

USER MANUAL for STUDENT'S PORTAL

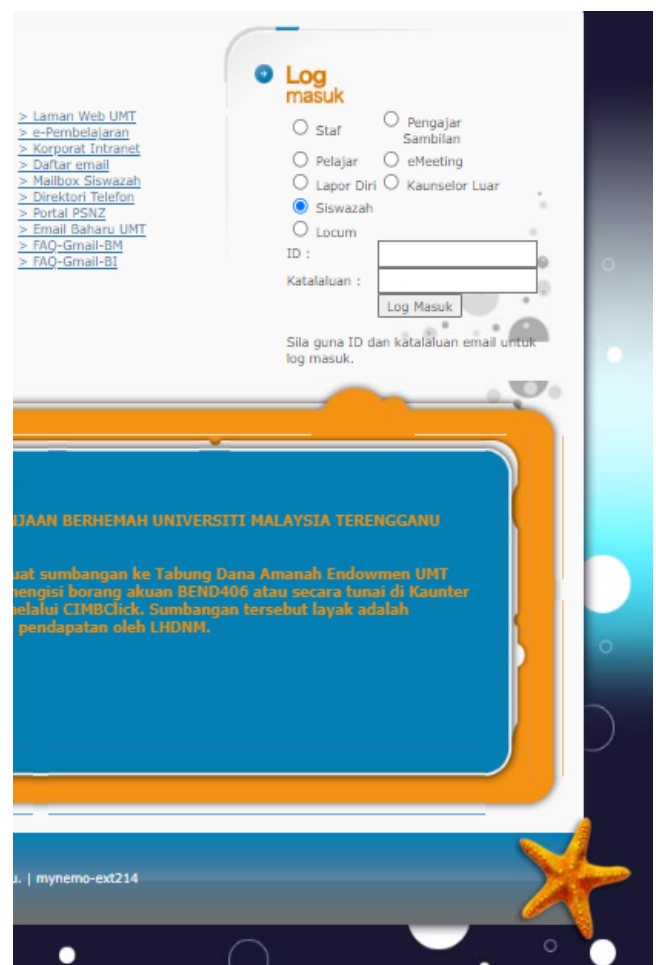


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07

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This module is for a student to print their confirmation letter

10

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This module is for a student to check their student mail

01

HOW TO LOG IN

The screenshot displays the mynemo portal interface. On the left, there are sections for 'Kaunter hotline PTJ' with a contact image, and 'Bantuan' (Help) with contact information: 'Sebarang masalah teknikal aplikasi, sila hubungi talian Sistem PTM, 4367 atau email ke mynemo.support@umt.edu.my'. The central 'Pautan sokongan' (Support Links) section features a clownfish icon and a list of links: '> Laman Web UMT', '> ePembelajaran', '> Korporat Intranet', '> Daftar email', '> Mailbox Siswazah', '> Direktori Telefon', and '> Portal PSNZ'. On the right, the 'Log masuk' (Login) section shows a list of user roles: 'Pengajar Sambilan', 'eMeeting', 'Kaunselor Luar', 'RA/GRA (Register)', 'Staf', 'Pelajar', 'Lapor Diri', 'Siswazah' (highlighted with a green circle), and 'Locum'. Below the roles are input fields for 'ID' and 'Katalaluan' (Password), with the 'Log Masuk' button highlighted by a blue circle. A note at the bottom of the login section reads: 'Sila guna ID dan katalaluan email untuk log masuk.' Below the main interface, there is an orange banner for 'Buletin Universiti' (University Bulletin) with a laptop icon. The bulletin title is 'PENGUATKUASAAN PERBELANJAAN BERHEMAH UNIVERSITI MALAYSIA TERENGGANU' with a link to 'klik lampiran'. The text below states: 'Warga UMT yang ingin membuat sumbangan ke Tabung Dana Amanah Endowmen UMT melalui potongan gaji boleh mengisi borang akaun BEND406 atau secara tunai di Kaunter Pejabat Bendahari dan juga melalui CIMBClick. Sumbangan tersebut layak adalah mendapat pengecualian cukai pendapatan oleh LHDNM.'

1

Go to mynemo link
<https://mynemo.umt.edu.my/>

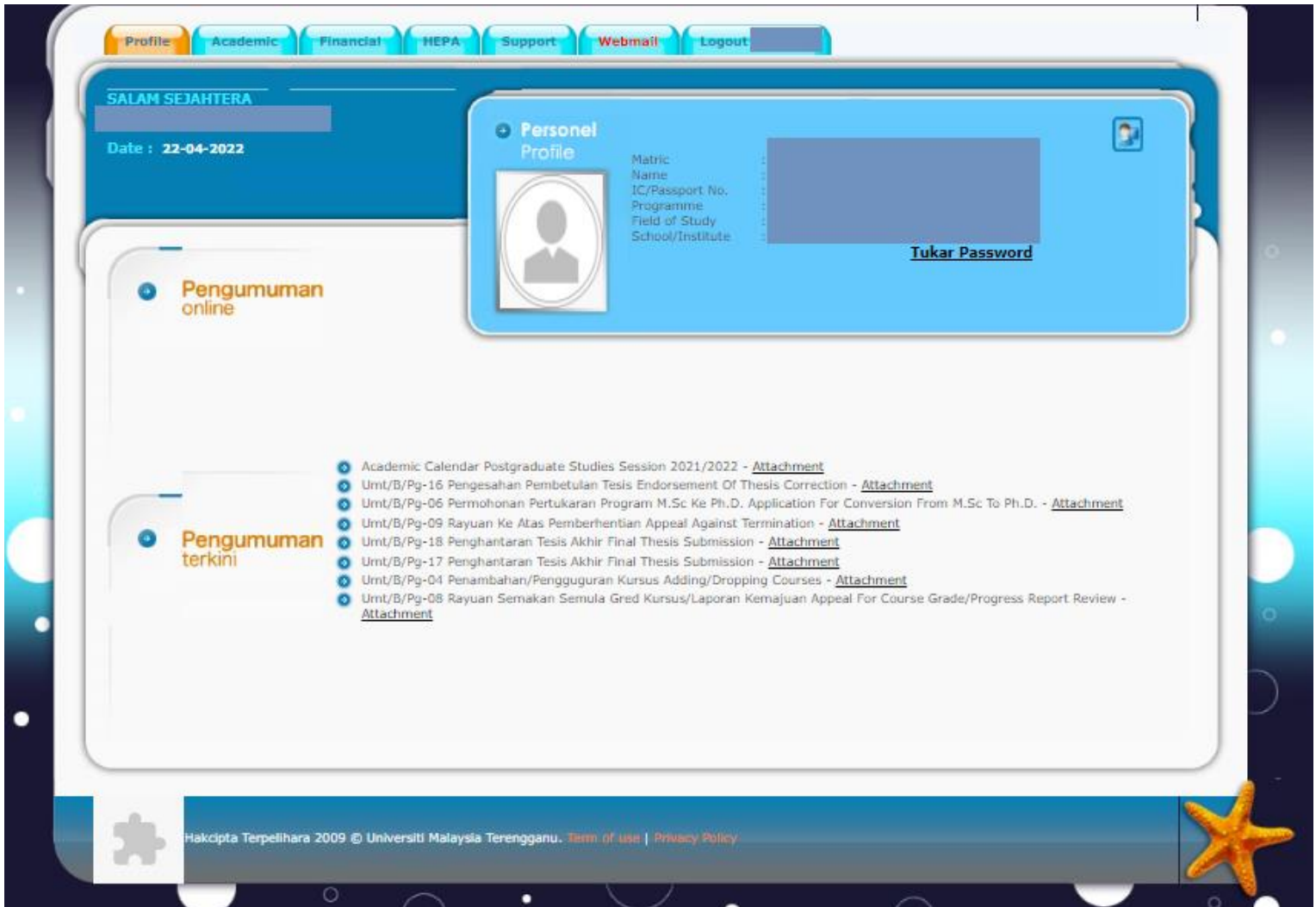
3

Click '**Log Masuk**'
to login

2

Click '**Siswazah**'
Enter your **ID (matric number)**
and **password (IC/Passport number)**

FEATURES IN A STUDENT'S PORTAL



01

PROFILE

Containing the academic and contact information for a student

02

ACADEMIC

Containing several modules related to the student's academic records

03

FINANCIAL

Containing the financial record for a student

04

HEPA & SUPPORT

Containing several modules related to the facilities provided to a student

05

ANNOUNCEMENTS

There are 2 kinds of announcements:
Upper part: Specific for the student
Lower part: General announcements

06

WEBMAIL

Containing webmail page. A student must log in to access their mail

Profile Academic Financial HEPA Support Webmail Logout

SALAM SEJAHTERA
Date : 22-04-2022

Personal Profile

Matric Name
IC/Passport No.
Programme
Field of Study
School/Institute

[Tukar Password](#)

Pengumuman online

Pengumuman terkini

- Academic Calendar Postgraduate Studies Session 2021/2022 - [Attachment](#)
- Umt/B/Pg-16 Pengesahan Pembetulan Tesis Endorsement Of Thesis Correction - [Attachment](#)
- Umt/B/Pg-06 Permohonan Pertukaran Program M.Sc Ke Ph.D. Application For Conversion From M.Sc To Ph.D. - [Attachment](#)
- Umt/B/Pg-09 Rayuan Ke Atas Pemberhentian Appeal Against Termination - [Attachment](#)
- Umt/B/Pg-18 Penghantaran Tesis Akhir Final Thesis Submission - [Attachment](#)
- Umt/B/Pg-17 Penghantaran Tesis Akhir Final Thesis Submission - [Attachment](#)
- Umt/B/Pg-04 Penambahan/Pengguguran Kursus Adding/Dropping Courses - [Attachment](#)
- Umt/B/Pg-08 Rayuan Semakan Semula Gred Kursus/Laporan Kemajuan Appeal For Course Grade/Progress Report Review - [Attachment](#)

