



REGISTRATION GUIDE

**(Undergraduate & Postgraduate Programmes)
Mei 2024 Semester**

Admission and Records Unit
Open University Malaysia

1. REGISTRATION PROCEDURE

PROCESS	ACTION
<p>BEFORE REGISTRATION</p>	<ol style="list-style-type: none"> 1. Complete and bring the following documents* to the learning centre: <ul style="list-style-type: none"> ○ Conditional Letter of Admission ○ Original AND a certified copy of Academic Certificates and Transcript ○ Original AND a copy of NRIC / Passport ○ Original AND a copy of Job confirmation letter from your employer, if stated in the programme's entry requirements. ○ Two (2) copies of completed Registration Form (UKR19) ○ Consent Clause ○ Letter Of Authorization (UKR26) for international only ○ Educational Qualification Verification (UKR27) for international only ○ Proposal outline for Master of Science and Doctor of Philosophy programmes (by research) only. 2. Minimum Fees for registration. <ul style="list-style-type: none"> <u>New Student (Local):</u> <ul style="list-style-type: none"> ● Minimum payment: <ul style="list-style-type: none"> ○ RM230 for Undergraduate programme. ○ RM550 for Postgraduate programme. ● You are advised to make payment earlier to speed-up registration. ● Including Processing Fee <u>New Student (International):</u> <ul style="list-style-type: none"> ● Minimum: 60% tuition fees of the semester & Registration fees (refer item 4) ● 40% remaining tuition fees should be settle before the Examination Week. <u>Senior Student (Local & International):</u> <ul style="list-style-type: none"> ● Settle the outstanding balance and minimum payment before the stipulated date (Refer to OUM Portal - University Announcement) ● Minimum payment: <ul style="list-style-type: none"> ○ RM200 for Undergraduate programme. ○ RM1,000 for Postgraduate programme. 3. The following Processing Fee will be charged and debited into your account after registration (Local): <ul style="list-style-type: none"> ○ RM30/- Undergraduate programmes ○ RM50/- Postgraduate programmes 4. Registration fees for New International Learners <ul style="list-style-type: none"> ○ Diploma RM2,700 ○ Bachelor RM3,200 ○ Master RM3,700 ○ PhD/Doctorate RM4,200
<p>DURING REGISTRATION</p>	<ol style="list-style-type: none"> 1. Submit the documents* at the counter or email.

*Refer to Registration Checklist on page 13

2. COURSE REGISTRATION

You are required to register for at least **ONE (1)** course and a maximum of **THREE (3)** courses in a semester. Please select the course(s) using Registration Form (**UKR19**).

3. TUITION FEES

a. Tuition Fees for the first semester

- i. Tuition fees vary depending on the number of courses registered in a semester.
- ii. Total fees per semester are estimated based on three (3) courses. Refer to **APPENDIX I and II**.

b. Validity of Tuition Fees

All fees are valid for the duration of your study up to maximum period as shown table below. Any revision of tuition fees will only apply to new students or after the maximum year ended.

Table 1: Duration of Study by Programme Level

Level of Study	Minimum	Maximum
Diploma	3 years	6 years
Degree	4 years	8 years
Master	2 years	4 to 6 years (depending on programme)
PhD	4 years	8 years

c. Tuition Fees for Online-Mode Delivery

- i. Students will receive **5% discount** on tuition fee for Online Learning (OL) mode studies.
- ii. Not applicable for practicum, internship, project & research fee.
- iii. Not applicable for blended mode subjects.

d. Transfer Credit Fee

Table 2: Credit Transfer Fee by Programme Level

Level of Study	Fee per subject (RM)
Diploma	RM100.00
Degree	RM150.00
Master/PhD	RM300.00

e. Tuition Fees for International Learners

- i. International learners will be charged **TWENTY percent (20%)** more than the local tuition fees.
- ii. International learners are required to pay the Registration Fees (Diploma RM2,700, Bachelor RM3,200, Master RM3,700, PhD/Doctorate RM4,200) and minimum of 60% on tuition fees during registration.
- iii. The balance of 40% should be settle before Examination Week.
- iv. **No Fully Online discount**

f. Re-Registration Fees (Undergraduate)

- i. Re-registration fee of RM120 per semester is chargeable for extension of Practicum/Internship/Project.

g. Re-Registration Fees (Postgraduates)

- i. Re-registration fee of RM220 per semester is chargeable for extension of Projects/Research/Thesis/Dissertation.

h. POST VIVA VOCE Fees

- i. Applicable for Doctor of Philosophy & Doctoral Programme only.

