



Universiti
Putra
Malaysia

www.upm.edu.my

AGRICULTURE • INNOVATION • LIFE

PENDAFTARAN PELAJAR BAHARU SISWAZAH



 facebook.com/UniPutraMalaysia

 [@uputramalaysia](https://twitter.com/uputramalaysia)

 instagram.com/uniputramalaysia

 youtube.com/user/bppupm

LATAR BELAKANG

PERTANIAN (5 KPI)

1. Meningkatkan Keterampilan Disiplin Pertanian
2. Graduan Usahawan Tani
3. Menjadi Pusat Rujukan Sekuriti Makanan dan Perladangan Lestari
4. Menjadi Pusat Rujukan Pertanian Tropika
5. Penjanaaan Pendapatan Pertanian

PERKHIDMATAN PERPUSTAKAAN & ICT (5 KPI)

1. Kedudukan laman web UPM di Webometrics
2. Pengukuhan & visibiliti sumber maklumat pertanian
3. Pangkalan data/ebook di indeks (Discovery@Lib)
4. Peratus pengguna UPM mengakses maklumat secara dalam talian
5. PUTRA@Smart Classroom

PENGURUSAN KEWANGAN & ASET (4 KPI)

1. Pendigitalan Sistem Kewangan Utama
2. Peratusan Penjanaaan Pendapatan berbanding Belanja Mengurus
3. Peratus Penjanaaan Sumber Dalam HPUPM
4. Penjanaaan Sumber Dalam

KEMAMPAKAN KEWANGAN (2 KPI)

1. Kutipan Dana Zakat, Wakaf dan Endowmen
2. Pengagihan Dana Zakat,

AKADEMIK & ANTARABANGSA (7 KPI)

1. Graduan PhD
2. iGOT
3. Enrolmen Pelajar antarabangsa
4. Pelajar Mobiliti (Inbound & Outbound)
5. Program Summer School
6. Peratusan Program PEO
7. Peratusan Program yang melibatkan Industri

PENYELIDIKAN & INOVASI (11 KPI)

1. Penerbitan dalam jurnal berindeks
2. Penerbitan Q1
3. Sitasi 5 tahun
4. Geran penyelidikan
5. Pendapatan RDCE dan lain-lain
6. IPR yang difailkan
7. Pengkomersilan
8. Jurnal Q1 Bersama Universiti Top 100
9. Jurnal Science atau Nature
10. Jurnal Baharu dalam Journal Citation Reports
11. Peratusan staf sebagai Penyelidik Utama

HAL EHWAL PELAJAR (7 KPI)

1. Bilangan usahawan pelajar
2. Kebolehpasaran graduan
3. Bantuan kewangan pelajar
4. Perkhidmatan sokongan pelajar OKU
5. Program/aktiviti yang dianjurkan oleh pelajar secara kerjasama/kolaborasi
6. Bilangan Program yang memperkukuh aspek Patriotik
7. Bilangan Penyertaan Pelajar dalam program

JARINGAN INDUSTRI & MASYARAKAT (4 KPI)

1. Jaringan industri dan masyarakat yang mampan
2. Geran penyelidikan & pengembangan
3. Program antarabangsa
4. Penjanaaan pendapatan JINM

SUMBER MANUSIA (3 KPI)

