



UNIVERSITI
TEKNOLOGI
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energising futures

REX APP QUICK GUIDE

Deferment Request Form

Change of Programme Request Form

For Foundation and Undergraduate Students ONLY



WHAT IS COVERED IN THIS QUICK START GUIDE..

- 1 HOW TO ACCESS POWER APPS
- 2 REX APP NAVIGATION TIPS
- 3 DEFERMENT GUIDELINES
- 4 HOW TO REQUEST FOR DEFERMENT
- 5 CHANGE OF PROGRAMME GUIDELINES
- 6 HOW TO REQUEST FOR CHANGE OF PROGRAMME
- 7 FREQUENTLY ASKED QUESTIONS (FAQ)

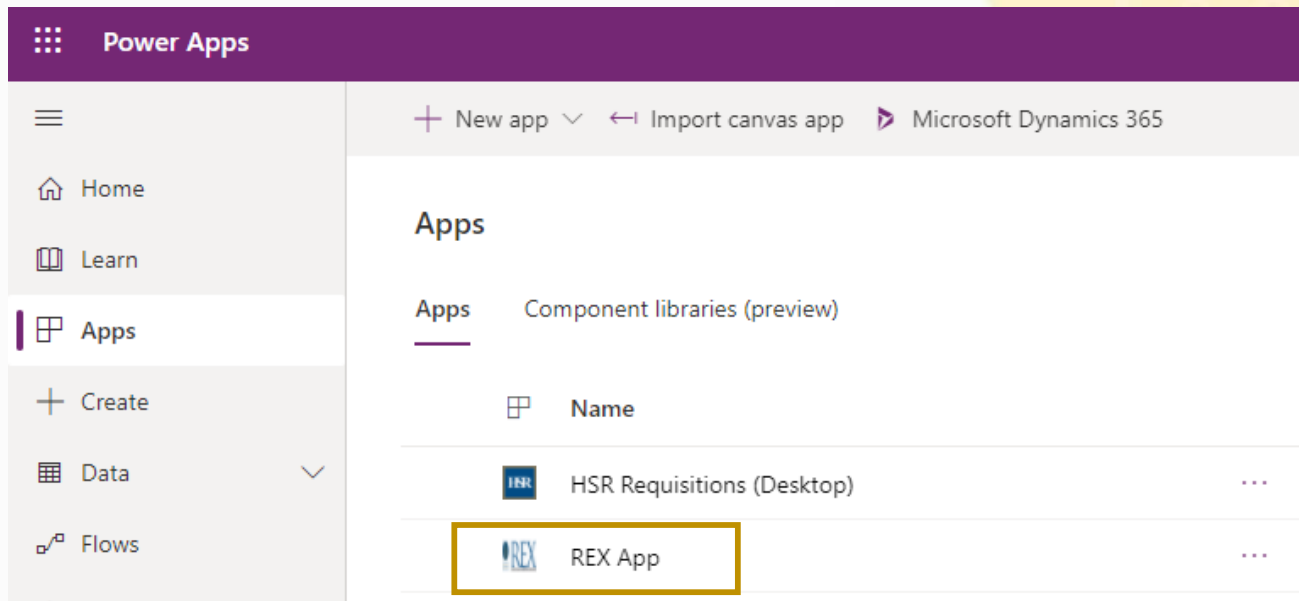




1. HOW TO ACCESS POWER APPS

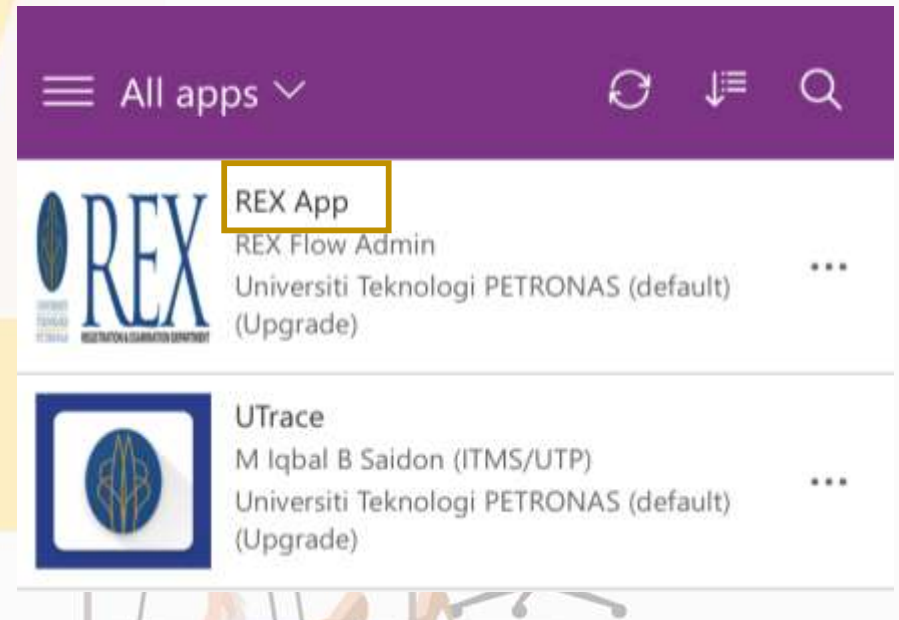
DESKTOP VIEW

- 1 Go to Microsoft Power Apps at <https://powerapps.microsoft.com/en-us/>
- 2 Sign in using UTP ID and password
- 3 Click on the tab “Apps” and search for ‘REX App’



MOBILE VIEW

- 1 Install Microsoft Power Apps from Play Store or AppStore
- 2 Login using UTP ID and password
- 3 Search the ‘REX App’





2. REX APP NAVIGATION TIPS

After clicking the REX App, you will be directed to below page:

