**DACE/ROS/22**

Rev No:2 Effective Date:

 10 January 2024


## **APPLICATION FOR REINSTATEMENT OF STUDY**

**(FOUNDATION AND UNDERGRADUATE PROGRAMMES)**

1. Reinstatement of Study

1.1 For students withdrawn and would like to reinstate into the SAME Semester (EXCEPT students previously on EZ status)

|  |  |
| --- | --- |
| **Timeline** |  |
| **Bachelor Degree & Diploma:** Week 1 to Week 12 (for Long Semester); Week 1 to Week 6 (for Short Semester)**Foundation:** Week 1 to Week 10 | i. Withdrawn due to non-payment of feesThere is NO application required. Students are to proceed to the Department of Finance to pay their fees together with the reinstatement fee (RM150).Note: It is the responsibility of the students to ensure that they meet the attendance requirements for examinations/evaluations. ii. Withdrawal by students/Withdrawn due to non-compliance in verification of results1 or dual student statusApplication is to be made on the prescribed form and emailed to the respective Faculty/Centre/ Branch or to the Department/Division of International Student Office (DISO) *[for international students only]*.*1students must submit their qualifying results at the point of application* |
| **Bachelor Degree & Diploma:**Week 13 to Week 14 (for Long Semester);Monday to Wednesday of Week 7 (for Short Semester)**Foundation:** Week 11 to Wednesday of Week 12 | Students are to email their application to the respective Faculty/Centre/Branch or to DISO *(for international students only)*. |

 Applicants who email their applications AFTER the above timeline would be considered for reinstatement into subsequent semester(s).

1.2 For students who had/were withdrawn and would like to reinstate into SUBSEQUENT Semester/s (EXCEPT students previously on EZ status)

 **Deadline: 1st day of commencement of the semester that the students wish to be reinstated into**

 Application is to be made on the prescribed form and emailed to the respective Faculty/ Centre/Branch or to DISO *(for international students only).*

Applications emailed after the deadline would be considered on a case-by-case basis.

1.3 For students previously on EZ status who had/were withdrawn

1. Withdrawn due to non-payment of fees and would like to reinstate into the SAME Semester

There is NO application required. Students are to proceed to the Department of Finance to pay their fees together with the reinstatement fee (RM150).

1. Withdrawn due to non-payment of fees and would like to reinstate into SUBSEQUENT Semester/s

 Withdrawal by students or Withdrawal due to dual student status and would like to reinstate into SAME or SUBSEQUENT Semester/s

Application is to be made on the prescribed form and emailed to the respective Faculty/Centre/Branch or to DISO *(for international students only).*

1. Application for reinstatement of study including Dual Award (if applicable) is subject to the approval of the University. Students will be notified of the outcome of their application via email by the Department of Admissions & Credit Evaluation.
2. The approval for reinstatement of study is to reinstate the students’ status. Upon successful reinstatement, students shall still be subjected to all rules, regulations and guidelines to be eligible for examinations/evaluations.

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**APPLICATION FOR REINSTATEMENT OF STUDY**

**(FOUNDATION AND UNDERGRADUATE PROGRAMMES)**

|  |  |
| --- | --- |
| Name: | *Click to enter* |
| Student ID No.: | *Click to enter* |
| Nationality: | *Please select* |
| Contact Number: | *Click to enter* |
| Personal Email: | *Click to enter* |
| Programme: | *Click to enter* |
| Campus: | *Please select* |
| Year & Semester of study when you left the University: | Year: *Please select* | Semester: *Please select* |
| On Dual Award Programme:(*where applicable and to be filled in by Bachelor Degree student only*) | *Please select* |
| I would like to be reinstated as a student as follows: -Semester: *Please select* Year: *Click to enter* |
| To also apply for reinstatement into Dual Award:(*where applicable and to be filled by students who are on Dual Award*) | Yes: [ ]  | No: [ ]  |
| My circumstances leading to my withdrawal and my interest to resume my study:*Click to enter* |
| *Note: Please attach relevant documents (e.g. medical report or other relevant documents) to support your application.* |
|[ ]  I declare that all information given is true and complete. I understand that the University reserves the right to reject my application or withdraw any approval given if any information given by me is found to be not true or incomplete. |
| Date: | *Select date* |

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| **FOR OFFICE USE** |

**Section I: To be completed by Department/Division of International Student Office**

***(only applicable for international student’s application)***

|  |  |
| --- | --- |
| Date Received: | *Select date* |
| Comments: | *Click to enter* |
| Confirmed by: *Click to enter* | Date: *Select date* |

**Section II: To be completed by Faculty/Centre/Branch**

|  |  |
| --- | --- |
| Date Received: | *Select date* |
| No. of failed/outstanding course(s) | CGPA | Terminating session  | Withdrawal status& session withdrawn | Class attendance | Change in programme structure |
| Repeat course(s) | Resit course(s) | TAR UMT | Dual Award  |
| *Click to enter* | *Click to enter* | *Click to enter* | *Click to enter* | *Click to enter* | *Please select* | *Click to enter* | Yes [ ] No [ ]  |
| Officer’s Name: *Click to enter*Date: *Select date* |

|  |
| --- |
| **Recommendation/Approval** |
| (i) Recommendation by Associate Dean/Head of Division/Programme LeaderComments: *Click to enter* |
| Name: *Click to enter* | Date: *Select date* |
| (ii) Recommendation/Approval by Dean/Deputy Dean of Faculty/Head/Deputy Head of Centre/Branch [ ]  Recommended/Approved to be reinstated into Year*Please select*Semester*Please select* , Session*Click to enter* For students on Dual Award, reinstatement including Dual Award Yes [ ]  No [ ]   [ ]  Not Recommended/Not ApprovedComments: *Click to enter* |
| Name: *Click to enter* | Date: *Select date* |

**Section III: Department of Admissions & Credit Evaluation**

|  |  |
| --- | --- |
| Date Received: | *Select date* |
| Student’s previous status: *Click to enter* |
| Action taken by: *Click to enter* | Date: *Select date* |
| Remarks: *Click to enter* |