1. Kecemerlangan bakat
2. Transformasi Aplikasi Sumbe Manusia
3. Pematuhan dasar



LATAR BELAKANG

PENDAFTARAN PELAJAR BAHARU SECARA BERSEMUKA PADA TAHUN 2019 DAN SEBELUMNYA

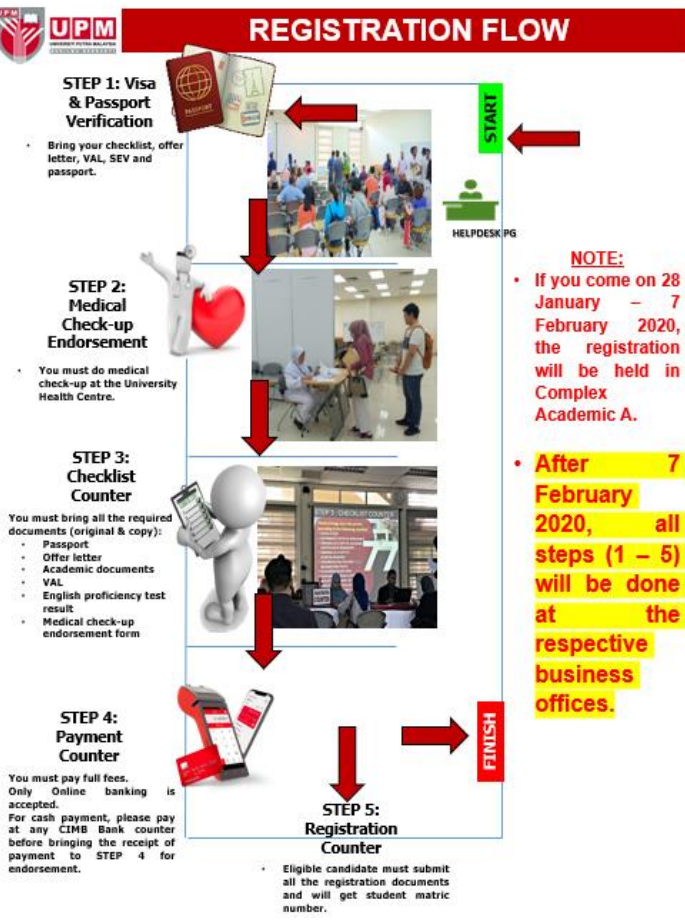
TRANSFORMASI

- Mesyuarat JPU kali ke-710 pada 3 Jun 2020 telah meluluskan cadangan transformasi pendaftaran pelajar baharu siswazah bagi kemasukan Semester Pertama 2020/2021.

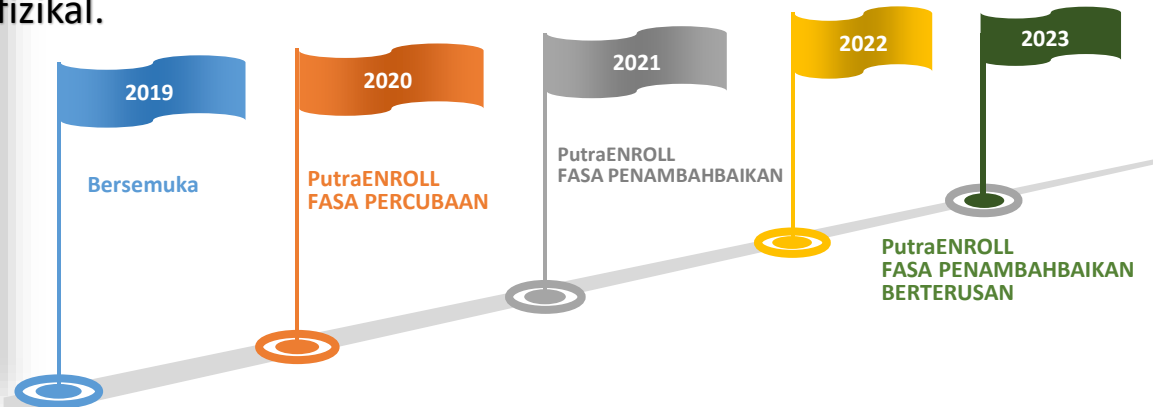
PENDAFTARAN PELAJAR BAHARU SECARA ATAS TALIAN



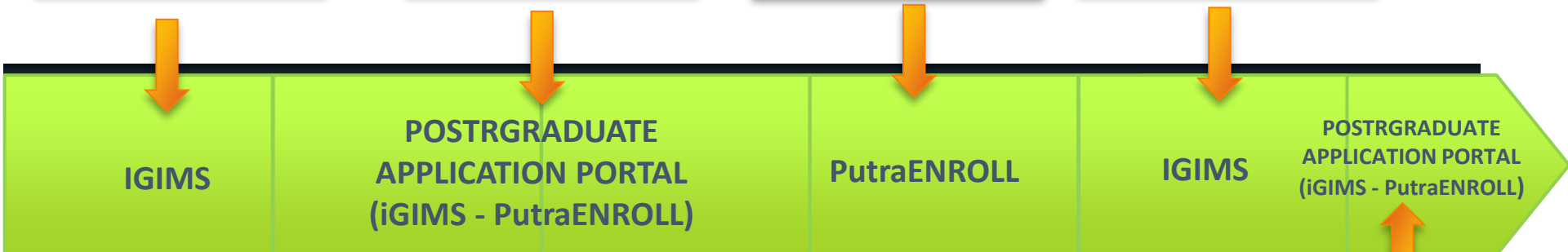
REGISTRATION FLOW



OBJEKTIF:
Mendaftarkan pelajar baharu tanpa pelajar perlu datang secara fizikal.



