

UM.E/ID/606/1
6th October 2020

All New Undergraduate Students
2020/2021 Academic Session
Bachelor of Economics
Faculty of Economics and Administration
University of Malaya

Dear Students,

REGISTRATION OF NEW UNDERGRADUATE STUDENT FOR 2020/2021 SESSION

Congratulations on being accepted to the Bachelor of Economics (BEc) at the Faculty of Economics and Administration (FEA), University of Malaya.

Attached are the documents of registration for your reference and further actions:

1. Programme for the Orientation Week at FEA
2. Documents Checklist
3. Student Data Form (Form A)
4. Course Registration Form (K1/K2/K3)
5. Handbook for BEc 2020/2021 Session
6. Guidelines of Courses Registration

We wish you all the best in your academic pursuits and hope that you will make the best use of the opportunity as student of the Faculty.

Thank you.

Yours sincerely,



PROFESSOR DR. EDMUND TERENCE GOMEZ
Dean

c.c. Deputy Dean (Undergraduate), FEA

ETG:WNH/nhmr

FACULTY OF ECONOMICS AND ADMINISTRATION

University of Malaya, 50603 Kuala Lumpur, MALAYSIA

Dean's Office • Tel: (603) 7967 3600 / 3740 • Fax: (603) 7956 7252

Administration Office • Tel: (603) 7967 3711 / 3633

Finance Office • Tel: (603) 7967 3704

Academic Office (Undergraduate Unit) • Tel: (603) 7967 3701 / 3645 / 3737 • Fax: (603) 7967 3719

Academic Office (Postgraduate Unit) • Tel: (603) 7967 3636 / 3749 / 3632 • Fax: (603) 7967 3719

Website: <http://www.fep.um.edu.my> • E-mail: fea@um.edu.my

PROGRAM MINGGU HALUANSISWA DI FAKULTI EKONOMI DAN PENTADBIRAN
PROGRAMME OF THE ORIENTATION WEEK AT
THE FACULTY OF ECONOMICS AND ADMINISTRATION

SESI AKADEMIK 2020/2021
ACADEMIC SESSION 2020/2021

Tarikh/Hari Date/Day	Tempat Venue	Masa Time	Program Programme												
05.10.2020 Isnin (Monday)	Kolej Kediaman Residential College (Malaysian Student)	2.00 petang – 4.30 petang	<p>Pendaftaran dan penyerahan borang-borang seperti berikut: <i>Registration and distribution of the following forms:</i></p> <table border="1"> <tr> <td>1</td> <td>Program Minggu Haluansiswa di FEP <i>Programme of the orientation week at FEA</i></td> </tr> <tr> <td>2</td> <td>Senarai Semak Penerimaan Dokumen <i>Document checklist</i></td> </tr> <tr> <td>3</td> <td>Borang Data Pelajar <i>Student Data Form</i></td> </tr> <tr> <td>4</td> <td>Borang Pendaftaran Kursus <i>Course Registration Form</i></td> </tr> <tr> <td>5</td> <td>Buku Panduan Sarjana Muda Ekonomi Sesi 2020/2021 <i>Bachelor of Economics Handbook Session 2020/2021</i></td> </tr> <tr> <td>6</td> <td>Panduan Pendaftaran Kursus Semester I Sesi 2020/2021 <i>Guidelines of Courses Registration Semester I Session 2020/2021</i></td> </tr> </table>	1	Program Minggu Haluansiswa di FEP <i>Programme of the orientation week at FEA</i>	2	Senarai Semak Penerimaan Dokumen <i>Document checklist</i>	3	Borang Data Pelajar <i>Student Data Form</i>	4	Borang Pendaftaran Kursus <i>Course Registration Form</i>	5	Buku Panduan Sarjana Muda Ekonomi Sesi 2020/2021 <i>Bachelor of Economics Handbook Session 2020/2021</i>	6	Panduan Pendaftaran Kursus Semester I Sesi 2020/2021 <i>Guidelines of Courses Registration Semester I Session 2020/2021</i>
1	Program Minggu Haluansiswa di FEP <i>Programme of the orientation week at FEA</i>														
2	Senarai Semak Penerimaan Dokumen <i>Document checklist</i>														
3	Borang Data Pelajar <i>Student Data Form</i>														
4	Borang Pendaftaran Kursus <i>Course Registration Form</i>														
5	Buku Panduan Sarjana Muda Ekonomi Sesi 2020/2021 <i>Bachelor of Economics Handbook Session 2020/2021</i>														
6	Panduan Pendaftaran Kursus Semester I Sesi 2020/2021 <i>Guidelines of Courses Registration Semester I Session 2020/2021</i>														
06.10.2020 Selasa (Tuesday)	'On-line'	10.00 pagi – 1.00 petang 10.00 am – 1.00 pm	<p>Ucapan Alu-aluan daripada Dekan Fakulti <i>Welcoming Speech by the Dean</i></p> <ul style="list-style-type: none"> • Taklimat Program oleh Timbalan Dekan (Ijazah Dasar) <i>Briefing of Programme by the Deputy Dean (Undergraduate) Lecturers</i> • Sesi Soal & Jawab <i>Questions & Answers Session</i> • FEA Virtual Tour <p>Panduan pendaftaran kursus secara 'On-line' <i>Guidelines for On-line Course Registration</i></p> <p>Sesi Pengenalan - Persatuan Pelajar (PEKUMA) <i>Introductory Session with Student's Association (PEKUMA)</i></p>												

