



UNIVERSITI
MALAYA

UNIVERSITI MALAYA (FOUNDATION STUDIES) RULES 2024



Version 4

Academic Strategic Planning Department

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Academic Policy Centre

Academic Strategic Planning Department

E-mel: aspd@um.edu.my

DOCUMENT HISTORY

NO.	VERSION	AMENDMENTS RECORDS	LPU	ENFORCEMENT DATE
1	1	<p>The amendment of the Universiti Malaya (UM) (Foundation Studies) Rules 2020 to be implemented starting from the 2024/2025 Academic Session covers:</p> <ol style="list-style-type: none"> 1) Minor amendments made from 2020 to 2023; 2) Notifications/amendments based on MoHE (KPT) and MQA policies; 3) Rationalisation of UM's Organizational Structure approved by the Board of Directors (LPU) on 23 January 2024; 4) Approvals from the Board of Directors (LPU), University Management Committee (JKPU) and the Senate from time to time. 	11.07.2024	Academic Session 2024/2025
2	2	<p>Amendments to the University of Malaya (Foundation Studies) Rules 2024 (latest version) were made in line with the University Management Committee (JKPU) meeting held on 3 July 2024, Minute 4(33)(a), which approved the change in nomenclature from "Language Teacher (Guru Bahasa)" to "Language Lecturer (Pensyarah Bahasa)", consequently resulting in amendments to the definition of "teacher (guru)" in the Universiti Malaya Rules.</p>	07.11.2024	Academic Session 2024/2025
3	3	<p>Amendments to the Universiti Malaya (Foundation Studies) Rules 2024 (latest version) under Rule 4 – Admission to University Study Programmes take into account the following:</p> <ol style="list-style-type: none"> 1) MOHE (KPT) has approved foundation programme pathways for locations in China; 	10.04.2025	A day after LPU meeting

		2) PASUM has proposed opening admissions for Semester II, Academic Session 2024/2025 for the Foundation in Physical Sciences and Foundation in Social Sciences programmes.		
4	4	The Universiti Malaya (Foundation Studies) Rules 2024 (latest version) have been amended in line with the enforcement of the University and University College (University of Malaya) (Student Discipline) Rules 2024.	02.07.2025	A day after LPU meeting

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

UNIVERSITY OF MALAYA CONSTITUTION

UNIVERSITI MALAYA
(FOUNDATION STUDIES) RULES 2024

ORDER OF RULES

(LPU: 02.07.2025)

Rule

PART I
PRELIMINARY

- | | | |
|----|--|---|
| 1. | Name, Commencement and Application | 3 |
| 2. | Interpretation | 3 |

PART II
ACADEMIC PROGRAMME AND ADMISSION REQUIREMENTS

- | | | |
|----|--|---|
| 3. | Academic Programme | 5 |
| 4. | Admission to the University's Programme of Study | 5 |

PART III
REGISTRATION

- | | | |
|----|---|---|
| 5. | Registration of a Programme of Study for New Students | 6 |
| 6. | Course Registration | 7 |
| 7. | Change of Programme of Study | 7 |

PART IV
PAYMENT

- | | | |
|-----|--|---|
| 8. | Fees and Other Payments | 7 |
| 9. | Right to Revise Fee Rates and Other Payments | 7 |
| 10. | Duration to Settle Fees and Other Payments | 7 |
| 11. | Failure to Settle Fees and Other Payments | 7 |

PART V
DURATION OF PROGRAMME OF STUDY

- | | | |
|-----|--|---|
| 12. | Duration of Programme of Study | 7 |
| 13. | Suspension of a Student's Programme of Study | 8 |

PART VI
STRUCTURE OF PROGRAMME OF STUDY

- | | | |
|-----|---|---|
| 14. | Structure of Programme of Study | 8 |
|-----|---|---|

PART VII
ACADEMIC ADVISOR SYSTEM

- | | | |
|-----|---|---|
| 15. | <u>Functions of an Academic Advisor</u> | 8 |
|-----|---|---|

PART VIII
ASSESSMENT METHOD

- | | | |
|-----|---|---|
| 16. | <u>Assessments</u> | 8 |
| 17. | <u>Committee of Examiners</u> | 8 |

PART IX
COMPLETION OF PROGRAMME OF STUDY

- | | | |
|-----|--|---|
| 18. | <u>Completion Requirements</u> | 9 |
|-----|--|---|