The screenshot shows the REX App interface. At the top, there is a purple header with the text "Power Apps | REX App" and navigation icons. Below the header is the REX logo, which includes the Universiti Teknologi PETRONAS emblem and the text "REX REGISTRATION & EXAMINATION DEPARTMENT". A blue banner below the logo displays the user's name "Hello! Syazwani Bt Sulaiman (REG/UTP) Registry".

Three dark blue callout boxes with arrows point to specific features:

- "To request for deferment" points to a light blue button labeled "Deferment Request".
- "To request for change of programme" points to a light blue button labeled "Change of Programme Request".
- "To view the application guideline" points to a link labeled "Click here for application guideline".

At the bottom of the interface, there is a copyright notice: "Copyright © Universiti Teknologi PETRONAS 2019".



3. DEFERMENT GUIDELINES

2 types of deferment



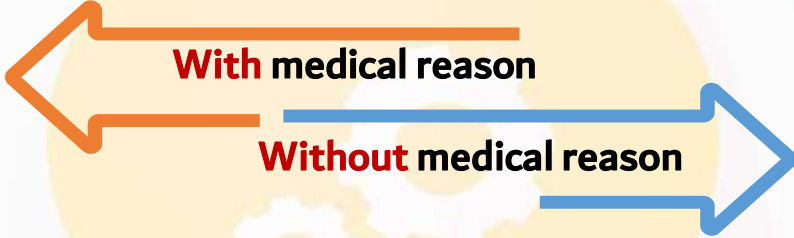
No **deadline**



Deadline: Latest by Week 8



Upload **Medical evidences**



Upload supporting documents (if applicable)



