3.0 PROGRAMME REGISTRATION, REFUND OF FEES, LEAVE OF ABSENCE AND WITHDRAWAL FROM STUDIES

This section provides a general overview related to some of the common academic terms used, provisions for credit transfer, guidelines for programme registration and procedure for payment and refund of fees. In addition, this section also provides information regarding changes to candidature that may take place in the programme of study, for example, leave of absence, withdrawal from studies, re-admission and re-instatement. Students would also be able to gain some understanding about their study commitment as a full-time or part-time student in terms of the academic load required and make their own study plan for courses to be undertaken throughout their programme of study.

3.1 Academic Definitions

- Outcome-based Education
- Learning Outcomes
- Credit
- Student Learning Time (SLT)

The Malaysian Qualifications Framework (MQF) defines the following terms:

3.1.1 Outcome-based Education (OBE)

UTAR adopts the Outcome-based Education that focuses on defining clear and specific outcomes of all academic programmes. Every programme offered in UTAR has defined its Programme Objectives and Programme Outcomes. Programme Objectives are broad statements that describe the career and professional accomplishments of graduates within 5 years upon graduation, while Programme Outcomes are statements that specify the abilities (i.e. cognitive, psychomotor and affective domains) that students should be able to demonstrate upon completion of a programme. Subsequently, at the course level, each course under a programme has a set of Course Outcomes. Each of the Course Outcomes specifies what the learners are expected to achieve at the end of the course.

In the learning process, course learning outcomes are the focus of the assessment. The assessment tasks such as written examinations, assignments, tests, laboratory sessions, practical training, projects chosen must support the learners in their learning process, and validate their achievement of learning outcomes at the end of the learning.

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3.1.2 Learning Outcomes

(a) Learning outcomes are statements that explain what students should know, understand and can do upon completion of study.

(b) Learning outcomes can be asserted in three (3) categories:
   (i)   Levels of qualification;
   (ii) Fields of study; and
   (iii) Programme

(c) The Malaysian Qualification Framework (MQF) second edition emphasizes five (5) clusters of learning outcomes which are required for all UTAR academic programmes:
   i.   Knowledge and understanding
   ii. Cognitive skills
   iii. Functional work skills with focus on:
        a. Practical skills
        b. Interpersonal skills
        c. Communication skills
        d. Digital skills
        e. Numeracy skills
        f. Leadership, autonomy and responsibility
   iv. Personal and entrepreneurial skills
   v.   Ethics and professionalism

3.1.3 Credit

Credit is a quantitative measure that represents the learning volume or the academic load to attain the set learning outcomes.

(a) Credit hour is the quantitative measure that represents the volume of learning or academic load to attain the set of learning outcomes.

(b) Academic load is a quantitative measurement for all learning activities required to achieve the learning outcomes. These activities include lecture, tutorial, seminar, practical, self-study, retrieval of information, research, fieldwork, as well as preparing for and sitting of an examination.

(c) MQF defines 40 hours of notional student learning time as one (1) credit hour.

3.1.4 Student Learning Time (SLT)

(a) A period of time that a student should spend on the learning-teaching activities for a given credit which comprises guided learning, independent learning and assessment.

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3.2   Guidelines for Registration and Fees Payment Procedure

Upon accepting the Offer of Admission from Universiti Tunku Abdul Rahman, students are required to register by paying the fees on or before the due date as stipulated in the student bill.

Payment of fees can be made:

- Via JomPay
- At any Public Bank branch throughout Malaysia
- Through Public Bank's Internet Banking Services – www.PBebank.com.my
- At the Division of Finance, Universiti Tunku Abdul Rahman
- Via Flywire (for international students to make payments from home countries)

Please refer to Appendix 4 for the Procedure on Payment of Fees.

3.3 Credit Transfer and Course Exemption

3.3.1 Credit Transfer

Through the process of credit transfer, a student will earn the credit value of the transferred course.

For external credit transfer from diploma or higher academic qualifications obtained from other institutions and from prior experiential learning, only credit hours will be transferred with no grade (also known as Credit Exemption status).

For internal credit transfer within UTAR programmes and mobility programmes with recognised UTAR MOU partners, credit hours will be transferred with grades. The course grade will be computed in the Grade Point Average (GPA) and Cumulative GPA of the study programme.

For degree programmes with professional certification and recognition, the credit transfer will be granted in accordance to the rules as set by the related Professional Bodies and/or subject to the agreements between the University and the Professional Bodies.

(i) Vertical Credit Transfer

Vertical credit transfer refers to the transfer of credit from one programme to another programme of higher academic level (from diploma/advanced diploma qualification to bachelor degree qualification). It is not applicable to postgraduate programmes.

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a. A maximum credit transfer of 50% of a bachelor degree programme (MQF Level 6) is allowed upon evaluation of diploma qualification (MQF Level 4). However, the maximum percentage of credit transfer permitted for programmes with professional accreditation may vary depending on the credit transfer policy established by the related Professional Bodies.

b. For engineering degree programmes, the maximum credit transfer allowable will be limited to 30% of the total graduation requirement as per credit transfer limits set by the Engineering Accreditation Council (EAC).

c. A maximum of 60% combined credit transfer is allowed for a bachelor degree programme through formal learning (under vertical credit transfer), APEL for Credit Award APEL.C, Massive Open Online Courses (MOOC) and Micro- Credential **Course** (MCC).

d. Credit transfer from advanced diploma qualification (MQF Level 5) to bachelor degree qualification is limited to a maximum of 2 years of programme of study.

e. No credit transfer is allowed from a higher qualification to a lower qualification as per credit transfer policy from the Ministry of Higher Education (MOHE).

f. Credit transfer is only applicable to course(s) of current programme which has not been undertaken by the student during the period of study at UTAR.

g. Credit transfer granted cannot be automatically transferred to another programme within or across faculty. Student is required to apply for such credit transfer based on the existing credit transfer policies

h. The application for credit transfer must be made within the first academic trimester of the programme enrolled.

