FREQUENTLY ASKED QUESTIONS (FAQ)
APPLICATION, REGISTRATION FOR ADMISSION AND TEACHING & LEARNING ACTIVITIES(TnL)
SESSION 2020/JUNE UniSHAMS

REGISTRATION FOR ADMISSION AT UNISHAMS

1. **I am interested in continuing my studies at UniSHAMS. How do I apply? How to apply *online*:**

    a. Sign in to the webpage UniSHAMS (www.unishams.edu.my)
    b. Choose Online Application > choose Undergraduate or Postgraduate and follow the next instruction.

    > Complete Application Guidelines *online,* please click the link :
    > http://unishams.edu.my/portal/panduan-permohonan-kemasukan-secara-online

2. **I have applied for admission to UniSHAMS online, when will I know if my application is successful?**

    a. Log in to UniSHAMS webpage (www.unishams.edu.my)
    b. Click on Online Application > choose Undergraduate or Postgraduate > login (key in ic no) and click submit > Result of application displayed > If you agree to further study in UniSHAMS, clik confirm registration.

    > Complete Guidelines for Online Application, please click the link (scroll down – at **GUIDELINE FOR RESULT APPLICATION REVIEW**
    > http://unishams.edu.my/portal/panduan-permohonan-kemasukan-secara-online

3. **Once I agree to the UnisSHAMS offer, what do I need to do?**

    Student need to **print out** and **complete all information** (you can check it at http:semak.unishams.edu.my) and **bring them together on 4ᵗʰ July 2020**. Please read Admission Guidelines attached together with Offered letter (printed Admission Guidelines is not required).

    > **The Information that student need to bring with**:
    > a. Forms of Student's Information :
    >   i.   Student's Information Form
    >   ii. Financial Guarantee Form
    >   iii. Activity Consent Form
    >   iv. Surgical Consent Form
    > b. Medical Report Form
    > c. Offered Acceptance Form
    > d. Tuition Fee
    >
    > Note: All required documents are in accordance with the Documents Checklist in the Admission Guidelines and must be submitted by July 4, 2020.

4. **How about fees?**

    You will have to pay a registration fee of **RM 250.00 (Foundation Program) / RM660 (Degree / Degree Program).** Please refer to the payment procedure as provided in the Offer Letter. Payment can be made after 7 days from the offer letter up to 2 days before the day of registration.

5. **What should I do after I paid the fees (internet banking)?**

    Student MUST sent Receipt of Payment to **unithasil@unishams.edu.my**

6. **Do I need to be in UniSHAMS campus on the registration day?**

    According to the Academic Calendar, Registration Date of **Session 2020 / June is** on **June 20, 2020**. Since registration is online, students **are not required to attend**.

7. **Therefore, when should I go to UniSHAMS campus in Kuala Ketil?**

    a. For all new students of **the Diploma or Bachelor's Degree Program 2020 / June session**, you must attend the Kuala Ketil campus **on July 4, 2020 (Saturday**) from **9am - 3pm**.

    b. Please bring along all the documents listed in the Offer Letter.

    c. On that day, students will continue to enroll in the Dormitory. A guideline for hostel will be provided.

8.   Is the registration still open? When is the last date of registration?

  a. The registration is still open. (Refer to No 1).
  b. The last date of registration for Foundation Programme is on **28th June 2020**
  c. The last date of registration for Diploma, Bachelor's Degree and Master Programmes are on **18th July 2020**
  d. The registration for Doctor of Philosophy/PhD is open throughout the year.

9.   I have successfully continued my study in Foundation Programme, do I need to come to UniSHAMS?

No, you don't. The registration process and class will be conducted online. Please contact:
012-6248044 - Ustazah Fadlina
019-6819295 - Ustazah Shahida
017-5470414 - Cik. Farhana

LECTURE (TEACHING AND LEARNING SESSION – TnL)

10.   When will the lecture start?

Online lecture will start :
a. For Foundation Programme, the lecture will start from **14th June 2020**.
b. For Diploma, Bachelor's Degree and Master Programmes, the lecture will start on **5th July 2020**

Please refer to Academic Calendar in UniSHAMS' website (www.unishams.edu.my) and student's portal.