ASPECTS	ACCEPTABLE	ACCEPTABLE WITH MODIFICATIONS		REQUIRES RESUBMISSION
		MINOR	MAJOR	
Time-frame	1 month	3 months	6 months	12 months
Payment of fees	-	-	Full Research fees and RM220 recurring fees (to be paid in the subsequent one remaining semesters)	Full Research fees and RM220 recurring fees (to be paid in the subsequent two remaining semesters)

i. Methods of Payment:

Payment can be made using:

LOCAL STUDENTS

i. Internet Banking

- JomPAY: Pay your fees via JomPAY. (Biller Name: OPEN UNIVERSITY MALAYSIA, Biller Code: 8854, Ref 1: Student IC, Ref 2: Student ID)
For list of participating banks, visit www.jompay.com.my
- Bankislam.biz (<http://www.bankislam.biz/>) for BIMB account holder
- Maybank2u (<http://www.maybank2u.com.my/>) for MBB account holder – Bill Payment
Biller Name: Open University Malaysia
- Financial Payment Exchange (FPX) & Online Credit Card
(Log on to www.oum.edu.my, click user profiles – financial – online payment)

ii. Cash payment at the following banks counter:

- **Bank Islam Malaysia Berhad** - Payment made to **UNIVERSITI TERBUKAMALAYSIA (UNITEM)**

iii. E-Debit & Credit Card (MasterCard / Visa) at OUM Learning Centres

iv. Cheques payable to UNITEM. A penalty of RM50 will be imposed on bounced cheques.

NOTE: OUM does **not accept** payments using:

- Fund Transfer.
- American Express Card.
- Post-dated Cheques

INTERNATIONAL STUDENTS (RESIDING OUTSIDE MALAYSIA ONLY)

i. Telegraphic Transfer to the following bank

Account Name: UNITEM SDN BHD
Bank Name: MALAYAN BANKING BERHAD
Account Number: 5-6441860022-4
Swift Code: MBBEMYKL
Bank Branch : Maybank Pavilion Bukit Jalil

Bank Address: C-1-1, Pusat Perdagangan Bandar Bukit Jalil 7, 57000 Bukit Jalil, Kuala Lumpur, Malaysia

ii. PayPal

Please email to mualim@oum.edu.my or noor_faezah@oum.edu.my or haslindaharon@oum.edu.my for invoice preparation and to generate payment links to facilitate payment arrangements. Invoice will be prepared in MYR and will be added 6% to cover Paypal transaction fees.

iii. TransferWise - Transfer to;

Account Name: UNITEM SDN BHD
 Bank Name: MALAYAN BANKING BERHAD
 Account Number: 5-6441860022-4
 Swift Code: MBBEMYKL
 Bank Branch : Maybank Pavilion Bukit Jalil
 Bank Address: C-1-1, Pusat Perdagangan Bandar Bukit Jalil 7, 57000 Bukit Jalil, Kuala Lumpur, Malaysia

Visit <https://wise.com> for further details.

