CGS

Guidelines for Postgraduate Studies

MASTERS and DOCTORAL COURSEWORK PROGRAMMES

CGS DIRECTORY

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UNISEL DIRECTORY

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5.	Examination & Course Evaluation Unit	General Line	03-55223595	exam@unisel.edu.my

POSTGRADUATE PROGRAMMES

BY COURSEWORK

DURATION OF STUDIES

PROGRAMME	STUDY DURATION (YEARS) FULL TIME		STUDY DURATION (YEARS) PART TIME	
	MIN	MAX	MIN	MAX
FACULTY OF EDUCATION & SOCIAL SCIENCES				
Doctor of Education (Ed.D) *(by coursework)*	3	8	4	8
Master in Education (Discipline Management)	1 ½	4	2	5
FACULTY OF COMP. SCIENCE & INFORMATION TECH.				
Master in Information Technology	1	4	2	4
Master of Strategic Communication and Digital Design	1	4	2 ½	4

SEMESTER & 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 excess the Student Portal and you have paid the **Semester Fee of RM250.00 (First Long Semester) / RM230.00 (Second Long Semester) / RM115.00 (Short Semester)** before 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

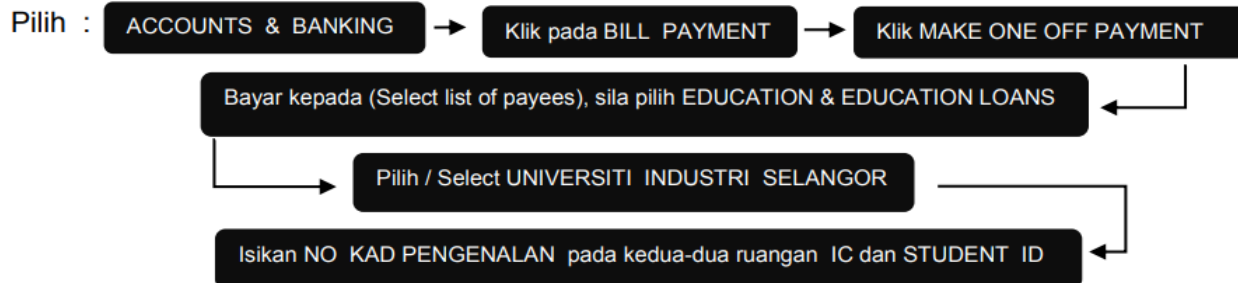| LECTURE WEEK	PENALTY
1	*RM50 and an additional RM20 for each subsequent day*
2	Deferment or termination of study
	Maximum penalty, RM400

A student who **fails to register** for any course will be **fined RM20 for each day up to a maximum of RM400 for every course.**

METHOD OF PAYMENT

1. Payment by online please refer to this method:-

i. Maybank2u

Bank : **Maybank** www.maybank2u.com.my

Pilih :

| ACCOUNTS & BANKING | → | Klik pada BILL PAYMENT | → | Klik MAKE ONE OFF PAYMENT |

Bayar kepada (Select list of payees), sila pilih EDUCATION & EDUCATION LOANS

Pilih / Select UNIVERSITI INDUSTRI SELANGOR

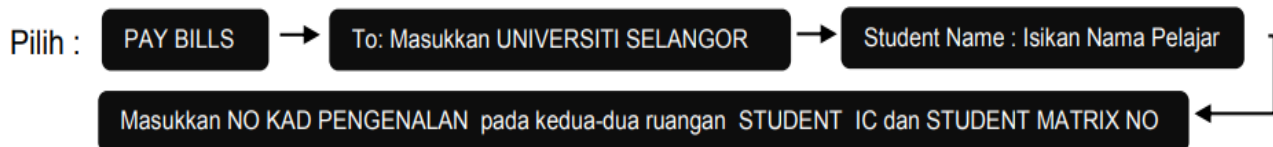Isikan NO KAD PENGENALAN pada kedua-dua ruangan IC dan STUDENT ID

Lanjutkan proses seperti biasa seperti mendapatkan 'TAC' sehingga selesai.

Nota: Sila cetak slip pembayaran dan bawa pada hari pendaftaran.

ii. Cimbclicks

Bank : **CIMB**BANK www.cimbclicks.com.my

Pilih :

| PAY BILLS | → | To: Masukkan UNIVERSITI SELANGOR | → | Student Name : Isikan Nama Pelajar |

Masukkan NO KAD PENGENALAN pada kedua-dua ruangan STUDENT IC dan STUDENT MATRIX NO

Lanjutkan proses seperti biasa seperti mendapatkan 'TAC' sehingga selesai.

Nota: Sila cetak slip pembayaran dan bawa pada hari pendaftaran.

2. Payment at counter bank

i. Bank Islam BANK ISLAM

Account Number   : 12038010051888
Name of Account   : UNIVERSITI SELANGOR

Please ensure to bring original receipt for registration/i-daftar
Method using Cash Deposit Machine are not allowed

UNISEL LOCATION

SHAH ALAM CAMPUS

BESTARI JAYA CAMPUS