PART X
GENERAL

- | | | |
|-----|--|----|
| 19. | <u>Termination of Student's Academic Status</u> | 9 |
| 20. | <u>Power of the Senate to Formulate Regulations</u> | 9 |
| 21. | <u>Exemption of Application</u> | 9 |
| 22. | <u>Compliance with the Universities and University Colleges Act 1971, University of Malaya Constitution, Statutes, Rules and Regulations</u> | 10 |
| 23. | <u>Repeal</u> | 10 |

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

UNIVERSITY OF MALAYA CONSTITUTION

UNIVERSITI MALAYA (FOUNDATION STUDIES) RULES 2024

In the exercise of the powers conferred under subsection 37(1) of the Constitution of the University of Malaya the Board of Directors of the Universiti Malaya has formulated the following rules:

(LPU: 02.07.2025)

PART I **PRELIMINARY**

1. Name, Commencement and Application

- (1) These Rules may be cited as the Universiti Malaya (Foundation Studies) Rules 2024 and come into force from Academic Session 2024/2025.
- (2) These Rules shall apply to all students of the Foundation Studies Programme EXCEPT students pursuing the Special Preparatory Programme (Japan).
- (3) Notwithstanding that provided for under these Rules and Regulations, the implementation method of the Foundation Studies that will be used by the University shall also be read concurrently with the fundamentals, policies, guidelines, procedures and/or other resolutions defined by the University from time to time.

2. Interpretation

In these Rules, unless the context otherwise requires an alternative meaning:

“academic programme” means a group of courses and/or training that is planned and prepared for purposes of fulfilling the requirements for completion of a Foundation Studies;

“Academic Session” means the duration of study of an academic programme, where the date of commencement and the end date is determined by the Senate;

“Academy/Centre” means Academy of Islamic Studies or Centre for Foundation Studies in Science established under subsection 24(1) of the Constitution;

“Admission Session” means a session where a student is admitted into a programme of study;

“Bursar” means an officer of the University as provided under section 14 of the Constitution;

“Calendar of studies” means the duration of study that consists of lecture week, revision week, examination week and break in any semester where the commencement and ending dates are as prescribed by the Senate;

“Calendar Year” means a period of time in which the duration is twelve (12) months;

“citizen” means Malaysian citizens;

“Committee of Examiners” means the Committee established by the Senate on the recommendation of the Academy/Centre to consider the results of examination of the students and exercise such other powers granted to it pursuant to the provisions of these Rules or Regulations concerned;

“Constitution” means the Constitution of University of Malaya 2010 [P.U.(A) 444/2010];

“course” means a unit of study or training prepared over a prescribed period of time, usually in one (1) semester, which contributes to the credits of a programme of study;

“credit counted” means a credit obtained by a student for any course studied in a programme of study where the grade obtained for that particular course is included in the calculation of the GPA and CGPA;

“credit obtained” means a credit obtained by a student for a course studied in a programme of study for the purpose of fulfilment of a Foundation Studies Programme;

“credit” means the quantitative measurements representing the volume of learning or the burden of learning to achieve specific learning outcomes;

“Dean of Faculty/Executive Director” means the Head of an Academy/Centre, who has been appointed under subsections 24(5) of the Constitution;

“Department” means any Department of Study of the Academy or any division of studies of the Centre;

“Deputy Dean/ Deputy Executive Director” means the Deputy Dean or Deputy Executive Director appointed by the University who is responsible for the Foundation Studies Programme matters in the Academy/Centre;

“examination room” means the premise for the conduct of an examination for a course or courses;

“Head of Department” means the Head of any Department of study of an Academy including the Chairman of any division of study of any Centre;

“Internal Examiner” means a full-time or part-time teacher of the University appointed by the Academy/Centre to examine a course or a part of a course;

“Invigilator” means a person appointed by the University from among full-time or part-time teachers of the University to invigilate an examination of an academic programme;

“non-citizen” means non-Malaysians including those with permanent resident status;

“Panel Clinic” means any clinic appointed by the University to provide health services to students of Foundation studies programmes at the Academy of Islamic Studies (off-campus);

“place of study” means the University including any other place approved by the University;

“Programme Coordinator” means a person appointed by the Dean of the Faculty/Executive Director from amongst the full-time teachers of the University to coordinate any academic programme;

“Registrar” means an officer of the University as provided under section 14 of the Constitution;

