

**GUIDELINES
FOR
POSTGRADUATE STUDIES
PROGRAMME BY COURSEWORK**

INTRODUCTION ABOUT CENTRE FOR GRADUATE STUDIES

Centre for Graduate Studies (CGS) constitutes an interesting strategic development in UNISEL. It works closely with all the faculties in the university to develop and enhance academic and social experience of graduate students who are learning and doing research.

At CGS,

- i. We enhance your academic and professional skills
- ii. We give you right exposure
- iii. We give you confidence to pursue the best opportunities
- iv. And, finally we try our level best to ensure you can write your own destiny

CGS stresses on the power of knowledge to help you secure a good job and excel in it. While also ensuring that graduate education is much fun as it is important.

CGS is a constituent institution of UNISEL which is a leading institute offering a basket of postgraduate programmes / options.

UNIVERSITI SELANGOR VISION

To be renowned university that nurtures professionals and scholars with high moral and ethical values.

UNIVERSITI SELANGOR MISSION

Unisel is committed to provide excellent and conducive learning environment to develop competent, upright and ethical professionals & scholars.

CGS VISION

Centre for Graduate Studies (CGS) develops professionals and scholars intellectual capabilities in a environment that prompt academic achievement and research excellence.

CGS MISSION

Centre for Graduate Studies (CGS) develops professionals and scholars intellectual capabilities in a environment that prompt academic achievement and research excellence.

CORE VALUES

As member of the UNISEL, each of us, no matter what our role is, willingly proclaims common ownership of these guiding values:

Integrity

Committed to the highest standards of honesty, truth and fairness, as well as mutual respect and trust.

Accountability

Committed to being responsible and accountable stewards of the human, financial, physical and intellectual resources.

Innovation

Committed to pursuing knowledge and ideas, being continuously adaptable and striving to develop innovative solutions.

Quality and Excellence

Committed to continuous quality improvement and excellence in all our endeavors.

Accessibility

Committed to providing maximum educational opportunities for all.

Collegiality

Committed to the spirit of collaboration and teamwork.

CGS DIRECTORY

No	Name	Position	Telephone	E-mail
DEPUTY DEAN (POSTGRADUATE & RESEARCH) / HEAD OF PROGRAMME/ PROGRAMME COORDINATOR				
1.	Assoc. Prof. Dr. Dr. Setyawan Widyarto	Dean CGS	0355223460	dekan_pps@unisel.edu.my /swidyarto@unisel.edu.my
2.	Assoc. Prof. Dr. Gunasegaran Karuppanan	Deputy Dean (Marketing and Resources), CGS	0355223457	drguna@unisel.edu.my
3	Assoc. Prof. Dr. Salina Muhamad	Deputy Dean (Academic), CGS	0355223561	msalina@unisel.edu.my
4	Dr. Mohd Nazif Samat @ Darawi	Dean, Faculty of Health Sciences	019-2114044	nazif@unisel.edu.my
5	Dr. Hema a/p Subramaniam	Deputy Dean (Postgraduate and Research) Faculty of Communication, Visual Arts and Computing	014-3307433	hema@unisel.edu.my
6	Dr. Suziyanti Marjudi	Programme Coordinator (PhD in Computing & Master of Science (Computing) Faculty of Communication, Visual Arts and Computing	0332805121	suziyanti@unisel.edu.my
7	Muhammad bin Hashim	Programme Coordinator (Master of Information Technology and Master of Computer Science (Software Engineering), Faculty of Communication, Visual Arts and Computing	019-2887273	muhd@unisel.edu.my
8	Dr. Md. Rosli bin Hj. Ismail	Deputy Dean (Postgraduate and Research) Faculty of Education and Social Science	03-32805093	mdrosli@unisel.edu.my
9	Dr. Haji Abu Bakar Bin Mohd Sheikh	Head of Programme (Doctor of Education)	017-2023798	abu_sheikh@unisel.edu.my
10	Dr. Kamisah Supian	Deputy Dean (Postgraduate and Research), Faculty of Business and Accountancy	019-3685336	kamisah@unisel.edu.my
11	Dr. Norasekin Bt Hj Ab Rashid	Programme Coordinator Faculty of Business and Accountancy	012-2296292	norasekin@unisel.edu.my
12	Nurhafizah binti Ibrahim	Programme Coordinator (Science and Biotechnology Department) Faculty of Engineering and Life Sciences	016-2321042	nurhafizah@unisel.edu.my
13	Ts. Dr. Hasliza binti Abu Hassan	Programme Coordinator (Engineering Department) Faculty of Engineering and Life Sciences	012-2805442	hasliza@unisel.edu.my

