

Universiti Tunku Abdul Rahman

Rule I

ADMISSION INTO THE UNIVERSITY

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 Rule:-

1. Short Title & Commencement

This Rule may be cited as the **Admission Into the University** Rule and shall come into force as from the date of incorporation of the University.

2. General Requirements for Entry

- (1) Admission into the University shall be upon the decision of the Senate and subject to the candidate having:-
- (a) paid the prescribed fess;
 - (b) registered as a student and had duly acknowledged his acceptance of the University's Offer of Admission; and
 - (c) registered for the programme for which he was offered at time of admission and subsequently at the commencement of each academic year.

*Amended on
7 June 2016
and
11 May 2017*

- (2) An academic year is defined as the period specified by the Senate which is three (3) academic trimesters or two (2) academic semesters within 12 calendar months.

*Amended on
4 May 2010
and
11 May 2017*

- (2a) One (1) academic year shall consist of a maximum of forty-five (45) weeks of study.

*Amended on
9 June 2015
and
11 May 2017*

- (3) Except for the MBBS programme, a long trimester shall normally consist of seventeen (17) weeks of study, including lectures, study week and examination. A short trimester shall normally consist of ten (10) weeks of study including lectures, study week and examination.

*Amended on
9 June 2015
and
11 May 2017*

For Foundation programme, a trimester shall not be less than thirteen (13) weeks and not more than fifteen (15) weeks of study, including lectures, study week and examination.

*Amended on
11 May 2017*

3. Entry of Audit Candidates

- (1) The Dean of a Faculty/Institute or the Head of a Centre shall be empowered to admit an audit candidate subject to the following terms and conditions:-
- (a) no audit candidate shall be admitted for more than one (1) calendar year if he is undertaking research; and one (1) academic year if he is enrolling for a course;
- (b) the total courses taken by the audit candidate cannot exceed two-thirds of the total courses allocated for the programme concerned in an academic year; and
- (c) payment of fees in the prescribed amount.
- (2) An audit candidate is allowed to sit for the examinations for the courses enrolled. A written application shall be submitted to the Dean concerned 1 month prior to the examinations which application shall be accompanied by a letter from the Head of Department of the Faculty/Institute concerned requesting for such arrangement.
- (3) Notwithstanding any of the provisions of this paragraph (2) of this Rule, the Senate shall have the power to override the decision of the Dean.
- (4) The approval herein shall be subject to the condition that the audit candidate has completed his study for the courses to which the examination relates to the satisfaction of the Dean concerned.

*Amended on
12 Oct 2010*

*Amended on
7 June 2016
and
11 May 2017*

*Amended on
7 June 2016
and
11 May 2017*

*Amended on
7 June 2016
and
11 May 2017*

*Amended on
12 Oct 2010*

*Amended on
7 June 2016
and
11 May 2017*

4. Entry into Postgraduate Programmes

Subject to such rules or regulations which the Senate shall make, the following persons shall be eligible for entry into the University's postgraduate programmes depending upon the suitability of their qualifications with the programme intended for enrolment :-

*Amended on
7 June 2016*

- (a) graduates of the University; and
- (b) graduates from other institutions of higher learning recognized by the Senate.

5. Registration of Concurrent Programmes

*Amended on
7 June 2016*

- (1) Except only with the approval of the Senate –
- (a) a student who has registered for a programme leading to a Foundation or a Bachelor's degree of this University shall not be allowed to

register concurrently for another programme leading to a Foundation or Bachelor's degree of this University or a programme of any other university; and

- (b) a student who has registered for a programme leading to a degree or diploma of another university shall not be allowed to register concurrently for a programme leading to a Foundation or Bachelor's degree of this University.

The above provisions shall not be applicable to the double degree programme of this University.

*Amended on
6 Sept 2016*

- (2) The Senate may allow a postgraduate degree candidate of this University to register concurrently for another postgraduate degree programme in this University or another university if:

- (a) the candidate possesses excellent academic credentials;
- (b) the candidate registers concurrently for not more than two postgraduate degree programmes at any time;
- (c) the concurrent programmes are part-time postgraduate degree programmes; and
- (d) the concurrent programmes are in different areas of specialisation, whereby the research materials and data obtained and submitted for the degree of one programme would not be submitted for the degree of the other programme.

It is the responsibility of the candidate to devote adequate time and effort into the postgraduate programmes pursued.

- (3) For the purpose of paragraph (2) above, the candidate shall, upon registration, be required to sign a letter of undertaking that the same research materials and data would not be submitted for both postgraduate degree programmes. In the event that the student violates this undertaking, the University shall terminate the programme of the student with immediate effect or retract the degree, if the degree has been awarded.

6. Mode of Registration

Registration shall be effected by payment of the fees stipulated in the student bill accompanying the Letter of Offer for admission to the University which fees are to be paid on or before the due date stated in the Letter of Offer and the student bill.

7. Late Registration

- (1) Late registration and payments may be accepted at the absolute discretion of the University and subject to the imposition of any prescribed late registration fee and charges.
- (2) The University reserves the right to reject registration and payments made after the stipulated due date notwithstanding that such payments were inadvertently accepted by the University's agent for banking or collection.

8. Fraudulent Documents

Admission is based upon submission of certified true copies of the original documents and genuine information in the application form. Discovery of false information subsequent to the acceptance of admission will lead to the immediate dismissal at any point of time during the student's programme of study. Such dismissal shall result in forfeiture of all fees paid and academic credit earned.

*Amended on
7 June 2016*

9. Appeal Against the Application Result

Any candidate who is dissatisfied with the decision of the University on his application result may appeal to the University within three (3) working days from the notification of result.

*Amended on
3 Aug 2021*