11.   I am a new student, how do I access the student's portal?

The student's portal guideline will be given after the student has completed all online registration process.

12.   Do I have to come to UniSHAMS to attend classes because I the lecture will start on 5th July 2020?

According to the statement made by Ministry of Higher Education (MoHe) on 27th May 2020 are as follow:

All activities related to the teaching and learning session – (TnL) must be conducted online until **31st Disember 2020. All TnL** activities conducted face to face **is prohibited**. However, exceptions are given to the category of students who are required to return to campus in order to implement the TnL as follows:
  1. Postgraduate student in Research Mode who need special equipment

2. Final semester/ year student of Diploma Programme and Degree who need practical and special equipment.
3. Final semester/year student who does not have access and not in conducive environment for online TnL at home
4. Special Requirement Student.
5. New student for certificate, foundation, diploma, and degree for academic session 2020/2021.

13. I'm a new UniSHAMS' Foundation student. What is my TnL activity during the 2020/June session?

Bill	Students Categories	TnL Activities
1.	Category 1 : Student from Foundation of Islamic Studies Programme	Approved Method : i. Online registration; and ii. Online TnL Requirements : Stay at own residence. Internet Access Requirement : If the students have problem with the internet access, they can make a request through Students Affairs Department by sending email through Centre for Foundation Studies to stay at UniSHAMS hostel.
2	Category 2 : Students from Foundation of management & Foundation of Science Programme	Approved Method : i. Online registration; and ii. Online and face to face TnL (for the courses that will be announce by Centre for Foundation Studies) Requirements : i. Weeks 1-8 : Stay at their own residence. ii. Weeks 9-14 : Must stay at hostel.

14. I'm a new UniSHAMS student for the 2020/June session. How are TnL activities for new students in Diploma, Bachelor's Degree and Master?

Bill	Category	TnL Activities
1	Student from Diploma Programme of Islamic Studies and Degree or Master (Arabic Language, Syariah, Usuluddin and Tahfiz)	Approved Methods: i. Online registration; and ii. Online TnL Requirements : Stay at own residence.

Internet access requirements:
If the students have problem with the internet access, they can make a request through Students Affairs Department by sending email through Kulliyah/ Study Centre to stay at UniSHAMS hostel starting 4th July 2020.

Bill	Category	TnL Activities
2	Student of Diploma Programme, Degree or Master other than Isamic Studies (Muamalat, Hospitality, Finance and Islamic Banking, Counseling and Medicine)	Approved Methods: i. Online registration; and ii. Online and face to face TnL (Selected courses that will be announce by Kulliyyah/Study Centre) Requirements : i. Students must stay at hostel. ii. Registration starting on 4th July 2020

15. How is TnL activities for Postgraduate students in Research Mode who need special equipment?

Bill	Category	TnL Activities
1	Postgraduate Students in Research Mode	Students' Categories: Postgraduate Students in Research Mode only Allowed to Return to Campus: Immediately Approved TnL: Face to face with lab, workshop, designing studio, special research equipment.

16. I am a final year student at UniSHAMS. What about the TnL activities for final semester/ year students of Diploma Programme and Degree who need practical and special equipment?

Bill	Category	TnL Activities
1	Final semester/ year student of Diploma Programme and Degree who need practical and special equipment,	Student Categories : i. Final Semester/Year students for Certificate, Diploma and Degree only; ii. Students from program that require special equipment and special equipment from Professional Association.

Allowed to Return to Campus:
On the date that has been determined by Kulliyyah/Study Centre based on special requirements.

Requirements :
Students can stay at the hostel or rental house.

