

Procedure Number	: PRO-CMGS-03
Title	: Visa Compliance for International HDR Students
Effective Date	: 10 th September 2020
Category	: Enrolment
Organisation Unit	: Graduate School/Higher Degree by Research

1. LEGISLATION/POLICY SUPPORTED

The implementation procedure is governed by Curtin Perth's policies, rules and regulations for graduate studies, which may be found at:

<https://students.curtin.edu.au/essentials/higher-degree-by-research/hdr-forms/>

Compliance with the Immigration Malaysia law and regulations must be strictly adhered to.
(<https://curtin.edu.my/student/personal-support/international/moving-to-malaysia/>).

2. APPLICATION

The procedure applies to all non-Malaysian international Higher Degree by Research (HDR) students who have accepted the Curtin Malaysia Graduate School (CMGS) Offer for admission to one of Curtin University Malaysia HDR Programmes granted with a student visa for full-time studies at the Curtin University Malaysia campus.

3. EXCEPTIONS

This procedure does not apply to students from the state of Sarawak and Malaysia students from states other than Sarawak.

4. DEFINITIONS

Nil

5. PROCEDURE

In order to comply with the requirements of the Immigration Department of Malaysia's rules and regulations on the granting of student visas to international HDR students, the following procedure must be strictly adhered to:

- 5.1. HDR students who have accepted CMGS Offer for admission to one of Curtin University Malaysia HDR Programmes must begin to apply for student visa upon receiving advice from International Student Office (ISO).
- 5.2. An international HDR student who intends to take leave, is expected to be away from the Malaysia campus, an approval from the thesis committee is mandatory and prior notification must be given to Director of Graduate Research (DGR)/Faculty's AD, R&D and Curtin Malaysia Graduate School. The thesis committee of such a student is fully responsible for the compliance of this requirement. Upon expiry of annual leave, the student must resume study at Curtin Malaysia campus.

- 5.3. Students who have approved leave of absence (LOA) must resume study at Curtin University Malaysia campus upon the expiry of LOA. Failure to do so may lead to termination of scholarship and candidature and result in cancellation of the student visa. For any approved LOA involving international students, Curtin Malaysia Graduate School will liaise with and forward the information to International Student Office for follow up actions.
- 5.4. For students who are on Overseas Data Collection leave or Research Training Programme (RTP) leave, prior approval must be obtained from Thesis Committee/Principal Supervisor and CMGS. Upon completion of Overseas Data Collection or RTP leave, students must resume study at Curtin University Malaysia campus. Failure to do so may lead to termination of scholarship and candidature and result in cancellation of the student visa. Curtin Malaysia Graduate School will liaise with and forward the information to International Student Office for follow up actions.
- 5.5. CMGS must notify the International Student Office (ISO) of international students who have submitted his/her thesis to Curtin University (Perth) for examination and where their enrolment status is "Under Examination" for ISO to take appropriate actions regarding the visa status of such students.

6. RESPONSIBILITIES (optional if responsibilities are already specified in the performance indicators)

Role (Position, Committee)	Accountable for

7. APPENDICES (FORMS, WORK INSTRUCTION, SCHEDULES, PROCEDURES)

Nil

8. OTHER RELEVANT DOCUMENTS/LINKS

Nil

RESPONSIBILITIES	
Policy Manager	Chair of Curtin Malaysia Graduate Studies Committee
Contact Officer	Secretary of Curtin Malaysia Graduate Studies Committee
Telephone	+60 85 630100 Ext:2548
E-mail	GradSchool@curtin.edu.my
Approval Authority	Academic Board
Date of Approval	24 June 2026
Assigned Review Period	2 years
Date of Next Review	24 June 2028
REVISION HISTORY	



Version Number	Approved/ Rescinded	Date Approved/ Rescinded	Resolution Number/ Minutes Reference	Reason for & Details of Amendment
1.0				
2.0	Approved	10 th September 2022	Document No: CMAB20-636 Meeting No: 3/2020	All references to Graduate School are changed to Graduate Studies. All references to Dean, Graduate School are changed to the Chair of the Curtin Malaysia Graduate Studies Committee. Leave of absence may result in cancellation of the student visa. The Graduate Studies will closely work with International Student Office to oversee Visa Compliance for International HDR Students
2.1	Approved	10 th September 2022 (Minor changes)		Changed Graduate Studies to Graduate School due to rebranding. Approval from the thesis committee is required for an international student to be away from the Malaysia Campus for more than a week. Prior notifications must be given to Director of Graduate Research (DGR)/Faculty's AD, R&D and the Graduate School.



2.2	Approved	24 June 2026 by Academic Board		1. Links updated 2. Added 5.1 to include the responsibility of student to apply for student visa upon advice from ISO. 3. Added 5.4 to include Overseas Data Collection leave and Research Training Programme (RTP) leave and student must resume study at Curtin Malaysia. 4. Supervisors to inform ISO is now changed to CMGS must inform ISO once the student status changes to Under Examination (UX).
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