

**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.

*Fee waiver application for GRA/RO appointed under any funded project (except private funding) approved after 22 June 2021 will not be considered until further notice.

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

APPLICATION DETAILS			
Programme			
Faculty		Campus	
Registration Date		Candidature End Date	
Mode of Study	Full Time / Part Time		
Please tick ✓ (refer to Fee Waiver Table)			
<input type="checkbox"/> First time	<input type="checkbox"/> Renewal	Please state the Academic Year:	
I wish to apply for the following waiver (Please tick ✓)			
<input type="checkbox"/> Admission Fee	<input type="checkbox"/> RRM7010 Research Methodology Course Fee	<input type="checkbox"/> BCE7010 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) :	_ / _ / _	
BCE7010 Entrepreneurship & Commercialisation (passed) :	_ / _ / _	
RRM7010 Research Methodology (passed) :	_ / _ / _	
Others (if applicable) :	_ / _ / _	
	_ / _ / _	
Progress Monitoring :	1 st Half	Satisfactory / Unsatisfactory
	2 nd 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 st Half	Satisfactory / Unsatisfactory
	2 nd Half	Satisfactory / Unsatisfactory
BCE7010 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"/> RRM7010 Research Methodology Course Fee	<input type="checkbox"/> BCE7010 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

	Admission Fee	Tuition Fee	University Resource Fee	Thesis Examination Fee (1st time only)	Student Activity Fee	RRM7010 Research Methodology	BCE7010 Commercialisation and Entrepreneurship
	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)
MMU Staff *	YES	YES	YES	YES		YES	YES
MMU GRA *	YES	YES	YES	YES		YES	YES
GRA / RO (Government Grant)	YES	YES	YES				
RO / RS (Private Funding)							

* Subject to yearly renewal and evaluation