“semester” means a specific duration determined by the University in an academic session;

“Senate” means one of the University’s Authorities established under Section 22 of the Constitution;

“student” means a registered person pursuing any Foundation studies programme of the University;

“Structure of Programme of Study” means a list of courses with the required total number of credits that needs to be completed by a student to qualify for an award of a study certificate;

“Teacher” means a person appointed to be a teacher in accordance to the Constitution of the University Malaya and includes a senior professor, professor, associate professor, clinical teacher, fellow, assistant professor, reader, senior lecturer, lecturer, teaching assistant and language lecturer;

(LPU: 07.11.2024)

“University” means the Universiti Malaya;

“Vice-Chancellor” means the chief executive and academic officer of the University appointed under subsection 12(1) of the Constitution

PART II

ACADEMIC PROGRAMME AND ADMISSION REQUIREMENTS

3. Academic Programme

An Academic Programme offered by the University is as approved by the Ministry of Higher Education from time to time.

4. Admission to the University’s Programme of Study

- (1) Each applicant who wishes to pursue a Foundation programme of study in the University of Malaya shall:
 - (a) fulfil the general requirements of the University as determined by the Malaysian Ministry of Education and special requirements of the programme of study as determined by Senate;
 - (b) confirm his acceptance of the offer of admission;
 - (c) be verified by a Registered Medical Practitioner from the Universiti Malaya Clinic as being in satisfactory health and is not suffering from any illness which may disrupt his studies at the University; and
 - (d) pay the specified fees.

- (2) In certain circumstances, the admission of an applicant is subject to the Senate's decision with recommendation of the Academy/Centre and the fulfilment of subrules (1)(b) until (d) above.
- (3) Admission to the programme of study is at the beginning of Semester I of each academic session.
- (4) Each offer of admission is for Semester 1 of a specific session.
- (5) Notwithstanding subrules (3) and (4) above, the Academy/Centre may offer admission to the academic programme at the beginning of Semester II of a particular academic session, based on academic reasons determined by the Senate.

(LPU: 10.04.2025)

PART III **REGISTRATION**

5. Registration of a Programme of Study for New Students

- (1) Any person who has been offered by the University to pursue a programme of study and who accepts the said offer is required to register in accordance with the regulations under the Universiti Malaya (Foundation Studies) Regulations 2024.
- (2) Subject to subrule (3) below, any person registered pursuant to subrule (1) above is a student of the University and is referred to as a student of the said programme. The name of the said student shall be entered into the student register of the University until the student have completed his programme of study and the Senate has confirmed that the said student is qualified to be conferred the degree or, for any specific reasons the student loses his status as a student of the University.
- (3) Every student who is registered for a programme of study offered to him shall register on a continuous basis with the University within the duration prescribed and if he fails to do so, his name shall be removed from the register of the students and shall cease to be a student of the University.
- (4) Notwithstanding anything stated in subrule (1) and subject to subrule (3) above, the Senate may at any time terminate the registration of any student if in the view of the Senate the said student on academic grounds prescribed by the Senate, is not capable of continuing his programme of study and the name of the said student shall be removed from the register of students of the University and the said student shall cease to be a student of the University. The Senate's decision made in accordance with subrule (4) is final.
- (5) Deferment of registration for a programme of study by a new student can only be considered for medical reasons or for any other reasons which are acceptable at the discretion of the University. The duration of deferment shall not be counted as part of the prescribed duration of study. The offer shall lapse if the student does not also register for the subsequent session concerned.

6. Course Registration

Every student is required to register for courses in every semester in accordance to the conditions that is prescribed in the Regulations made under these Rules.

7. Change of Programme of Study

- (1) A student who has registered for a programme of study that has been offered is not allowed to change his programme of study.
- (2) Notwithstanding anything stated in subrule (1) above, under certain circumstances a student may apply to be considered for a change of programme of study subject to the requirements prescribed under the Regulations made under these Rules.

PART IV **PAYMENT**

8. Fees and Other Payments

A student shall pay all fees and other payments as determined by the regulations under the Universiti Malaya (Foundation Studies) Regulations 2024.

9. Right to Revise Fee Rates and Other Payments

The University has the right to revise the rate of the stipulated fees and other payments without prior notice to the student.

10. Duration to Settle Fees and Other Payments

The student shall pay all fees and other payments within the duration specified by the University.

