**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): 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 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 (Excluding MMU staff).
2. Auto-renewal for MMU staff is subject to fulfillment of at least one ‘Satisfaction’ progress monitoring outcome in a year.
3. Subject to satisfactory progress reports by Supervisors and approved by Board of Postgraduate Studies.
4. Applicable during period of employment (MMU GRA / GRA / RO must be employed for at least three (3) months period.
5. Total duration limited to:
   1. three (3) years for Masters and six (6) years for Ph.D. (Staff)
   2. 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**

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

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| **SECTION I (APPLICABLE TO ALL)** | | | |
| **APPLICATION DETAILS** | | | |
| **Programme** |  | | |
| **Faculty** |  | **Campus** |  |
| **Registration Date** |  | **Candidature End Date** |  |
| **Mode of Study** | Full Time / Part Time | | |
| Please tick √ (refer to Fee Waiver Table)   |  |  |  | | --- | --- | --- | | * First time | * Renewal | **Please state the Academic Year:** | | **I wish to apply for the following waiver (Please tick √)** | | | | * Admission Fee | * RRM7010 Research Methodology Course Fee | * BCE7010 Commercialisation and Entrepreneurship Course Fee | | * University Resource Fee | * Tuition Fee | * Thesis Examination Fee | | | | |

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| **SECTION II (APPLICABLE FOR GRA ONLY)** | | | | |
| **RENEWAL APPLICATION DETAILS ( 2ND YEAR )** | | | | |
| **DATES OF COMPLETION OF PRE-REQUSITES (dd/mm/yyyy): *please enclose evidence*** | | | | |
| Proposal Defense (successfully passed) : | | | | **/ /** |
| BCE7010 Entrepreneurship & Commercialisation (passed) : | | | | **/ /** |
| RRM7010 Research Methodology (passed) : | | | | **/ /** |
| Others (if applicable) : | **/ /** | | | |
| **/ /** | | | |
| Progress Monitoring : | 1st Half | | | Satisfactory / Unsatisfactory |
| 2nd 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 : | | 1st Half | Satisfactory / Unsatisfactory | |
| 2nd Half | Satisfactory / Unsatisfactory | |
| Work Completion Defense (successfully passed)  (final year) : | | | **/ /** | |

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

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION’S DECLARATION**

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

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| **CHEKLIST 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 (*final year only*) | YES | NO |
| MyBrain 15 application (*for MMU GRA and MMU RO only*) | 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.

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| **APPROVAL FOR WAIVER** (To be completed by the IPS Dean/Deputy Dean): | |
| * APPROVED  |  |  | | --- | --- | | * Admission Fee | * Tuition Fee | | * RRM7010 Research Methodology Course Fee | * BCE7010 Commercialisation and Entrepreneurship Course Fee | | * University Resource Fee | * Thesis Examination Fee | | |
| * NOT APPROVED  |  | | --- | | Reasons (if any): | | |
| Approval by IPS Dean / Deputy Dean  (Signature and Stamp) | **/ /**  (Date) |

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| **FOR HUMAN CAPITAL MANAGEMENT USE ONLY** | |
| * + Join Date | * Job Status |
| * Contract Expiry | * Notice of Resignation |
| * + Disciplinary Action |  |
| Received Date |  |
| Received By | (Stamp) |
| Letter Issuance Date |  |

# 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** |
| RM570 Local / RM750 Int’l | RM3,000 Local RM3,750 Int’l | RM1,500 Local & Int’l | Masters: RM750 Local / RM900 Int’l |  | RM250 Local / RM300 Int’l) | RM250 Local / RM300 Int’l) |
|  |  |  | Ph.D.:  RM2,500 Local / RM3,000 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. For MMU staff, auto-renewal is subject to fulfillment of at least one ‘Satisfaction’ progress monitoring outcome in a year.