STAFF CGS DIRECTORY

ADMINISTRATIVE STAFF				
1.	Pn. Qiesty Zarina bt. Ghazali	Senior Assistant Registrar	03-55223452	qiesty@unisel.edu.my
2.	Pn. Noor Azlinah Abu	PA/Supervisor	03-55223568/ 3459	norazlinah@unisel.edu.my
3.	En. Izwan Bin Adnan	IT Technician	03-55223437	moiz_5747@unisel.edu.my
4.	En. Mohd Zaman b. Mohd Akhir	Admin Assistant	03-55223437	mohdzaman@unisel.edu.my

UNISEL DIRECTORY

No	Name	Unit	Telephone	E-mail
1.	En Raj Mohamad Abdul Latif	Officer, Finance Department	03-55223469	rajmohamad@unisel.edu.my
2.	Pn Siti Balkis Jhonmany	Supervisor, Finance Department	03-55223558	ieka_ensyie@unisel.edu.my
3.	Finance Department	General Line	03-55223488	studentfinance@unisel.edu.my
4.	Record and Convocation Unit	General Line	03-55223461	urk@unisel.edu.my
5.	Examination & Course Evaluation Unit	General Line	03-55223595	exam@unisel.edu.my

ACADEMIC CALENDAR 2020/2021
for UNDERGRADUATE, POSTGRADUATE (BY COURSEWORK)
AND FRANCHISE PROGRAMMES

SEMESTER APRIL 2020		
ACTIVITY	DATE	DURATION
Registration for Enhancement Programmes	07 Mar 2020	1 day
Enhancement Programmes	07 Mar - 03 Apr 2020	4 weeks
New Students Registration	01 Apr 2020	1 day
New Students Orientation	01 - 04 Apr 2020	4 days
Returning Students Online Registration	03 - 08 Apr 2020	6 days
Lectures	06 April - 22 May 2020	7 weeks
Mid Term Break	25 - 29 May 2020	1 week
Lectures	01 Jun - 17 Jul 2020	7 weeks
Revision & Final Exam	18 Jul - 09 Aug 2020	3 weeks
Semester Break	10 - 28 Aug 2020	3 weeks
Senate Meeting*	26 Aug 2020 (Wednesday)	TBD by Senate

SHORT SEMESTER AUGUST 2020		
ACTIVITY	DATE	DURATION
Registration for Enhancement Programmes	11 Jul 2020	1 day
Enhancement Programmes	11 Jul - 21 Aug 2020	6 weeks
New Students Registration	22 Aug 2020	1 day
New Students Orientation	22 - 25 Aug 2020	4 days
Returning Students Online Registration	28 Aug - 02 Sep 2020	6 days
Lectures	1 Sept - 16 Oct 2020	7 weeks
Revision & Final Exam	17 Oct - 01 Nov 2020	2 weeks
Semester Break	02 - 13 Nov 2020	2 weeks
Senate Meeting*	13 Nov 2020 (Friday)	TBD by Senate

SEMESTER NOVEMBER 2020		
ACTIVITY	DATE	DURATION
Registration for Enhancement Programmes	03 Oct 2020	1 day
Enhancement Programmes	03 Oct - 06 Nov 2020	5 weeks
New Students Registration	07 Nov 2020	1 day
New Students Orientation	07 - 10 Nov 2020	4 days
Returning Students Online Registration	14 - 18 Nov 2020	5 days
Lectures	16 Nov - 25 Dec 2020	6 weeks
Mid Term Break	28 Dec 2020 - 01 Jan 2021	1 week
Lectures	04 Jan - 26 Feb 2021	8 weeks
Revision & Final Exam	27 Feb - 21 Mar 2021	3 weeks
Semester Break	22 Mar - 09 Apr 2021	3 weeks
Senate Meeting*	07 Apr 2021 (Wednesday)	TBD by Senate

Public Holidays* 2020:

- 1 January 2020 (Wednesday) - New Year
- 25 & 26 January 2020 (Saturday & Sunday) - Chinese New Year
- 27 January (Monday) - Replacement Holiday
- 8 February (Saturday) - Thai Pusam
- 1 May (Friday) - Labour Day
- 7 May (Thursday) - Wesak Day
- 10 May (Sunday) - Nuzul Al-Quran
- 11 May (Monday) - Replacement Holiday
- 24 May (Sunday) - Hari Raya Idul Fitri
- 25 May (Monday) - Hari Raya Idul Fitri