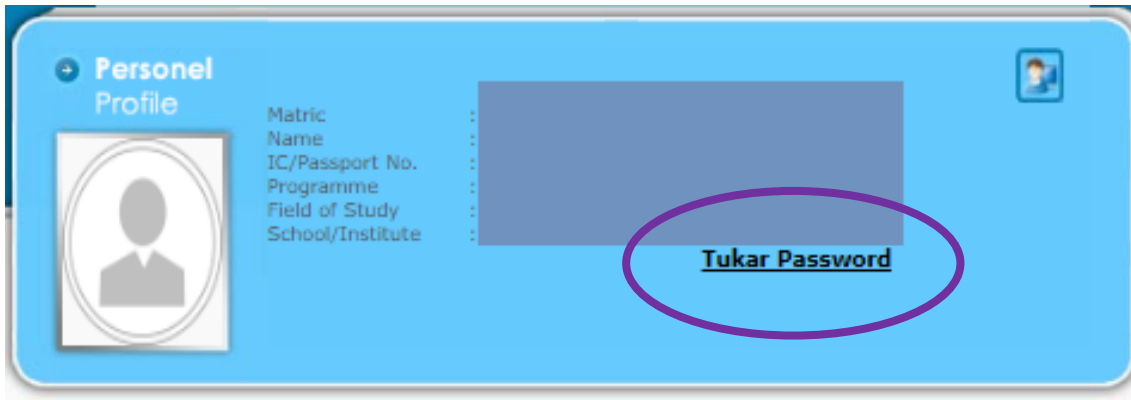
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02

PROFILE

This is where you can change the password and update your contact details

How to Change the Password



1 Click **Change Password**

2 Enter your **Old Password**.

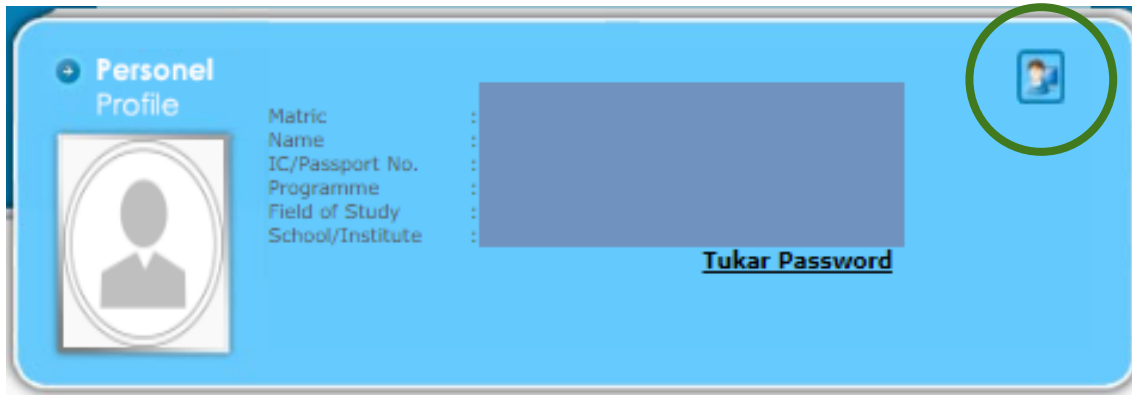
3 Enter and confirm the **New Password**

4 Click **Send**

A screenshot of a web browser window showing the 'Change Password' form. The browser title is 'MyNEMO : Change Password - Profile 1 - Microsoft Edge' and the URL is 'https://gssp.umt.edu.my/ssp/index.php'. The form has a green header with a checked box and the text 'Change your password'. Below this is a yellow instruction box: 'Enter your old password and choose a new one.' A larger yellow box lists password constraints: 'Your password must conform to the following constraints - eg: V4nida!mran', including minimum length (8), lowercase (1), uppercase (1), digits (1), and special characters (1), and rules against reusing old passwords. The form contains four input fields: 'Login' (with a user icon), 'Old password', 'New password', and 'Confirm'. At the bottom left is a green 'Send' button with a checkmark icon.

Note: In case your status is **ACTIVE** and you have problem in logging in to your portal, please contact Mr. Talib of Digital Ecosystem Centre through email at talib@umt.edu.my or you contact the general line at 609-6684490

How to Update A Student's Profile



1

Click **the profil's icon**

2

Update the editable information and click **Update**

Personel Profile

Matric No. : [Redacted]
Name : [Redacted]
KP/Passport No. : [Redacted]
Program : [Redacted]
Field : [Redacted]
Faculty/Institute : [Redacted]
Mode : [Redacted]

Sponsor/Scholarship : PERSENDIRIAN
Status of Study : SUBMIT NOTICE
Date Registered : 20-MAY-18
Session Registered : 2017/18-2

No	Name	E-mail	Status SV
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Gender : FEMALE
Race : [Redacted]
Religion : [Redacted]
Marital Status : [Redacted]

Permanent Address : [Redacted]
District/Dun : [Redacted]

Mailing Address : [Redacted]

Phone No. : [Redacted]
Mobile Phone No. : [Redacted]
E-mail : [Redacted]

Next of Kin Information
Beneficiary Name : [Redacted]
Address : [Redacted]
Phone No. : [Redacted]

Update »

Note: You can only update the editable information. Any changes on the academic information must be through applications that will be explained in the later chapter. To update your identity card (local student) or passport number (international student), please email us a coloured copy of your identity card or your passport to gso@umt.edu.my together with a request to update the information.

03

COURSE REGISTRATION



Course Registration

Status : (Open On Monday, 14 March 2022)

Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335

Technical support :
4420/4365/4220

The screenshot shows a web application interface. On the left is a dark navigation sidebar with a hamburger menu icon and the following items: 'Back To My memo', 'User Guide', and 'Pelajar'. The main content area has a top header with 'Paparannya Utama' and a home icon. Below this is a blue banner with the text 'Welcome to Postgraduate Registration Course' and a sub-message: 'Always alert and if anything problem, do not hesitate to contact us'. The rest of the page is a light gray area.

How to Access to Course Registration Module

1

Click **Academic** tab



2

Click **Course Registration**

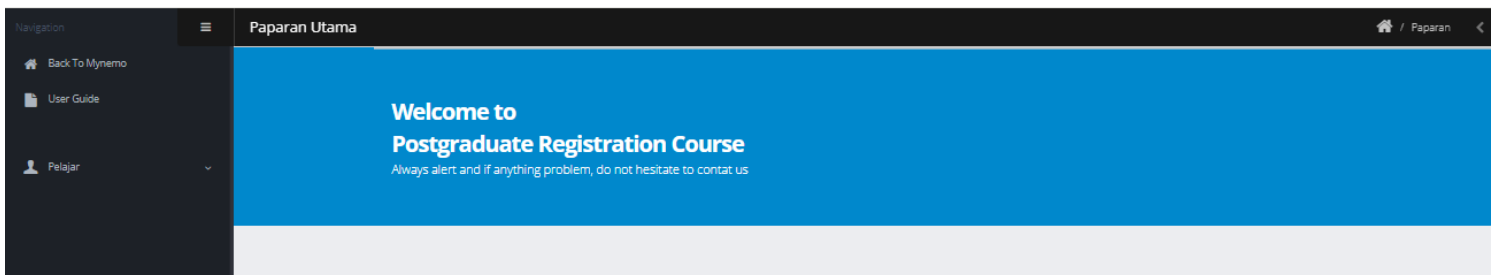


Course Registration

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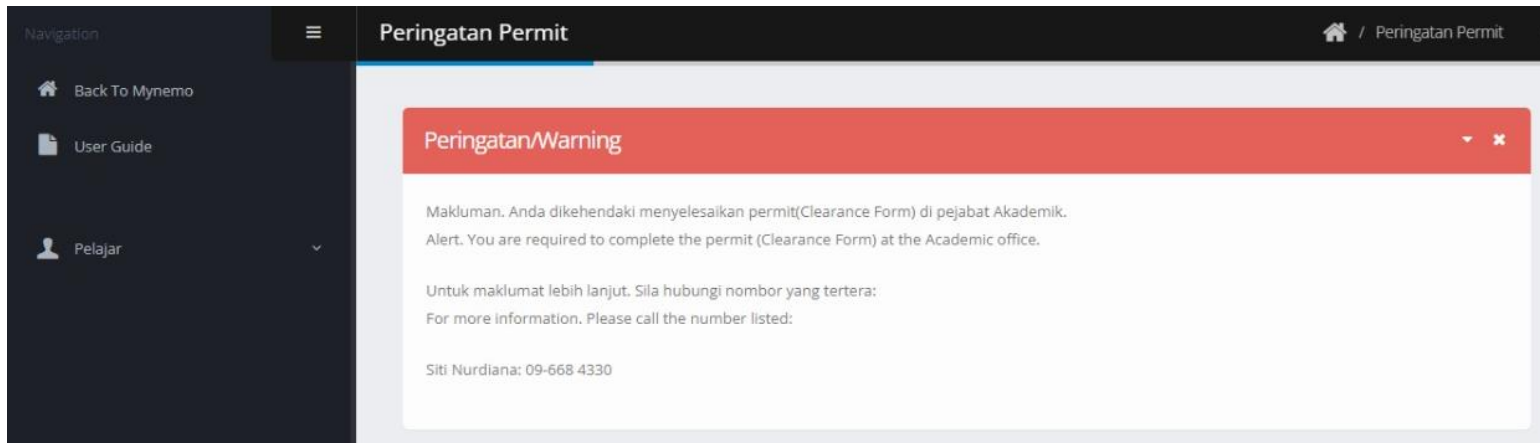
3

This module is only opened at the beginning of a semester for a student to register for the semester. It will be closed after the registration period is over. Access for this module is no longer granted for the students after the registration period is over.

How to Access to Course Registration Module


4

An international student needs access to this module as registration requires a clearance form/receipt issued by the International Centre.



