

Universiti Tunku Abdul Rahman

Regulation II

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

Amended on
7 Jun 2016

IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Regulation:

1. Short Title & Commencement

This Regulation may be cited as the **Programme Registration, Refund of Fees, Leave of Absence and Withdrawal from Studies** Regulation and shall come into force as from the date of incorporation of the University.

Amended on
7 Jun 2016

Part I –Programme Registration

Amended on
7 Jun 2016

2. Plan of Study

The plan of study for any 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.

Amended on
4 May 10
and
7 Jun 2016

Amended on
7 Aug 2012
and
7 Jun 2016

3. Registration

- (1) Registration for programme courses must be completed before the commencement of each trimester/semester.
- (2) Student may register for new courses or drop from registered courses during the first 2 weeks of each trimester/semester.
- (3) Exemption from pre-requisite courses may be granted to students by the Dean of Faculty/Institute or Director of a Centre concerned.

Amended on
4 May 2010
and
7 Jun 2016

Amended on
4 May 2010
and
7 Jun 2016

Amended on
12 Oct 2010
and
7 Jun 2016

4. Academic Load

- (1) 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.
- (1a) The total credit hours per year shall not exceed 50 credit hours.

Amended on
4 May 2010
and
7 Jun 2016

Amended on
9 Jun 2015

- | | | |
|------|---|---|
| (2) | 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 the long trimester and a maximum of 10 credit hours and a minimum of 1 course in the short trimester. | Amended on
4 May 2010,
9 Aug 2011,
2 Apr 2013,
9 Jun 2015,
and
7 Jun 2016 |
| (2a) | 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 the 15 week long trimester and a maximum of 14 credit hours and a minimum of 1 course in the 13 week long trimester. | Amended on
9 Jun 2015
and
7 Jun 2016 |
| (3) | Full-time Bachelor's degree students on probation shall normally 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 8 credit hours and a minimum of 1 course in the short trimester. | Amended on
2 Apr 2013,
9 Jun 2015,
7 Jun 2016,
and
2 Jan 2025 |
| (3b) | 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. | Amended on
9 Jun 2015
and
7 Jun 2016 |
| (4) | Part-time Bachelor's degree students who are not on probation shall normally be allowed to register for a maximum of 11 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. | Amended on
9 Jun 2015,
7 June 2016,
and
2 Jan 2025 |
| (5) | Part-time Bachelor's degree students on probation shall normally be allowed to register for a maximum of 7 credit hours and a minimum of 1 course in the long trimester and a maximum of 4 credit hours and a minimum of 1 course in the short trimester. | Amended on
2 Apr 2013,
9 Jun 2015,
7 Jun 2016,
and
2 Jan 2025 |
| (6) | 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. | Amended on
4 May 2010,
2 July 2013
and
7 Jun 2016 |
| (7) | This sub-section is only applicable to Postgraduate degree programmes following the structure of 2 long and 1 short trimester in an academic year: | Amended on
7 Aug 2012,
9 Jun 2015,
7 Jun 2016
and
3 Nov 2020 |
| (a) | 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. | |

(b) 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 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.

Amended on
9 Jun 2015
and
7 Jun 2016

(c) 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 unit 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.

Amended on
9 Jun 2015
and
7 Jun 2016

(d) 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 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.

Amended on
9 Jun 2015
and
7 Jun 2016

(e) 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.

Amended on
2 Jul 2013
and
7 Jun 2016

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

Amended on
3 Nov 2020

(a) 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.

(b) 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.

- (c) 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 unit and/or thesis/dissertation/project in a long trimester.
- (d) 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.
- (e) 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.

5. Add/Drop/Withdrawal of Courses

- (1) Add/Drop of courses should be completed within 2 weeks upon the commencement of each trimester/semester.
- (2) 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.
- (3) Withdrawal of registered programme courses(s) is allowed up to 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.
- (4) In addition to and without derogation of the provisions of 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

- (5) 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

Amended on
7 Jun 2016

Amended on
7 Jul 2009,
1 Jun 2010
and
7 Jun 2016

Amended on
7 Jul 2009,
4 May 2010
and
7 Jun 2016

Amended on
7 Jun 2016

Amended on
4 May 2010

Amended on
1 Jun 2010
and
12 Oct 2010

Amended on
7 Jun 2016

Amended on
1 Jun 2010
and
7 Jun 2016

Amended on
4 May 2010,
7 Aug 2012
and
7 Jun 2016

6. Programme Transfer

Amended on
7 Jun 2016

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

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

(b) 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.

