



**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 Programme

The following provisions applies to withdrawal from a programme of study:

- (1) withdrawal from programme of study means withdrawal from the programme of study that is currently being undertaken by the candidate.
- (2) Application for withdrawal from the programme of study shall be made to the Dean of the Faculty using a prescribed form.
- (3) A candidate, who has been approved to withdraw from his programme of study after the second lecture week shall:
 - (a) pay the prescribed fees and other payments as stated in Part IV in this regulation; and
 - (b) be recorded Grade W2 for any courses registered in the semester where the candidate withdraws from the programme.
- (4) Any decision with respect to withdrawal from a Degree programme of study shall be final.

STEPS TO WITHDRAWAL FROM PROGRAMME 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

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

Login by using your full email address

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

Password: *XXXXX*

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 **"PROGRAMME WITHDRAWL"**

The screenshot shows the 'Requests Enrolment' dashboard. At the top, there is a navigation bar with the Universiti Malaya logo and links for Home, Admission, Enrolment, Finance, and Research. The user's name, Mohd Norszlin Mansor, is displayed in the top right. Below the navigation bar, the page title 'Requests Enrolment' is shown, along with a 'Contact Us' button. A summary section displays the user's details: Matric Number (17199284/1), Student Name (MOHD NORAZLIN BIN MANSOR), Programme (Doctor Of Philosophy), Route/Specialisation (Teacher Training And Education Sciences), Academic Year (2020/2021), and Enrolment Status (Active student). The 'Request Enrolment Dashboard' section contains three tabs: 'Special Permission', 'Semester Withdrawal', and 'Programme Withdra...'. The 'Programme Withdra...' tab is highlighted with a yellow hand icon pointing to it. A red button labeled 'CLICK HERE' is positioned next to the highlighted tab. Below the tabs, there is a link to 'For more guidelines, please refer to the Universiti Malaya Rules & Regulations'. A '+ Apply for Programme Withdrawal' button is located on the right side of the dashboard. At the bottom, a table with columns for Category, Reason for Withdrawal, Session, Period, Status, Application Date, Approval Date, and Approval Letter is shown, with 'No information available' and 'No entries to show' displayed below it.

STEP 4 : Click at **" + APPLY FOR SEMESTER WITHDRAWAL "**

The screenshot shows the 'Requests Enrolment' dashboard, identical to the previous one. In this step, the '+ Apply for Programme Withdrawal' button is highlighted with a yellow hand icon pointing to it. A red button labeled 'CLICK HERE' is positioned to the left of the highlighted button. The rest of the dashboard, including the navigation bar, user details, tabs, and table, remains the same as in the previous screenshot.

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

The screenshot shows the 'Programme Withdrawal Application' page on the University of Malaya website. The page header includes the university logo and navigation links: Home, Admission, Enrolment, Finance, and Research. The user's name, Mohd Norazlin Mansor, is displayed in the top right corner. The main title of the page is 'Programme Withdrawal Application', with a 'Contact Us' button in the top right. Below the title, the user's details are listed: Metric Number (171992841), Programme (Doctor Of Philosophy), Academic Year (2020/2021), Student Name (MOHD NORAZLIN BIN MANSOR), Route/Specialisation (Teacher Training And Education Sciences), and Enrolment Status (Active student). The main form area is titled 'Programme Withdrawal Application' and contains several fields: 'Semester' (R1), 'Reason for Withdrawal*' (a large text area), 'Supporting Document(s)*' (a 'File Uploader' button), and 'Application Date' (07/Feb/2021). At the bottom of the form, there are 'Back' and 'Submit' buttons.

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