(ii) Horizontal Credit Transfer

Horizontal credit transfer refers to the transfer of credit from one programme to another programme of the same academic level in the Malaysian Qualifications Framework (for example, from bachelor degree qualification to bachelor degree qualification, or master degree qualification to master degree qualification4).

a. Horizontal credit transfer can be considered for the following students:

i) Programme transfer student who has registered for the new programme.

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ii) Withdrawn student who has gained readmission to a new programme at UTAR. As a guide, typically the currency of knowledge for a programme is approximately 5 years.

iii) Student with a partially completed academic qualification from other institutions including those from recognised foreign institutions with active study status and not terminated.

iv) Student who has participated in student exchange programme or mobility programme or dual degree programme at other institutions. The maximum credit transfer allowable will be based on the advanced standing arrangement made and depending on the mutual agreement between the two institutions.

v) Student who has obtained an academic qualification at UTAR or other institution of higher learning and pursuing another programme of similar level at UTAR based on subject to subject mapping for courses classified as core, major, minor and specialisation.

b. In general, the amount of the maximum credit transfer allowable through horizontal credit transfer is subject to student's academic residential requirement (student attendance whether physical or non-physical) which is to fulfil at least one long trimester of academic residency of a bachelor degree or postgraduate programme at UTAR. For programmes with professional accreditation, the academic residency is subject to the requirement by the relevant professional bodies.

c. For programmes with professional accreditation, the maximum percentage of credit transfer permitted may vary depending on the credit transfer policy established by the related Professional Bodies. As such, the amount of the maximum credit transfer allowable may be reduced in accordance with the credit transfer limits set by the Professional Bodies so as to fulfil the programme accreditation/professional certification requirements.

d. For engineering degree programmes, the maximum credit transfer allowable will be limited to 50% of the total graduation requirement as per credit transfer limits set by the EAC.

e. APEL for Credit Award APEL.C, Massive Open Online Courses (MOOC) and Micro-Credential **Course** (MC**C**) can be considered for credit transfer subject to fulfilling the credit transfer criteria as per the Malaysian Qualifications Agency (MQA) Policies on Credit Transfer and the relevant guidelines on APEL.C, MOOC and MC**C**.

f. No credit transfer (including MQA and MPU courses) is allowed for a student who has failed or been terminated from his study due to poor academic performance and enrolling for a new programme (of the same academic level).

g. Credit transfer is only applicable to course(s) of the current programme which has not been undertaken by the student during the period of study at UTAR.

h. Credit transfer granted cannot be automatically transferred to another programme within or across faculty. Student is required to apply for such credit transfer based on the existing credit transfer policies.

i. The application for credit transfer must be made within the first academic trimester of the programme enrolled.

Credit transfer shall be considered on a case-by-case basis. The credit evaluation and assessment will be carried out upon receiving the application for admission and other supporting documents which include certified copies of the official transcripts, programme structure, syllabi and all relevant info and materials related to the previous studies.

Students who are unable to provide the above-mentioned documents at the point of admission and wish to apply for credit transfer after enrolment to UTAR Bachelor's degree programmes may submit their applications for credit transfer together with the relevant documents to the Faculty General Office within their first academic trimester of the programme enrolled.

Re-admission students who wish to apply for internal credit transfer based on their previous UTAR results may submit their applications for credit transfer to the Faculty General Office within their first academic trimester of the programme enrolled.

Programme transfer students who wish to apply for external credit transfer based on the academic results awarded by their previous Institutions of Higher Learning and / or internal credit transfer based on the previous UTAR results will be required to complete Section A and/or Section C of the "Programme Transfer Application Form" and submit to the Faculty General Office at the point of programme transfer application.

Credit Transfer will be granted in accordance with the decision of the Senate as to whether or not to allow an application for credit transfer shall be final.

For detailed information on the above, please refer to Appendix 3 – Regulation I, under Item 6 – Credit Transfer.

3.3.2 Accreditation of Prior Experiential Learning for Credit Award APEL.C

Accreditation of Prior Experiential Learning for Credit Award or APEL.C is the award of credits for the prior experiential learning towards a course in a programme that has obtained at least provisional accreditation from

MQA. The general policies will follow the latest edition of MQA guidelines on APEL.C.