- 26 May (Tuesday) - Replacement Holiday
- 06 June (Saturday) - Agong's Birthday
- 31 July (Friday) - Hari Raya Idul Adha
- 20 August (Thursday) - Awal Muharram
- 31 August (Monday) - National Day
- 16 September (Wednesday) - Malaysia Day
- 29 October (Thursday) - Prophet Muhammad's Birthday
- 14 November - Deepavali (Saturday)
- 11 December (Friday) - Sultan Selangor's Birthday
- 25 December (Friday) - Christmas

Public Holidays* 2021:

- 1 January 2021 (Friday) - New Year
- 28 January 2021 (Thursday) - Thai Pusam
- 12 & 13 February 2021 (Friday & Saturday) - Chinese New Year

SEMESTER AND COURSE REGISTRATION

Semester Registration

Semester Registration/ (i- daftar) refers to a student registering himself/herself for every semester. It is compulsory for a current student to self-register at the beginning of every semester as stipulated by the University. Student Registration for current student can be done on line through this link <http://studentportal.unisel.edu.my/>

Please ensure your **Outstanding Tuition Fee is RM 0.00** in order for you to access the Student Portal and you have paid the **Semester Fee of RM250.00 (First Long Semester) / RM230.00 (Second Long Semester)** you can register your semester via i-daftar.

A student who **fails to do semester registration/ i-daftar** will be **fined**:

Table 1 (i) : Penalty Imposed for Late Student Registration in Long Semester




LECTURE WEEK	PENALTY
1-2	RM50 and an additional RM20 for each subsequent day
3	Deferment or termination of study
	Maximum penalty, RM400

Table 1 (ii) : Penalty Imposed for Late Student Registration in Short Semester

LECTURE WEEK	PENALTY
1	RM50 and an additional RM20 for each subsequent day
2	Deferment or termination of study
	Maximum penalty, RM400

METHOD OF PAYMENT

Payment can be made via :

 12038010051888 (Universiti Selangor)	BANK ISLAM Account No : 12038010051888 (Universiti Selangor) Bank Counter ONLY
 Biller Code: 40147 Ref-1: Student IC Number Ref-2: Telephone Number	 https://landing-pages.flywire.com/landing/unisel *for International Student (Payment Gateway)

JomPAY online at Internet and Mobile Banking with your Current, Saving or Credit Card account
*will be updated at student ledger within 3 working days

Method using Cash Deposit Machine are not allowed

HOW TO DO YOUR IDAFTAR

- PLEASE LOG IN TO THIS URL : <http://estudent.unisel.edu.my/>
 - Student ID it means your matric Nombor
 - Password for first time user is your IC no. or Passport No.

estudent.unisel.edu.my/eStudent/index.jsp

eStudent unisel

Student | Universiti Selangor

Server 1 Server 2 Server 3

LOGIN

Student id

Password

[Forgot Password](#)

INFORMATION

- Course Registration
- Student Registration
- Examination Result
- Student Hostel
- Convocations

Sekiranya anda gagal untuk log masuk ke eStudent (Portal Pelajar) tetapi ingin membuat semakan :

- Status Akademik**, sila hubungi Unit Rekod & Konvokeikan di talian 03-5522-3481/3461 (Kampus Shah Alam) atau 03-32805020/6080 (Kampus Bestari Jaya), atau
- Yuran pengajian, sila hubungi **Unit Kewangan Pelajar** di talian 03-55223488 (Kampus Shah Alam) atau 03-32805040/5043 (Kampus Bestari Jaya) atau email kepada studentfinance@unisel.edu.my
- Untuk sebarang masalah teknikal mengenai eStudent, sila email ke helpdesk_cict@unisel.edu.my

Terima kasih.

If you fail to login to eStudent (Student Portal) but wish to check your :

- Academic status**, please call **Record & Convocation Unit** at 03-5522-3481/3461 (Shah Alam Campus) or 03-32805020/6080 (Bestari Jaya Campus), or
- Tuition fees**, please call **Student Finance Unit** at 03-55223488 (Shah Alam Campus) or 03-32805040/5043 (Bestari Jaya Campus) or email kepada studentfinance@unisel.edu.my
- For any technical problem regarding eStudent, kindly email us at helpdesk_cict@unisel.edu.my

Thank you.