Approved TnL Methods:
Face to face with practical activities, clinical, lab, workshop, studio or special equipment requirements;

17. **I am a final semester/ year student who does not have required access and not in conducive environment for online TnL at home. How about my TnL activities?**

Bill	Category	TnL Activities
1	Final semester/year student who does not have access and not in conducive environment for online TnL at home	**Student Category:** student who does not have access and not in conducive environment for online TnL at home by sending email to Students Affairs Department through Kulliyah and their own Study Centre. **Allowed to Return to Campus:** 4th July 2020 (Sunday) before the class start. **Requirements :** Students can stay at the hostel or rental house. **TnL Methods :** Through online by using the infrastructure in campus.

18. **Can I come to the campus and live in hostel or rental house if I am not in the 5 exceptional categories given by the Ministry of Higher Education (MoHE)?**

All students who are not in the 5 exceptional categories **your TnL is fully online and must stay at your own residence.**

19. **What is Online Lecture??**

Online Lecture means lecture will be conducted through **Google Classroom** or any other platform specified by your lecturer.

20. **What do I need to follow online class?**
Mobile phone (handphone) or computer and internet access.

21. **Do I need to register course (subject)?**

For **new students** of foundation programme and diploma, you do not have to register the course(subject) for semester 2020/June. Course (subject) will be automatically registered online. Student only need to choose group for course/subject that has been registered in student's portal

FINAL YEAR EXAMINATION SEMESTER I SESSION 2020/JUNE

22. Will the final examination be conducted online?

There will be no final examination conducted because it has been replaced with Final Assessment (Continuous Assessment) that has been determined by Kulliyyah/Centre based on MoHE and MQA monitored by PJK.

DEFERMENT OF STUDY

23. Will UniSHAMS allow if I do not want to continue my 1st Semester 2020/June?

According to UniSHAMS' Academic Regulation, you are allowed to defer your 1st semester study on the instances of personal/natural disaster issue. You need to submit a formal application via e-mail to the Kulliyyah/Centre.

LABORATORY USAGE

24. I need to use UniSHAMS' laboratory in order to complete my final year/research project? Am I allowed to return to the campus?

Yes you may do so, according to *Surat Pemakluman Kementerian Pengajian Tinggi (KPT)* dated 3rd June 2020, after the end of **Recovery Movement Control Order (RMCO)** and entering the **Recovery Movement Control Order (RMCO)**, access is only given to Final Year students in Foundation, Diploma and Degree that need to complete clinical, lab, studio, workshop, design studio, practical or special equipment **to execute TnL in campus earliest by 1 July 2020.**

25. I need to use the laboratory facilities at UniSHAMS to complete my Final Project or research project. Can I go back to UniSHAMS?

Yes you can. In reference to the Ministry of Higher Education (MHE) Notification Letter dated June 3, 2020 following the termination of the now-Conditional Movement Control (CMCO) Order with the Recovery Movement Control Order (RMCO) only for Semester / Final Year students for Certificate level study, Diploma and Bachelor Degree are required to carry out clinical work, charity training, laboratory, workshop, design studio, practical or in need of specialized equipment to implement TnL on campus as early as July 1, 2020.

FINAL PROJECTS, MAJOR PROJECTS OR RESEARCH PROJECTS

26. **I am a Masters / PhD student who will begin writing thesis / thesis. What action should I take?**

A PhD / PhD student who is about to start writing a desertion / thesis should contact the Kulliyyah / School of Studies for the title selection process, supervisor designation, title registration and related matters.

27. **I am a postgraduate student completing a master's / research project. Some of these could not be completed during the Semester II session 2019 / Dec as a result of the Covid-19 Movement Control and Outbreak Order. What should I do?**

Students should contact the PPSP for further action on the matter. However for postgraduate students of research mode at Private Institutions of Higher Education (IPTS) are granted permission to continue their research immediately. This flexibility is only allowed to students who are required to attend physical laboratories, workshops, design studios or require specialized equipment to conduct research.