The following are the general policies and guidelines on APEL.C:

a. APEL.C is open to all registered students (both local and international) at UTAR regardless of the mode of entry; whether through the conventional or APEL.A route.

b. Learning acquired through Massive Open Online Courses (MOOC) or any other methods of self-learning will also be considered under this provision.

c. APEL.C will be implemented for all areas and levels of qualifications as per MQA guidelines on APEL.C. For postgraduate level of study, the credit award is limited only to the courses in programmes conducted via coursework and mixed modes.

d. Courses that form part of the programme structure under professional bodies may be considered for APEL.C, subject to acceptance by relevant professional bodies.

e. The award of credits through APEL.C is in the form of credit transfer without grade whereby the credit awarded for the course will be counted towards the total credit requirement for graduation.

f. The maximum percentage of credit transfer through APEL.C is 30% of the total graduating credits of a specific programme of study. This percentage is in addition to the credit transfer provision based on the existing formal credit transfer policy.

g. Credits awarded through APEL.C can be automatically transferred to another programme offered by UTAR if the course for which credits have been awarded through APEL.C has achieved at least 80% of its learning outcomes and is in the programme structure of that programme.

h. The credits awarded must be equivalent to the credit value of the course applied for APEL.C. Award of partial credits will not be allowed.

i. Credits awarded for a course are only applicable to the specific course applied for. Credits are not automatically applicable to prerequisites (if any) of the specific course.

j. Assessment for credit award will be carried out separately for each course as per MQA guidelines on APEL.C. Credit award will not be granted on a block basis.

k. For the APEL.C assessment, applicants can opt to undertake either a Challenge Test or submission of Portfolio depending on the nature of the course and upon advice by the appointed APEL.C Advisor.

l. For both the Challenge Test and Portfolio assessment, applicants must achieve at least 50% of each Course Learning Outcome. An applicant who fails the Challenge Test of a specific course will not be allowed to submit a Portfolio for assessment for the same course and vice versa. Reattempt of the Challenge Test and resubmission of new evidence in the Portfolio for the same course through APEL.C is strictly NOT allowed. In this case, the applicant must register and complete the course of their study programme through the usual process.

m. APEL.C is applicable for all courses except for foundation studies, final year project-based courses and dissertations. Industrial training which includes practicum can also be considered based on the suitability of the field.

n. Applicants are required to submit their applications for APEL.C by Week 2 of a long trimesters only throughout their studies at UTAR.

o. Applicants are not allowed to apply for APEL.C for courses which they have already registered and undertaken during the period of study. This includes repeating courses.

p. The course that has been awarded credit through APEL.C will appear in the transcript of the applicant as 'CT(APEL)'. It will not be taken into account in the calculation of GPA/CGPA.

q. An appointed Board of Examiners (Advisor, Assessor and Moderators) is to be approved by Faculty Dean.

r. The assessment results will be moderated by the appointed Moderators, recommended by Board of Examiners and approved by Senate before the applicants are notified by APEL.C Centre of the application outcome.

s. Applicants who are not successful in the APEL.C assessment will have to complete the course through the usual process in their respective programme of studies.

t. Applicants may appeal against the results of APEL.C assessment within one week after the release of the results. The University's decision on this appeal is final.

The UTAR Student Guide Book on APEL.C could be viewed from UTAR APEL.C Centre website via this link https://cee.utar.edu.my/APEL/

3.3.3 Credit Transfer for MOOC (CTM)

Massive Open Online Course (MOOC) is an online learning course aimed at unlimited participation and open access via the web. The award of credits through the Credit Transfer for MOOC (CTM) process is given on the basis of recognising the learning acquired and not for the experience gained from the MOOC itself. The learning acquired by the individual through MOOC and the credits awarded must be equivalent to the corresponding learning and credit value of the course applied for credit transfer.

(CTM) can only be considered for courses within the programme levels in the Malaysian Qualifications Framework (MQF).

The following conditions must be adhered to in the CTM process:

a. CTM is only confined to courses in programmes that have obtained accreditation from Malaysian Qualifications Agency (MQA);

b. CTM is not applicable for industrial training/practicum/final year project /dissertation/thesis;

c. At the postgraduate level, CTM is only applicable for courses delivered through the coursework or mixed mode programmes;

d. Courses from programmes that require accreditation from professional bodies can be given CTM, subject to the University obtaining approval from the relevant professional bodies;

e. Credits awarded for a course through the CTM process should be in full and match with the credit value of the course applied. No partial or block credits will be awarded;

f. Credits awarded for a course through the CTM process can be based on the mapping of the course content of a single MOOC or a combination of a few MOOC;

g. Courses that have been granted credit transfer through the CTM process will contribute to the total graduating credit requirements and may be granted with or without grade. The CTM with grade will be included in the Grade Point Average (GPA)/Cumulative Grade Point Average (CGPA) calculation and can only be considered for MOOCs that have achieved grade C or better and fulfilled all the CTM requirements and other relevant criteria as stated in the CTM guidelines and the general criteria for 'Credit Transfer with Grade' as per MQA guidelines;

h. CTM is an integral part of APEL.C. As such, credits awarded through the CTM process shall not exceed 30% of the total graduating credits of a specific programme of study. However, the maximum combined credit

transfer allowable through formal credit transfer, APEL.C,Massive Open Online Courses (MOOC) and Micro-Credential **Course** (MC**C**) would be capped at 60%; and

i. The credit transfer shall not be counted twice for the various academic qualifications. The applicant must declare that he/she has not received any prior credit transfer for the courses applied.

3.3.4 Bahasa Kebangsaan / Bahasa Melayu Komunikasi 2 / Foreign Language

Malaysian student is required to study Bahasa Kebangsaan A or foreign language (if exemption is granted for Bahasa Kebangssan A) while International student is required to study Bahasa Komunikasi 2.

3.3.5 Course Exemption

Through the process of course exemption, a student will be exempted from taking a course with no credit earned. Therefore, the student is required to take a replacement course in order to fulfil the credit requirement of his programme.

Exemption for Bahasa Kebangsaan A (for local students), Bahasa Melayu Komunikasi 2 (for international students), Philosophy and Current Issues/Falsafah dan Isu Semasa and Appreciation of Ethic and Civilizations/Penghayatan Etika dan Peradaban will be granted as per MOHE/MQA guidelines.