The screenshot shows a web application interface. On the left is a dark navigation sidebar with options: 'Back To Mynemo', 'User Guide', and 'Pelajar'. The main content area is titled 'Peringatan Permit'. A red warning banner at the top reads 'Peringatan/Warning'. Below it, the text states: 'Makluman. Anda dikehendaki menyelesaikan permit(Clearance Form) di pejabat Akademik. Alert. You are required to complete the permit (Clearance Form) at the Academic office. Untuk maklumat lebih lanjut. Sila hubungi nombor yang tertera: For more information. Please call the number listed: Siti Nurdiana: 09-668 4330'.

STUDENT'S COPY

 UNIVERSITI MALAYSIA TERENGGANU
International Centre
E-mail : ic@umt.edu.my Tel : 09-668 4427 Fax : 09-668 4325

CLEARANCE FORM No. : 005901

1. Name : _____
2. Passport Number : _____
3. Matric No. : _____

The above student has paid the insurance premium of RM _____ and medical report as required by the Ministry of Higher Education (MOHE) Malaysia. Therefore, International centre has no objection to allow this student to register for semester 2021 / 2022

(For office use only)

(signature and cop)

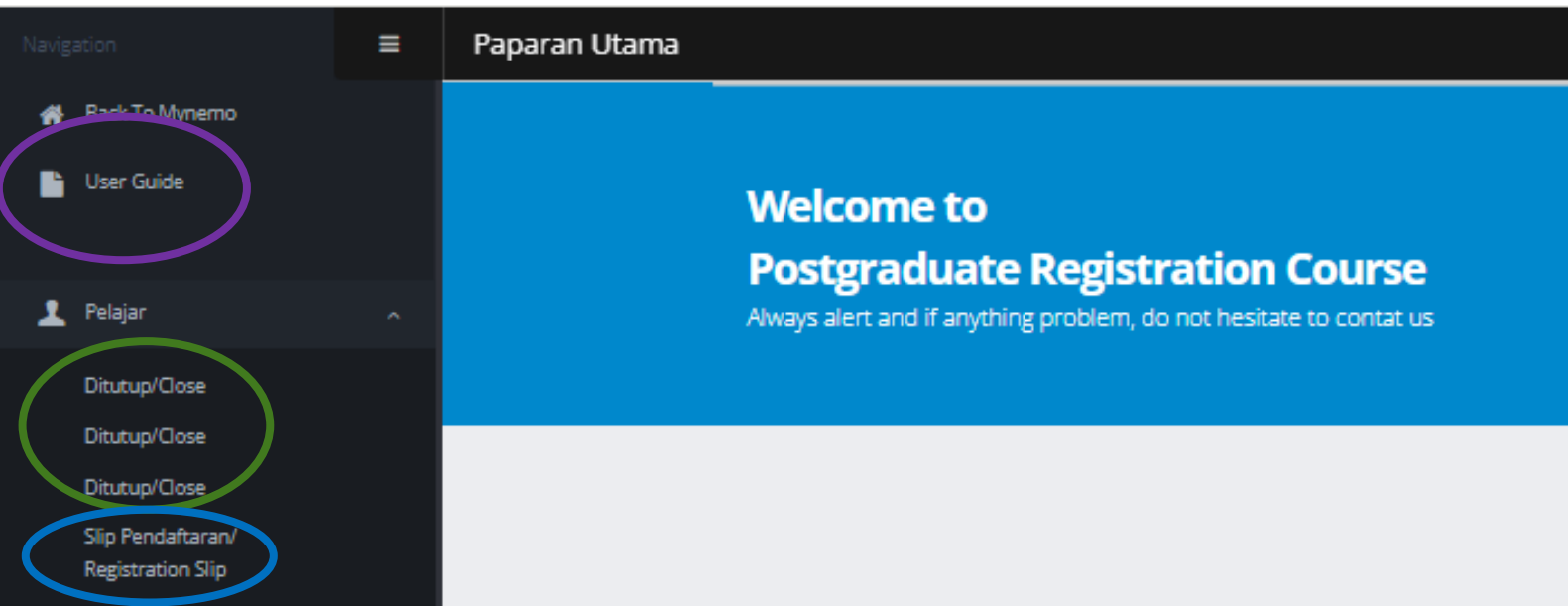
5

To obtain this form, please contact International Centre through email at ic@umt.edu.my. To get an access, please email the form to gso@umt.edu.my. Please do that before a new semester starts.

How to Use the Course Registration Module

1

Refer to the **User Guide**

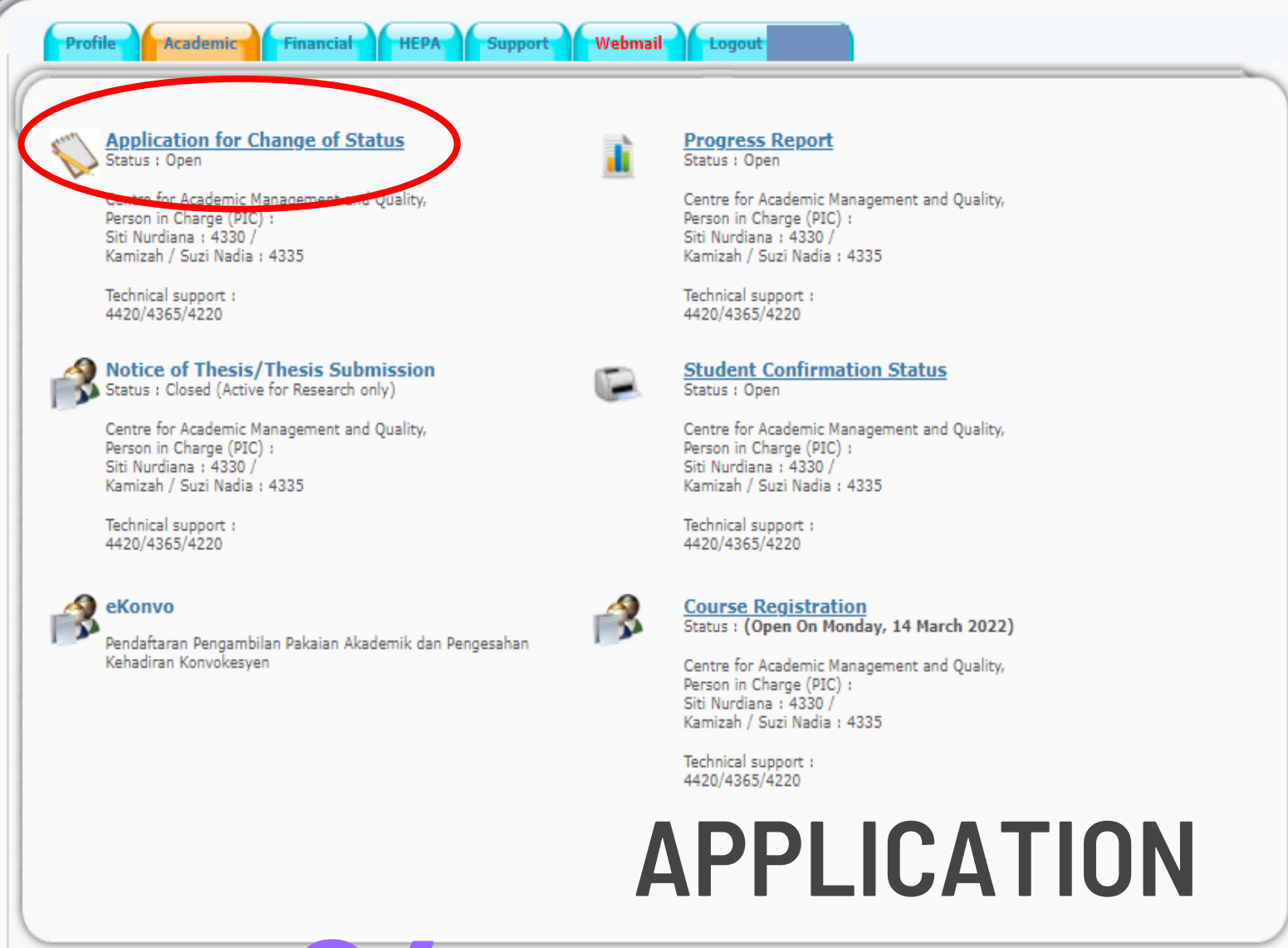


2

The module is closed after the registration period is over. To register beyond the registration period, please email proof of payment for tuition fee and a clearance form (international student only) to gs.daftar@umt.edu.my. The registration will be performed manually by the staff.

3

Students registered through this module can print their registration slip through this menu.



04

APPLICATION FOR CHANGE OF STATUS

How to Apply for Change of Status

1

Click **Application Form** to apply

The screenshot shows the 'APPLICATION FOR CHANGE OF STATUS' (PERMOHONAN PERTUKARAN STATUS PENGAJIAN) form. The left sidebar has a menu with 'Application Form' circled in purple. The main form area has a dropdown menu for 'Type of Exchange' circled in green, with the following options: Faculty/PP/Institute, Programme, Programme Structure, Field of Studies, Deferment, and Mode of Studies. Other fields include Matric No, Full Name, and Field of Study.

2

Select the application you wish to apply

3

Click **Application Status** to know the current status of your application

The screenshot shows the 'Application Status' page. The left sidebar has a menu with 'Application(s) Status' circled in blue. The main content area has a table with the following columns: Types of Applications, Progress Status, Applied Date, and Cancel Application. Below the table is a legend with three categories: Accepted (green), Processing (yellow), and Rejected (red).

Note: Students on deferment are not allowed to apply for any change of status . Students who have submitted the notice of thesis submission / thesis submission are not allowed to apply for change of status except for deferment and to change mode of study.