Not considered as part of the study period

One (1) Application per semester



Considered as part of the study period

Application through

REX App: Deferment Request Form



Exemption of fees

Upload an appeal letter



Non-refundable fees

During **DEFERRED SEMESTER** period



Cancel the current student pass



Return to home country



INTERNATIONAL STUDENTS





4. HOW TO REQUEST FOR DEFERMENT

STEP 1



STEP 2

Deferment Request

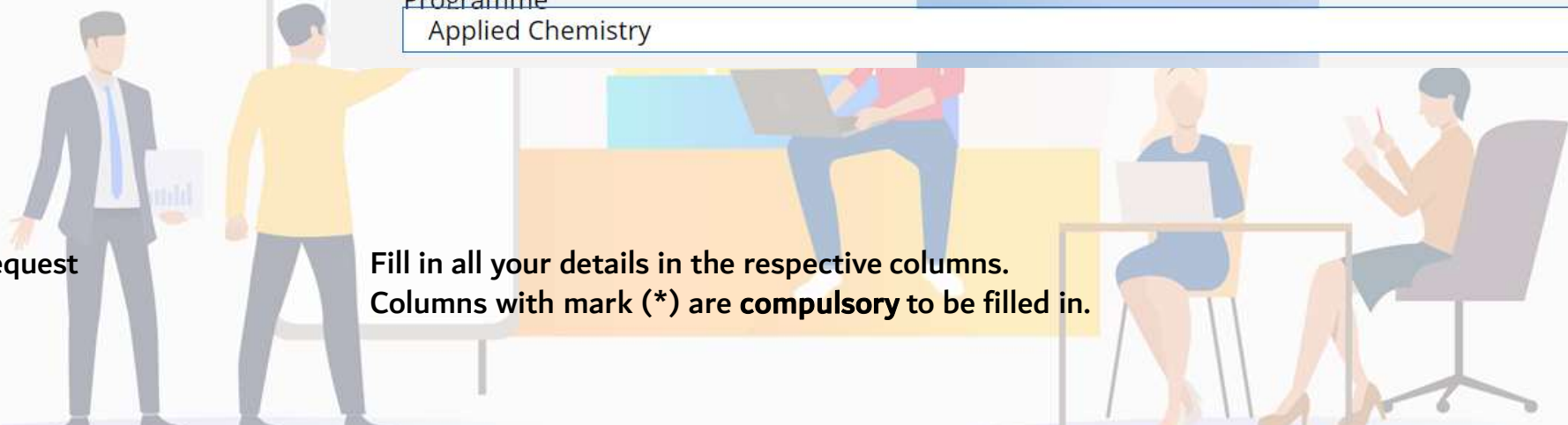
× Deferment Request Form ⓘ

* Student Name	<input type="text"/>
* Student ID	<input type="text"/>
Sponsor	<input type="text"/>
If Applicable	<input type="text"/>
H/P Number	<input type="text"/>
+60	<input type="text"/>
Level Of Study	Foundation <input type="button" value="v"/>
Programme	Applied Chemistry <input type="button" value="v"/>

INSTRUCTION

Click on Deferment Request

Fill in all your details in the respective columns.
Columns with mark (*) are compulsory to be filled in.





4. HOW TO REQUEST FOR DEFERMENT

STEP 3

Deferment Request Form

Foundation

Programme
Applied Chemistry

* Semester to Defer

* Type of deferment
Find items

* Reason of application
Propose the reason of application

* Supporting Document

Attach file

INSTRUCTION

- To upload the attachment, click the Attach file button.
- You may view the required documents by clicking the button
- The attachment must be less than 50MB in size and accepted file format is only (.docx, .pdf, .jpeg, .png)

Required attachment:

1. Student's appeal letter (compulsory)
2. Medical Report (compulsory for Deferment with Medical Reason)
3. Supporting documents (compulsory for Deferment without Medical Reason)
4. Sponsor acknowledgment email/letter (compulsory if applicable)



4. HOW TO REQUEST FOR DEFERMENT



STEP 4

Deferment Request Form

Foundation

Programme
Applied Chemistry

* Semester to Defer

* Type of deferment
Find items

* Reason of application
Propose the reason of application

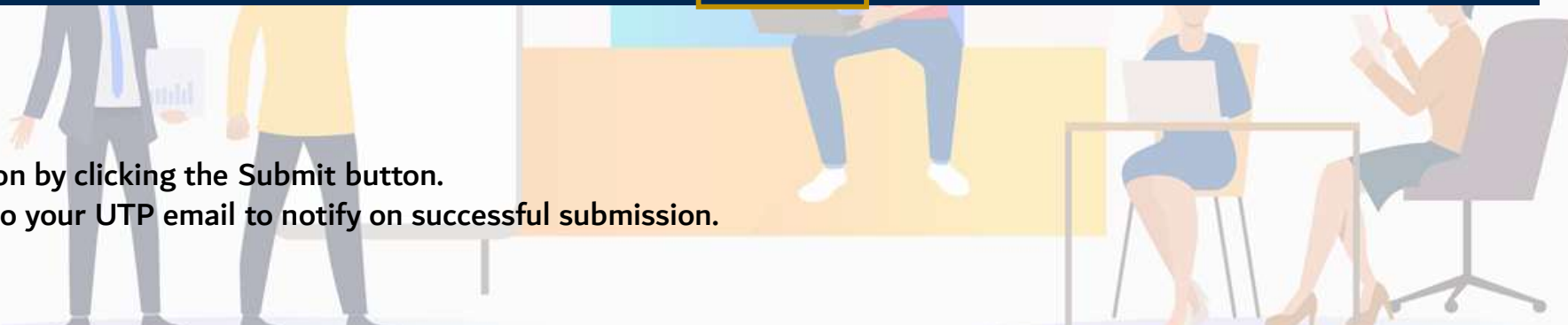
* *Supporting Document

Attach file

Submit

INSTRUCTION

Submit your application by clicking the Submit button.
An email will be sent to your UTP email to notify on successful submission.