The exemption for **Bahasa Kebangsaan A** will be granted to local students with a Grade C based on the official SPM or SPM Ulangan or STPM Bahasa Melayu results provided by students at the point of admission.

Students without a Grade C in SPM Bahasa Melayu but *have taken and passed Bahasa Kebangsaan A or its equivalent course* at their previous Institutions of Higher Learning are eligible to apply for Bahasa Kebangsaan exemption through Faculty General Office *during their first academic trimester* of the programme enrolled.

International students with a Grade C in SPM Bahasa Melayu may apply for an exemption from Bahasa Melayu Komunikasi 2 through the Faculty General Office *during their first academic trimester* of the programme enrolled, subject to approval from the MOHE.

The relevant application forms for credit transfer and course exemption are available at the respective Faculty General Office.

UTAR reserves the right to reject any application or retract any decision if it is found that the information given by the student is incorrect and/or inaccurate.

The University's **Credit Transfer and Course Exemption Policy** could be viewed from the Division of Admissions and Credit Evaluation homepage via this link: https://admission.utar.edu.my/Credit-Transfer.php

For more details regarding Credit Transfer and Course Exemption application, please contact the Division of Admissions and Credit Evaluation (DACE) via email address admission@utar.edu.my or DACE hotlines 016-2233562 (Kampar campus) / 018-2953100 (Sungai Long campus).

3.4 Programme Pre-registration

Students are required to meet with their respective Academic Advisors at least once per trimester. The purpose of meeting academic advisor is to help plan your course of study and provide information / advice in regards to academic matters.

However, before students can do pre-registration, they would need to meet with academic advisor and adhere to the following procedures:
(a) Meet with your Academic Advisor
(b) Check the report by your Academic Advisor via Student Portal. Click the "Submit" button to complete the report
(c) Proceed to pre-register your programme at the Student Portal

3.5 Programme Registration (Appendix 5- Regulation II: Programme Registration, Refund of Fees, Leave of Absence and Withdrawal from Studies (Part I))

- Plan of Study
- Registration
- Academic Load
- Add / Drop / Withdrawal of Courses
- Programme Transfer
- Programme Registration System Guidelines

3.5.1 Plan of Study

The plan of study for a student shall contain the courses that the student shall register each trimester / semester for the duration of his / her programme of study. The plan shall be formulated by the student upon the advice of his academic advisor, or Head of Programme / Supervisor(s) in the case of postgraduate students so as to ensure that pre-requisite programme requirements are met, and core courses related to the student's major and electives are included in the study plan.

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3.5.2   Registration

(a)   Registration for programme courses must be completed before the commencement of each trimester / semester.

(b)   Student may register for new courses or drop from registered courses during the first 2 weeks of each trimester / semester.

(c)   Exemption from pre-requisite courses may be granted to students by the Dean of Faculty / Institute or Director of a Centre concerned.

3.5.3   Academic Load

(a)   (i)   This Section is only applicable for Foundation and Bachelor's degree programmes except for MBBS programme whereby the students are required to register for all the courses listed under Phase I or II or III of MBBS programme, else they need to apply for leave of absence and there shall be no part-time student.

(ii)   The total credit hours per year shall not exceed 50 credit hours.

(b)   (i)   Full-time Bachelor's degree students who are not on probation shall normally be allowed to register for a maximum of 20 credit hours and a minimum of 1 course in a long trimester and a maximum of 10 credit hours and a minimum of 1 course in a short trimester.

(ii)   Foundation Students who are not on probation shall normally be allowed to register for a maximum of 18 credit hours and a minimum of 1 course in a 15-week long trimester and a maximum of 14 credit hours and a minimum of 1 course in a 13-week long trimester.

(c)   (i)   Full-time Bachelor's degree students on Probation shall be allowed to register for a maximum of 12 credit hours and a minimum of 1 course in the long trimester and a maximum of 6 credit hours and a minimum of 1 course in the short trimester.

(ii)   Foundation Students on Probation shall be allowed to register for a maximum of 12 credit hours and a minimum of 1 course in the 15-week long trimester and a maximum of 10 credit hours and a minimum of 1 course in the 13-week long trimester.

(d)   Part-time Bachelor's degree students who are not on probation shall normally be allowed to register for not more than 10 credit

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hours and a minimum of 1 course in a long trimester and a maximum of 5 credit hours and a minimum of 1 course in a short trimester.

(e) Part-time Bachelor's degree students on Probation shall be allowed to register for a maximum of 6 credit hours and a minimum of 1 course in the long trimester and a maximum of 3 credit hours and a minimum of 1 course in the short trimester.

(f) Students who do not register for at least 1 taught course and/or thesis / dissertation / project / Industrial Training in a trimester must apply for leave of absence for that trimester, provided if it is a teaching trimester. Failing to do so, students shall be deemed to have withdrawn from the University.

(g) This sub-section is only applicable to Postgraduate degree programmes following the structure of 2 long and 1 short trimester in an academic year:

(i) Full-time students who are not on probation shall normally be allowed to register for a maximum of 20 credit hours of taught courses and/or thesis / dissertation / project and a minimum of 1 taught course and/or thesis / dissertation / project in a long trimester and a maximum of 14 credit hours of taught courses and/or thesis / dissertation / project and a minimum of 1 taught course and/or thesis / dissertation / project in a short trimester.

