

Information on the Registration Process

Congratulations on being accepted to be a member of community of excellence. Below is a list of important information that needs the utmost attention from all new students. The offer of admission is valid for the **semester indicated in the offer letter**, after which it will lapse without prior notice. Hence, students are strongly advised to confirm their acceptance, and register at the soonest time possible

1. Acceptance and Registration Process

- (1) Universiti Malaya provides an online admission and registration process for students. All new students who wish to join Universiti Malaya are required to accept the offer of admission after receiving the letter of offer, and subsequently, self-enroll in the **MAYA Portal** at <https://maya.um.edu.my>
- (2) Students undertaking the **research mode** study program are allowed to accept, complete the self-enrolment process, and confirm course registration at the very latest by the fourteenth (14th) Lecture Week of the semester. However, please note that students who self-enroll and register from 3rd -14th Lecture Week will not be allowed to register courses that require classroom teaching i.e.; the Research Methodology course.
- (3) The number of lecture weeks is displayed on the **Academic Calendar** available at <https://aasc.um.edu.my/academic-calendar>
- (4) Click **HERE** for guidelines on the Acceptance and Self-Enrolment process.



- (5) Students are advised to pay attention to all the important dates pertaining to the acceptance and registration process including the self-enrollment process, the course registration process, the payment of admission fee and the confirmation of registration processes posted at <https://maya.um.edu.my>. Failure to adhere to the stipulated dates will affect the registration process. Click **HERE** for guidelines on the Module (Course Registration).
- (6) Students who miss the 14th week registration deadline and wish to extend the validity of the admission offer must request for a deferment from their respective Deans. A deferment approval letter must be obtained before they are allowed to register in the subsequent semester.



2. Payment of Fees

- (1) The approximate tuition fees and other fees are displayed at <https://study.um.edu.my/download-brochures>. The actual cost will be charged to the student's account upon completion of enrolment for each semester.
- (2) Tuition fees and university student levies displayed are for a programme of study beginning in the year that they are quoted for and may change in subsequent years. The University has the right to vary the prescribed fees and other payments without prior notice to the students.

- (3) Payment of all fees must be made to ensure students have officially registered for the semester. Click **HERE** for guidance on how to make the payment.
- (4) Students with scholarships must email a scanned copy of the scholarship letter of award to bursar_student@um.edu.my before proceeding to the Confirmation of Registration process.
- (5) Malaysian students who wish to apply for EPF withdrawal to fund their study programme can do so only after they have successfully registered for the semester and paid the current semester fee in full.

Note: Students who accept and confirm registration during the 14th Lecture Week will still be imposed full tuition fee. Therefore, students are strongly advised to self-enroll and confirm registration as early as possible.

3. Rules and Regulations

- (1) When students accept the admission offer, they need to click the **ACCEPT** button  in the MAYA Portal. They have to read, understand and agree to abide by Universiti Malaya's specific **RULES AND REGULATIONS** governing the candidature of the programme offered and the responsibility of the students therein;
- (2) Universiti Malaya Rules and Regulations may be revised periodically, and it is the students' responsibility to familiarise themselves and keep abreast with the content of the documents. Click on the UMSIts Guide  for a copy of the latest Rules and Regulations for the study programme.
- (3) Students shall not register concurrently for any programme of study that will lead to the award of any degree in this University or any other University or Institution.
- (4) Malaysian Students are required to fulfil Bahasa Malaysia requirement before being conferred the degree with at least a pass in the:
 - (i) Bahasa Malaysia or Bahasa Melayu at the Sijil Pelajaran Malaysia level; or
 - (ii) Level III in the Sijil Bahasa Malaysia or Bahasa Melayu Universiti or at an equivalent level; or
 - (iii) Bahasa Malaysia or Bahasa Melayu course as recognised by the University.
- (5) All international students are required to fulfil the Malay Language course as part of the graduation requirement. However, international student can be exempted from taking the Bahasa Malaysia course if the candidate possesses at least a pass in the:
 - (i) Bahasa Malaysia or Bahasa Melayu at the Sijil Pelajaran Malaysia level; or
 - (ii) Level III in the Sijil Bahasa Malaysia or Bahasa Melayu Universiti or at an equivalent level; or
 - (iii) Bahasa Malaysia or Bahasa Melayu course as recognised by the University.

**Bahasa Malaysia or Bahasa Melayu requirement may be waived for an international student who has pursued a programme of study and has been conferred a degree from a Local and Private Institute of Higher Learning where the medium of instruction used was the national language.*

4. Terms and Conditions

Notwithstanding the terms and conditions of the study programme stated in the admission letter, Universiti Malaya reserves the right to amend the said terms and conditions. The students shall be subject to the amendments as may be decided by the University from time to time.

5. Health Declaration (Malaysian Students only)

(1) Malaysian students are required to submit the following documents within fourteen (14) days from the registration completion date (Confirmation of Registration) by email to laporankesihatan@um.edu.my in **PDF format only**. Please indicate **Matric No and IC/Passport No** in the title of the email.

