



APPLICATION INFORMATION FOR ADMISSION AS A NON-GRADUATING STUDENT/RESEARCHER

The Non-Graduating Student/Research Program of University Malaya (UM) is a short-term study program offered to local and international students who are interested to spend one semester or a full year at University of Malaya. Students enrolling under this program will be permitted to register in courses or research areas of their choice (subject to the rules and regulations governing the program).

1. Eligibility to Apply

A student must be a registered undergraduate or postgraduate student of another university, local or abroad.

A student must be academically suitable for the undergraduate course/s or research topic he/she is applying to take.

A student who is interested in taking undergraduate courses in Arts Faculties must be proficient in the Malay Language in order to benefit from his studies since the medium of instruction for Arts base faculties in UM is the **Malay Language**.

2. Conditions of Admission

A non-graduating student shall be admitted for a period of one academic session or one calendar year for a non-graduating researcher.

The total number of courses/credit hours registered by a non-graduating student may not exceed **two-third** of the total number of courses/credit hours registered by a graduating student in a semester/session.

A non-graduating student will be admitted on an audit basis and can only attend lectures.

3. Application for Admission

Application for admission as a non-graduating student must be submitted to the **International Student Centre (ISC), University of Malaya** three (3) months before a semester start.

The onus is on the student to obtain from the respective faculties, the information on the course/s that the student is interested in. The course/s chosen must be relevant to the student's educational background and field of studies.

Application form for admission as non-graduating student/researcher can be obtained from the International Student Centre, University of Malaya.

Completed application form must be submitted in two (2) copies together with the following documents before the deadlines below:

- (a) Two (2) copies of academic transcript/record.
- (b) Supporting document from the Registrar or Dean or appropriate authority of student's home university.

Deadlines

Admission in 1 st Semester (July intake)	-	30 th April
Admission in 2 nd Semester (December intake)	-	30 th October

Application form must be sent to:

**International Student Centre (ISC)
Level 1, Block D, Perdana Siswa Complex
University of Malaya
50603 Kuala Lumpur
MALAYSIA**

4. Application Approval

Each application is evaluated and considered individually.

Approval is subject to the decision made by the Dean of a Faculty or Head of a Department.

If for any particular reason, an approved course is not available upon registration as a non-graduating at the University, a student may be allowed to register for another course which is equivalent or whichever course recommended by the Head of the Department.

Admission is not automatic and may be refused without any reason being given.

The letter of acceptance will be mailed to a successful student together with registration documents to the mailing address given on the application form. Please ensure the address is stated clearly.

5. Examinations and Credit Transfer

Credits accumulated at UM are usually transferable to student's home university as part of the requirements for their graduation.

However, a non-graduating student is not allowed to take examinations of the University without prior written permission of the UM's Registrar.

A non-graduating student must also obtain permission by his home university to transfer credits accumulated at UM before he can be permitted to take examinations.

Application to take examinations shall be made in writing to the Registrar within three months (3) from the date of registration as a non-graduating student.

The application must be submitted to the Admissions, Records & Policy Implementation Section together with a letter of support from the Registrar or Dean or appropriate authority of the student's home university stating that credit transfer is allowable for the student.

6. Fees

Students who have been accepted to the program will have to pay tuition fees and other administrative fees stated in the offer letter (please also refer to the notes on **Fees, Visa & Student Pass Application Registration Procedures**). The tuition fee for each course varies from one faculty to another.

7. Admission for International Students

The offer of admission to international students does not come with an entry Visa and a Student Pass, which are required by the Malaysian government. Students admitted to UM must have an entry visa and a Student Pass before entering Malaysia. The University will apply for this document on behalf of the students and notice of the approval will be sent to students prior to their departure for Malaysia (please refer to notes on **Visa & Student Pass Application and Registration Procedures** attached).

8. General Matters

Library facilities

Non-graduating student is permitted to use the University Library. A student identification card must be produced upon registration at the library's Student Service Counter. Information about the UM Library can be obtained at www.umlib.um.edu.my.

Accommodation

All exchange students shall be provided with an on-campus accommodation with fees charged, upon availability of rooms. The International Student Centre will assist in making reservations for exchange students.

Since the number of rooms at the Residential Halls is very limited, student may have to share the room with other students (local or international). The rooms, which include basic furnishing are available at low rents.

Students' activities

Non-graduating students may participate in student activities and other recreational activities organized by students' clubs or associations. By participating in the activities, students will have the opportunities to learn about Malaysian culture and the experience of studying in a Malaysian campus.

Health Insurance

Students who plan to stay for a period more than six months are advised to have adequate medical insurance coverage especially for hospitalization cases. Nonetheless, treatment for minor illnesses with fees charged can be obtained at the Students' Health Clinic.

Discipline

Students are expected to conduct themselves in a civilized manner and to respect the University's act and regulations. Failure to do so may result in termination of admission as non-graduating students.

9. Further Details

Further details about UM can be obtained at <http://www.um.edu.my>

UNIVERSITI MALAYA
Section 2, Act II (Amended) 1980

Admission of Non-graduating Students

- (1) The Dean of a Faculty or the Head of an Institution (not being a department of a Faculty) shall be empowered to admit a person as a non-graduating student subject to the following conditions:
 - (a) no non-graduating student shall be admitted for a period exceeding one calendar year if he is undertaking research or one academic year if he is following courses; and
 - (b) the total number of courses that may be taken by a non-graduating student shall not exceed two-thirds of the total number of courses prescribed for a graduating student in an academic year.
- (2) A non-graduating student shall not be permitted to take any examination of the University except with the prior written permission of the Registrar. Permission shall only be granted if such student is already a student of another university or institution and is applying for transfer of credits to his university or institution. Application to take any examination shall be made in writing to the Registrar within three months from the date of registration as a non-graduating student. The application shall be accompanied by a letter from the Registrar or any authorized officer from the home university or institution requesting for such arrangements to be made.
- (3) Permission to take any examination of the University under this subsection is granted subject to the following conditions:
 - (a) the student shall have followed the courses leading to the said examination to the satisfaction of the Dean of the Faculty or the Head of the Institution concerned; and
 - (b) the results of any examinations taken shall not be released to the student but shall be sent direct to his university or institution.

Admission, Records & Policy Implementation Section
University of Malaya

Section2_Act II