(ii) Full-time students on probation shall be allowed to register for a maximum of 12 credit hours of taught courses and/or thesis / dissertation / project and a minimum of 1 taught course and/or thesis / dissertation / project in the long trimester and a maximum of 8 credit hours of taught courses and/or thesis / dissertation / project and a minimum of 1 taught course and/or thesis / dissertation / project in the short trimester.

(iii) Part-time students who are not on probation shall normally be allowed to register for a maximum of 10 credit hours of taught courses and/or thesis / dissertation / project and a minimum of 1 taught course and/or thesis / dissertation / project in a long trimester and a maximum of 7 credit hours of taught courses and/or thesis / dissertation / project and a minimum of 1 taught course and/or thesis / dissertation / project in a short trimester.

(iv) Part-time students on probation shall normally be allowed to register for a maximum of 6 credit hours of taught courses

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and/or thesis / dissertation / project and a minimum of 1 taught course and/or thesis / dissertation / project in the long trimester and a maximum of 4 credit hours of taught course and/or thesis / dissertation / project and a minimum of 1 taught course and/or thesis / dissertation / project in the short trimester.

(v)   Students who do not register for at least 1 taught course and/or thesis / dissertation / project in a trimester must apply for leave of absence for that trimester, provided if it is a teaching trimester. Failing to do so, students shall be deemed to have withdrawn from the University.

(h)   This sub-section is only applicable to Postgraduate degree programmes following the structure of 3 long trimester in an academic year:

(i)   Full-time students who are not on probation shall normally be allowed to register for a maximum of 18 credit hours of taught courses and/or thesis / dissertation / project and a minimum of 1 taught course and/or thesis / dissertation / project in a long trimester.

(ii)   Full-time students on probation shall normally be allowed to register for a maximum of 12 credit hours of taught courses and/or thesis / dissertation / project and a minimum of   1 taught course and/or thesis / dissertation / project in the long trimester.

(iii)   Part-time students who are not on probation shall normally be allowed to register for a maximum of 10 credit hours of taught courses and/or thesis / dissertation / project and a minimum of 1 taught course and/or thesis / dissertation / project in a long trimester.

(iv)   Part-time students on probation shall normally be allowed to register for a maximum of 6 credit hours of taught courses and/or thesis / dissertation / project and a minimum of   1 taught course and/or thesis / dissertation / project in the long trimester.

(v)   Students who do not register for at least 1 taught course and/or thesis / dissertation / project in a trimester must apply for leave of absence for that trimester, provided if it is a teaching trimester. Failing to do so, students shall be deemed to have withdrawn from the University.

3.5.4 Add / Drop / Withdrawal of Courses

(a)   Add/Drop of courses should be done within 2 weeks upon the commencement of each trimester / semester.

(b)   It shall be a prerequisite for a student to pay the pre-registered trimester / semester fees first before proceeding to add/drop courses, unless it is exempted by the University.

(c)   Withdrawal of registered programme course(s) is allowed up till 2 weeks before the commencement of the Main Examination subject always that the academic load does not fall below the prescribed minimum load for that trimester / semester.

(d)   In addition to and without derogation of the provisions of 3.5 Refund of Fee (Part II) hereinbelow but subject always to the prior approval of the Dean of Faculty / Institute or Director of a Centre, there shall ONLY be a refund of tuition fees less other fees and administrative charges (if any) for courses dropped but no refund whatsoever for courses withdrawn.

         The University may consider refund if there is money in credit balance in the student account less other fees and administrative charges (if any) when a student is terminated by the University or withdraws from his programme of study.

(e)   This section is only applicable for Foundation, Bachelor's degree and Postgraduate degree programmes except for MBBS programme. The MBBS students are required to register for all courses listed under Phase I or II or III of MBBS programme.

3.5.5 Programme Transfer

(a)   A student undertaking a programme in Foundation may apply for a programme transfer:

         (i)   within the same stream of study provided that the student has successfully passed and completed the Foundation programme; or

         (ii)   to a different stream of study provided that an application is made within the first 2 weeks from the commencement of the first trimester / semester.

(b) A student undertaking a degree programme may apply for a programme transfer within the first 2 weeks from the commencement of the trimester / semester.

(c) Students are not allowed to apply for a programme transfer unless they have paid all fees and registered as students of the University in the programme of study as stated in the Letter of Offer.

(d) An application for a programme transfer must be made in the prescribed form [FM-DACE-018] to the Dean of the Faculty / Institute or the Director of the Centre together with payment of the prescribed non-refundable processing fee.

(e) The Dean of the Faculty / Institute or the Director of the Centre concerned shall be responsible for determining whether or not to allow the application herein. Upon approval thereof, students are required to pay the sums stated below on or before the due date as stipulated in the Letter of Offer for programme transfer and the accompanying student bill, failing which the offer for the programme transfer shall lapse and be rendered null and void:

    (i) RM200 programme transfer fee; and

    (ii) The difference in programme fees between the original programme of study and the new programme of study. Where the programme fees for the original programme of study is higher than that of the new programme, the difference will be credited to the student's account and will be deducted from the programme fees for the following trimester / semester.

(f) The Dean / Director of the relevant Faculty / Institute / Centre shall decide upon applications for programme transfer. An appeal against such decision shall be made in writing to the President within 7 days from the date of the decision appealed against and stating all relevant grounds. The decision of the President shall be final.

For detailed information on the above, please refer to Appendix 5 – Regulation II: Programme Registration, Refund of Fees, Leave of Absence and Withdrawal from Studies (under Part I - Programme Registration).

3.5.6   Course Registration System (for Students Pre-registration)

For detailed information on the above, please refer to Appendix 6 - Regulation III: Administration of Academic Performance.