APPLICATION FOR DEFERMENT

Deferment application can only be apply twice throughout the study and the total deferment is allowed only for two semesters

The screenshot shows a web application interface for 'APPLICATION FOR CHANGE OF STATUS (PERMOHONAN PERTUKARAN STATUS PENGAJIAN)'. The interface includes a navigation menu on the left with options like 'Profile', 'Academic', 'Financial', 'HEPA', 'Support', 'Webmail', and 'Logout'. The main content area is titled 'APPLICATION FOR CHANGE OF STATUS (PERMOHONAN PERTUKARAN STATUS PENGAJIAN)' and 'PG-09'. It contains a form with the following fields and callouts:

- Callout 1:** A purple circle with the number '1' points to the 'Type of Exchange' dropdown menu, which is set to 'Deferment'. A text box next to it says 'Select Deferment'. Below the dropdown, it says 'You can apply more than one application if applicable'.
- Callout 2:** A green circle with the number '2' points to the 'Semester to be deferred from' and 'Semester to be deferred to' dropdown menus, both set to 'Select'. A text box next to it says 'Select the semester you wish to defer. If you wish to defer only 1 semester, select the same semester for both spaces'.
- Callout 3:** A blue circle with the number '3' points to the 'Please tick for medical reason' checkbox, which is unchecked. A text box next to it says 'State the reason for deferment. Deferment for medical reason requires a complete medical report from a health officer or a medical practitioner'.
- Callout 4:** A red circle with the number '4' points to the 'Add Application' button at the bottom of the form. A text box next to it says 'Click Add Application to view the application that you have just selected'.

The form fields include: Details Changes of Status (Butir-butir pertukaran), Matric No (No Matrik), Full Name (Nama Penuh), Field of Study (Bidang Pengajian), Type of Exchange (Jenis pertukaran), Programme (Program), Programme Structure (Struktur Program), Sponsor/Scholarship (Tajaan /Basiswa), Sesi Semester (Tempoh semester yang hendak ditangguh), No of Registered Semester (Bil semester berdaftar), Semester to be deferred from (Semester yang hendak ditangguh dari), Semester to be deferred to (Semester yang hendak ditangguh hingga), State the reason for deferment (Nyatakan sebab-sebab penangguhan), Attach supporting document (Lampirkan dokumen sokongan), and Please tick for medical reason (Sila tanda jika disebabkan masalah perubatan).

APPLICATION FOR DEFERMENT

APPLICATION FOR CHANGE OF STATUS
(PERMOHONAN PERTUKARAN STATUS PENGAJIAN) PG-09

Details Changes of Status
(Butir-butir pertukaran)

Matric No
(No Matrik)

Full Name
(Nama Penuh)

Field of Study
(Bidang Pengajian)

Type of Exchange
(Jenis pertukaran)

Select list
You can apply more than one application if applicable

Next > *please click

List of Application For Transfer (Senarai Permohonan Pertukaran)

From (Daripada)	To (Kepada)	Cancel (Batal)
AKTIF	TANGGUH PENGAJIAN * Bilangan Semester : 1 * Dari Semester : 2021/22-2 Hingga Semester : 2021/22-2	

5

The summary for your application is shown in the **table**.
***Note:** You can cancel the application by clicking cancel button

7

Please **check** your application before clicking Submit button to make sure that you have made a correct application

Details of Application For Transfer (Perincian Permohonan Pertukaran)

From (Daripada)	To (Kepada)
	TANGGUH PENGAJIAN * Bilangan Semester : 1 * Dari Semester : 2021/22-2 Hingga Semester : 2021/22-2

I certify that the information given in this application is correct. If this application is incomplete or incorrect, UMT has the right not to accept my application.

Submit Date : 31-05-2021

(Note: Please re-check your application details before you press the submit button)

« Back

Submit »

8

Click **Submit** to submit your application

APPLICATION FOR CHANGE OF FACULTY

▼ Change of Status

- Application Form
- Application(s) Status
- Application Form - Renomination
- Renomination Status

APPLICATION FOR CHANGE OF STATUS (PERMOHONAN PERTUKARAN STATUS PENGAJIAN) PG-09

Details Changes of Status
(Butir-butir pertukaran)

Matric No
(No Matrik) :

Full Name
(Nama Penuh) :

Field of Study
(Bidang Pengajian) :

Type of Exchange
(Jenis pertukaran) : Faculty/PP/Institute
You can apply more than one application if applicable

From Faculty/Institute
(Dari Fakulti/Institut) : CENTRE FOR FUNDAMENTAL AND CONTINUING EDUCATION
(PUSAT PENDIDIKAN ASAS DAN LANJUTAN)

To Faculty/Institute
(Ke Fakulti/Institut) : Select list

1

Select
Faculty/PP/Institute

3

Click **Add Application** to view the application that you have just selected

2

Select the new faculty you wish to transfer to

▼ Change of Status

- Application Form
- Application(s) Status
- Application Form - Renomination
- Renomination Status

APPLICATION FOR CHANGE OF STATUS (PERMOHONAN PERTUKARAN STATUS PENGAJIAN) PG-09

Details Changes of Status
(Butir-butir pertukaran)

Matric No
(No Matrik) :

Full Name
(Nama Penuh) :

Field of Study
(Bidang Pengajian) :

Type of Exchange
(Jenis pertukaran) : Select list
You can apply more than one application if applicable

*please click

5

Click **Next**

4

The summary for your application is shown in the **table**

List of Application For Transfer (Senarai Permohonan Pertukaran)

From (Daripada)	To (Kepada)	Cancel (Batal)
FACULTY 1	FACULTY 2	<input type="button" value="✕"/>

APPLICATION FOR CHANGE OF FACULTY

Details of Application For Transfer (Perincian Permohonan Pertukaran)

From (Daripada)	To (Kepada)
FACULTY 1	FACULTY 2

I certify that the information given in this application is correct. If this application is incomplete or incorrect, UMT has the right not to accept my application.

Submit Date : 31-05-2021

(Note: Please re-check your application details before you press the submit button)

« Back Submit »

5

Please **check** your application before clicking Submit button to make sure that you have made a correct application

6

Click **Submit** to submit your application

APPLICATION FOR CHANGE OF PROGRAMME

1 Select Programme

2 Select the new programme you wish to transfer to

3 Click **Add Application** to view the application that you have just selected

5 Click **Next**

4 The summary for your application is shown in the table

From (Daripada)	To (Kepada)	Cancel (Batal)
PROGRAMME 1	PROGRAMME 2	

APPLICATION FOR CHANGE OF PROGRAMME

Details of Application For Transfer (Perincian Permohonan Pertukaran)

From (Daripada)	To (Kepada)
PROGRAMME 1	PROGRAMME 2

I certify that the information given in this application is correct. If this application is incomplete or incorrect, UMT has the right not to accept my application.

Submit Date : 31-05-2021

(Note: Please re-check your application details before you press the submit button)

« Back Submit »

5

Please **check** your application before clicking Submit button to make sure that you have made a correct application

6

Click **Submit** to submit your application

APPLICATION FOR CHANGE OF FIELD OF STUDY

- ▼ Change of Status
- Application Form
- Application(s) Status
- Application Form - Renomination
- Renomination Status

3

Click **Add Application** to view the application that you have just selected

APPLICATION FOR CHANGE OF STATUS (PERMOHONAN PERTUKARAN STATUS PENGAJIAN) PG-09

Details Changes of Status
(Butir-butir pertukaran)

Matric No (No Matrik) :

Full Name (Nama Penuh) :

Field of Study (Bidang Pengajian) :

Type of Exchange (Jenis pertukaran) : Field of Studies
You can apply more than one application if applicable

From Field Of Studies (Dari Bidang Pengajian) : APPLIED LINGUISTICS (LANGUAGE TEACHING AND LEARNING)

To Field Of Studies (Ke Bidang Pengajian) : **Select list**

Add Application

1 Select **Field of Studies**

2 Select the new field of study you wish to transfer to

- ▼ Change of Status
- Application Form
- Application(s) Status
- Application Form - Renomination
- Renomination Status

4

The summary for your application is shown in the **table**

APPLICATION FOR CHANGE OF STATUS (PERMOHONAN PERTUKARAN STATUS PENGAJIAN) PG-09

Details Changes of Status
(Butir-butir pertukaran)

Matric No (No Matrik) :

Full Name (Nama Penuh) :

Field of Study (Bidang Pengajian) :

Type of Exchange (Jenis pertukaran) : Select list
You can apply more than one application if applicable

Next » please click

List of Application For Transfer (Senarai Permohonan Pertukaran)

From (Daripada)	To (Kepada)	Cancel (Batal)
FIELD OF STUDY 1	FIELD OF STUDY 2	

5 Click **Next**

APPLICATION FOR CHANGE OF FIELD OF STUDY

Details of Application For Transfer (Perincian Permohonan Pertukaran)

From (Daripada)	To (Kepada)
FIELD OF STUDY 1	FIELD OF STUDY 2

I certify that the information given in this application is correct. If this application is incomplete or incorrect, UMT has the right not to accept my application.

