



**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971
CONSTITUTION OF UNIVERSITY OF MALAYA 2010
UNIVERSITY OF MALAYA
(DOCTORAL DEGREE) REGULATIONS 2019 & (MASTER DEGREE) REGULATIONS 2019**

PART III REGISTRATION

Withdrawal from Semester

The following provisions shall apply in relation to any withdrawal from a semester:

- (1) "Withdrawal from a semester" means withdrawal from all registered courses and all teaching and learning activities as well as research activities for the semester concerned. **The candidate is only allowed to withdraw from a semester after he has undergone at least one (1) semester of his programme of study except for medical reasons.**
- (2) Withdrawal from a semester is categorised as follows:
 - (a) semester leave on personal reasons;
 - (b) semester leave on mobility programme reasons; or
 - (c) semester leave on medical reasons.
- (3) All application for withdrawal from a semester shall be made to the Dean of the Faculty for consideration and approval.
- (4) Details of withdrawal from a semester is stated below:

Category	Normal Semester	Special Semester	Fees	Duration of Study	Grade
Personal Reason*	Week 1-2	Week 2	No	Included	No Grade
	Week 3-7	Week 2	Yes	Included	Grade W1
Nobility Programme Reason*	Week 1-2	Week 1-2	No	Not Included	Grade W3
	Week 3-14	Week 3-7	Yes	Not Included	Grade Wi
Medical Reason*	Week 1-7	Week 1-3	No	Not Included	Grade W3
	Week 8-14	Week 4-7	Yes	Not Included	Grade W1

Note: * *Candidate who withdraws from a semester will be charged a minimum payment to retain the candidature.*

- (5) A candidate may withdraw from a semester not later than the second lecture week of a Semester. The candidate will not be charged fees and registration records for the course concerned will be expunged.

- (6) Application for withdrawal from a semester for personal reasons [third to seventh lecture week] and on mobility programme reasons [third to fourteenth lecture week] will be subjected to the course fees and the course concerned will be recorded as Grade W1.
- (7) A candidate is **not permitted to withdraw from a semester after the seventh lecture week of a Normal Semester except for medical reasons which is supported by a medical report that is issued by a Registered Medical Officer.** The application has to be made to the Dean of the Faculty for consideration and approval. If the application is approved, the course concerned will be recorded as Grade W1. The fees remain liable to be paid.
- (8) Application for withdrawal from a semester due to medical reasons before the seventh lecture week of the normal semester may be approved subject to medical reports issued by a Registered Medical Officer of the University Student Health Clinic/government hospital/teaching hospital/University Malaya Medical Centre/Private Medical Centre. If approved, the fees will not be charged and the course concerned will be recorded as Grade W3.
- (9) If the application is not approved, the candidate shall be required to continue with his studies for the semester concerned. Failure of the candidate to continue with his studies may result in the candidate being given a Grade F for the course concerned.
- (10) Withdrawal from any semester is not allowed once the examination period has commenced.
- (11) **The maximum duration a candidate may be permitted to withdraw from a semester is four (4) Normal Semesters during his studies which may be either continuously or otherwise,** except during the last semester of his studies. Withdrawal of the candidate will be taken into account as part of his maximum duration except for medical reasons supported by medical reports from a Registered Medical Practitioner.

STEPS TO WITHDRAWAL FROM SEMESTER IN MAYA (UMSITS) SYSTEM

STEP1 : Login at MAYA portal (<https://maya.um.edu.my/>)

UNIVERSITI MALAYA Academic Portal MAYA

Contact Us

Log in to MAYA

Username

Password

Forgot password

Log in

Login by using your full email address

Example:
Username: *XXXX@perdana.um.edu.my*

Password: *XXXXX*

MAYA Notice Board

System Message

- All staff and students with Universiti Malaya email account can access MAYA.
- Based on your University email address, do the following:
 - If you are a staff, ensure that you have an active UMMAIL account and use your UMMAIL username and password to login.
 - If you are a student, ensure that you have an active SISWAMAIL account and use your siswamail@perdana.um.edu.my as username and siswamail password to login.
- If you have any issue related to login, do visit [UMSITS FAQ](#).
- For help and support, please go to [UM Help Desk](#). [Download Helpdesk Manual](#)

Email & Enquiry

We are receiving a high number of e-mails and enquiries hence the response time will be longer than usual. Your email will be answered on the first come-first serve basis at the soonest time possible.

All UMSITS support staff are Working From Home (WFH).

Should you have any TECHNICAL issues regarding MAYA, please email to:

- General: umsits.support@um.edu.my

Other than technical, enquiry can be emailed to:

- Finance: bursar_student@um.edu.my
- Admission & Enrolment: skp_aasc@um.edu.my
- Examination & Graduation: spp_aasc@um.edu.my

STEP2: Click at “**ENROLMENT**” (located at the top bar) and choose “**REQUESTS ENROLMENT**”

UNIVERSITI MALAYA Home Admission Enrolment Finance Research Mohd Norazlin Mansor

My Dashboard

Module Registration
Requests Enrolment

CLICK HERE

Contact Us

All tasks

Other views:
All tasks (0)

You have no messages!

All messages

Other views:
All messages (0)

You have no messages!

Timetable

Result

UMSITS Guide

Notice Board

Attention to all New Local Undergraduate Student, You are required to refer the link below:

- Infographic: Acceptance of Admission Process Flow
- User Manual for Acceptance of Offer Letter
- Academic calendar session 2020/2021
- Infographics for New Students Self-Enrolment & Module Registration **New!**
- Guideline for Self-Enrolment **New!**

UMSITS

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STEP 3 : Select **“SEMESTER WITHDRAWAL”**

Requests Enrolment Contact Us

Metric Number : 17199284/1 Programme : Doctor Of Philosophy Academic Year : 2020/2021
Student Name : MOHD NORAZLIN BIN MANSOR Route/Specialisation : Teacher Training And Education Sciences Enrolment Status : Active student

Request Enrolment Dashboard

Special Permission Semester Withdrawal Programme Withdrawal

For more guidelines, please refer to the Universiti Malaya Rules & Regulations **CLICK HERE**

[+ Apply for Semester Withdrawal](#)

Category	Session	Period	Status	Application Date	Approval Date	Approval Letter
No information available						
No entries to show						

STEP 4 : Click at **“+ APPLY FOR SEMESTER WITHDRAWAL”**


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No information available						
No entries to show						

STEP 5 : Fill up in the boxes given in the system

Semester Withdrawal Application

Notes:
1. For Undergraduate and Postgraduate student, Semester Leave (Personal) application is applicable until Week 7.
2. For Jurisprudence (External) student, Semester Leave (Personal) application is applicable until Week 10.
3. Gap Year Leave Application must be made 6 months earlier and obtained approval from Student Affairs Division (HEP) Universiti Malaysia.

Number of Period Slot*

Period Slot*

Application Date

Category*

Supporting Document(s)*

Please upload the relevant document based on leave categories below:

- Semester Leave (Personal):**
 - A relevant documentary evidence to support semester withdrawal for personal reason.
- Semester Leave (Medical):**
 - A relevant documentary evidence or medical report issued by the Hospital
- Semester Leave (Exchange Student):**
 - An offer letter to join the student exchange program from the university that offers the programme.
- Gap Year Leave :**
 - An application form (Lampiran 1), paperwork (Lampiran 2) and approval letter from Student Affairs Division (HEP).

Reason for Withdrawal*

STEP 6 : Click "**SUDMIT**" button at the end of page