PROSES PENDAFTARAN PELAJAR BAHARU

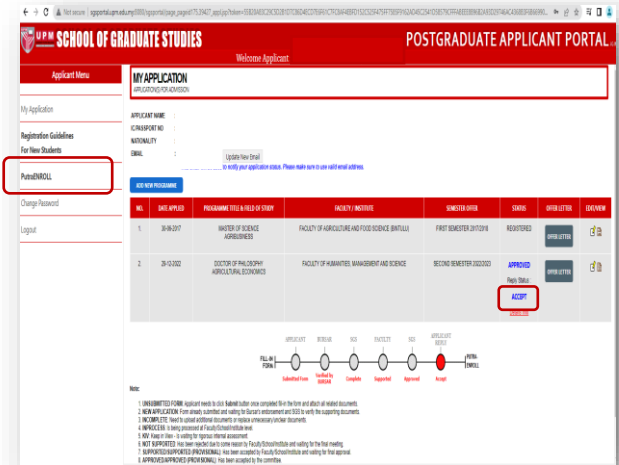


A .PROSES PRA PENDAFTARAN OLEH CALON

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STEP 1: CALON LOGIN KE PORTAL PERMOHONAN UNTUK "ACCEPT" TAWARAN UNTUK AKSES KE MODUL PutraENROLL.



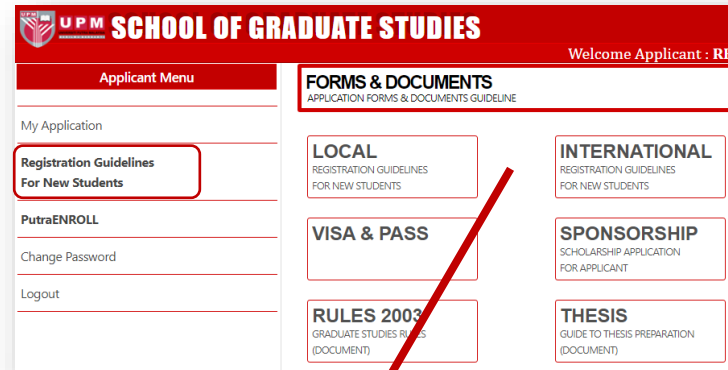
DOKUMEN RUJUKAN CALON:

Applicant Menu				
My Application				
Registration Guidelines For New Students				
PutraENROLL				
Change Password				
Logout				

Universiti Putra Malaysia SCHOOL OF GRADUATE STUDIES				
APPLICATION FOR ADMISSION				
ENROLLMENT STATUS				
You have successfully filled-in the PutraENROLL. Please stay alert for latest status of each section for the next action.				
ROLE	SECTION	STATUS	COMMENT	
-	Home PutraENROLL	-		
-	Pre-Registration Survey	-		
-	Pre-Registration Guideline	-		
School of Graduate Studies	Personal Information	Endorsed		
School of Graduate Studies	Next Of Kin	Endorsed		
School of Graduate Studies	Education Background	Rejected	Please upload the official certificate approval letter	
Bursar	Financial Support	Endorsed		
University Health Centre	Health Declaration	Endorsed	Please come to University Health Centre (PKU) for medical check-up or endorsement for those who have done it at any other clinic/hospital at any time after registration. - Bring this Health Examination Form (Borang RME/IFT Local) for medical check-up.	
School of Graduate Studies	Pre-Registration Declaration	Endorsed		
Bursar	Fees Payment (check this section from time to time)	Endorsed		
-	Uploaded Documents	-		

STEP 2: CALON PERLU LENGKAPKAN SEMUA MAKLUMAT DI DALAM PutraENROLL.

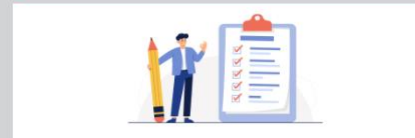
DOKUMEN RUJUKAN CALON



NEW STUDENTS

Congratulations!

There are lots of things to consider when becoming a new student and this site should make it easier to find a collection of essential information and resource on how to prepare for your next step and get ready to your start date. Please read carefully and plan your study.

THIRD TRIMESTER 2022/2023  - Important Dates for New Postgraduate Students - Registration Guidelines for New Postgraduate Students (Local) - Registration Guidelines for New Postgraduate Students (International) - Class Schedules	FIRST SESSION 2023/2024 – MEDICAL FOR LOCAL ONLY  - Important Dates for New Postgraduate Students - Registration Guidelines for New Postgraduate Students (Local)	SECOND SEMESTER 2022/2023  - Important Dates for New Postgraduate Students - Registration Guidelines for New Postgraduate Students (Local) - Registration Guidelines for New Postgraduate Students (International) - Class Schedules	PutraENROLL  - PutraENROLL User Manual - Declaration Form for Online Registration (Local) - Declaration Form for Online Registration (International)
THINGS TO CHECK BEFORE THE REGISTRATION OF NEW STUDENTS  1. FINANCE RESOURCE The university is not responsible for securing any financial support...more...	THINGS TO DO AFTER ENROLLING AS A NEW POSTGRADUATE STUDENT  The following are things to do after you have successfully registered no matter where you are...more...	DRESS CODE  Dress Code	ACCOMMODATION & TRANSPORTATION  - Accommodation & Transportation - Application to Stay on Campus for Postgraduate Students - FAQ Entry Procedure for International Students Going Back to Campus - Movement Procedure for International Students - APPLICATION RESIDENTIAL COLLEGE FOR POSTGRADUATE STUDENTS UPM 2022