Submit Date : 31-05-2021

(Note: Please re-check your application details before you press the submit button)

< Back Submit >

5

Please **check** your application before clicking Submit button to make sure that you have made a correct application

6

Click **Submit** to submit your application

APPLICATION FOR CHANGE OF MODE OF STUDY

Change of Status

- Application Form
- Application(s) Status
- Application Form - Renomination
- Renomination Status

3

Click **Add Application** to view the application that you have just selected

APPLICATION FOR CHANGE OF STATUS
(PERMOHONAN PERTUKARAN STATUS PENGAJIAN) PG-09

Details Changes of Status
(Butir-butir pertukaran)

Matric No (No Matrik) : **1** Select **Mode of Studies**

Full Name (Nama Penuh) :

Field of Study (Bidang Pengajian) :

Type of Exchange (Jenis pertukaran) : Mode of Studies
 You can apply more than one application if applicable

From Mode of Study (Dari Mode Pengajian) : FULLTIME (FULL TIME)

To New Mode of Study (Ke Mode Pengajian) : **2** Select List
 Select the new mode of study you wish to transfer to

State the reason (Nyatakan sebab-sebab) :

4 **Add Application**

Change of Status

- Application Form
- Application(s) Status
- Application Form - Renomination
- Renomination Status

4

The summary for your application is shown in the **table**

APPLICATION FOR CHANGE OF STATUS
(PERMOHONAN PERTUKARAN STATUS PENGAJIAN) PG-09

Details Changes of Status
(Butir-butir pertukaran)

Matric No (No Matrik) :

Full Name (Nama Penuh) : **5** Click **Next**

Field of Study (Bidang Pengajian) :

Type of Exchange (Jenis pertukaran) : Select list
 You can apply more than one application if applicable

6 **Next »** *please click

List of Application For Transfer (Senarai Permohonan Pertukaran)

From (Daripada)	To (Kepada)	Cancel (Batal)
MODE OF STUDY 1	MODE OF STUDY 2	<input type="button" value="X"/>

APPLICATION FOR CHANGE OF MODE OF STUDY

Details of Application For Transfer (Perincian Permohonan Pertukaran)

From (Daripada)	To (Kepada)
MODE OF STUDY 1	MODE OF STUDY 2

I certify that the information given in this application is correct. If this application is incomplete or incorrect, UMT has the right not to accept my application.

Submit Date : 31-05-2021

(Note: Please re-check your application details before you press the submit button)

« Back Submit »

5

Please **check** your application before clicking Submit button to make sure that you have made a correct application

6

Click **Submit** to submit your application

APPLICATION FOR THE RENOMINATION/CHANGE OF SUPERVISORY COMMITTEE

Change of Status

- Application Form
- Application(s) Status
- Application Form - Renomination**
- Renomination Status

APPLICATION FOR CHANGE OF STATUS (PERMOHONAN PERTUKARAN STATUS PENGAJIAN) PG-09

Details Changes of Status (Butir-butir pertukaran)

Matric No (No Matrik) :

Full Name (Nama Penuh) :

Field of Study (Bidang Pengajian) :

Sila Lantik Penyelia Utama / Main SV

NO.	NAMA PENYELIA	JAWATAN	KATEGORI	DELETE
Sila Senaraikan Semula Ahli Jawatankuasa Baru (Lantikan Semula Ahli Lama Jika Perlu / Lantikan Baru) : <input type="button" value="Select Main Supervisor"/>				

Penyeliaan Baru Yang Ingin Dimohon (Penyelia Bersama / Co-SV)

NO.	NAMA PENYELIA	JAWATAN	KATEGORI	DELETE
Sila Senaraikan Semula Ahli Jawatankuasa Baru (Lantikan Semula Ahli Lama Jika Perlu / Lantikan Baru) : <input type="button" value="Select Co-Supervisor (Internal)"/> <input type="button" value="Select Co-Supervisor (External)"/>				

Reason For Reconstitution (Sebab-Sebab Penamaan Semula) :

- Change of field of study (Bertukar bidang pengajian)
- Transfer of faculty (either student or Graduate Supervisory Committee member) (Bertukar fakulti (sama ada pelajar atau ahli Jawatankuasa Penyeliaan Siswazah))
- Withdrawal of olds member (Ahli lama menarik diri)
- Old member retired / no longer in service with UMT (Ahli lama bersara / tidak lagi berkhidmat dengan UMT)
- Others (please state) :

Sila Lantik Penyelia Utama Sebelum Button Hantar Permohonan di Paparkan

1 Click **Application Form - Renomination** to apply

2 Select your previous supervisor (if there is no changes for main supervisor) or select your new main supervisor (if you wish to change main supervisor)

3 Select your previous co-supervisor (if there is no changes for co-supervisor) or select your new co-supervisor (if you wish to change co-supervisor)

4 Select the reason for your renomination application


5 Click **Submit Application**

05

FINANCIAL

This is where you can check the financial record throughout your study

Profile Academic **Financial** HEPA Support Webmail Logout [P4298]

 Matric No. :
Name :
KP/Passport No. :
Program :
Field of Study :
Faculty/Institute :

MAKLUMAN PENGURANGAN YURAN PENGAJIAN PASCA SISWAZAH SESI 2021/2022

Adalah dimaklumkan bahawa pengurusan Universiti Malaysia Terengganu telah meluluskan pengurangan yuran pelajaran sebanyak 20% bagi pelajar prasiswazah dan pascasiswazah (warganegara) yang berdaftar bagi sesi 2021/22-1

Fee Information

NO.	SEMESTER	TRANSACTION DATE	SLIP NO.	RECEIPT NO.	FEE	PAYMENT	PAYMENT METHOD
1	2019/20-2	19-FEB-2020					Bank Slip/Slip Bank
2	2020/21-1	19-NOV-2020					Bank Slip/Slip Bank
3	2020/21-1	20-JAN-2021					Bank Slip/Slip Bank
4	2020/21-1	30-JAN-2021					Bank Slip/Slip Bank
5	2020/21-1	28-MAR-2021					Bank Slip/Slip Bank
6	2020/21-1	29-MAR-2021					Bank Slip/Slip Bank
7	2020/21-1	15-APR-2021					Others/Lain-Lain
8	2020/21-1	19-APR-2021					Others/Lain-Lain
9	2020/21-1	28-APR-2021					Others/Lain-Lain
10	2020/21-1	28-APR-2021					Others/Lain-Lain
11	2020/21-2	01-APR-2021					Others/Lain-Lain
12	2020/21-2	15-JUN-2021					Others/Lain-Lain
13	2020/21-2	17-JUL-2021					Others/Lain-Lain
14	2020/21-2	08-OCT-2021					Others/Lain-Lain
15	2021/22-1	02-NOV-2021					Others/Lain-Lain
16	2021/22-2	18-MAR-2022					Others/Lain-Lain
				TOTAL	RM 21,620.00	RM 18,475.00	
				DEBT	RM 3,145.00		

To update the financial record in case you have paid the outstanding balance, please email the proof of payment to gso@umt.edu.my



Application for Change of Status
Status : Open
Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335
Technical support :
4420/4365/4220

Progress Report
Status : Open
Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335
Technical support :
4420/4365/4220

Notice of Thesis/Thesis Submission
Status : Closed (Active for Research only)
Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335
Technical support :
4420/4365/4220

Student Confirmation Status
Status : Open
Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335
Technical support :
4420/4365/4220

eKonvo
Pendaftaran Pengambilan Pakaian Akademik dan Pengesahan
Kehadiran Konvokesyen

Course Registration
Status : (Open On Monday, 14 March 2022)
Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335
Technical support :
4420/4365/4220

06

PROGRESS REPORT

This is where you can
check the semester result

CHECKING YOUR SEMESTER RESULTS

Your semester result for each semester displays in this page. You can print the semester result. To obtain an official/verified result (with a stamp), you can email the result to gso@umt.edu.my

Progress Report

▼ MENU

Status

2021/22-1

COURSE CODE	COURSE TITLE	CREDIT	STATUS	GRADE
		3	YW	
		6	ELF	
		3	ELF	

TOTAL CREDITS EXEMPTION (TCE) : - CUMMULATIVE CREDIT HOURS (CCH) : 42
 TOTAL CREDITS HOURS (TCH) : 6 CUMMULATIVE QUALITY POINTS (CQP) : 150.75
 TOTAL QUALITY POINTS (TQP) : 6 CUMMULATIVE GRADE POINT AVERAGE (CGPA) :
 GRADE POINT AVERAGE (GPA) :