INDUSTRIAL TRAINING

28. **I will undergo Industrial Training (IT) in the 1st semester of the 2020 / June session, do I need to continue?**

Refer to the Ministry of Higher Education (KPT) Notification Letter dated June 3, 2020 final semester / year students of Diploma and Bachelor Degree Program in need of specials and equipment may undergo Industrial Training (IT) or be replaced with Project Paper in their respective fields as early as 1 July 2020.

PROGRESS REPORT FOR POSTGRADUATE STUDENTS

29. **Do Masters and Doctor of Philosophy students and blended mode still need to fill out progress reports for semester 1/2020 session / June?**

If the student's status is active, Yes you will need to fill out a progress report beginning that semester.

THESIS & DISSERTATION SUBMISSION

30. **If I have fulfilled the terms to submit the thesis, can I submit the thesis for the purpose of oral examination.**

Throughout the duration of the Recovery Movement Control Order (RMCO), if you have completed the thesis and have complete document for thesis submission, you can e-mail the thesis to timbpengarahppsp@unishams.edu.my

The hardcopy thesis should be sent to PPSP office after the situation has improved.

31. **I am the final semester research student and unable to complete the thesis for this semester due to various difficulties during this outbreak. What should I do?**

Students who have problems completing dissertation/thesis due to covid-19 may apply for extension of study period to PPSP.

32. **I am a research student in the status of an examination (in the course of a thesis correction) this semester due to various difficulties during this outbreak. What should I do?**

Students who have problems completing dissertation/thesis due to covid-19 may apply for extension of study period to PPSP.

ORAL EXAMINATION/ VIVA VOCE
_____

33. **I have submitted the thesis and am waiting for the oral exam date. How do I know the process?**

The implementation of Oral Examination/ Viva Voce during the period of the Recovery Movement Control Order (RMCO) is conducted either online or online. You will be contacted for an appropriate oral examination date. You have the right to state your agreement (or otherwise) to the date proposed.

OTHERS

34. **I am a final year graduate of the UniSHAMS Accounting Diploma and I am interested in pursuing a Bachelor's degree at UniSHAMS. As the RMCO is still extended, will the application period be extended as well?**

The admission for the Bachelor Program for Academic Session 2020 / June is June 20, 2020. Students are still allowed to register online until July 18, 2020 (Open Registration).

35. **I am a UniSHAMS Foundation student who has applied through the UniSHAMS application system, however, I have not yet received the MUET result. Can I continue my application?**

Yes, you can. You are required to complete the application within the prescribed period online and MUET can be taken at any semester before graduation.

36. **I am interested in pursuing a Master's degree / PhD. Can I still apply for the graduate program at UniSHAMS?**

Yes. You can apply online as per the instructions in No. 1 as above.

37. **I have received an offer letter to continue my Master's degree in research for Semester I, Session 2020 / June. Am I allowed to register in the near future?**

Congratulations in choosing UniSHAMS and for all your post-graduate students research mode at UniSHAMS on June 20, 2020 via online.

38. **I have received a postgraduate study offer letter at UniSHAMS and will need to register soon. Can I defer my registration? Can I return to campus to focus more on my learning/studies?**

New postgraduate students can continue their studies online. Students do not have to attend campus.

Only postgraduate students of research mode are allowed to attend UniSHAMS to continue their research immediately. Please contact your supervisor.

39. **I am not a final semester / year student and the internet in my village is poor. Can I return to campus for university wifi facilities?**

According to the Ministry of Higher Education (MoHE), only final semester / year students that must carry out clinical work, charity training, labs, workshops, design studios, practical or those who require specialized equipment only to be allowed to return to campus as early as July 1. 2020.

For non- final semester / year students, TnL is still fully online through December 31, 2020 and face-to-face methods are not allowed. Your lecturers will provide you with a teaching method that suits you. Contact your lecturer.

40.   What is the TnL method for the 2020 / December Session?

The TnL Session 2020 / December method will be announced later.