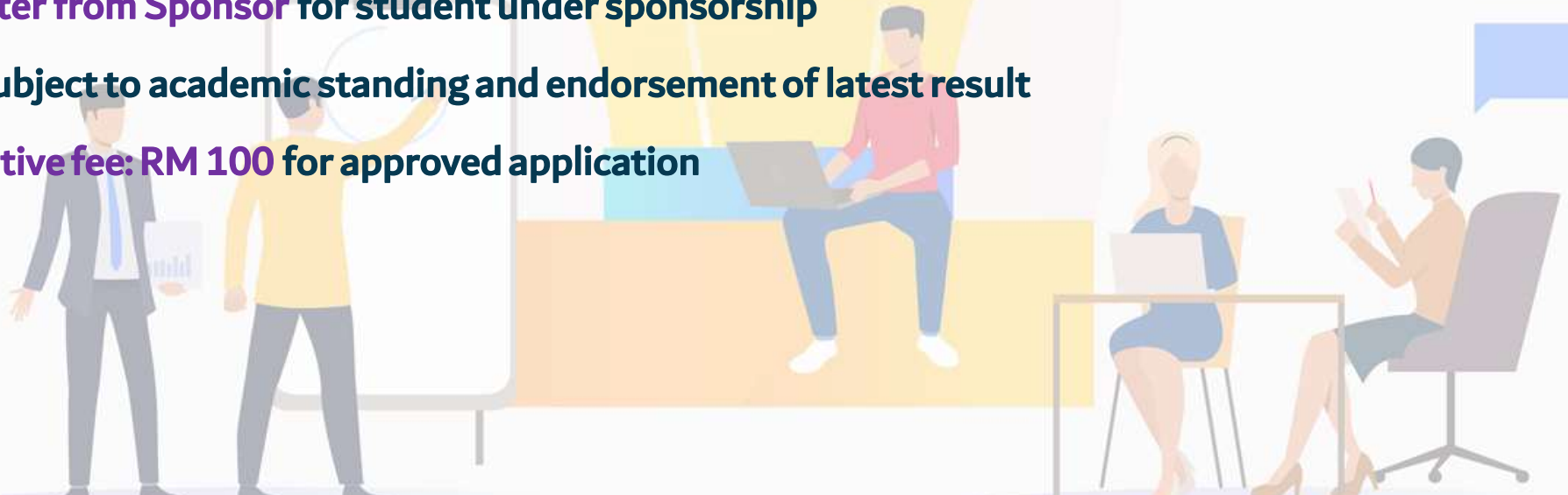




5. CHANGE OF PROGRAMME GUIDELINES

Requirements:

- 1 Application through **REX App: Change of Programme Request Form**
- 2 **Deadline: Latest by Week 1**
- 3 Upload an appeal letter
- 4 Upload **Consent letter from Parent** for Chemical Engineering student only
- 5 Upload **Letter from Sponsor** for student under sponsorship
- 6 Approval subject to academic standing and endorsement of latest result
- 7 **Administrative fee: RM 100** for approved application





5. CHANGE OF PROGRAMME GUIDELINES (INTERNATIONAL STUDENTS)



Requirements:

For International students, please observe below guideline before applying:

- 1 International student is only allowed to submit an application for Change of Programme **after completing the first (1) semester** of the study.
- 2 International student is only allowed for **ONE (1)** request for Change of Programme throughout his/her study period (same level of study).
- 3 International student is advised to submit an application for Change of Programme during the first (1) year of his/her study to avoid from a requirement that requires him/her to return to his/her home country whilst waiting for approval of New Student Pass for New Programme.
- 4 International student who submit an application for Change of Programme during the second (2) year or onwards of his/her study is **required to return to his/her home country** whilst waiting for approval of New Student Pass for New Programme.



