

## **GUIDELINES FOR POSTPONEMENT OF STUDIES FOR STUDENTS**

### **OBJECTIVE**

The objective of these guidelines is to provide a guide to faculties and students regarding the procedure and process of postponement of studies.

### **DEFINITION**

The postponement of studies means having permission not to continue with one's studies for a particular semester whether the student has registered for courses or not.

### **CONDITIONS/PROCEDURE OF POSTPONEMENT OF STUDIES**

1. The postponement of a student's studies can be considered under the following conditions:
  - a. For health reasons:
    - i. Students who are sick for a lengthy period of time with confirmation from a medical officer/doctor. In the case of mental illness, permission to register again will depend on the report given by the medical officer/doctor who is treating the student.
    - ii. Students who have been confirmed by a medical officer/doctor to be pregnant for six (6) months and above on the first day of registration are advised to postpone their studies to the following semester.
  - b. Students facing other problems (including financial, family, language, personal and various problems due to reasons other than health) that can interfere with the student's studies in a particular semester.
2. The postponement of studies depends on the consideration and approval of the Dean of the Faculty.
3. Applications for the postponement of studies can be made until the tenth week of a particular semester. Applications received after the tenth week will not be considered except for applications received from students with health reasons and that have been confirmed by a medical officer/doctor to hinder them from continuing their studies.
4. The semester that is involved in the postponement of studies due to health reasons does not count as part of the maximum requirements that are allowed for a student to qualify for conferrment of a degree. However, the semester that is involved in the postponement of studies for other reasons will count as part of the maximum requirements for the conferrment of a degree.
5. The duration of postponement of studies cannot exceed two (2) consecutive semesters except for confirmed health reasons. The maximum duration for postponement of studies depends on the maximum duration of studies for a particular student and that in turn depends on the regulations of his/her program of study, with the exception for health reasons. The maximum duration of study in relation to the regular duration of study is as follows:

No.	Duration of study (semester)	Maximum Duration of study (semester)
1	6	10
2	8	12
3	10	14
4	12	16

6. An application needs to be made for every semester of postponement of studies that exceed one (1) semester..
7. Students who have been given permission to postpone their studies for a particular semester should register again for the following semester. For students whose application for postponement was not approved, they have to continue their studies as usual.
8. In the case of students whose applications for postponement of studies were not approved for a particular semester, but they still did not continue their studies (meaning they did not register for courses for that semester), these students will be given the status of "Not Registered". Students who fail to register for courses for a duration of two (2) consecutive semesters will be terminated from their studies by the University Senate.
9. A student who has been approved to postpone his studies will lose his status as an USIM student and accordingly he does not have the right to get or use USIM's facilities which are ordinarily given to regular students until he registers again after the end of the period of postponement.
10. The Student Visa of an International student who has been approved to postpone his studies will be terminated, but it may be reissued if the student registers again in the following semester.
11. The stipulation of fees in the semester included in the postponement period is as follows:

No.	Duration of Application	Percentage of Fees stipulated	
		Tuition Fees	Other Fees
1	Before the beginning of classes of a particular semester	* 0%	* 0%
2	The first two (2) weeks of classes of a particular semester	* 25%	100%
3	The Third to Tenth week of classes of a particular semester	* 50%	100%
4	After the tenth week of classes of a particular semester	100%	100%

\* Payment made will be reimbursed based on the remaining percentage of fees and the duration of application for the postponement of studies.

### **PROCEDURE FOR UNDERTAKING POSTPONEMENT OF STUDIES**

1. Students need to apply for postponement of studies by completing the postponement of studies form that can be obtained from the respective faculty. The application form is as in **Appendix A**.
2. Students need to submit the completed application form to the faculty office for consideration.
3. The Dean of the Faculty will consider granting an approval for the said application.
4. After consideration is given, the faculty authorities need to update and fill up the relevant sections of the application form and send the decision taken regarding the applicant's request for postponement of studies to the student.
5. The faculty will photocopy the application form after due consideration has been given and send it to the Academic Management Division (BPA).
6. The Academic Management Division (BPA) has to update the status of the said student in the system based on information in the photocopied version of the application form.
7. The flow chart of the postponement of studies is as shown in **Appendix B**.

## **EFFECTIVENESS OF GUIDELINES**

These guidelines come into effect beginning of the Academic Session of 2013/2014.

*As had been approved in the University Senate Meeting no. 75 (no. 3/2013) on June 5, 2013.*