Amended on
4 May 2010

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

Amended on
4 May 2010
and
7 Jun 2016

- (3) 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 stated in the Letter of Offer.

Amended on
7 Jun 2016

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

Amended on
12 Oct 2010
and
7 Jun 2016

- (5) 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 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:

Amended on
12 Oct 2010
and
7 Jun 2016

(a) RM200 programme transfer fee. This fee is waived for the first successful application for each foundation student. Subsequent application will not be entitled to the fee waiver; and

Amended on
7 Jun 2016
and
5 Dec 2023

(b) 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.

Amended on
4 May 2010
and
7 Jun 2016

- (6) 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.

Amended on
12 Oct 2010
and
7 Jun 2016

Part II - Refund of Fee

7. 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.

Amended on
7 Jun 2016

8. Full Refund

- (1) There shall be a refund of 100% of fees [but subject to and where applicable or otherwise deemed necessary, a retention or forfeiture of a portion of fees] in the following situations:

- (a) Provisional offer given to students who are awaiting their final results of the Diploma programme, or a degree programme in the case of postgraduate applicants, and who have paid full fees but did not subsequently meet the minimum entry requirements or achieve the required results meriting enrolment into the University; and

Amended on
7 Aug 2012
and
7 Jun 2016

- (b) Foundation students who have paid full fees for a Bachelor's Degree programme but subsequently fail to complete the Foundation Programme.

- (2) 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.

9. Caution Money/Security Bond Deposit

- (1) Caution money may be refunded, upon written application, after completion of or withdrawal from studies which application must be made within one year from date of completion or withdrawal.
- (2) The University may set-off as against the caution money any sums owing

Amended on
9 May 2019

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.

Amended on
9 May 2019

- (3) 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.

Amended on
9 May 2019

10. Fee Refund Committee

- (1) It is hereby established the **Fee Refund** Committee which shall be empowered with and responsible for the matters stipulated herein and accountable to the President/Senior Management Committee.
- (2) The Committee shall consist of:
- (a) Director of Finance as the Chairperson;
 - (b) Registrar or his representative; and
 - (c) Head of Student Affairs.

A designated staff from the Division of Finance shall act as Secretary of the Committee.

- (3) Without eroding or usurping the powers of any Authority of the University and subject to the limitations imposed by the Constitution or Statutes, the Committee shall have the powers to:
- (a) Review the Fee Refund Policy or Guidelines and to recommend or propose any changes thereto for the approval of the Senior Management Committee;
 - (b) Consider all cases where students of the University apply for refund of fees; and
 - (c) Do all other matters ancillary to or consequential upon any of the matters aforesaid.

Part III - Leave of Absence in Bachelor's Degree & Foundation Programmes

11. Granting & duration of leave

- (1) 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.

Amended on
12 Oct 2010

- (2) (a) Students are allowed to apply for leave of absence during their whole programme of study subject to approval by Dean of Faculty/Institute/Director of a Centre. Amended on 6 Apr 2010, 12 Oct 2010 and 7 Jun 2016
- (b) 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. Amended on 5 Jul 2024
- (3) 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. Amended on 7 Jun 2016
- (4) 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. Amended on 7 Jun 2016
- (5) 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. Amended on 6 Apr 2010, 4 May 2010 and 12 Oct 2010
- (6) The above to be applicable to all full-time and part-time students. Amended on 6 Apr 2010

12. Application for leave

- (1) 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. Amended on 12 Oct 2010 and 7 Jun 2016
- (2) 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. Amended on 4 May 2010
- (3) 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.
- (4) In applications made out of the time prescribed under paragraph (2) or pursuant to paragraph (3) above, the candidate must state the reason/s for his application and provide all documents that could support his application.