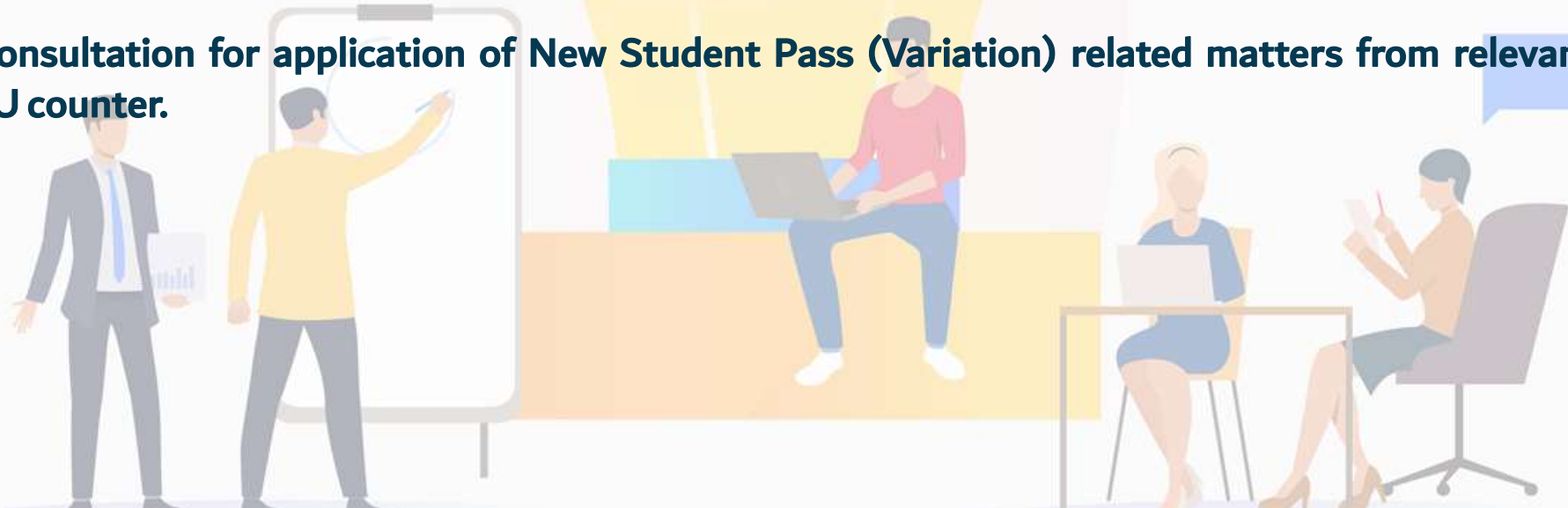
5. CHANGE OF PROGRAMME GUIDELINES (INTERNATIONAL STUDENTS)



Requirements:

After approved for Change of Programme, International Students are **required** to:

- 1** Liaise and communicate directly with the International Student Management Unit (ISMU), Planning & Compliance Department (PCP) soonest possible (within ONE [1] week upon receiving the approval letter) for application of New Student Pass (Variation) related matters.
- 2** Get direct consultation for application of New Student Pass (Variation) related matters from relevant staff at ISMU counter.





6. HOW TO REQUEST FOR CHANGE OF PROGRAMME

STEP 1



STEP 2

Change of Programme Request

× Change of Programme Form ⓘ

*	Student Name	<input type="text"/>
*	Student ID	<input type="text"/>
*	Contact Number	<input type="text"/>
	Sponsor	<input type="text"/>
*	Nationality	<input type="text"/>
*	Intake	<input type="text"/>

INSTRUCTION

Click on Change of Programme Request .

Fill in all your details in the respective columns.
Columns with mark (*) are **compulsory** to be filled in.



6. HOW TO REQUEST FOR CHANGE OF PROGRAMME



STEP 3

Change of Programme Form

Current Programme
Business Management

New Programme
Information Technology

* Reason for Application

* Attachments
There is nothing attached.

Attach file

Required attachment:

FOUNDATION

1. Student's appeal letter (compulsory)
2. Latest result (compulsory)
3. Sponsor letter (if applicable)

UNDERGRADUATE

1. Student' appeal letter (compulsory)
2. Latest result (compulsory)
3. Proof of administrative fees - RM 100 (compulsory)
4. Sponsor letter (if applicable)
5. Parent's consent letter (for Chemical Engineering student only).

INSTRUCTION

- To upload the attachment, click the Attach file button.
- You may view the required documents by clicking the button
- The attachment must be less than 50MB in size and accepted file format is only (.docx, .pdf, .jpeg, .png)



6. HOW TO REQUEST FOR CHANGE OF PROGRAMME



STEP 4

Change of Programme Form

Current Programme
Business Management

New Programme
Information Technology

Reason for Application

Attachments
There is nothing attached.

Attach file

Submit

INSTRUCTION

Submit your application by clicking the Submit button.
An email will be sent to your UTP email to notify on successful submission.



7. FREQUENTLY ASKED QUESTIONS (FAQ)

QUESTION 1

What is REX App and why would I use it?

REX App is an application for foundation and undergraduate students who would like to request for deferment of study and change of programme.

QUESTION 2

How to **defer** my study?

You may refer to the guideline uploaded in the front page of the app.

QUESTION 3

Can I **defer** for two (2) consecutive semesters in one application?