(Please email your successful payment transaction to noor_faezah@oum.edu.my / haslindaharon@oum.edu.my)

j. Policies on Tuition Fees & Refund

i. Drop of Course(s)

Table 1: Deadline, Forms, Tuition Fees & Refund Policy for Drop of Course(s)

Submission of Application	Forms to be Submitted	Tuition Fees	Processing Fees
<p>Before or ON 26 May 2024</p> <p>After the deadline only withdrawal of course(s) are allowed</p>	<p>Drop Course(s)</p> <ul style="list-style-type: none"> Form UKR06 (UG) Form PG04 (PG) 	<ul style="list-style-type: none"> 100% refundable* 	Non refundable

ii. Withdrawal of Course(s) & Programme (Quit Study)

Table 2: Deadline, Forms, Tuition Fees & Refund Policy for Withdraw Course(s) & Programme (Quit Study)

Submission of Application	Forms to be Submitted	Tuition Fees	Processing Fees
<p>Before or ON 26 May 2024</p>	<p>Programme Withdrawal</p> <ul style="list-style-type: none"> Form UKR11 (UG) Form PG09 (PG) 	<ul style="list-style-type: none"> 100% refundable* 	<ul style="list-style-type: none"> Non refundable
<p>After 26 May 2024</p>	<p>Programme Withdrawal</p> <ul style="list-style-type: none"> Form UKR11 (UG) Form PG09 (PG) <p>Course(s) Withdrawal</p>	<ul style="list-style-type: none"> Non-refundable* Full tuition fees will be charged Learners need to pay outstanding balance (if any) 	<ul style="list-style-type: none"> Non refundable

	<ul style="list-style-type: none"> Form UKR07 (UG) Form PG05 (PG) 		
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iii. Defer Semester

Table 3: Deadline, Forms, Tuition Fees & Refund Policy for Defer Semester

Submission of Application	Forms to be Submitted	Tuition Fees	Processing Fees
Before or ON 26 May 2024	<ul style="list-style-type: none"> Deferment Form Form UKR10 (UG) Form PG06 (PG) 	<ul style="list-style-type: none"> 100% refundable* 	<ul style="list-style-type: none"> Non refundable
After 26 May 2024		<ul style="list-style-type: none"> Non-refundable* Full tuition fees will be charged Learners need to pay outstanding balance (if any) 	<ul style="list-style-type: none"> Non refundable

* Refund only applicable for those who have paid the full amount of tuition fees

iv. Excess of Tuition Fees

- Excess of tuition fees (if any) will be carried forward to the next semester for those who defer or withdraw.
- For those who quit, they will have to apply for refund for the excess balance in their account (if any).

v. Settlement Outstanding Fees

- Outstanding fees must be paid before the end of Semester (refer to Academic Calendar)
- Learners with outstanding fees owing to the university can sit for Final Examination, however they will not be able to view the result until full payment are made.

k. Discounts/Promotion

The following discounts are applicable to those who fulfil the terms and conditions stipulated by the university:

i. ALUMNI Discount (5%)

ALUMNI members are eligible for 5% discount on tuition fee

- Applicable to all alumni of OUM, IOC & IPD.
- Discount will be applicable in the semester that the learner is active.
- Discount is not valid for second time registration/repeat subject.
- Receiver are **not eligible** for any other rebates

1.

ii. Discount for the Physically Challenged Learners (OKU) and Senior Citizens

The University offers 50% discount for:

- Senior citizens aged 60 and above on registration date; and
- Physically challenged learners – a valid *Orang Kelainan Upaya* (OKU) card is required.
- These discounts are for **tuition** fees only and are not applicable for other fees.
- The discounts are also not valid for second time registration and repeating of subjects.

- Learners who receive this discount are **not eligible** for 5% Online Fee, Get-Student Scheme or any other rebates/discounts & Any other promotion offered during the registration period.

4. FINANCING

- **Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) - Undergraduate only**

Details or enquiries on PTPTN can be made to the following unit:

Bahagian Kewangan&Akaun Kumpulan Menara OUM, Block C, Kelana Centre Point, Jalan SS7/19, Kelana Jaya, 47301 Petaling Jaya, Selangor (PTPTN Info)	Tel: 03-7801 2075 (Cik Noor Faezah Ismail) Email: noor_faezah@oum.edu.my
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- **Employee Provident Fund (EPF)**

Learners may withdraw their EPF contributions from Account II to finance their study.

Application for withdrawal can be made via [i-Akaun](#) (e-Pengeluaran). (<http://www.kwsp.gov.my/>)

- **Education Financing-I by Affin Islamic Bank**

Kindly refer to the nearest Affin Islamic Bank Branch for more information.

