

GUIDELINES

UNIMAS COURSEWORK GRADUATE ENCOURAGEMENT SCHEME (U-CGES)

1.0 INTRODUCTION

- 1.1 The scheme provides financial reward to any individual (staff, students or the general public) who introduced and eventually led to the registration of any local or international graduates to pursue their studies full-time at master degree level via coursework mode in UNIMAS.

2.0 BASIC CRITERIA

- 2.1 The scheme begins from the 2014 intake until further notice issued by the Centre for Graduate Studies (CGS) at the direction of the Management Committee of UNIMAS Holding Sdn. Bhd. or any of the Supreme Committee of UNIMAS.
- 2.2 Any individual (staff, students or the general public) who managed to introduce students who later are offered, accept the offer and registers as full-time master degree graduates via coursework mode is eligible to receive these reward.

3.0 PAYMENT RATE

- 3.1 The rates are given in Table 1 for each new student who had enrolled in UNIMAS.

Table 1: Payment Rate

Programme	New Student	
	Local (RM)	International (RM)
Corporate Master in Business Administration	200.00	300.00
Master of Science (Human Resource Development)	200.00	300.00
Master of Science (Learning Sciences)	200.00	300.00
Master of Advanced Information Technology	200.00	300.00
Master of Environmental Management (Development Planning)	200.00	300.00
Master of Environmental Science (Land Use and Water Resource Management)	200.00	300.00

4.0 CONDITIONS OF REWARD

- 4.1 Any individual (staff, students or the general public) or 'Introducer' for students who register for the master programme via full-time coursework mode must meet the following criteria:
- i. 'Introducer' must apply by completing the application form of the scheme, with the details of the prospective student.
 - ii. A form is provided for each student introduced.
 - iii. An 'introducer' can introduce more than one student at any time.
 - iv. If there is more than one individual who claimed to introduce a similar prospective student, then the reward will only be given based on 'first come first served basis'.
 - v. Payment to the 'introducer' will be made after the prospective students enrolled in UNIMAS and stay on for at least one semester from the registration date.

5.0 IMPLEMENTATION PROCESS (Refer to U-CGES Flow-Chart)

- 5.1 The implementation process of this scheme are as follows:
- i. Any individual (staff, students or the general public) who intends to introduce new students must complete the U-CGES application form.
 - ii. CGS will receive, review the information and confirm the receipt of this form in order to avoid duplication of claims with other graduates.
 - iii. Any individual (staff, students or the general public) who applied for this scheme must contact and help to get the complete information/documents for the prospective student to enroll in UNIMAS - such as certificates and transcripts, curriculum vitae, TOEFL / IELTS and Letter of Financial Guarantee.
 - iv. The complete application of new students will be sent to the CGS for review and then will be sent to respective F/I/C for consideration and approval.
 - v. Offer letters will be issued by CGS to the prospective student after getting acceptance from the F/I/C.
 - vi. Prospective students must register as a full-time master student via coursework mode at UNIMAS and must be active for at least one semester.
 - vii. After this period, CGS will conduct U-CGES Evaluation Committee meeting and make decision for approval. The committee members comprises of CGS Dean, Assistant Registrar, Assistant Accountant and any other members if necessary, appointed by the Dean of the CGS.

- viii. CGS will submit a list of the successful introducers to UNIMAS Holdings Sdn. Bhd. for the purpose of payment. UNIMAS Holdings Sdn. Bhd. will arrange for payment of the reward directly to the 'introducer' and provide a copy of the proof of payment to CGS.
- ix. The decision by the U-CGES Evaluation Committee is final and any objections from any individual (staff, students or the general public) ('introducer') will not be considered.
- x. UNIMAS reserves the right to cancel the scheme at any time if deemed necessary.