

Tuition and Fee Payment at Universiti Teknikal Malaysia Melaka (UTeM)

Understanding the tuition fees, payment methods, and deadlines is essential for a smooth financial process during your academic journey at Universiti Teknikal Malaysia Melaka (UTeM). Here is detailed information about tuition fees, payment options, and potential financial aid and scholarship opportunities:

Payment Methods:

UTeM offers various payment methods to facilitate tuition fee payments. These methods typically include:

1. **Online Payment:** UTeM provides an online payment system where you can pay tuition fees using debit cards, credit cards, or online banking. This method offers convenience and secure transactions.
2. **Bank Transfer:** You can make tuition fee payments through bank transfers. The university will provide the necessary bank account details for the transaction.
3. **Cash or Bank Draft:** In some cases, UTeM may accept cash payments or bank drafts at designated counters or bank branches. However, it is advisable to check with the finance office for the specific payment options available.

Deadlines for Payment:

UTeM usually sets specific deadlines for tuition fee payment each semester. It is crucial to adhere to these deadlines to avoid late fees or potential withdrawal from courses. The deadlines for payment are typically communicated to students through official announcements, the Student Portal, or emails. Be sure to keep track of these deadlines and plan your finances accordingly.

Financial Aid and Scholarship Opportunities:

UTeM may offer financial aid and scholarship opportunities to eligible students to support their academic pursuits. These opportunities are typically awarded based on academic merit, financial need, or other specific criteria. Here are some potential financial aid and scholarship options:

1. **Scholarships for Excellence:** UTeM may offer scholarships to outstanding students who have demonstrated exceptional academic achievements. These scholarships can cover a percentage or the full amount of tuition fees.

2. Bursaries and Financial Assistance: Students facing financial difficulties may be eligible for bursaries or financial assistance programs. These support schemes aim to alleviate the financial burden and ensure that deserving students can pursue their education without financial constraints.
3. External Scholarships and Sponsorships: UTeM may have collaborations with external organizations or government agencies that provide scholarships or sponsorships to students in specific fields of study. These opportunities may have unique eligibility criteria and application processes.

STUDENT SUPPORT AND SERVICE

7) STUDENT SUPPORT AND SERVICES

i. Learning Management System (LMS)

The Learning Management System (LMS) used by Universiti Teknikal Malaysia Melaka (UTeM) is a comprehensive online platform that serves as a central hub for course materials, assignments, communication, and various learning resources. The LMS platform, accessible at <https://ucreds.utm.edu.my/>, is designed to enhance the online learning experience for students and facilitate seamless interactions between instructors and learners. On UCreds, students can view their enrolled courses, which are listed on the dashboard. The platform also provides access to course content, including lecture slides, reading materials, and multimedia resources. Students should regularly check the announcements section for updates from instructors. Additionally, UCreds allows students to submit assignments directly through the platform.

ii. Virtual Library

The **UTeM Library** (<https://library.utm.edu.my/en/>) is a vital resource hub for the UTeM community, supporting academic pursuits and research. The website offers a user-friendly interface in both English and Malay, with easy access to a wide range of resources, including books, journals, e-resources, and research databases. It also provides research tools, guides, and services to assist students and researchers with citation styles, research methodologies, and academic writing. Additionally, the library offers services like document delivery, interlibrary loans, and workshops to enhance information literacy and research skills. The website showcases various initiatives and collaborations to foster academic growth and knowledge exchange. Overall, the UTeM Library website is an essential platform for supporting academic excellence at UTeM.

iii. Welfare

The "**Unit Kebajikan Pelajar**" page on <https://hep.utm.edu.my/unit-kebajikan-pelajar/> provides information about the Student Welfare Unit at UTeM. The page is in Malay to cater to the university's Malay-speaking audience. This unit oversees the welfare and well-being of UTeM students, offering services such as financial aid, counseling, psychological support, health assistance, and more. It also provides contact details on how students can access these services, along with news and updates on welfare programs and activities. Overall, the page is an important resource for students seeking support during their academic journey, showcasing UTeM's commitment to student welfare and success.

CONTACT INFORMATION

8) CONTACT INFORMATION**i. Technical Support for LMS (UCreds)**

Contact Person : Mr. Muhamad Azmi Zainal (Assistant Information Technology)

Contact Number : +60 62704532

Email : muhamad.azmi@utem.edu.my

ii. Program Coordinator (MAXL)

Contact Person : Ts. Dr. Halizah binti Basiron

Contact Number : +60 62702433

Email : halizah@utem.edu.my

iii. Program Coordinator (MBA)

Contact Person :

Contact Number :

Email :

iv. School of Graduate Studies (Postgraduate)

Contact Person : Mr. Mohd Adznan bin Mohd Nayan

Contact Number : +6062702788

Email : adznan@utem.edu.my