OFFICE'S COPY

FACULTY OF ECONOMICS AND ADMINISTRATIVE
UNIVERSITY OF MALAYA

CHECK LIST OF DOCUMENTS ACCEPTANCE FOR SEMESTER I, SESSION 2020/2021

NAME:
MOBILE NO. :

REGISTRATION NO:.....

No.	Details	Checklist
1.	Passport Size Photo (1 piece) - <i>(Please write your name & Matric number at the back of the photo)</i>	<input type="checkbox"/>
2.	A copy of Admission Offer Letter	<input type="checkbox"/>
3.	Student Data Form - Form A	<input type="checkbox"/>
4.	Course Registration Form – Form K3	<input type="checkbox"/>
5.	A copy of Certificate of Academic Qualifications: (GCE A Level / GCSE O Level / High School Diploma @ Certificates / Matriculation / Diploma / Related Documents / Others)	<input type="checkbox"/>
6.	A copy of English Language Result: (IELTS / TOEFL / GCE A Level / GCSE O Level/ Others)	<input type="checkbox"/>
7.	A copy of passport (Front Page)	<input type="checkbox"/>

Tick the appropriate box

Office use :

Received by:

Date :

STUDENT'S COPY

FACULTY OF ECONOMICS AND ADMINISTRATIVE
UNIVERSITY OF MALAYA

CHECK LIST OF DOCUMENTS ACCEPTANCE FOR SEMESTER I, SESSION 2020/2021

NAME:
MOBILE NO. :

REGISTRATION NO:

No.	Details	Checklist
1.	Passport Size Photo (1 piece) - <i>(Please write your name & Matric number at the back of the photo)</i>	<input type="checkbox"/>
2.	A copy of Admission Offer Letter	<input type="checkbox"/>
3.	Student Data Form - Form A	<input type="checkbox"/>
4.	Course Registration Form – Form K3	<input type="checkbox"/>
5.	A copy of Certificate of Academic Qualifications: (GCE A Level / GCSE O Level / High School Diploma @ Certificates / Matriculation / Diploma / Related Documents / Others)	<input type="checkbox"/>
6.	A copy of English Language Result: (IELTS / TOEFL / GCE A Level / GCSE O Level/ Others)	<input type="checkbox"/>
7.	A copy of passport (Front Page)	<input type="checkbox"/>

Tick the appropriate box

Office use :

Received by:

Date :

7. *Examination Achievement (Senior High School / Diploma or equivalent) Please state:

Score/Grade/CGPA/Division: Year of Examination:

Certificate Obtained: Location / State / Country:

Subject	Grade	Subject	Grade

8. Language Proficiency

List the languages which you know and indicate for each language your degree of proficiency.
(Please provide documentary evidence wherever possible):

Score Point (TOEFL / IELTS / GCE (A' Level) / GCSE (O' Level)

No	Type of Examination	Score/Point/Band

9. Working Experience (If any)

	Employer	Position	Duration
1.
2.

Please submit certified copies of the original passport (pages showing details of owner and validity of passport) and examination certificates / document and transcripts.

.....
Date

.....
Signature

UM.E/ID/292/3

FORM (K3)
STUDENT'S COPY

COURSE
REGISTRATION FORM



UNIVERSITY OF MALAYA
FACULTY OF ECONOMICS & ADMINISTRATION
SESSION 2020/2021 (SEMESTER I)

Registration No.
EIA

COURSE REGISTRATION FORM
(Graduation Structure 129 Credits)

Please return this form to Undergraduate Unit, Academic Office, FEA,
via email : najwa@um.edu.my upon completion of registration course as
required.