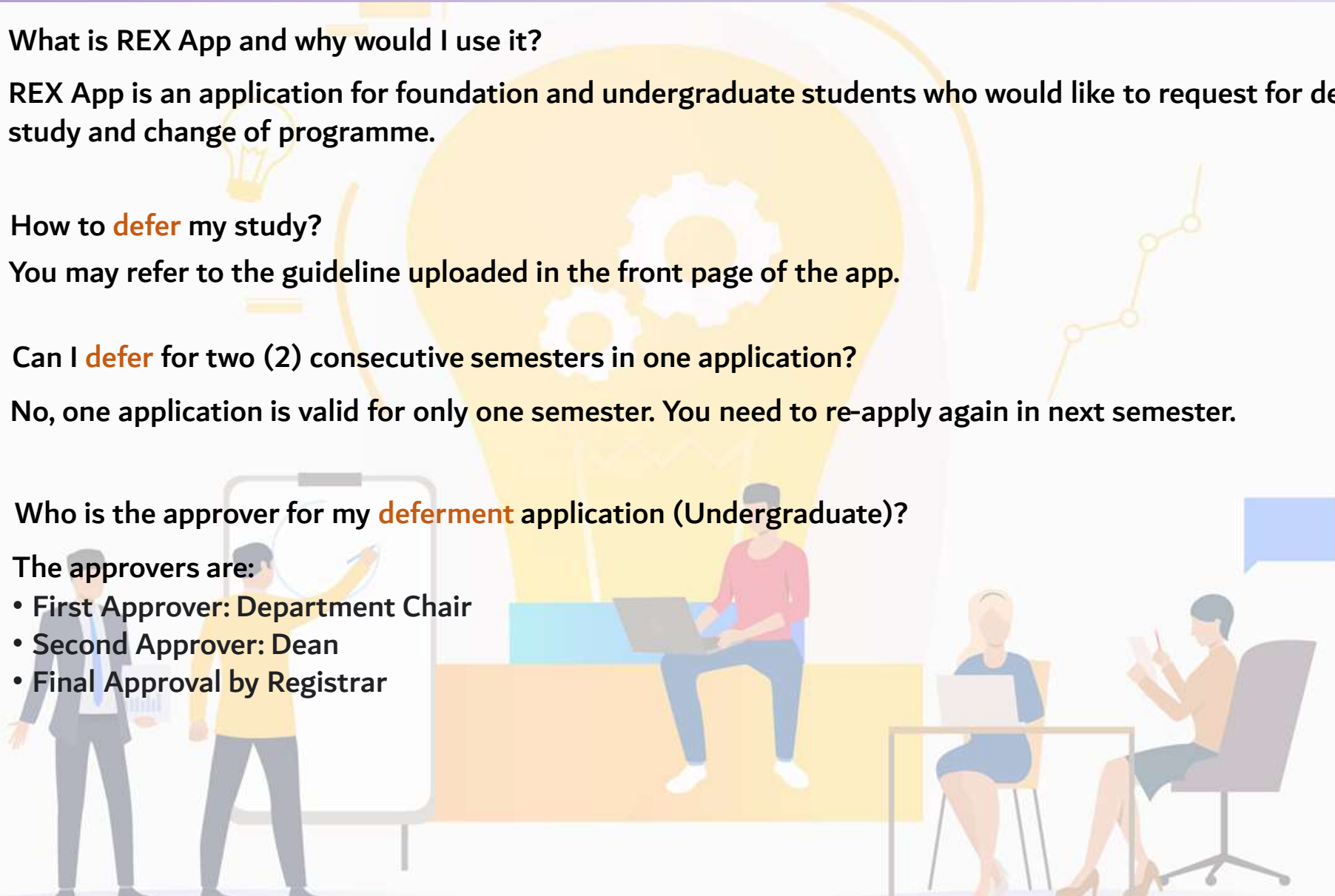
No, one application is valid for only one semester. You need to re-apply again in next semester.

QUESTION 4

Who is the approver for my **deferment** application (Undergraduate)?

The approvers are:

- First Approver: Department Chair
- Second Approver: Dean
- Final Approval by Registrar





7. FREQUENTLY ASKED QUESTIONS (FAQ)

QUESTION 5

Who is the approver for my **deferment** application (Foundation)?

The approvers are:

- First Approver: Dean
- Final Approval by Registrar

QUESTION 6

When is the deadline to apply for **deferment**?

- Non-Medical Deferment: Latest by Week 8 of the current semester for deferment of the same semester
- Medical Deferment: No deadline

QUESTION 7

How many semesters are allowable for **deferment**?

- Non-Medical Deferment: Maximum of 2 semester
- Medical Deferment: No maximum semester

QUESTION 8

During **deferment** of study, will the number of semesters be counted into the study period?

- Non-Medical Deferment: Yes, the number of semesters deferred will be counted for the study period.
- Medical Deferment: No, the deferred semester will not be counted for the study period.



7. FREQUENTLY ASKED QUESTIONS (FAQ)

QUESTION 9

What are the consequences for **deferring** a semester?