B. PROSES SEMAKAN DAN PENGESAHAN PIHAK UPM



**STEP 1: SEMUA PENGGUNA PutraENROLL
LOGIN MENGGUNAKAN UPMID.**
<http://putraenroll.upm.edu.my/index.php>

**STEP 2: BUAT SEMAKAN MENGIKUT *ROLE* SEHINGGA
HABIS.**

**- Setiap tindakan dan komen akan dipaparkan di dalam
PutraENROLL calon.**

Pre-Registration		Accepted	
1841		1565	
Local	International	Local	International
514	1327	454	1111
		Inside	Outside
		389	0
		Inside	Outside
		137	524

NO.	ROLE	SECTION	PENDING FOR VERIFICATION
1.	School of Graduate Studies	Personal Details	2
2.		Family and Next Of Kin	5
3.		Academic Qualification	2
4.		English Language Proficiency	7
5.		Declaration	1
6.	Putra International Centre	Visa & Pass	9
7.	Bursar Office	Financial Support - Self Financed	2
8.		Financial Support - Scholarship	0
9.		Payment	0
10.	University Health Centre	Health Status	2
11.		Medical Checkup	34

DOKUMEN RUJUKAN:

- PROSEDUR PENGAMBILAN PELAJAR SISWAZAH (UPM/PU/S/P006)
- MANUAL PENGGUNA PutraENROLL (DALAM SEMAKAN IDEC)

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**NAMA CALON YANG TELAH DISAHKAN LENGKAP AKAN
DIPAPARKAN DI DALAM IGIMS MODUL *REGISTRATION
NEW STUDENTS* UNTUK JANA NOMBOR MATRIK.**

SCHOOL OF GRADUATE STUDIES

Welcome Applicant : RHEMANEETA ALLAN A/P ALEY LOOI

Applicant Menu

ENROLLMENT STATUS – NORMAL DEGREE/ICP

You have successfully registered as UPM Postgraduate Students for Normal Degree.

You are advised to carefully read the [THINGS TO DO AFTER ENROLLING AS A NEW POSTGRADUATE STUDENTS](#) for the next step.

Please download all the following documents for your reference and further action:
All these items also have been sent to rima.nita3@gmail.com for your reference as PutraENROLL will be close after the registration period.

Name : Rhemaneeta Allan A/P Aley Looi
Matric No. : GS67074

1. [Registration Checklist for New Students](#) [Verification Purpose]
2. [Enrolment Confirmation Slip for New Students](#)
3. [Health Examination Report Form \(To be used for medical check-up later\)](#)
4. [Student Portal](#)
 - Introduction to UPM Postgraduate Student Portal (i-GIMS)
 - Guidelines for Course Registration
 - Login to Student Portal
5. [Student Email](#)
 - Guidelines for UPM ID Activation for First time Login
 - Login to Student Email
6. Student Card:
 - [Guidelines for Putra Virtual Identification \(PUTRA VID\) Activation](#)
7. [Academic Calendar for Second Semester 2022/2023](#)
8. [Postgraduate Candidature Checklist](#)

Semester and Academic Calendar

ACADEMIC CALENDAR	SEMESTER	APPLICATION DEADLINE	PROGRAM
DUAL - SEMESTER	FIRST SEMESTER (SEPTEMBER)	INTERNATIONAL: 30 JUN LOCAL: 31 JUL	MASTER BY RESEARCH, BY COURSEWORK & PhD
	SECOND SEMESTER (MAC)	INTERNATIONAL: 30 NOV LOCAL: 31 DIS	
TRIMESTER	FIRST TRIMESTER (JULY)	INTERNATIONAL: 31 MAR LOCAL: 31 MAY	MBA (SPE) MSBB (FBSB)
	SECOND TRIMESTER (NOVEMBER)	INTERNATIONAL: 31 JUL LOCAL: 31 AUG	
	THIRD TRIMESTER (FEBRUARY)	INTERNATIONAL: 30 NOV LOCAL: 31 DIS	
MEDIC SESSION	FIRST SESSION (JUN) SECOND SESSION (DECEMBER)	LOCAL: 31 OCT	MASTER OF MEDICINE