Shah Alam Campus [DU007 (B)]
 Jalan Zirkon A 7/A, Seksyen 7, 40000 Shah Alam,
 Selangor Darul Ehsan, Malaysia
 Tel : 603-5522 3400 Fax : 603-5522 3551

Bestari Jaya Campus [DU007-01 (B)]
 Jalan Timur Tambahan, 45600 Bestari Jaya,
 Selangor Darul Ehsan, Malaysia
 Tel : 603-3289 7336 Fax : 603-3289 7335

2. Click iDaftar

ot secure | estudent.unisel.edu.my/eStudent/home.jsp

eStudent unisel

Home Setup Profile Registration Course Examination HEP Finance Derasiswa Others Logout

NAME : AL MARSHUDI FAHAD BATI KHALFAN ALI
 ID NO / IC NO : 918200251 / W0185205
 PROGRAM : PhD IN MANAGEMENT
 FACULTY : FACULTY OF BUSINESS AND ACCOUNTANCY
 CAMPUS : SHAH ALAM
 STATUS : ACTIVE

06/07/2020 - 11:03:11

QUICK NOTIFICATION

Your current semester is **22089**

Your status for this semester is **ACTIVE**

Your registration for this semester is via **iDaftar** [Click](#)

You have registered 1 courses for this semester [Click](#)

Examination result for this semester is currently closed

Your outstanding balance is RM -310.00

IMPORTANT DATE

EVENT	Start	End
Self-Registration (Daftar) Click	06/07/2020	19/07/2020
Add/Drop Course Current Semester Click	15/04/2020	19/04/2020
Course Registration Stop Click	00/04/2019	21/04/2019
Current Result Closed Click	01/04/2020	26/08/2020
Exam Slip Print Click	10/02/2020	24/02/2020

You are encouraged to change your password regularly for safety and security purposes. [Click](#)

Students without photo displayed in profile. [Click](#)

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3. Please select your course, please follow your study plan for the code course

Not secure | student.unisel.edu.my/Student/registration_new.jsp

Home Setup Profile Registration Course Examination HEP Finance Dermasiswa Others Logout

NAME : AL BALUSHI FAISAL IBRAHIM ALI
ID NO / IC NO : 9201000131 / KX3551603
PROGRAM : PHD IN MANAGEMENT
FACULTY : FACULTY OF BUSINESS AND ACCOUNTANCY
CAMPUS : SHAH ALAM
STATUS : NOT REGISTERED

06/07/2020 - 19:17:31

Registration > Self Registration (Daftar)

SELF REGISTRATION (Daftar)

Before you can proceed with Daftar, please make sure:
1) you have paid all outstanding fees, and
2) you have paid current semester fees. (RM230.00)

Thank you

THIS SEMESTER IS (22089 - July 2020)

COMPLETE AND SUBMIT THE FORM BELOW TO REGISTER FOR CURRENT SEMESTER.

(Please Select Course) Select Course

Courses which is not listed probably not offered / fully occupied / total credit hours exceed the maximum limit. Kindly refer the faculty for further assistance.

Thank you.

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Not secure | student.unisel.edu.my/Student/registration_new.jsp

Home Setup Profile Registration Course Examination HEP Finance Dermasiswa Others Logout

NAME : AL BALUSHI FAISAL IBRAHIM ALI
ID NO / IC NO : 9201000131 / KX3551603
PROGRAM : PHD IN MANAGEMENT
FACULTY : FACULTY OF BUSINESS AND ACCOUNTANCY

06/07/2020 - 10:17:31

Registration > Self Registration (Daftar)

SELF REGISTRATION (Daftar)

Before you can proceed with Daftar, please make sure:
1) you have paid all outstanding fees, and
2) you have paid current semester fees. (RM230.00)

Thank you

THIS SEMESTER IS (22089 - July 2020)

COMPLETE AND SUBMIT THE FORM BELOW TO REGISTER FOR CURRENT SEMESTER.

(Please Select Course) Select Course

Courses which is not listed probably not offered / fully occupied / total credit hours exceed the maximum limit. Kindly refer the faculty for further assistance.

Thank you.

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Not secure | student.unisel.edu.my/Student/registration_new.jsp

Home Setup Profile Registration Course Examination HEP Finance Dermasiswa Others Logout

NAME : AL BALUSHI FAISAL IBRAHIM ALI
ID NO / IC NO : 9201000131 / KX3551603
PROGRAM : PHD IN MANAGEMENT
FACULTY : FACULTY OF BUSINESS AND ACCOUNTANCY
CAMPUS : SHAH ALAM
STATUS : NOT REGISTERED

06/07/2020 - 10:17:31

Registration > Self Registration (Daftar)

SELF REGISTRATION (Daftar)

Before you can proceed with Daftar, please make sure:
1) you have paid all outstanding fees, and
2) you have paid current semester fees. (RM230.00)

Thank you

THIS SEMESTER IS (22089 - July 2020)

COMPLETE AND SUBMIT THE FORM BELOW TO REGISTER FOR CURRENT SEMESTER.