- The student pass for the international student who has been granted for the deferment will be cancelled and students are required to return to home country. Students may liaise with International Students Management Unit for further information.
- Student who deferred the study is not considered as an active UTP student and unable to use certain facilities in UTP

QUESTION 10

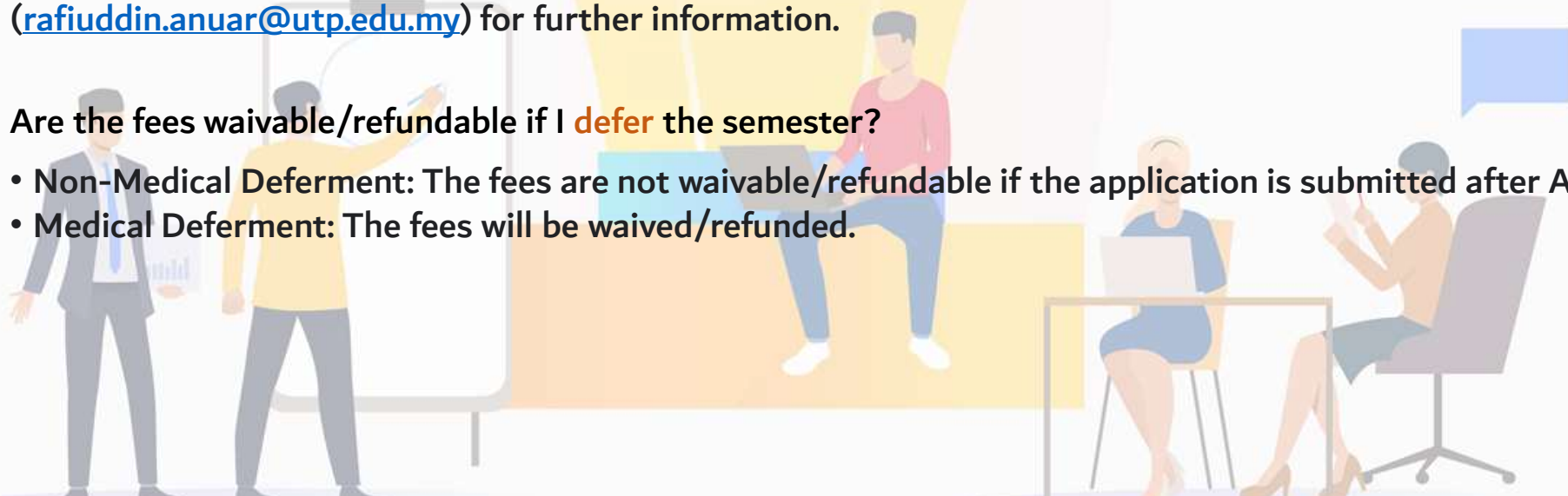
How can I track my **deferment** application progress?

- Student will receive an email confirming the successful submission of the application.
- Student will receive a notification email once the application has been approved by Registrar.
- Alternatively, student may also contact Madam Hidayah (hidayah.nazri@utp.edu.my) or Mr. Rafiuddin (rafiuddin.anuar@utp.edu.my) for further information.

QUESTION 11

Are the fees waivable/refundable if I **defer** the semester?

- **Non-Medical Deferment:** The fees are not waivable/refundable if the application is submitted after Add/Drop period
- **Medical Deferment:** The fees will be waived/refunded.





7. FREQUENTLY ASKED QUESTIONS (FAQ)

QUESTION 12

Will I receive any official document that state my **deferment** was approved by the University?

Once the application approved, student will be notified through email and will be provided with official letter issued by REX.