STRUKTUR ORGANISASI ISMS

PASUKAN PENDAFTARAN

PELAJAR BAHARU SISWAZAH



PENYELARAS PENILAIAN RISIKO DAN SOA

KETUA:

Ketua Unit HEP dan Media
Cik Pavithra Panir Selvam

AHLI:

Unit Pengambilan
Puan Rahmawati binti Umar

Ketua Seksyen Visa dan Pass, IPUTRA
Encik Abdul Razif bin Abdul Razak

Pembantu Tadbir, iPUTRA
Cik Suhana Johan

Penolong Pegawai Tadbir, UPM Kampus Bintulu
Encik Fauzie bin Mohamad

Penolong Bendahari, Pej. Bursar
Encik Mohamad Rizal bin Zamberi

Ketua Bahagian Pesakit Luar, PKU Kampus Serdang
Dr. Suhyna binti Mohamad Sulaiman

Bahagian Kesihatan Pelajar, PKU Kampus Bintulu
Dr. Muhammad Amru bin Badrul Hisam

Ketua Bahagian Pembangunan Aplikasi, iDEC
Ts. Juraidah binti Mohamad Amin

PENYELARAS PROSES

Ketua :

Unit Pengambilan
Puan Rahmawati binti Umar

Ahli :

Ketua Seksyen Visa dan Pass, IPUTRA
Encik Abdul Razif bin Abdul Razak

Penolong Pegawai Tadbir, UPM Kampus Bintulu
Encik Fauzie bin Mohamad

Penolong Bendahari, Pej. Bursar
Encik Mohamad Rizal bin Zamberi

Ketua Bahagian Pesakit Luar, PKU Kampus Serdang
Dr. Suhyna binti Mohd Sulaiman

Bahagian Kesihatan Pelajar, PKU Kampus Bintulu
Dr. Muhammad Amru bin Badrul Hisam

Ketua Bahagian Pembangunan Aplikasi, iDEC
Puan Juraidah binti Mohd. Amin

PENYELARAS SISTEM

Ketua :

Timbalan Ketua, Bahagian Operasi Aplikasi, iDEC
Encik Abdul Wahid Mohd Sidik

Ahli :

Pegawai Teknologi Maklumat, iDEC
(Bahagian Operasi Aplikasi)
Puan Zurayawati Sulaiman

Pegawai Teknologi Maklumat, iDEC
(Seksyen Pusat Data)
Ts. Mohd Mazlimin Omar

Penolong Pegawai Teknologi Maklumat, iDEC
Bahagian Operasi Aplikasi
Encik Shafiz Ishak
Encik Abdul Zaidi Abdullah
Encik Azman Shah Mohd. Shahr

OBJEKTIF KESELAMATAN MAKLUMAT:



Bil	Kenyataan Objektif	Sasaran 2023	Kaedah Pengukuran	Peneraju
1.	Memastikan tahap keyakinan pelajar baharu terhadap keselamatan maklumat semasa proses pendaftaran	80%	Peratusan pelajar baharu memberi skor 4.00 (skala likert 5.00) melalui soalan kaji selidik keselamatan maklumat pihak berkepentingan ISMS	Pasukan Pendaftaran Pelajar Baharu Siswazah
2.	Memastikan ketersediaan aplikasi iGIMS dan PutraENROLL untuk urusan pendaftaran pelajar baharu	95%	Peratusan ketersediaan aplikasi iGIMS dan PutraENROLL menggunakan Sistem Pemantauan Aplikasi Uptime Monitoring	Pasukan Pusat Data

Aset	Bil.Aset	Bil. Ancaman	Tahap Risiko			Punca Dominan	Kawalan Sedia Ada
			L	M	H		
Hardware	54	133	133	0	0	Force majeure , Deliberate act, Human failure, Technical failure	A.11.2.4 - Equipment maintenance • GPKTMK Perkara 11.3 (e): Penyelenggaraan Peralatan • UPM/OPR/IDEC/P002: Prosedur Perkhidmatan ICT • UPM/OPR/IDEC/P003: Prosedur Penyelenggaraan ICT
Software	56	56	48	8	0		
People	35	55	55	0	0		
Information and Data	10	11	7	4	0		
Services (supporting)	1	3	3	0	0		
Services (accessibility)	11	15	14	1	0		
Jumlah	167	273	260	13	0		



TERIMA KASIH