Should you need further clarifications on all of the above, please contact the learning centre stated in your Letter of Admission or call **03-7801 2000**.

**PROGRAMME FEES & ESTIMATED FEES FOR THE FIRST SEMESTER*
(UNDERGRADUATE - LOCAL)**

Faculty	Programme	Total subjects	Total Ct Hrs	Fees/Ct (RM)	Total Fees (RM)	Total Programme Fees (RM)
TECHNOLOGY AND APPLIED SCIENCES	BIT	3	8	227	1,816	27,240
	BDMD	3	8	220	1,760	26,400
	BMMG	3	8	188	1,504	22,560
	BOSHM	3	8	185	1,480	23,865
	BPFM	3	8	200	1,600	24,000
	BMHS	4	10	296	2,960	33,152
	DIT	3	8	142	1,136	12,780
BUSINESS AND MANAGEMENT	BAC	3	8	224	1,792	30,016
	BBA	3	8	228	1,824	27,360
	BHRM	3	8	228	1,824	27,360
	BIM	3	8	228	1,824	27,360
	BM	3	8	211	1,688	25,320
	BTRM	3	8	170	1,360	20,400
	DIA	3	8	144	1,152	12,960
	DIM	3	8	142	1,136	12,780
	DHRM	3	8	142	1,136	12,780
EDUCATION	BECHE	3	8	206	1,648	24,720
	BETESL	3	8	216	1,728	25,920
	BTPSE	3	8	191	1,528	22,920
	DECE	3	8	142	1,136	12,780
	DIS	3	8	125	1,000	11,250
SOCIAL SCIENCES AND HUMANITIES	BIS	3	8	178	1,424	21,360
	BPSY	3	8	178	1,424	21,360
	BLS	3	8	200	1,600	24,000
	BPS	3	8	179	1,432	21,480
	BCOM	3	8	182	1,456	21,840
	BEST	3	8	206	1,648	24,720

**PROGRAMME FEES & ESTIMATED FEES FOR THE FIRST SEMESTER*
(UNDERGRADUATE - PERMANENT RESIDENT)**

Faculty	Programme	Total subjects	Total Ct Hrs	Fees/Ct (RM)	Total Fees (RM)	Total Programme Fees (RM)
TECHNOLOGY AND APPLIED SCIENCES	BMMG	3	7	188	1,316	27,240
	BOSHM	3	7	185	1,295	23,865
	BPFM	3	7	200	1,400	24,000
	BIT	3	7	227	1,589	27,240
	BDMD	3	7	220	1,540	26,400
	DIT	3	7	142	994	12,780
BUSINESS AND MANAGEMENT	BAC	3	7	224	1,568	30,016
	BBA	3	7	228	1,596	27,360
	BHRM	3	7	228	1,596	27,360
	BM	3	7	211	1,477	25,320
	BIM	3	7	228	1,596	27,360
	BTRM	3	7	170	1,190	20,400
	DIA	3	7	144	1,008	12,960
	DIM	3	7	142	994	12,780
	DHRM	3	7	142	994	12,780
EDUCATION	BECHE	3	7	206	1,442	24,720
	BETESL	3	7	216	1,512	25,920
	BTPSE	3	7	191	1,337	22,920
	DECE	3	7	142	994	12,780
	DIS	3	7	125	875	11,250
SOCIAL SCIENCES AND HUMANITIES	BEST	3	7	206	1,442	24,720
	BIS	3	7	178	1,246	21,360
	BPSY	3	7	178	1,246	21,360
	BLS	3	7	200	1,400	24,000
	BCOM	3	7	182	1,274	21,840
	BPS	3	7	179	1,253	21,480