3.6   **Refund of Fee** (Appendix 5 – Regulation II (Part II- Refund of Fees))

- Partial Refund
- Full Refund
- Caution Money / Security Bond Deposit

3.6.1   Partial Refund

70% of the tuition fee shall be refunded for students who withdraw from their programme of study before the commencement of the programme. There will be no refund of other fees paid (except for Caution Money or, for international students, the Security Bond Deposit). Applications for refund of fees will not be entertained upon the commencement date of the programme.

3.6.2   Full Refund

(a)   There may be refunds, whether in full or in part, granted in circumstances which the President, upon the recommendation of the Fee Refund Committee, deems as exceptional and extenuating depending upon the merits of each case or based upon guidelines established by the University from time to time.

3.6.3   Caution Money / Security Bond Deposit

(a)   Caution money may be refunded, upon online application, after completion of or withdrawal from studies which application must be made within one year from date of completion or withdrawal.

(b)   The University may set-off as against the caution money any sums owing to the University including but not restricted to outstanding fees, costs of books or items unreturned or breakage or damage to laboratory equipment or University property.

(b)   Security bond deposit may only be refunded after the expiry or cancellation date of the student visa and provided that the University has not used the security bond deposit for any justifiable reason on that particular student.

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3.6.4   Fee Refund Committee

For detailed information on the above, please refer to Appendix 5– Regulation II (under Part II - Refund of Fee).

3.7   Leave of Absence in Bachelor's degree & Foundation programmes

- Granting & Duration of Leave
- Application for Leave
- Transfer of Fees

3.7.1   Granting & Duration of Leave

(a)   The Dean of Faculty / Institute or the Director of a Centre may grant students registered for a Bachelor's degree or Foundation programme leave of absence from the relevant programme.

(b)   (i)   Students are allowed to apply for Leave of Absence throughout the duration of their programme of study subject to approval by Dean of Faculty / Institute / Director of a Centre.

        (ii)   The total duration of Leave of absence shall not exceed:
                 Foundation Level: Maximum 1 year
                 Bachelor Level   : Maximum 2 years

                 For international students, the total duration of leave of absence shall not exceed 2 trimesters, subject to the maximum programme duration allowed by the Ministry of Higher Education.

(c)   Where leave of absence has been granted based upon medical grounds, the student has to be certified as medically fit before being allowed to continue with the programme.

(d)   The period herein granted as leave of absence shall not be taken into account as part of the maximum candidature period prescribed for the programme.

(e)   Unless otherwise allowed by the Dean / Director of the relevant Faculty / Institute / Centre, students are not to use University facilities or undertake or attend to academic or curricular activities during the entire duration of the leave of absence. However, the

student is allowed to access to the intranet during the duration of Leave of Absence.

(f)   The above to be applicable to all full-time and part-time students.

3.7.2   Application for Leave

(a)   A candidate who wishes to suspend his programme of study may apply for Leave of Absence from studies in the prescribed form [FM-DACE-020] available at and submitted to the Faculty / Institute / Centre concerned.

(b)   (i)   An application for Leave of Absence must be made before the end of Week 10 of a Long trimester / semester or Week 5 of a Short trimester / semester.

     (ii)   For postgraduate programme following the structure of 3 Long trimester in an academic year, the application for Leave of Absence must be made before the end of Week 8 of a Long trimester.

(c)   A student who is potentially on a barring list will be automatically disallowed from applying except in extenuating circumstances as approved by the Dean or Head concerned.

(d)   In applications made out of the time prescribed under paragraph (b) or pursuant to paragraph (c) above, the candidate must state the reason/s for his application and provide all documents that could support his application.

3.7.3   Transfer of Fees

(a)   Fees paid for the current trimester / semester will be transferred to the trimester / semester where the student rejoins if leave is applied and approved by the Dean of Faculty / Institute or the Director of a Centre before Week 5 of that trimester / semester. No transfer of fees is allowed thereafter except under extenuating circumstances as approved by the University.

(b)   Fees transferred will not be refunded when the students withdraw from the University.

(c)   Students are required to report to the Faculty General Office before proceeding to payment of fees relating to leave of absence upon him rejoining his programme of study.

For detailed information on the above, please refer to Appendix 5 – Regulation II (under Part III - Leave of Absence in Bachelor's degree & Foundation programmes)

3.8 Leave of Absence in Postgraduate Programmes

3.8.1 Granting & duration of leave

(a) Director of Institute of Postgraduate Studies and Research may upon the certification by the Dean of Faculty / Institute or Director of a Centre grant a leave of absence to a postgraduate student in the following situations:

    (i) on medical grounds; or

    (ii) in special circumstances provided that the student has completed not less than 1 trimester / semester of his candidature.

(b) The period of leave of absence shall be at least 1 trimester / semester.

(c) The total period for leave of absence shall in any event not exceed one (1) calendar year for a Master's degree programme and two (2) calendar years for a Doctor of Philosophy degree.

(d) The period herein granted as leave of absence shall not be taken into account as part of the prescribed maximum period of study and research for the postgraduate programme undertaken.

(e) Where leave of absence is granted based upon medical grounds, the candidate has to be certified as medically fit before being allowed to continue with the postgraduate programme.

(f) Notwithstanding anything to the contrary stated hereinabove, the Senate may grant leave of absence to a postgraduate candidate to undertake another programme at the University or other institutions of higher learning subject to the following terms and conditions:

    (i) the programme is a requirement for the postgraduate programme and is certified as such by the Board of the Faculty / Institute;

    (ii) the period of leave shall not exceed 1 year; and

(iii) the period herein granted as leave of absence shall not be taken into account as part of the maximum candidature period prescribed for the programme or as part of the prescribed minimum period for the programme.