Name :

Residential College:

English Language Result:.....

NO	CODE	COURSE	CREDIT HOUR	NOTE	TIMETABLE
University Course:					
1	GKT1017	Basic Malay Language	2	Online Registration	Timetable is based on groups that have been chosen
2.	GIG1004	Information Literacy	2		Timetable is based on groups that have been chosen
Faculty Core Course:					
1	EIA1001	Introduction to Financial Management	4	Online Registration	Monday 09:00 – 10:50 DK1
2	EIA1005	Statistics I	4		Tuesday 09:00 – 10:50 DK1
3	EIX1001	Introduction to Political Sciences & Public Administration	3		Thursday 15:00 – 16:50 DK1
4	GIE1001	Introductory Economics	3		Tuesday 15:00 – 16:50 DK4
Total Credit Hour:			18		

.....
Date

.....
Signature

UM.E/ID/292/3

FORM (K3)
OFFICE'S COPY

COURSE
REGISTRATION FORM



UNIVERSITY OF MALAYA
FACULTY OF ECONOMICS & ADMINISTRATION
SESSION 2020/2021 (SEMESTER I)

Registration No.
EIA

COURSE REGISTRATION FORM
(Graduation Structure 129 Credits)

Please return this form to Undergraduate Unit, Academic Office, FEA,
via email : najwa@um.edu.my upon completion of registration course as
required.

Name (Mr/Ms)

Residential College:

English Language Result:.....

NO	CODE	COURSE	CREDIT HOUR	NOTE	TIMETABLE
University Course:					
1	GKT1017	Basic Malay Language	2	Online Registration	Timetable is based on groups that have been chosen
2.	GIG1004	Information Literacy	2		Timetable is based on groups that have been chosen
Faculty Core Course:					
1	EIA1001	Introduction to Financial Management	4	Online Registration	Monday 09:00 – 10:50 DK1
2	EIA1005	Statistics I	4		Tuesday 09:00 – 10:50 DK1
3	EIX1001	Introduction to Political Sciences & Public Administration	3		Thursday 15:00 – 16:50 DK1
4	GIE1001	Introductory Economics	3		Tuesday 15:00 – 16:50 DK4
Total Credit Hour:			18		

.....
Date

.....
Signature

BUKU PANDUAN SARJANA MUDA EKONOMI
Bachelor of Economics Handbook

SESI AKADEMIK 2020/2021
Academic Session 2020/2021

BUTIRAN LENGKAP BOLEH DIRUJUK DI LAMAN
WEB:

Details of Handbook are available in the website:

- (1) <http://fep.um.edu.my/>
- (2) Click Download – Handbook
- (3) Click:

Malay Language Version:

- ❖ No. 13 : Buku Panduan Sarjana Muda Ekonomi, Sesi Akademik 2020/2021 ;

OR

English Language Version:

- ❖ No. 14 : Bachelor of Economics Handbook, Academic Session 2020/2021

**GUIDELINES
COURSE REGISTRATION
FACULTY OF ECONOMICS AND ADMINISTRATION
SEMESTER I, SESSION 2020/2021**

STEP 1: ACTIVATE YOUR SISWAMAIL ACCOUNT

- a) Create a Siswamail Account at <https://siswa.um.edu.my/>
- b) Click "Click Here For New Account Sign Up"
- c) Create Username & Password
- d) Please remember your Username & Password

STEP 2: COURSE ONLINE REGISTRATION

- a) Enter website <https://maya.um.edu.my/>
- b) Key-in your Username & Password
- c) Register your courses according to Form K1 / K2 / K3
- d) Dateline of Online Registration : Before 26th October 2020

STEP 3: SPECTRUM (E-Learning)

- a) Enter website <http://spectrum.um.edu.my/>
- b) Click "Log in"
- c) Please key-in your UMMail Account (Student) & Sign In
- d) Check the registered courses for Semester I, Session 2020/2021
- e) Communicate with the lecturers via Spectrum for the purpose of assignments, tutorials, quizzes, forum ect.

STEP 4 : STUDENT PORTAL

- a) Enter website <https://maya.um.edu.my/>
- b) Please key-in your UMMail Account (Student) & Password
- c) Check the information pertaining to the courses offer, courses timetable, financial statement, program structure, academic results, academic transcripts, undergraduate information etc.