

**POSTGRADUATE PROGRAMME  
A FEE WAIVER APPLICATION**

**Definition:**

1. Staff: Permanent or Contract staff of MMU.
2. MMU Graduate Research Assistant (MMU GRA): Appointed under full MMU Internal Funding.
3. Graduate Research Assistant (GRA) / Research Officer (RO): Appointed under government funded projects only, for example FRGS, ERGS, PRGS and LRGS from MOE, and Science Fund from MOSTI.

**Terms and Conditions:**

1. Application is on annual basis.
2. Subject to satisfactory progress reports by Supervisors and approved by Board of Postgraduate Studies.
3. Applicable during period of employment (MMU GRA / GRA / RO must be employed for at least three (3) months period.
4. Total duration limited to:
  - a) three (3) years for Masters and six (6) years for Ph.D. (Staff)
  - b) three (3) years for Masters and five (5) years for Ph.D. (MMU GRA / GRA / RO)

**Instruction to Applicant:**

1. Application is via Supervisors, Faculty Dean, verified by IPS and approved by HCM.
2. HCM to issue the letter to inform the candidate of the status of the application.

## FEE WAIVER APPLICATION

APPLICANT'S PARTICULARS			
<b>Applicant's Name</b>			
<b>Student Id No</b>		<b>Staff Id No</b>	
<b>Gender</b>	Male / Female	<b>Nationality</b>	
<b>Staff Join Date</b>		<b>Staff Category</b>	Full-Time / RO / GRA
<b>Staff Job Status</b>	Contract / Permanent	<b>Contract Expiry Date (If Applicable)</b>	
<b>Cost Centre</b>			

APPLICATION DETAILS			
<b>Programme</b>			
<b>Faculty</b>		<b>Campus</b>	
<b>Registration Date</b>		<b>Candidature End Date</b>	
<b>Mode of Study</b>	Full Time / Part Time		

Please tick  (refer to Fee Waiver Table)

<input type="checkbox"/> First time	<input type="checkbox"/> Renewal	<b>Please state the Academic Year:</b>
<b>I wish to apply for the following waiver (Please tick <input checked="" type="checkbox"/>)</b>		
<input type="checkbox"/> Admission Fee	<input type="checkbox"/> Research Methodology Course Fee	<input type="checkbox"/> Commercialisation and Entrepreneurship Course Fee
<input type="checkbox"/> University Resource Fee	<input type="checkbox"/> Tuition Fee	<input type="checkbox"/> Thesis Examination Fee

### RENEWAL APPLICATION DETAILS ( 2ND YEAR )

#### DATES OF COMPLETION OF PRE-REQUISITES (dd/mm/yyyy): *please enclose evidence*

Proposal Defense (successfully passed) :	_ / _ / _	
Entrepreneurship & Commercialisation (passed) :	_ / _ / _	
Research Methodology (passed) :	_ / _ / _	
Others (if applicable) :	_ / _ / _	
	_ / _ / _	
Progress Monitoring :	1 <sup>st</sup> Half	Satisfactory / Unsatisfactory
	2 <sup>nd</sup> Half	Satisfactory / Unsatisfactory
MyBrain 15 application (MMU GRA and MMU RO only) :	_ / _ / _	

### RENEWAL APPLICATION DETAILS ( 3RD / 4 TH / 5TH / FINAL YEAR )

Please enclose evidence

Progress Monitoring :	1 <sup>st</sup> Half	Satisfactory / Unsatisfactory
	2 <sup>nd</sup> Half	Satisfactory / Unsatisfactory
Entrepreneurship & Commercialisation (passed):	_ / _ / _	
Others (if applicable) :	_ / _ / _	
	_ / _ / _	
Work Completion Defense (successfully passed) (final year) :	_ / _ / _	

### APPLICATION'S DECLARATION

I declare that the above information given by me is true and complete.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

APPLICATION VERIFICATION			
VERIFICATION BY SUPERVISOR :			
Supervisor :		Co-Supervisor :	
	(Signature and Stamp)		(Signature and Stamp)
VERIFICATION BY FACULTY DEAN :			
	(Signature and Stamp)		____/____/____ (Date)

VERIFICATION BY INSTITUTE FOR POSTGRADUATE STUDIES (IPS)		
CRITERIA FOR WAIVER (To be completed by the Manager/Assistant Manager):		
Candidature is active / Period of employment is valid	YES	NO
All pre-requisite courses have been completed and passed	YES	NO
Proposal Defense carried out and passed (within 6 / 9 months for Masters / Ph.D respectively)	YES	NO
Progress Monitoring Outcome is Satisfactory	YES	NO
Work Completion Defense carried out and passed ( <i>final year only</i> )	YES	NO
MyBrain 15 application ( <i>for MMU GRA and MMU RO only</i> )	YES	NO
Received and verified by IPS Manager/Assistant Manager: -		
(Signature and Stamp)		____/____/____ (Date)

\* If any of the criteria above is **not met**, the applicant is not eligible for fee waiver.

**APPROVAL FOR WAIVER (To be completed by the Dean/Deputy Dean):**

APPROVED

<input type="checkbox"/> Admission Fee	<input type="checkbox"/> Tuition Fee
<input type="checkbox"/> Research Methodology Course Fee	<input type="checkbox"/> Commercialisation and Entrepreneurship Course Fee
<input type="checkbox"/> University Resource Fee	<input type="checkbox"/> Thesis Examination Fee

NOT APPROVED

Reasons (if any):

Approval by IPS Dean / Deputy Dean

(Signature and Stamp)

\_\_\_\_/\_\_\_\_/\_\_\_\_

(Date)

**FOR HUMAN CAPITAL MANAGEMENT USE ONLY**

<input type="checkbox"/> Join Date	<input type="checkbox"/> Job Status
<input type="checkbox"/> Contract Expiry	<input type="checkbox"/> Notice of Resignation
<input type="checkbox"/> Disciplinary Action	
Received Date	
Received By	
Letter Issuance Date	(Stamp)

## FEE WAIVER TABLE

	<b>Admission Fee</b>	<b>Tuition Fee</b>	<b>University Resource Fee</b>	<b>Thesis Examination Fee</b> (1 <sup>st</sup> time only)	<b>Research Methodology</b>	<b>Commercialisation and Entrepreneurship</b>
	RM500 Local / RM570 Int'l	RM3,000 Local RM3,750 Int'l	RM1,500 Local & Int'l	<u>Masters:</u> RM750 Local / RM900 Int'l  <u>Ph.D.:</u> RM2,500 Local / RM3,000 Int'l	RM250 Local / RM300 Int'l)	RM250 Local / RM300 Int'l)
<b>MMU Staff *</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>MMU GRA *</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>GRA / RO (Government Grant) *</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>			
<b>RO / RS (Private Funding)</b>						

\* Subject to yearly renewal and evaluation