

APPENDIX 1: TERMS AND CONDITIONS FOR MMU FEE WAIVER

1.0 AWARDS

- 1.1 MMU group agreed to awards staff the fee waiver for all fees, except for deposit and visa application fee.
- 1.2 Total duration is 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)
- 1.3 Below fee is only waived for first time registration:
 - a) Thesis examination
 - b) University courses
- 1.4 There will be no Fee Waiver for MMU staff in the second registration due to withdrawal or termination of first candidature.
- 1.5 Fee waiver is only applicable during period of employment. MMU GRA/GRA/RO must be employed for full twelve (12) months. MMU GRA/GRA/RO must register for their postgraduate programmes within 6 months from the date of their first employment.
- 1.6 Fee waiver renewal shall be subject to the satisfactory results in Postgraduate Progress Monitoring (PPM).
- 1.7 No fee waiver will be given for GRA / RO under non-government funding. Nonetheless, GRA / RO may charge ALL or some of the fees to the project, subject to the grant availability and agreement of the grant.
- 1.8 For renewal, MMU GRA/GRA/RO must be employed for at least three (3) months period.

2.0 BOND

The staff shall be bonded as follows:

- i. Two (2) years of Bond after the award of PhD
- ii. One (1) year of Bond after award of Master

No bond is applied for MMU Graduate Research Assistants (GRAs) and MMU Research Officers (ROs).

- i. MMU Graduate Research Assistants (GRAs) - is required to serve the University as per Terms and Conditions/Appointment Letter.
- ii. MMU Research Officers (ROs) - is required to serve the University as per Terms and Conditions/Appointment Letter

3.0 BREACH OF AGREEMENT

- 3.1 Staff who resign, whose contracts are not renewed or have expired, or who terminate or are terminated from employment, will have the fee waiver applied only up to their last date of employment.
- 3.2 The staff agreed to fulfill all obligations as required by MMU to ensure the completion of the studies.

4.0 OTHERS

SEVERABILITY

- 4.1 If any term of this Agreement (or any part thereof) is adjudged to be invalid or unenforceable, in whole or in part, the term, or that part of it, shall not affect the validity and enforceability of the remainder of this Agreement.

LANGUAGE OF THE AGREEMENT

- 4.2 This Agreement is in the English language and shall prevail over any translation of it that may have been or may be made into any other language.

WAIVER OR INDULGENCE

- 4.3 Knowledge or acquiescence by MMU of any breach of any of the terms and conditions or covenants herein contained shall not operate or be deemed to be a waiver of such terms conditions or covenants or any of them and notwithstanding such knowledge or acquiescence MMU shall be entitled to exercise its respective rights under this Agreement and to require strict performance by the Personnel of the terms conditions or covenants herein.

AMENDMENT/SIDE ARRANGEMENT

- 4.4 Any amendment or variation to this Agreement may be made by MMU at any time within the period of this Agreement by notifying the personnel in writing 30 days prior to such intention.

ENTIRE AGREEMENT

- 4.5 The Personnel shall observe and abide by the Laws of Malaysia on Private Higher Educational Institution (Act 555) and also the University's Constitution, Statutes, Rules, Acts, Rules and Regulations, the constituents of which may be created or amended at any time at the sole and absolute discretion of MMU.

ADDITIONAL INFORMATION

Annual Renewal

1. Progress Monitoring: Satisfactory
2. If candidate received an Unsatisfactory rating in his/her Progress Monitoring, he/she will not be approved for waiver.
3. Candidate can appeal to IPS Dean, and this must be accompanied by letter from Supervisor and recommendation of Faculty Postgraduate Board with details of non-performance.
4. IPS Dean will evaluate and decide on whether to reverse non-fee waiver appeal.

Extension

Fee waiver will not be given to extension period.