Universiti Tunku Abdul Rahman

Regulation II

COURSE REGISTRATION, REFUND OF FEES, LEAVE OF ABSENCE AND WITHDRAWAL FROM STUDIES

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 Course 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.

Part I – Course Registration

2. Plan of Study

The plan of study for any student shall contain the units that the student shall register each trimester/semester for the duration of his/her course of study. The plan shall be formulated by the student upon the advice of his academic advisor so as to ensure that pre-requisite course requirements are met, and core units related to the student’s major and electives are included in the study plan.

3. Registration

(1) Registration for course units must be completed before the commencement of each trimester/semester.

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

(3) Exemption from pre-requisite units may be granted to students by the Dean of Faculty or Director of a Centre concerned.

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 units 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.
(2) Full-time students who are not on probation shall be allowed to register for a maximum of 21 credit hours and a minimum of 1 unit in a 14 lecture-week trimester and a maximum of 12 credit hours and a minimum of 1 unit in a 7 lecture-week trimester.

(3) Full-time students on Probation shall be allowed to register for a maximum of 15 credit hours and a minimum of 1 unit in the 14 lecture-week trimester and a maximum of 6 credit hours and a minimum of 1 unit in the 7 lecture-week trimester.

(4) Part-time students who are not on probation shall be allowed to register for a maximum of 15 credit hours and a minimum of 1 unit in a 14 lecture-week trimester and a maximum of 9 credit hours and a minimum of 1 unit in a 7 lecture-week trimester.

(5) Part-time students on Probation shall be allowed to register for a maximum of 12 credit hours and a minimum of 1 unit in the 14 lecture-week trimester and a maximum of 6 credit hours and a minimum of 1 unit in the 7 lecture-week trimester.

(6) Students who did not register for at least 1 unit in a trimester/semester must apply for leave of absence for that trimester/semester, provided if it is a teaching trimester/semester.

5. Add/Drop/Withdrawal of Units

(1) Add/Drop of units should be done within 2 weeks upon the commencement of each trimester.

(2) It shall be a prerequisite for a student of new intake to pay the pre-registered trimester fees first before proceeding to add/drop units, unless it is exempted by the University.

(3) Withdrawal of registered course unit(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.

(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 or Director of a Centre, there shall ONLY be a refund of tuition fees less other fees and administrative charges (if any) for units dropped but no refund whatsoever for units 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
course of study

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

6. Course Transfer

(1) A student undertaking a course in Foundation programmes may apply for a course 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.

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

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

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

(5) The Dean of the Faculty 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 course transfer and the accompanying student bill, failing which the offer for the course transfer shall lapse and be rendered null and void :-

(a) RM200 course transfer fee; and

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

(6) The Dean/Director of the relevant Faculty/Centre shall decide upon applications for course 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.

Part II - Refund of Fee

7. Partial refund

70% of the tuition fee shall be refunded for students who withdraw from their course of study before the commencement of the course. 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 course.

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 course 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

(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 or Security Bond Deposit 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.

Click here to download the form:

Application for Refund of Caution Money (Malaysian Student)
Application for Refund of Caution Money (International Student)
(2) The University may set-off as against the caution money or Security Bond Deposit 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.

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 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.

(2) (a) Students are allowed to apply for Leave of Absence during their whole course of study subject to approval by Dean of Faculty/Director of a Centre.

Amended on 6 Apr 2010
(b) The total duration of Leave of absence shall not exceed:

Foundation Level : Maximum 1 year
Bachelor Level : Maximum 2 years

(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 course.

(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 course.

(5) Unless otherwise allowed by the Dean/Director of the relevant Faculty/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.

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

12. Application for leave

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

(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.

(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 will be transferred to the trimester where the student rejoins if leave is applied before Week 5 of that trimester. No transfer of fees is allowed thereafter except under extenuating circumstances as approved by the University.

(2) Fees transferred will not be refunded where the students withdraw from the University.
(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 course of study.

**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 or Director of a Centre grant a leave of absence to a postgraduate student in the following situations :-

(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 one (1) calendar year for a Master’s degree course and two (2) calendar years for a Doctor of Philosophy degree.

Amended on 6 Apr 2010

(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 course at the University or other institutions of higher learning subject to the following terms and conditions :-

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

(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.

Amended on 6 Apr 2010

(7) A student may apply for leave of absence a number of times during the entire duration of course of study. However, the aggregate period of leave of absence shall not exceed the maximum period allowed for each
(8) A student on leave of absence is allowed to access to the University Intranet during the duration of leave of absence.

**Part V – Withdrawal from studies**

15. **Notification of Withdrawal**

   (1) Students who intend to withdraw from the University are required to fill up the prescribed form available at either the Department of Admission and Credit Evaluation or the Faculty 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 without notifying the University of his withdrawal shall be liable for all fees for the new trimester.

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 from the University may at any time thereafter apply for re-admission.

   (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 units taken for the trimester/semester; and

(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 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.

(3) The Dean of the Faculty 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.