13. Transfer of Fees

- (1) 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.
Amended on 4 May 2010
- (2) Fees transferred will not be refunded when the students withdraw from the University.
Amended on 8 Apr 2014
- (3) Students are required to report to the Department of Admissions and Credit Evaluation before proceeding to payment of fees relating to leave of absence upon him rejoining his programme of study.
Amended on 7 Jun 2016

Part IV - Leave of Absence in Postgraduate Programmes

14. Granting & duration of leave

- (1) 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:
Amended on 6 Apr 2010 and 12 Oct 2010
 - (a) on medical grounds; or
 - (b) in special circumstances provided that the student has completed not less than 1 trimester/semester of his candidature.
Amended on 4 May 2010
- (2) The period of leave of absence shall be at least 1 trimester/semester.
Amended on 4 May 2010
- (3) The total period for leave of absence shall in any event not exceed 1 calendar year for a Master's degree programme and 2 calendar years for a Doctor of Philosophy degree.
Amended on 6 Apr 2010 and 7 Jun 2016

For international students, the total period for leave of absence shall not exceed 2 trimesters for a Master's degree programme and Doctor of Philosophy degree, subject to the maximum programme duration allowed by the Ministry of Higher Education.
Amended on 5 Jul 2024
- (4) The period herein granted as leave of absence shall not be taken into account as part of the prescribed minimum period of study and research for the postgraduate programme undertaken.
- (5) 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.

- (6) 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:
- Amended on
7 Jun 2016
- (a) the programme is a requirement for the postgraduate programme and is certified as such by the Board of the Faculty/Institute;
 - (b) the period of leave shall not exceed 1 year; and
 - (c) 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.
- (7) 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 14 (3) above.
- Amended on
6 Apr 2010
and
7 Jun 2016
- (8) A student on leave of absence is allowed to access to the University Intranet during the duration of leave of absence.
- Amended on
6 Apr 2010

14A. Application for leave

- (1) 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.
- Amended on
8 Apr 2014
and
7 Jun 2016
- (2) 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.
- (2a) 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.
- Amended on
3 Nov 2020
- (3) 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.
- (4) In application made out of the time prescribed under paragraph (2) or pursuant to paragraph (3) above, the candidate must state the reason/s for his application and provide all documents that could support his application.

14B. Transfer of Fees

- (1) 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 Director of the Institute of Postgraduate Studies & Research before Week 5 of that trimester/semester. No transfer of fees is allowed thereafter except under extenuating circumstances as approved by the University.
- (2) Fees transferred will not be refunded when the students withdraw from the University.
- (3) 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.

Amended on
8 Apr 2014

Amended on
7 Jun 2016

Part V – Withdrawal from Studies

15. Notification of Withdrawal

- (1) Students who intend to withdraw from the University are required to fill the prescribed form 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.
- (2) 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.
- (3) Any student who does not attend classes or discontinues attending classes in a new trimester/semester without notifying the University of his withdrawal shall be liable for all fees for the new trimester/semester.

Amended on
12 Oct 2010
and
6 Sept 2016

Amended on
4 May 2010

16. 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.

Part VI – Re-admission and Reinstatement

17. Re-admission

- (1) A student who has withdrawn without disciplinary cases from the University may at any time thereafter apply for re-admission. Amended on 8 Nov 2011
- (1a) A student who has been suspended and subsequently withdrawn from the programme may only apply for re-admission after serving the suspension period. Amended on 8 Nov 2011 and 7 Jun 2016
- (1b) 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. Amended on 8 Nov 2011
- (2) A student who has been terminated by the University on disciplinary grounds will not be eligible for re-admission to the University.
- (3) 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.

18. Reinstatement

- (1) A student who has been terminated by the University on whatever grounds except for:
- (a) disciplinary reasons; and
 - (b) poor academic performance as provided for in 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 of the programme;
 - (ii) he could still meet the 80% (for undergraduate or foundation study) or 70% (for postgraduate study) attendance requirements for all courses taken for the trimester/semester; and Amended on 6 Apr 2010, 4 May 2010 and 7 Jun 2016
 - (iii) he has made payment of all the prescribed fees including arrears, penalty and administrative charges.
- (2) The application shall be in the prescribed form and submitted to the Faculty/Institute Office not later than one (1) week after the date of Amended on 12 Oct 2010

termination. Applications will not be considered if submitted after the deadline or where the application form is incomplete.

- (3) 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.
- (4) 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.
- (5) The candidature of the reinstated student will be calculated from the date of the student had initially registered as a student.

Amended on
12 Oct 2010