(g) A student may apply for leave of absence a number of times during the entire duration of programme of study. However, the aggregate period of leave of absence shall not exceed the maximum period allowed for each programme as stated in Section 3.8.1 (c) above.

(h) A student on leave of absence is allowed to access the University Intranet during the duration of leave of absence.

For detailed information on the above, please refer to Appendix 5– Regulation II (under Part IV - Leave of Absence in Postgraduate programmes).

3.8.2 Application for Leave

(a) A candidate who wishes to suspend his programme of study may apply for leave of absence from studies in the prescribed form available at and submitted to the Faculty / Institute / Centre concerned.

(b) An application for Leave of Absence must be made before the end of Week 10 of a Long trimester / semester or Week 5 of a Short trimester / semester.

(c) For postgraduate programme following the structure of 3 Long trimester in an academic year, the application for Leave of Absence must be made before the end of Week 8 of a Long trimester.

(d) A student who is potentially on a barring list will be automatically disallowed from applying except in extenuating circumstances as approved by the Director of the Institute of Postgraduate Studies & Research.

(e) In an application made out of the time prescribed under paragraph (b) or pursuant to paragraph (d) above, the candidate must state the reason/s for his application and provide all documents that could support his application.

3.8.3 Transfer of Fees

(a) Fees paid for the current trimester / semester will be transferred to the trimester / semester where the student rejoins if leave is applied and approve by the Director of the Institute of Postgraduate Studies & Research before Week 5 of that trimester / semester. No transfer

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of fees is allowed thereafter except under extenuating circumstances as approved by the University.

(b)   Fees transferred will not be refunded when the students withdraw from the University.

(c)   Students are required to report to the Institute of Postgraduate Studies & Research before proceeding to payment of fees relating to leave of absence upon him rejoining his programme of study.

For detailed information on the above, please refer to Appendix 5– Regulation II (under Part IV – Leave of Absence in Postgraduate programmes)

3.9   Withdrawal from Studies

- Notification of Withdrawal
- Return of University Property

3.9.1   Notification of Withdrawal

(a)   Students who intend to withdraw from the University are required to fill up the prescribed form [FM-DACE-021] available at either the Division of Admissions and Credit Evaluation or the Faculty / Institute General Office and submit the said form together with a copy of the Student Identification Card, if any.

(b)   The official date of withdrawal shall be the date when the said form is received by the University notwithstanding the fact that the student may have earlier ceased class attendance (whether physical or non-physical).

(c)   Any student who does not attend classes or discontinues attending classes (whether physical or non-physical) in a new trimester / semester without notifying the University of his withdrawal shall be liable for all fees for the new trimester / semester.

3.9.2   Return of University Property

All books or property borrowed from the University must be returned promptly. Failure to do so may result in forfeiture of whatever deposits held by the University in addition and without prejudice to the University resorting to legal means for recovery purposes.

For detailed information on the above, please refer to Appendix 5–Regulation II (under Part V – Withdrawal from Studies)

3.10 Re-admission and Reinstatement

3.10.1 Re-admission

(a)   A student who has withdrawn without disciplinary cases from the University may at any time thereafter apply for re-admission.

   (i)   A student who has been suspended and subsequently withdrawn from the programme may only apply for re-admission after serving the suspension period.

   (ii)   A student who has been suspended and terminated by the University due to poor academic performance may only apply for re-admission into another degree after serving the suspension period.

(b)   A student who has been terminated by the University on disciplinary grounds will not be eligible for re-admission to the University.

(c)   A student who has been offered re-admission into the University will be granted a fresh duration of study calculated from the date of the re-admission.

3.10.2 Reinstatement

(a)   A student who has been terminated by the University on whatever grounds except for:
   (i)   disciplinary reasons; and
   (ii)   poor academic performance as provided for in (Appendix 6 - Regulation III, Part III – Section 8) of the **Administration of Academic Performance** Regulation,

   may apply for reinstatement to the same programme. Reinstatement whether granted or not shall be at the absolute discretion of the University and among the general criteria for reinstatement:
   (i)   there is still sufficient duration of study available for him to complete the programme;

(ii) he could still meet the 80% (for undergraduate or foundation study) or 70% (for postgraduate study) attendance (whether physical or non-physical) requirements for all courses taken for the trimester / semester; and

(iii) he has made payment of all the prescribed fees including arrears, penalty and administrative charges.

(b) The application shall be in the prescribed form [FM-DACE-022] and submitted to the Faculty / Institute Office not later than one (1) week after the date of termination. Applications will not be considered if submitted after the deadline or where the application form is incomplete.

(c) The Dean of the Faculty / Institute or the Director of the Centre concerned shall be responsible for determining whether or not to allow the application herein. Upon approval thereof, students are required to pay the prescribed sums or fees on or before the prescribed deadline, failing which the approval shall lapse and deemed null and void.

(d) Any appeal against the decision of the Dean / Director herein shall be in writing stating all relevant grounds and made within 7 working days from the date of the decision appealed against. The appeal shall be considered by the **Student Appeal Committee** established pursuant to the **Student Appeal** Rule and recommendations made by the Committee shall be presented to the President whose decision shall be final.

(e) The candidature of the reinstated student will be calculated from the date of the student had initially registered as a student.

