

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	Week 1-2	Week 1-2	No	Not Included	Grade W3
Reason*	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

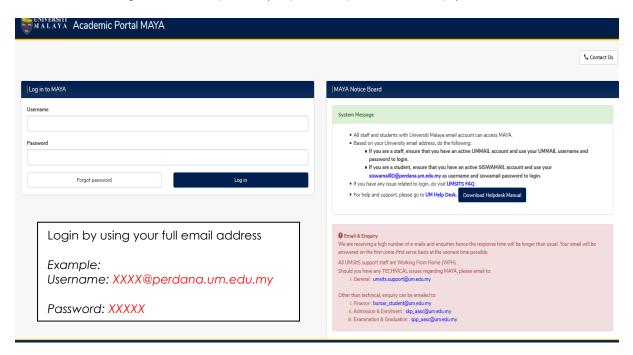
Note: * Candidate who withdraws from a semester will be charged a minimum payment to retain the candidature.

(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.

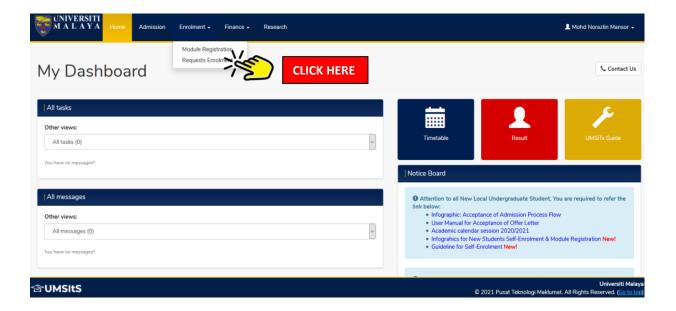
- (6) Application for withdrawal from a semester for personal reasons [third to seventh lecture week] and on mobility programme reasons [third to fourteenth lecture week] will be subjected to the course fees and the course concerned will be recorded as Grade W1.
- (7) A candidate is not permitted to 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

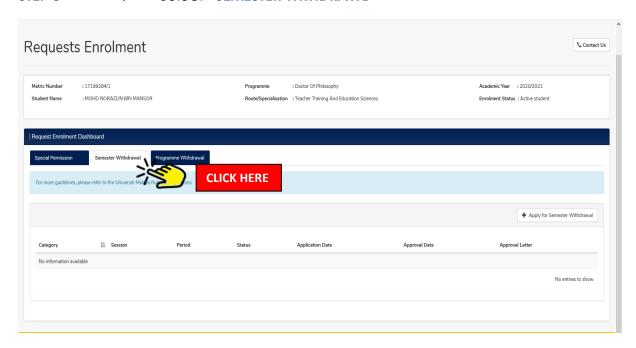
STEP1: Login at MAYA portal (https://maya.um.edu.my/)



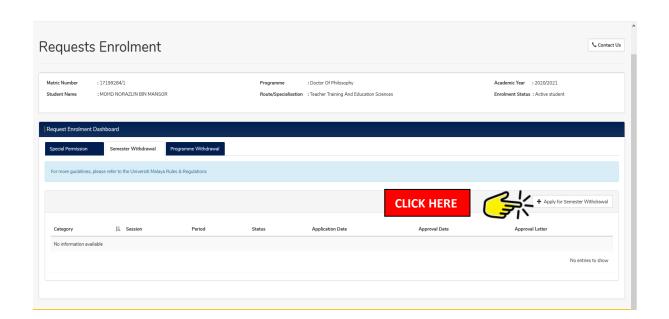
STEP2: Click at "ENROLMENT" (located at the top bar) and choose "REQUESTS ENROLMENT"



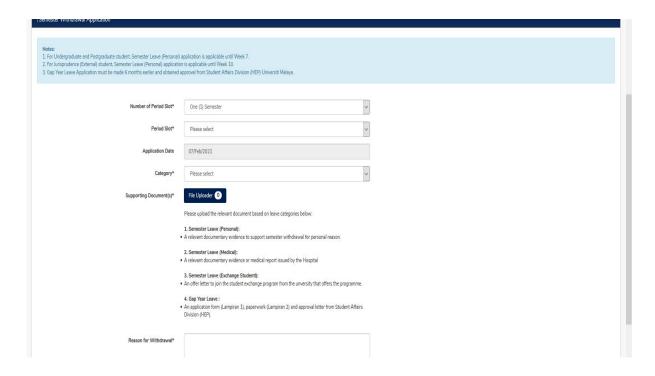
STEP 3 : Select "SEMESTER WITHDRAWL"



STEP 4 : Click at "+ APPLY FOR SEMESTER WITHDRAWL"



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



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