(Please Select Course) Select Course

Courses which is not listed probably not offered / fully occupied / total credit hours exceed the maximum limit. Kindly refer the faculty for further assistance.

Thank you.

Not secure | estudent.unisel.edu.my/eStudent/registration_new.jsp

Home Setup Profile Registration estudent.unisel.edu.my says Demasiswa Others Logout

Are you sure you want to select this course?

OK

Registration >> Self Registration (Daftar) 06/07/2020 - 10:17:34

SELF REGISTRATION (iDaftar)

Before you can proceed with iDaftar, please make sure:
 1) you have paid all outstanding fees, and
 2) you have paid current semester fees. (RM230.00)

Thank you

THIS SEMESTER IS (22089 - July 2020)

COMPLETE AND SUBMIT THE FORM BELOW TO REGISTER FOR CURRENT SEMESTER.

PMP7121 [1] - DOCTOR OF PHILOSOPHY IN MANAGEMENT (SEM II) (DR. NORASEKIN AB RASHID) Select Course

Courses which is not listed probably not offered / fully occupied / total credit hours exceed the maximum limit. Kindly refer the faculty for further assistance.

Thank you.

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4. Please sure to click submit when its confirm

estudent.unisel.edu.my/eStudent/registration_new.jsp

Home Setup Profile Registration Course Examination HEP Finance Demasiswa Others Logout

NAME : AL BALUSHI FAISAL IBRAHIM ALI
 ID NO / IC NO : 9201000131 / KX3951603
 PROGRAM : PhD IN MANAGEMENT
 FACULTY : FACULTY OF BUSINESS AND ACCOUNTANCY
 CAMPUS : SHAH ALAM
 STATUS : NOT REGISTERED

Registration >> Self Registration (iDaftar) 06/07/2020 - 10:18:53

SELF REGISTRATION (iDaftar)

Before you can proceed with iDaftar, please make sure:
 1) you have paid all outstanding fees, and
 2) you have paid current semester fees. (RM230.00)

Thank you

THIS SEMESTER IS (22089 - July 2020)

COMPLETE AND SUBMIT THE FORM BELOW TO REGISTER FOR CURRENT SEMESTER.

[Please Select Course] Select Course

Courses which is not listed probably not offered / fully occupied / total credit hours exceed the maximum limit. Kindly refer the faculty for further assistance.

Thank you.

SELECTED COURSES

SEMESTER	COURSE ID	COURSE NAME	CLASS	LECTURER	REPEATED	REMOVE
22089	PMP7121	DOCTOR OF PHILOSOPHY IN MANAGEMENT (SEM II)	1	DR. NORASEKIN AB RASHID		REMOVE
TOTAL CR. HR = 1						Submit

NOTE:
 * The submit button is only available once you have registered at least the minimum credit hours or more.
 * For this semester, the maximum credit you can register is 18 credit hours and the minimum is 1 credit hours.


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5. Your iDaftar is done.

Net secure | estudent.unisel.edu.my/eStudent/registration_new.jsp

eStudent


Home Setup Profile Registration Course Examination HEP Finance Dermasiswa Gases Logout

 NAME : AL BALUSHI FAISAL IBRAHIM ALI
ID NO / IC NO : 9201000131 / KK0551603
PROGRAM : PHD IN MANAGEMENT
FACULTY : FACULTY OF BUSINESS AND ACCOUNTANCY
CAMPUS : SHAH ALAM
STATUS : ACTIVE


>> Registration >> Self Registration (iDaftar) 05/07/2020 - 19:19:20

SELF REGISTRATION (iDaftar)

THIS SEMESTER IS (22089 - July 2020)

CURRENT SEMESTER ACADEMIC STATUS : "ACTIVE". 

REGISTRATION HISTORY : [Click](#)



COURSES REGISTERED FOR SEMESTER

SEMESTER	COURSE ID	COURSE NAME	CLASS	LECTURER	REPEATED
22089	PM97321	DOCTOR OF PHILOSOPHY IN MANAGEMENT (SEM II)	I	DR. NORASEKIN AB RASHID	

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