Print

2020/21-2

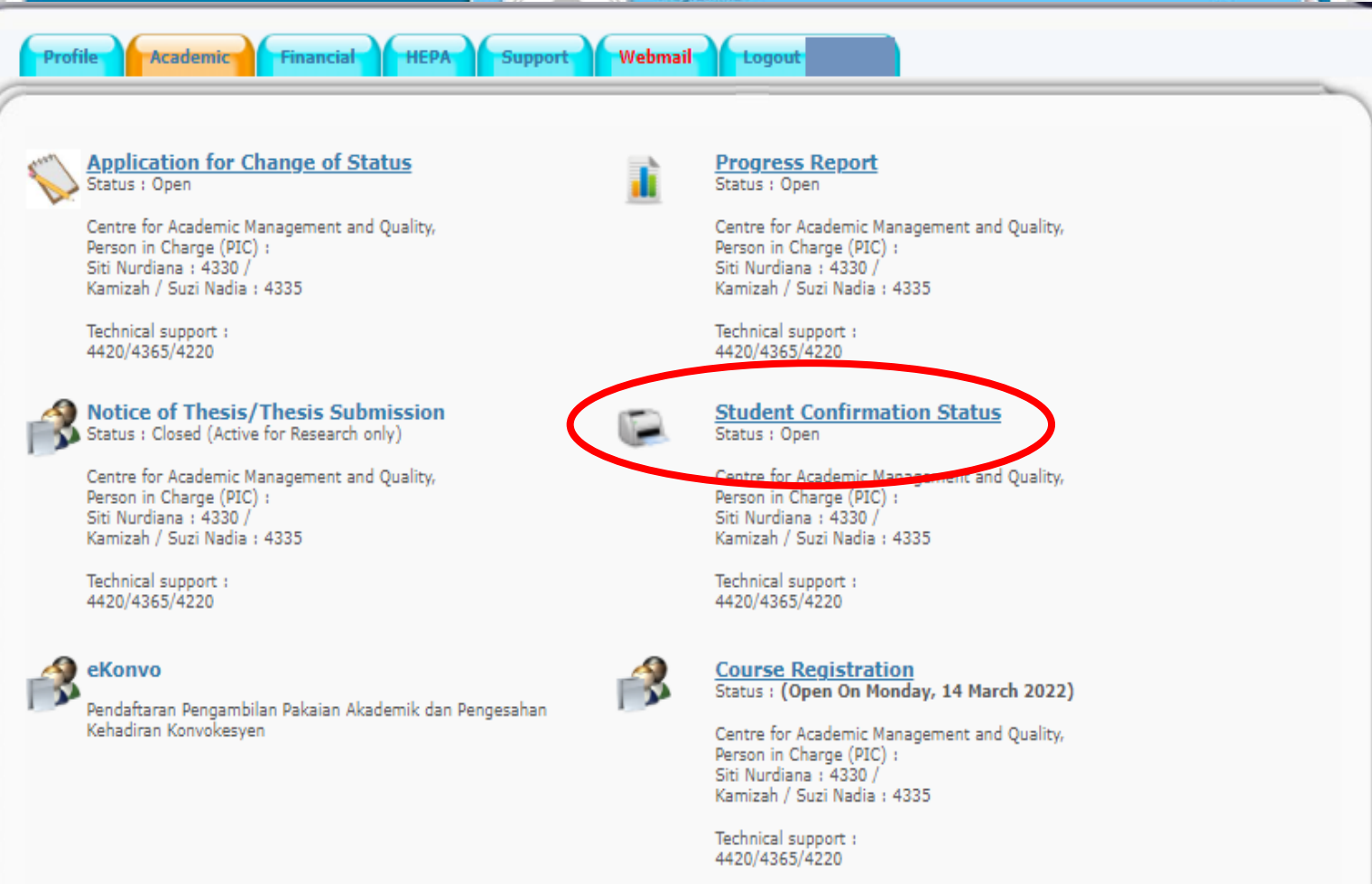
COURSE CODE	COURSE TITLE	CREDIT	STATUS	GRADE
		3	YW	
		3	YW	
		3	YW	
		3	ELF	

TOTAL CREDITS EXEMPTION (TCE) : - CUMMULATIVE CREDIT HOURS (CCH) : 36
 TOTAL CREDITS HOURS (TCH) : 12 CUMMULATIVE QUALITY POINTS (CQP) : 129.75
 TOTAL QUALITY POINTS (TQP) : 12 CUMMULATIVE GRADE POINT AVERAGE (CGPA) :
 GRADE POINT AVERAGE (GPA) :

Print

07

STUDENT CONFIRMATION STATUS



CONFIRMATION LETTER

A confirmation letter displays in this page. You can print this letter. To obtained an official/verified letter (with a stamp), you can email the letter to gso@umt.edu.my



UNIVERSITI MALAYSIA TERENGGANU

21030 Kuala Nerus, Terengganu, Malaysia

☎ : +609-6684335/

🌐 : www.umt.edu.my

+609-6685057

✉ : pro@umt.edu.my

☎ : +609-6694143

PUSAT PENGURUSAN SISWAZAH
POSTGRADUATE MANAGEMENT CENTRE

Our reference : UMT/PPS/1-8/5
Date : 23-04-2022

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

CONFIRMATION OF POSTGRADUATE STUDENT, UNIVERSITI MALAYSIA TERENGGANU

Kindly the above matter is referred,

2. This is to inform a person below is one of our postgraduate student(s):

Full Name :
IC/Passport No. :
Matric Number :
Semester Enrolled :
Date of Current Registration :
Current Semester :
Semester Of Study :
Status Of Study :
Programme :
Field Of Study :
Mode Of Study :
School/Institute :
Duration Of Study :
Language of Instruction :

Thanks you for your attention and further action.

Director
Postgraduate Management Centre
University Malaysia Terengganu

.....
Stamp of Postgraduate Management Centre

This letter is computer generated and no signature required.
This letter is invalid without the official stamp of the Postgraduate Management Centre UMT.



Profile Academic Financial HEPA Support Webmail Logout

Application for Change of Status
Status : Open
Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335
Technical support :
4420/4365/4220

Progress Report
Status : Open
Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335
Technical support :
4420/4365/4220

Notice of Thesis/Thesis Submission
Status : Closed (Active for Research only)
Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335
Technical support :
4420/4365/4220

Student Confirmation Status
Status : Open
Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335
Technical support :
4420/4365/4220

eKonvo
Pendaftaran Pengambilan Pakaian Akademik dan Pengesahan Kehadiran Konvokesyen

Course Registration
Status : (Open On Monday, 14 March 2022)
Centre for Academic Management and Quality,
Person in Charge (PIC) :
Siti Nurdiana : 4330 /
Kamizah / Suzi Nadia : 4335
Technical support :
4420/4365/4220

08

NOTICE OF THESIS / THESIS SUBMISSION

APPLICATION FOR NOTICE OF THESIS SUBMISSION

VIVA
MENU
Notia Penyerahan Tesis
Status Notia
Pengantaran Tesis
Status Tesis

APPLICATION FOR NOTICE OF THESIS SUBMISSION
(PERMOHONAN NOTIS PENYERAHAN TESIS) UMT/B/PG-11

Details of Notice For Submission
(Butir-butir Notis Penyerahan Tesis)

Matric No
(No Matrik) :

Full Name
(Nama Penuh) :

Field of Study
(Bidang Pengajian) :

Main Supervisor
(Penyelia Utama) :

Title of Thesis
(Tajuk Tesis) :

Receipt no.
(No. Resit) :

Type of Payment
(Jenis Pembayaran) : - Select -

Table of Contents of the thesis
(Jadual Kandungan tesis) : Choose File No file chosen

A Copy of receipt / Proof of Sponsorship
(Salinan Pembayaran resit / Bukti Tajaan) : Choose File No file chosen

A Copy of Coverage Article Publishing
(Muka Depan Artikel Penerbitan) : Choose File No file chosen

A Copy of Research Method Certificate
(Sijil Kaedah Penyelidikan) : Choose File No file chosen

Remark
(Catatan) :

Submit

1 Click **Notice of Thesis Submission** to apply

2 Type in the **Title of Thesis**

3 Type in the **Receipt Number** for the thesis fee

4 Upload the needed documents (if related)

5 Click **Submit** to submit the application

- a) Students who are not subjected to the graduation requirements only need to upload the **proof of payment for the thesis fee**, and **table of content for the thesis**.
- b) Students who are subjected to the graduation requirements need to upload the following documents:
 - i. Proof of payment for the thesis fee
 - ii. Table of content for the thesis
 - iii. Semester result indicating the research methodology course/ the certificate of attendance/letter of exemption
 - iv. Proof of publication(s)

HOW TO CHECK THE STATUS OF APPLICATION FOR NOTICE OF THESIS SUBMISSION

VIVA

▼ MENU

- Notie Penyerahan Teels
- Status Notie**
- Penghantaran Teels
- Status Teels

STATUS PERMOHONAN NOTIS

No.	Tajuk Tesis	Tarikh Hantar Notis	Penyelia Utama	Penyelia Bersama	Bendahari	Fac/Ins	Del
No Record Found							

Petunjuk >> Disokong/Tidak Berhutang/Telah Dilantik Berhutang Dengan Syarat Tidak Disokong/Berhutang

1

Click **Status of Notice** to check the status of application

VIVA

▼ MENU

- Notie Penyerahan Teels
- Status Notie
- Penghantaran Teels
- Status Teels

APPLICATION FOR NOTICE OF THESIS SUBMISSION (PERMOHONAN NOTIS PENYERAHAN TESIS) UMT/B/PG-11

Your Status Is Currently Deferment

2

This notice indicate that the student has submitted the notice of thesis submission and the notice is approved by the faculty. Therefore, the thesis submission form is activated.

VIVA

▼ MENU

- Notie Penyerahan Teels
- Status Notie
- Penghantaran Teels
- Status Teels

STATUS PERMOHONAN NOTIS

No.	Tajuk Tesis	Tarikh Hantar Notis	Penyelia Utama	Penyelia Bersama	Bendahari	Fac/Ins	Del
1		05-APR-22	Nama : [Redacted]	Nama : [Redacted]		Disokong	
			Status : Disokong	Status : [Redacted]			
			Catatan : Disokong	Catatan : [Redacted]			
			Tarikh : [Redacted]	Tarikh : [Redacted]			

Petunjuk >> Disokong/Tidak Berhutang/Telah Dilantik Berhutang Dengan Syarat Tidak Disokong/Berhutang

APPLICATION FOR THESIS SUBMISSION

The screenshot shows the 'APPLICATION OF THESIS SUBMISSION' page. On the left is a 'VIVA' menu with 'Penghantaran Tesis' circled in purple. The main form has several fields: 'Matric No', 'Full Name', 'Field of Study', 'Main Supervisor', 'Title of Thesis' (with a rich text editor), 'Table of contents/abstrak', 'Receipt no.', 'Type of Payment', 'Contents of the thesis', 'A Copy of receipt / Proof of Sponsorship', 'A Copy of Library Results', and 'Remark'. A 'Submit' button is at the bottom. Five callouts are present: 1 (purple circle) points to the 'Thesis Submission' button; 2 (green circle) points to the 'Title of Thesis' field; 3 (blue circle) points to the 'Receipt no.' input field; 4 (red circle) points to the 'Upload the needed documents' instruction; 5 (dark blue circle) points to the 'Submit' button.

1 Click **Thesis Submission** to apply

2 **Title of Thesis** displays here. You can edit the title if it changes

3 Type in the **Receipt Number** for the thesis fee

4 Upload the needed documents, except for the thesis

5 Click **Submit** to submit the application

- Thesis must be emailed to the person in charge of graduate studies at the faculty.
- Thesis is considered submitted when the person in charge of graduate studies at the faculty has received this form and copy / copies of your thesis.