- (a) Medical Examination Report (Form PD1);
- (b) chest X-ray report;
- (c) urine test results;
- (d) blood test results (for a candidate from Faculty of Medicine and Dentistry only)

(2) Medical Examination Report (Form PD1) is available at <https://aasc.um.edu.my/form>

(3) Medical Examination can be done at any Government Hospital / Clinic or Private Hospital.

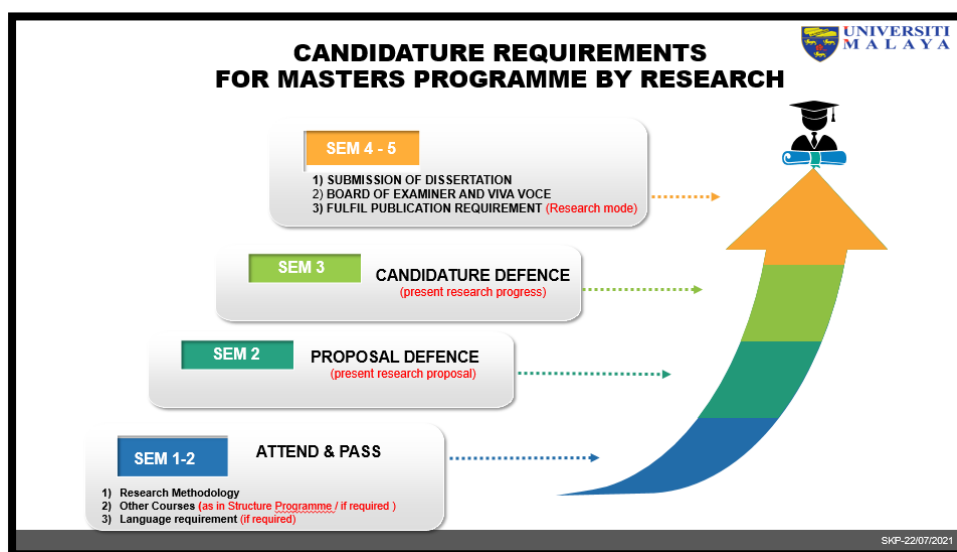
(4) For further information, please do not hesitate to contact Klinik Kesihatan Pelajar UM at 03-79676445/ 03-79676444.

6. Visa Requirement (For International Students)


International students are required to apply for the Electronic Visa Approval Letter (eVAL) through EMGS at <https://educationmalaysia.gov.my/> after accepting the admission offer. For further information on the visa regulations and guidelines, please refer to the International Student Services Unit (ISSU) website <https://aasc.um.edu.my/main-international-page> or email iss_aasc@um.edu.my

7. Fulfillment of Graduation Requirements

(1) The Candidature Milestone provided below is to assist the students in planning their academic progression throughout the study programme. It is also to enhance the students' understanding of the expectations of the university on their academic journey. The students are advised to regularly consult their appointed academic supervisor(s) and/or the office of the Deputy Dean for Postgraduate Studies for further assistance.




- (2) All research mode students are expected to publish in the respective journals (based on their field of study) to complete their study programme. A summary of the required publication is shown below.



PUBLICATION REQUIREMENTS

show **PROOF OF ACCEPTANCE FOR PUBLICATION**
 (for publication guidelines please refer to <https://aasc.um.edu.my/publication-skp>)

FIELD OF SCIENCE	FIELD OF SOCIAL SCIENCE
<p><input type="checkbox"/> AT LEAST ONE (1) article in journals indexed by Web of Science (WoS).</p>	<p><input type="checkbox"/> AT LEAST ONE (1) article in journals indexed by Web of Science (WoS) OR;</p> <p><input type="checkbox"/> AT LEAST ONE (1) book published by publishers listed in the Web of Science (WoS) Master Book List or by Universiti Malaya Press or <i>Dewan Bahasa dan Pustaka</i> or any publishers recognized by the Faculty OR;</p> <p><input type="checkbox"/> AT LEAST ONE (1) publication in Category A or B refereed journals, or book chapters. (For more detail please refer to https://aasc.um.edu.my/publication-skp)</p>




*Note: For HYBRID RESEARCH, please contact the respective Faculty to confirm your publication requirement

Senate Approval: 24.08.2017

Details of the above requirements are available at <https://aasc.um.edu.my/publication-skp>

- (a) Candidature Requirements
- (b) Publication Requirements

Note:

1. Please be informed that the students' applications for admission to the University have undergone a thorough selection review process by the Faculty and subsequently have been approved, based on the information and documents provided by the applicant. Submission of inaccurate or false data or documents during the application and registration processes will result in revoked admission offers or termination of candidature by the University.
2. To get access to UMSItS Guide  the student must accept the admission offer, self-enrol and create a siswamail account at MAYA Portal.