

Universiti Tunku Abdul Rahman			
Manual Title : Application for Course Waiver in Postgraduate Programmes			
Procedure Number : QP-IPSR-PSU-013	Rev No: 5	Effective Date: 01/12/2023	Page No: 1 of 3

PROCEDURE MANUAL (For process flow, see Flowchart13)

OBJECTIVE To outline the process of applying for course waiver in Postgraduate Programme by Research

SCOPE Only covers certain units in Postgraduate Programmes by Research, on a case-by-case basis, as approved by Director of IPSR

DEFINITION	HoP – Head of Programme (Postgraduate) HoD – Head of Department PSU – Postgraduate Studies Unit in IPSR IPSR – Institute of Postgraduate Studies and Research FRDPC – Faculty Research & Development and Postgraduate Committee FBO – Faculty Board PSC – Postgraduate Studies Committee DFN – Division of Finance DEAS – Division of Examinations, Awards and Scholarships DACE – Division of Admission and Credit Evaluation
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PROCESSNO.	DETAILS	INTERFACE	RESPONSIBILITY
13.1	Applicant registers as student after receiving offer letter and student bill	Offer letter and student bill	Applicant
13.2	Student completes "Postgraduate course Waiver Application" & "course Evaluation" forms and obtains related course syllabus which must be certified by Institution of Higher Learning where the student took the course	Prescribed forms	Student – <i>It must be done by week 3 of the trimester</i>
13.3	Student pays application fee for course(s) applied to DFN at RM100 per course		Student and DFN
13.4	Student submits completed forms with certified unit syllabus and receipt issued by DFN to IPSR	Forms, course syllabus and Receipt	Student and PSU officer
13.5	Upon receipt of completed forms with certified course syllabus and receipt: a) If all documents are complete, go to 13.6 b) If incomplete, go to 13.4	Forms, course syllabus and Receipt	PSU officer and HoP – <i>Duration: 2 working days</i>
13.6	Assessor (nominated by Faculty) verifies merit of application and completes "course Evaluation" form, which must be endorsed by HoP/HoD <u>Note</u> <i>The content of the submitted course syllabus must be more than 80% similar to syllabus of the current course for which the student is applying for exemption</i>	Form and Unit syllabus	Nominated assessor and HoP/HoD – <i>Duration: 5 working days</i>
13.7	FRDPC decides on recommendation based on report in the "course Evaluation" form	Forms and Unit syllabus	FRDPC – <i>Within 1 week</i>
13.8	Faculty Board considers recommendation of FRDPC, and returns the forms and syllabus to IPSR with necessary agenda paper for tabling in PSC	Forms, course syllabus and Agenda paper	FBO – <i>Within 1 week</i>
13.9	PSC considers faculty's recommendation and make decision (i) If "Approves application for exemption", go to 13.11;	Agenda paper	PSC

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PROCESSNO.	DETAILS	INTERFACE	RESPONSIBILITY
	(ii) If "Rejects application for exemption", go to 13.11		
13.10	<p>Follow-up actions by IPSR:</p> <ul style="list-style-type: none"> • Key into the Credit Waiver Registration Screen at Telnet and generate the maintenance report; • Drop the Course at web2 Courses Registration Screen and generated Bill for Student Advance • Sends copy of the maintenance report to CSDS to update CF grade at examfile screen in Telnet and to exclude the course in the Student List at EI system. • Key-in details of approval in the assigned Online Form to generate auto email notification and approval letter to candidate and supervisor(s) • Update Database and Progress Monitoring System • Submit to DACE Softcopy of Application Forms, course syllabus, Receipt, Maintenance Report and Approval letter for Student File 	Telnet	<p>PSU officer</p> <p><i>– Duration: 2 working days upon receiving PSC approval</i></p>
13.11	Applicant notified of outcome with c.c. to Faculty Dean	Letter of Notification	PSU officer and Applicant

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Ref. No :IPSR/PSU/Flowchart13

Department : Institute of Postgraduate Studies And Research

Process Title : **Application for Course Waiver in Postgraduate Programmes**

(applicable to certain courses, on a case-by-case basis, as approved by Director of IPSR)

CODES:

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| HoD | - Head of Department |
| IPSR | - Institute of Postgraduate Studies & Research |
| FRDPC | - Faculty Research & Development and Postgraduate Committee |
| FBO | - Faculty Board |
| PSC | - Postgraduate Studies Committee |