**PROGRAMME FEES & ESTIMATED FEES FOR THE FIRST SEMESTER*
(POSTGRADUATES - LOCAL)**

Faculty	Programme	Total Subjects	Total Ct Hrs	Fees/Ct	Total Fees (RM)	Total Programme Fees* (RM)
				(RM)		
TECHNOLOGY AND APPLIED SCIENCES	MN	2	8	527	4,216	21,080
	MFM	2	6	650	3,900	26,000
	MOSHRM	2	6	541	3,246	22,722
	MIT	2	6	623	3,738	24,920
	MPM	2	6	553	3,318	22,120
	MQM	2	6	630	3,780	25,200
	DN	2	6	765	4,590	43,260
	PHD(IT)	1	3	1300	3,900	35,487
PHD(SC)	1	3	1,131	3,393	39,126	
BUSINESS AND MANAGEMENT	MBA	3	9	704	6,336	29,568
	MM	3	9	574	5,166	24,108
	MHRM	3	9	556	5,004	23,352
	DBA	2	6	893	5,358	45,348
	PHD(BA)	2	6	1,072	6,432	31,270
EDUCATION	PGDT	3	9	308	2,772	9,240
	MEd	3	9	438	3,942	18,396
	MECHE	3	9	525	4,725	21,000
	MIDT	2	6	497	2,982	19,880
	PHD(EDU)	2	6	1365	8,190	29,970
	EDD	2	6	578	3,468	33,768
SOCIAL SCIENCES AND HUMANITIES	MEST	2	6	554	3,324	23,268
	MC	3	9	497	4,473	23,856
	MIST	2	6	402	2,412	16,080
	MPSY	2	6	502	3,012	20,582
	MCC	2	6	626	3,756	25,040
	PGDIS	3	10	308	3,080	9,240
	PHD(ARTS)220	2	8	459.75	3,678	27,878
	PHD(ARTS)310	2	8	462	3,696	28,006

NOTE:

The fees above were calculated above based on the assumption that learners take all offered courses.

**PROGRAMME FEES & ESTIMATED FEES FOR THE FIRST SEMESTER*
(UNDERGRADUATE & POSTGRADUATES - INTERNATIONAL)**

Faculty	Programme	Total Subjects	Total Ct Hrs	Fees/Ct	Total Fees (RM)	Total Programme Fees* (RM)
TECHNOLOGY AND APPLIED SCIENCES	MFM	2	6	780	4,680	31,200
	MOSHRM	2	6	649	3,894	27,258
	MIT	2	6	748	4,488	29,920
	MPM	2	6	664	3,984	26,560
	MQM	2	6	756	4,536	30,240
	DN	2	6	918	5,508	49,380
	PHD(IT)	1	3	1560	4,680	36,267
PHD(SC)	1	3	1357	4,071	39,804	
BUSINESS AND MANAGEMENT	MBA	3	9	845	7,605	35,490
	MM	3	9	689	6,201	28,938
	MHRM	3	9	667	6,003	28,014
	DBA	2	6	1072	6,432	51,792
	PHD(BA)	2	6	1,286	7,716	32,554
EDUCATION	PGDT	3	9	370	3,330	11,100
	MEd	3	9	526	4,734	22,092
	MECHE	3	9	630	5,670	25,200
	MIDT	2	6	596	3,576	23,840
	PHD(EDU)	2	6	1638	9,828	31,608
	EDD	2	6	694	4,164	37,944
SOCIAL SCIENCES AND HUMANITIES	BCOM	3	8	218	1,744	26,160
	BEST	3	8	247	1,976	29,640
	MEST	2	6	665	3,990	27,930
	MCC	2	6	751	4,506	30,040
	MPSY	2	6	602	3,612	24,682
	MIST	2	6	482.00	2,892	19,280
	PHD (ARTS) - 220	2	8	552.00	4,416	28,616
	PHD (ARTS) - 310	2	8	554.00	4,432	28,742

NOTE:

1. The fees above were calculated above based on the assumption that learners take all offered courses.
2. Not inclusive Registration Fees (Bachelor RM3,200, Master RM3,700, PhD/Doctorate RM4,200)
3. Not eligible for Fully Online Discount