HOW TO CHECK THE STATUS OF APPLICATION FOR THESIS SUBMISSION

VIVA

- ▼ MENU
- Notis Penyerahan Tesis
- Status Notis
- Penghantaran Tesis
- Status Tesis**

STATUS PERMOHONAN TESIS

No.	Tajuk Tesis	Tarikh Hantar Tesis	Pustaka	Penyelia Utama	Penyelia Bersama	Bendahari	Fac/Ins	Del
1		12-MAR-22	Disokong Indeks Kesamaan : %	Nama : [Redacted] Status : Disokong Catatan : Pelajar telah memenuhi semua kriteria yang telah ditetapkan untuk penghantaran tesis beliau.	Nama : [Redacted] Status : Disokong Catatan: Di sokong	Tidak Berhutang		Dalam Proses

Petunjuk >> Disokong/Tidak Berhutang/Telah Dilantik Berhutang Dengan Syarat Tidak Disokong/Berhutang

1
Click **Status of Thesis** to check the status of application

2 The page displays like this if the student has submitted the thesis and the thesis submission is approved by the faculty.

VIVA

- ▼ MENU
- Notis Penyerahan Tesis
- Status Notis
- Penghantaran Tesis
- Status Tesis

APPLICATION OF THESIS SUBMISSION (PERMOHONAN PENYERAHAN TESIS) UMT/B/PG-12

VIVA

- ▼ MENU
- Notis Penyerahan Tesis
- Status Notis
- Penghantaran Tesis
- Status Tesis**

STATUS PERMOHONAN TESIS

No.	Tajuk Tesis	Tarikh Hantar Tesis	Pustaka	Penyelia Utama	Penyelia Bersama	Bendahari	Fac/Ins	Del
1		05-SEP-21	Disokong Indeks Kesamaan : %	Nama : [Redacted] Status : Disokong Catatan : Permohonan ini disokong dengan bukti turnitin ialah 18%.		Tidak Berhutang		Disokong

Petunjuk >> Disokong/Tidak Berhutang/Telah Dilantik Berhutang Dengan Syarat Tidak Disokong/Berhutang

09

e-KONVO

The screenshot shows the e-KONVO web application interface. At the top, there is a navigation bar with several menu items: Profile, Academic, Financial, HEPA, Support, Webmail, and Logout. The 'Academic' menu item is circled in red. Below the navigation bar, there is a header section with the text 'SALAM SEJAH MERA' and a 'Date' field. To the right of the header, there is a 'Personel Profile' section with fields for Matric Name and IC/Passport No. Below the header, there are several service cards arranged in a grid. The 'eKonvo' service card is circled in red. The service cards include:

- Application for Change of Status**: Status : Closed. Centre for Academic Management and Quality, Person in Charge (PIC) : Siti Nurdiana : 4330 / Kamizah / Suzi Nadia : 4335. Technical support : 4420/4365/4220.
- Progress Report**: Status : Closed (Active for Research only). Centre for Academic Management and Quality, Person in Charge (PIC) : Siti Nurdiana : 4330 / Kamizah / Suzi Nadia : 4335. Technical support : 4420/4365/4220.
- Notice of Thesis/Thesis Submission**: Status : Closed (Active for Research only). Centre for Academic Management and Quality, Person in Charge (PIC) : Siti Nurdiana : 4330 / Kamizah / Suzi Nadia : 4335. Technical support : 4420/4365/4220.
- Student Confirmation Status**: Status : Closed. Centre for Academic Management and Quality, Person in Charge (PIC) : Siti Nurdiana : 4330 / Kamizah / Suzi Nadia : 4335. Technical support : 4420/4365/4220.
- eKonvo**: Pendaftaran Penerimaan Pakaian Akademik dan Pengesahan Kehadiran Konvokesyen.
- Course Registration.**: Status : (Open On Monday, 14 March 2022). Centre for Academic Management and Quality, Person in Charge (PIC) : Siti Nurdiana : 4330 / Kamizah / Suzi Nadia : 4335. Technical support : 4420/4365/4220.

CONFIRM THE ATTENDANCE TO THE CONVOCATION CEREMONY

This module is activated for a student with **GRADUATED** status. The form to confirm the attendance to the convocation ceremony is displays.

e2Kc

PENGESAHAN KEHADIRAN KE MAJLIS KONVOKESYEN UMT KE-19

No. Matrik

Nama

Program

Fakulti

Kehadiran Konvokesyen

Bagi yang memilih untuk hadir ke Majlis Konvokesyen, sila penuhkan maklumat yang diperlukan

Status Vaksinasi

ID Mysejahtera

Tarikh Daftar Vaksinasi

Tarikh Dos 1

Tarikh Dos 2

Jenis Vaksinasi

ECertificate Vaksinasi No file chosen
*Muat naik Vaksin eCertificate anda yang terkini
File yang dibenarkan : jpg, jpeg, png, pdf, doc, docx

Alamat Terkini

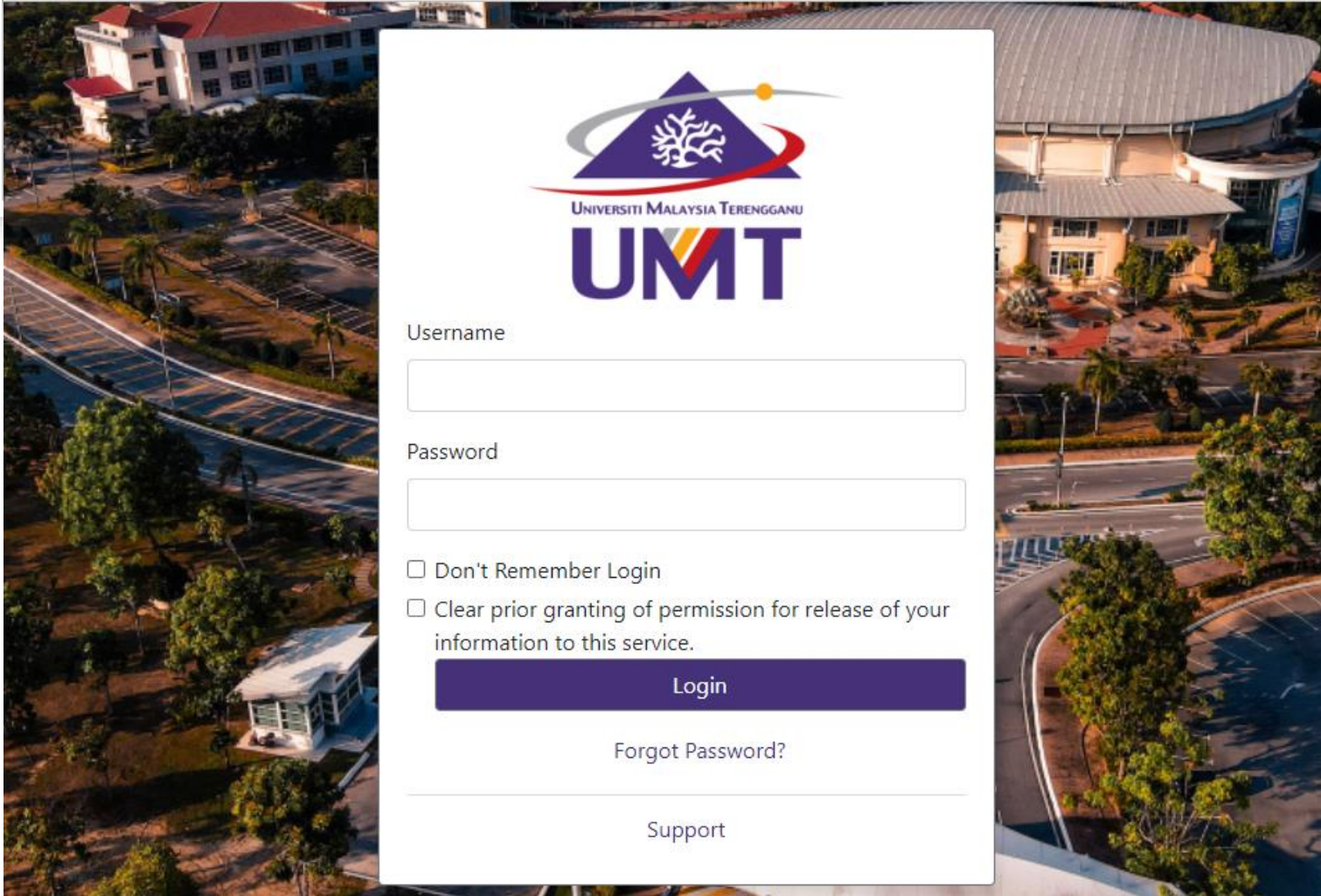
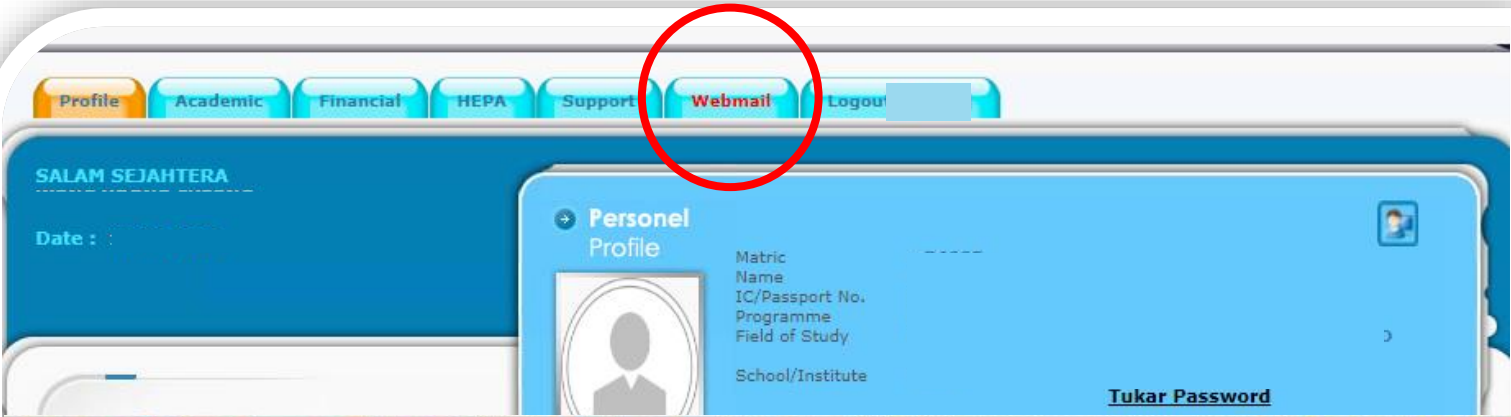
Negeri Terkini

