

IMPORTANT INFORMATION

REGISTRATION FOR RETURNING STUDENT (TRIMESTER) SEMESTER 2, 2020/2021

Doctor of Business Administration

- 1) All students are required to go through Semester Registration for Semester 2, 2020/2021.
- 2) Below are the relevant information and procedures for your attention:
 - You are reminded to update your details at eStudent,
<http://smpweb.unimas.my/eStudent>
 - Kindly inform us if you have been offered a scholarship by sending a verified copy of the offer letter. We shall then provide you with your **reference number** for you to activate your registration status;
 - For self-sponsored student, your **reference number** will be provided to you once semester fees are paid **in full**.
 - Semester/Student registration will be from **4 February 2021 - 5 February 2021** via online:
<https://estudent.unimas.my/SemesterRegistration>
 - Penalty of RM200.00 will be imposed for student registration from **6 February 2021 - 19 February 2021**. Payment to be made as follows: -

Programme	Methods of payment
Coursework students	1. UNIMAS Edu Sdn.Bhd (Maybank Islamic Berhad: 561239608898) 2. JomPAY <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Biller Code: 40287 Ref-1: Student Name Ref-2: Matric Number</div>

- Please submit proof of payment to Centre for Graduate Studies for further action.

**COURSE REGISTRATION FOR RETURNING STUDENTS (TRIMESTER)
SEMESTER 2, 2020/2021**

Doctor of Business Administration

- (a) Please be reminded to **register for your courses** after you have completed your semester registration via online:
<https://smpweb.unimas.my/CourseRegistration>
- (b) Students are allowed to add and/or to drop courses from **4 February 2021 - 12 February 2021 without penalty**;
- (c) Penalty of **RM200.00 for each course** will be imposed for adding and/or dropping of courses with the approval of the Senior Director of CGS from **13 February 2021 - 19 February 2021**.
- (d) Penalty of payment to be made as follows: -

Programme	Methods of payment
Coursework students	1. UNIMAS Edu Sdn.Bhd (Maybank Islamic Berhad: 561239608898) 2. JomPAY <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Biller Code: 40287 Ref-1: Student Name Ref-2: Matric Number</div>

- (e) Please submit your proof of payment to the Centre for Graduate Studies for further action.
- (f) Adding and/or dropping of courses **after 20 February 2021 is not permitted**.

If you have any problem to access the above web-link, kindly email: hotline_citds@unimas.my

If you need to contact CGS staffs, kindly refer the officers in charge of each Faculty/Institute:

Julianne ak Jeli (jjulianne@unimas.my)	581015	<i>FEB, FRST, FLC & FBE</i>
Noryanti Baizura bt Badhi (bnbaizura@unimas.my)	581017	<i>FCSHD, FACA, FSSH & IBEC</i>
Ruhayah bt Mohmud (mruhayah@unimas.my)	581017	<i>FE, FMHS, FCSIT & ISITI</i>
Raini bt Abang (araini@unimas.my)	581014	<i>I-Create, IHCM, IBS & CALM</i>

Adding/dropping of courses during the penalty period can only be done by student after submitting the receipt of penalty payment to Centre for Graduate Studies.

**CENTRE FOR GRADUATE STUDIES' OFFICE WILL BE CLOSED DURING
WEEKEND AND PUBLIC HOLIDAY**