11. Failure to Settle Fees and Other Payments

Failure by a student to settle all fees and other payments within the duration specified by the University may result in the student being:

- (1) prevented from registering for courses and his status as a student at the University may be terminated;
- (2) prevented from obtaining the examination results and academic transcript for the semester concerned; and/or
- (3) prevented from being conferred a certificate.

PART V **DURATION OF PROGRAMME OF STUDY**

12. Duration of Programme of Study

A student shall pursue and complete his programme of study within the prescribed duration.

13. Suspension of a Student's Programme of Study

The duration of suspension of a student's programme of study where punishment has been imposed under the University and University Colleges (University of Malaya) (Student Discipline) Rules 2024 shall not be considered as part of the duration of the programme of study.

(LPU: 02.07.2025)

PART VI **STRUCTURE OF PROGRAMME OF STUDY**

14. Structure of Programme of Study

A student shall be required to follow and fulfil the overall total credits as prescribed for the respective programme of study as approved by the Senate.

PART VII **ACADEMIC ADVISOR SYSTEM**

15. Functions of an Academic Advisor

- (1) The Dean/ Executive Director shall ensure that Academic Advisor is appointed from amongst the teachers to guide the students in the planning of his programme of study.
- (2) An Academic Advisor is responsible for providing guidance to students in overcoming problems related to learning, if any, based on the students' academic performance.
- (3) The Dean/ Executive Director is responsible to determine the method of implementing the system of Academic Advisor in their respective Academy/Centre.

PART VIII **ASSESSMENT METHOD**

16. Assessment

Assessment for every programme of study carried out by the University may be conducted by final examination and continuous assessment or continuous assessment only as well as other methods of assessment as may be approved by the Senate upon the recommendation of the Academy/Centre.

17. Committee of Examiners

A separate Committee of Examiners shall be formed for every examination for each academic programme.

PART IX
COMPLETION OF STUDY PROGRAMME

18. Completion Requirements

- (1) A student is considered to have completed the programme of study subject to the student having:
 - (a) fulfilled all the requirements of these rules and any regulations made thereunder;
 - (b) been recommended by the Committee of Examiners to be awarded the certificate and approved by the Senate; and
 - (c) fulfilled all other requirements prescribed by the Senate from time to time.
- (2) The University reserves the right to hold the conferment of the degree if the student fails to pay all fees and other payments prescribed by the University.
- (3) Notwithstanding any decision in relation to a student's graduation, the University reserves the right to forfeit the conferment of the degree of a student if the University is satisfied that it has been proven that the student has done the following:
 - (a) falsified information to meet the requirements for graduation; and/or
 - (b) committed an act of academic dishonesty that in the view of the University the student does not deserve to be awarded the certificate.

PART X
GENERAL

19. Termination of Student's Academic Status

The Senate has the right to terminate the academic status of a student who is found to have provided false information in connection with admission to the University or commits an act of academic dishonesty other than those stated in the University and University Colleges (University of Malaya) (Student Discipline) Rules 2024 which in the view of the Senate is inappropriate and detrimental to the image of the University.

(LPU: 02.07.2025)

20. Power of the Senate to Formulate Regulations

The Senate may generally make any Regulations as may be necessary for the purpose of carrying out or enforcing the provisions of these Rules.

21. Exemption of Application

Notwithstanding anything stated in these Rules and Regulations made thereunder, the Senate may exempt the application of any provisions of these Rules.

22. Compliance with the Universities and University Colleges Act 1971, University of Malaya Constitution, Statutes, Rules and Regulations

Every student shall be subject to the Universities and University Colleges Act 1971, the Constitution of University of Malaya, statutes, rules and regulations currently applicable in the University and University Colleges (University of Malaya) (Student Discipline) Rules 2024.

23. Repeal

University of Malaya (Foundation Studies) Rules 2020 are hereby repealed.

Approved on 11.07.2024 by the Universiti Malaya Board (LPU)(V1)

Updated on 07.11.2024 by the Universiti Malaya Board (LPU)(V2)

Updated on 10.04.2025 by the Universiti Malaya Board (LPU)(V3)

Updated on 02.07.2025 by the Universiti Malaya Board (LPU)(V4)

YBhg.Tan Sri Zarinah Anwar
Pengerusi
Lembaga Pengarah Universiti Malaya



UNIVERSITI
MALAYA

Academic Policy Centre (PPA)

Academic Strategic Planning Department (ASPD)
Universiti Malaya