For detailed information on the above, please refer to Appendix 5 – Regulation II (under Part VI – Re-admission and Reinstatement)

3.11 General Forms

Please use the following prescribed forms for specific purposes, otherwise, do check and seek assistance from the respective Faculty General Office.
- Campus Transfer (Foundation Student Only) [FM-DACE-019]
- Credit Transfer Application [FM-DACE-027]
- Change of Address / Contact Number [FM-DACE-031]
- Course Exemption Application [FM-DACE-035]

3.12 Double Degree Programme

A Double Degree Programme is referred to as a special academic programme that is a combination of two (2) separate degree programmes from two discipline areas within the same Faculty or in two different Faculties. Both programmes must be Malaysian Qualifications Agency (MQA) accredited programmes.

The minimum credit hour requirement for a double degree programme is 174 (minimum 4 years of study).

3.12.1 Entry Qualification and English Language Requirements

The student is a full time student of a bachelor degree programme and must fulfill the minimum entry qualification, English language requirements for both degree programmes.

3.12.2 Application to Enrol in Double Degree Programme

For student who is interested in enrolling in this Double Degree Programme, he / she can apply after completion of two years of study in his / her first degree programme and register for the Double Degree Programme upon approval by the University, subject to meeting all entry requirements and conditions set for this programme.

3.12.3 Acceptance Criteria

The minimum CGPA requirement for acceptance to the Double Degree Programme is 3.0000 for the first degree programme.

3.12.4 Internal Credit Transfer

Horizontal credit transfer of equivalent courses from the first degree programme to the second degree programme shall be done based on the course equivalency table approved by the Senate.

For other remaining equivalent courses for both degree programmes, which will be taken and completed by the student later after his registration for the Double Degree Programme, student shall earn credit of those equivalent courses for both programmes after passing these courses.

3.12.5 Industrial Training and Final Year Project

Student's industrial training should be approved by the industrial training committees of both faculties and supervised by supervisor(s) from both faculties and agreed by both faculties. The

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industrial training shall fulfill the requirements and learning outcomes of both programmes.

Student's final year project should be approved by both faculties and supervised by supervisor(s) from both faculties and agreed by both faculties. The final year project shall fulfill the requirements and learning outcomes of both programmes.

For the project, it should be multidisciplinary in nature and fulfill the requirements of both faculties.

3.12.6 Status of Student

Student status (probation / termination / normal) would be updated every trimester based on combined GPA and CGPA of both programmes. Student's study load would follow the allowed load as per university rules and regulations for individual students.

3.12.7 Computation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

(a) The GPA and CGPA for both programmes will be computed separately and the GPAs and CGPAs for the programmes shall be reflected on the respective Notification of Results, Statement of Results and / or Academic Transcript.

(b) The results of the same or equivalent courses that are listed in both programmes shall contribute to the computation of GPA and CGPA for the respective programmes.

For courses with credit transfer from other programme, GPA and CGPA calculation would be done only after the credit transfer.

3.12.8 Fulfillment of Pre-requisite Requirement

Pre-requisite of a course (either from the same programme or different programme as specified in course syllabus) must be fulfilled before the course can be registered.

3.12.9 Withdrawal from Studies

A student may withdraw from the Double Degree Programme. However, the student has to register for at least one (1) degree programme to remain as a normal active student of the University. The results of the courses which the student has taken to fulfill the requirements of the degree programme which he / she withdraws from will be reflected in the transcript but excluded in the calculation

of the CGPA for the remaining degree programme if these courses are not in the course structure of remaining degree programme.

3.12.10 Maximum Duration of Study

The maximum duration of study for the Double Degree Programme shall be the summation of normal years of each programme and two (2) additional years.

3.12.11 Dean's List and President's List

A student shall be eligible for inclusion on the Dean's List or President's List for both programmes upon meeting the criteria of the award as stated in Clause 8 of Rule IV (Grading Systems of Undergraduate Degree and Foundation Programme Examinations). The inclusion on the Dean's List and President's List shall be based on the combined GPA of both programmes.

3.12.12 Book Prize

The student shall be eligible for award of Book Prize for both programmes. The award of Book Prize will be based on the CGPA of respective programmes.

3.12.13 Conferment of Degree

Two (2) separate degrees shall be conferred at the same convocation and two (2) degree scrolls shall be issued to the graduand. Each degree will be issued with respective academic transcripts and Malaysian Qualification Statement (MQS).

3.12.14 Probation and Termination of Study

(a) Probation and termination of study (due to academic performance) for a student shall be based on the combined GPA and CGPA of both programmes.

(b) A student shall be placed on probation status if his combined GPA (of both programmes) based on total courses taken in a trimester is less than 2.0000. The academic probation status shall end when the student has attained a combined GPA of 2.0000 and above in the following trimester.

(c) A student's programme of study shall be terminated if his combined GPA (of both programmes) is less than 2.0000 in

two (2) consecutive trimesters, and his combined CGPA (of both programmes) for the current trimester is less than 2.0000 regardless of his performance in any one of both programmes.

3.12.15 The list of approved Double Degree Programme is as follows:

(a) Bachelor of Science (Hons) Construction Management and Bachelor of Business Administration (Hons) Entrepreneurship

(b) Bachelor of Communication (Hons) Public Relations and Bachelor of Business Administration (Hons) Entrepreneurship

(c) Bachelor of Business Administration (Hons) and Bachelor of Social Science (Hons) Psychology

For detailed information on the above, please refer to Appendix 7 - Rule XLIII : Double Degree Programme.