Daerah Terkini

Poskod

No. Telefon Terkini

Email



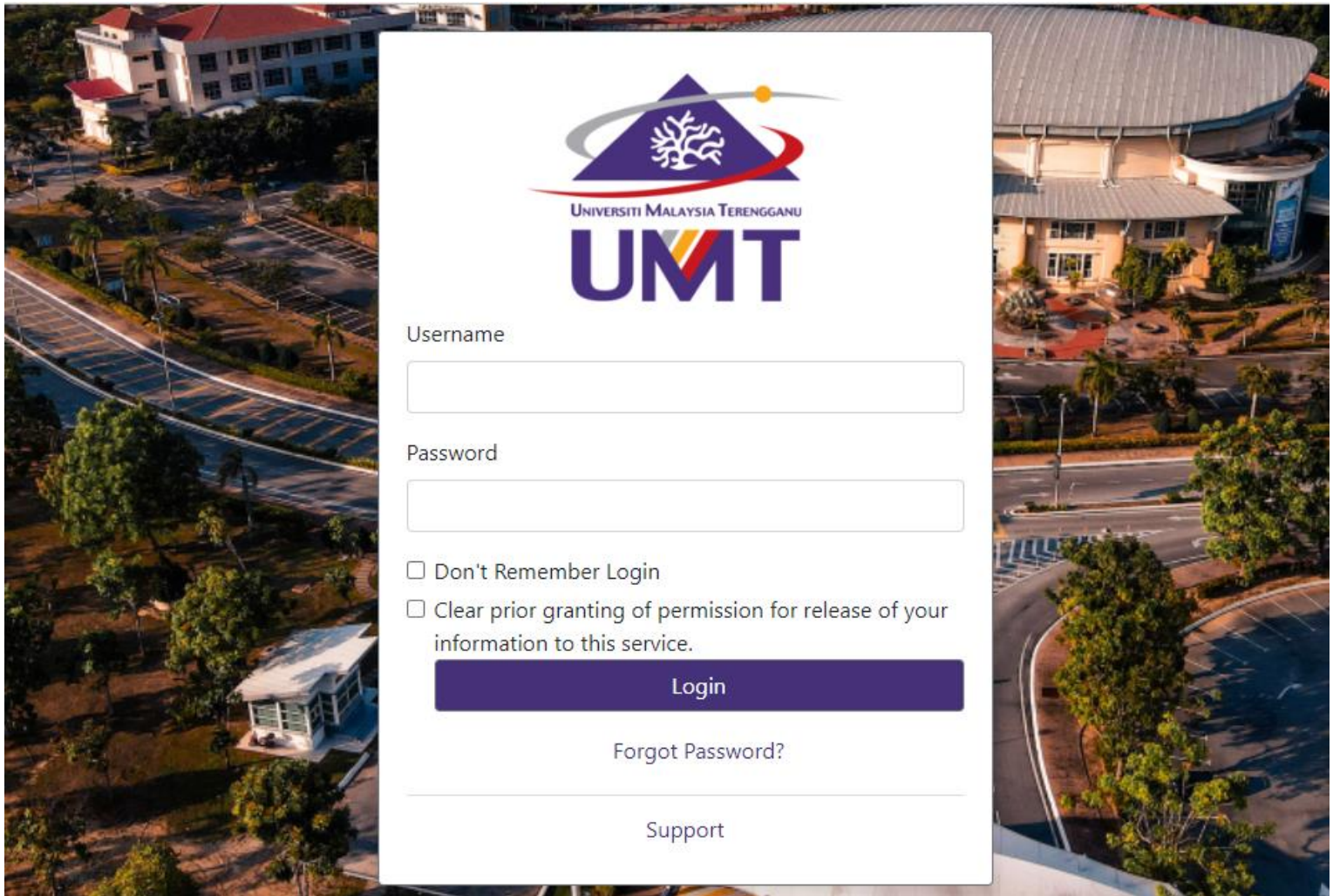
10

WEBMAIL

This is where you can check the student mail

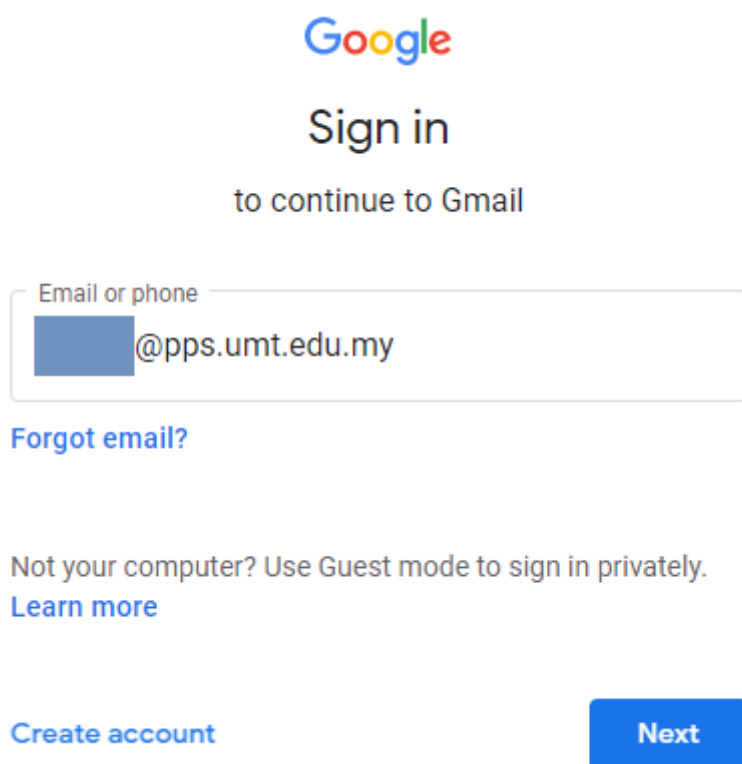
CHECKING YOUR EMAILS

There are 2 ways to check your email, either through webmail or through Gmail. Both ways lead to the following web displays



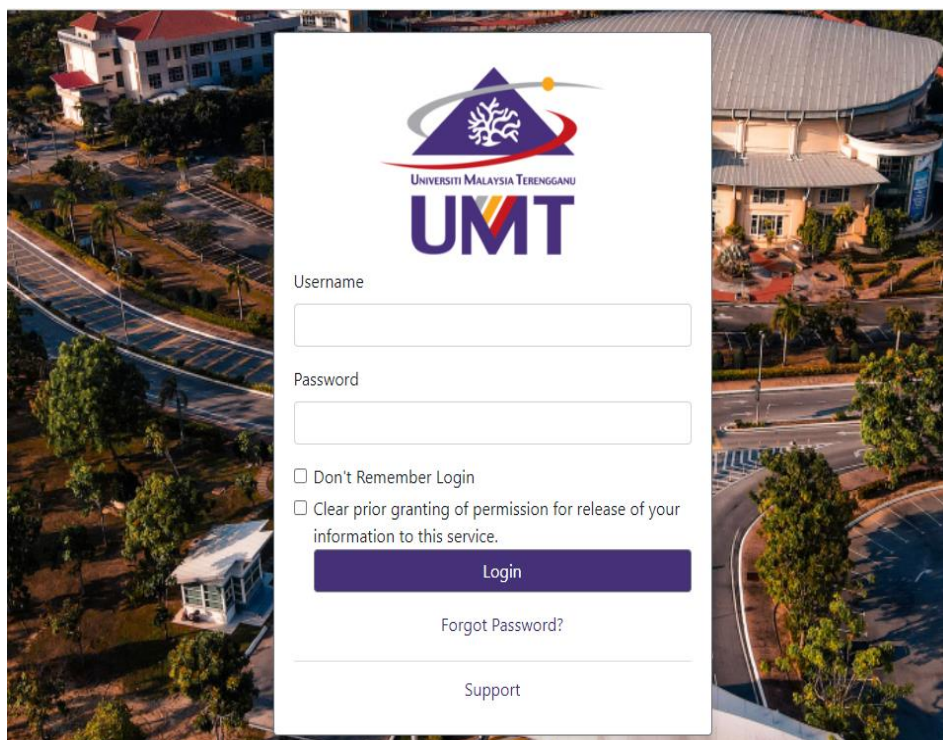
To log in to your email, please use the same login ID and password as MyNemo

CHECKING YOUR EMAILS VIA GMAIL



The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" containing a blue redacted area followed by "@pps.umt.edu.my". To the left of the input field is a link "Forgot email?". Below the input field is another link "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

To check your email through Gmail, type your email address (Pxxxx@pps.umt.edu.my) as the following display, then click next



The screenshot shows the login page for Universiti Malaysia Terengganu (UMT). The page features the UMT logo at the top, which includes a stylized tree and the text "UNIVERSITI MALAYSIA TERENGGANU UMT". Below the logo are two input fields: "Username" and "Password". Under the "Password" field are two checkboxes: "Don't Remember Login" and "Clear prior granting of permission for release of your information to this service.". Below these checkboxes is a purple "Login" button. Under the "Login" button are two links: "Forgot Password?" and "Support". The background of the page is an aerial view of a university campus with buildings, trees, and a parking lot.

This web displays. Then log in to access your email. If you have problem in accessing your email, please contact Mr. Talib of Digital Ecosystem Centre through email at talib@umt.edu.my or you contact the general line at 609-6684490



THANK YOU

DO YOU HAVE ANY QUESTIONS?

gso@umt.edu.my

+609-6684335/5057

<https://akademik.umt.edu.my/academic/postgraduate/>

https://t.me/+wjjoNNrnN_NmMmQ9 (PG 2021)