TABLE 3:PROGRAMME AND CLUSTER CODES

CODE		PROGRAMME	CODE		PROGRAMME
BOSHM		: Bach. of Occupational Health And Safety Management With Honours	MBA		: Master Of Business Administration
BPFM		: Bach. of Science In Project And Facility Management With Honours	MC		: Master Of Counselling
BMMG		: Bach. of Manufacturing Management With Honours	MEd		: Master Of Education
BIT		: Bach. of Information Technology With Honours	MECHE		: Master Of Early Childhood Education
DIT		: Dip. In Information Technology	MHRM		: Master Of Human Resource Management
DIS		: Dip. In Islamic Studies With Education	MIDT		: Master Of Instructional Design and Technology
BIS		: Bach. of Islamic Studies (Islamic Management) With Honours	MIST		: Master Of Islamic Studies
BPSY		: Bach. of Psychology With Honours	MM		: Master Of Management
BCOM		: Bach. of Communication With Honours	MN		: Master Of Nursing
DECE		: Dip. In Early Childhood Education	MOSHRM		: Master Of Occupational Safety And Health Risk M
BECE		: Bach. of Early Childhood Education With Honours	MQM		: Master Of Quality Management
BETESL		: Bach. of Education (Teaching Of English As A Second Language) With Honours	MPM		: Master Of Project Management
BTPE		: Bach. Of Teaching (Primary Education) with Honours	MFM		: Master Of Facility Management
DHRM		: Dip. In Human Resource Management	MCC		: Master Of Corporate Communication
DIM		: Dip. In Management	MEST		: Master Of English Studies
DIA		: Dip. In Accounting	MPSY		: Master Of Psychology
BHRM		: Bach. of Human Resource Management With Honours	MIT		: Master of Information Technology
BAC		: Bach. of Accounting With Honours	PGDIS		: Postgraduate Diploma In Islamic Studies
BIM		: Bach. of Management With Honours	PGDT		: Postgraduate Diploma In Teaching
BBA		: Bach. of Business Administration With Honours	PHD(BA)		: Doctor Of Philosophy (Business Administration)
BEST		: Bach. Of English Studies With Honours	PHD(EDU)		: Doctor Of Philosophy (Education)
BNS		: Bach. Of Nursing Sciences With Honours	PHD(IT)		: Doctor Of Philosophy (Information Technology)
BMHS		: Bach. Of Medical and Health Sciences With Honours	PHD(ARTS)		: Doctor Of Philosophy (Arts)
BTRM		: Bach. Of Tourism Management With Honours	PHD(SC)		: Doctor Of Philosophy (Science)
BM		: Bach. Of Marketing With Honours	DBA		: Doctor Of Business Administration
BPS		: Bach. Of Political Science With Honours	DN		: Doctor Of Nursing
BLS		: Bach. Of Liberal Studies	EDD		: Doctor Of Education
BDMD		: Bach. Of Digital Media Design With Honours			
CODE		FACULTY			
BM		: Business And Management			
TAS		: Technology And Applied Sciences			
E		: Education			
SSH		: Social Sciences and Humanities			

TABLE 4: REGISTRATION CHECKLIST*

No.	Items	Tick (v)
1	Bring the Conditional Letter of Admission .	
2	Bring the original AND a certified copy of your academic certificates and transcript. Eg: SPM/Dip./degree/masters/other relevant and RECOGNISED certificates.	
3	Bring the original AND a copy of your Identification Cards / Passport.	
4	Bring the original AND a copy of Job Confirmation Letter , if stated in the programme's entry requirement.	
5	Two (2) copies of completed Registration Form (UKR19)	
6	Two (2) copies of Passport size photo.	
7	Evidence of payment (if any)	
8	Consent Clause	
9	Bring the complete Letter Of Authorization for international only (UKR26).	
10	Bring the complete Educational Qualification Verification for international only (UKR27).	
11	Bring the complete Application Doctorate Form for a programme of EDD, DN & DBA only (UKR20).	
12	Bring the complete <i>Perakuan Persetujuan Menghadiri Tutorial/Amali</i> form for a programme of MC, BPFM & BDMD only.	
13	Bring the complete of Health Declaration Form for a programme of DN, MN, BNS & BMHS only.	
14	Bring the complete form UKR22 & UKR23 for disable applicant's only.	