QUESTION 13

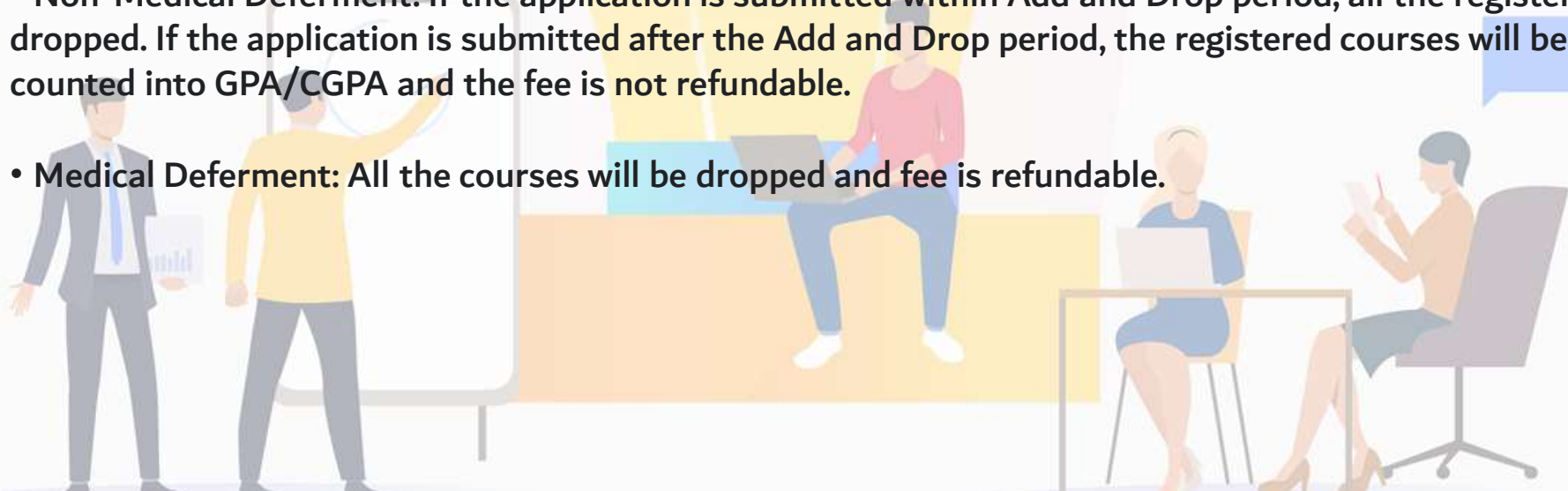
I have been approved for **deferment** in current semester, how can I be active again for next semester?

Student will receive announcement email of online course registration for next semester and need to perform online course registration through UCampus within given timeline.

QUESTION 14

What happen to my registered courses after I have been approved for **deferment** in the same semester?

- **Non-Medical Deferment:** If the application is submitted within Add and Drop period, all the registered courses will be dropped. If the application is submitted after the Add and Drop period, the registered courses will be withdrawn, not counted into GPA/CGPA and the fee is not refundable.
- **Medical Deferment:** All the courses will be dropped and fee is refundable.





7. FREQUENTLY ASKED QUESTIONS (FAQ)

QUESTION 15 How to apply for **Change of Programme**?

You may refer to the guideline uploaded in the front page of the app.

QUESTION 16 Who is the approver for my **Change of Programme** application (Undergraduate)?

The approvers are:

- First Approver: Department Chair of current programme
- Second Approver: Department Chair of new programme
- Final Approval by Registrar

QUESTION 17 Who is the approver for my **Change of Programme** application (Foundation)?

The application will be approved by Registrar.

QUESTION 18 When is the deadline to apply for **Change of Programme**?

Latest by Week 1 of the current semester for application to change programme on the same semester.

QUESTION 19 What is the payment of RM100 for?

The RM100 payment is the administrative processing fee and is required to be made before submitting the application.



7. FREQUENTLY ASKED QUESTIONS (FAQ)

QUESTION 20 Is RM 100 administrative processing fee refundable if my application is rejected?

No

QUESTION 21 How can I made the payment?

Online payment of RM 100 (Administrative fee) can be made to UTP CIMB Account: 8004852703. Screenshot of the transaction must display reference no., UTP Account no, and the amount of payment. The screenshot then need to be uploaded together as attachment when submitting the Change of Programme application.

QUESTION 22 Can I transfer credit of the courses I have taken in my previous programme into the new programme?

Yes, you may request for transfer of credit and grades which are applicable to a new programme with minimum grade of 'C'. The grade of the approved courses for transfer of credits will be counted into GPA/CGPA and reflected in the academic transcript. The transfer of credit form will be email to the student once application of programme is approved.

QUESTION 23 What are the consequences for [Change of Programme](#)?

- International students should consult with International Students Management Unit and apply for new visa (Process duration: 2-3 months)
- Student will need to consult with respective Academic Executive of the new programme for the study plan.



7. FREQUENTLY ASKED QUESTIONS (FAQ)

- QUESTION 24** How can I track my **change of programme** application progress?
- Student will receive an email confirming the successful submission of the application.
 - Student will receive a notification email once the application has been approved by Registrar.
 - Alternatively, student may also contact Madam Hidayah (hidayah.nazri@utp.edu.my) or Mr. Rafiuddin (rafiuddin.anuar@utp.edu.my) for further information.
- QUESTION 25** Will I receive any official document that state my **change of programme** was approved by the University?
Once the application approved, student will be notified through email and will be provided with official letter issued by REX.
- QUESTION 26** Will I receive a new offer letter after I have changed programme?
Student will not receive a new offer letter as offer letter is given only for the applied programme during admission. However, Change of Programme letter will be provided instead. Student may use both offer letter and Change of Programme letter for sponsorship/loan matters.
- QUESTION 27** What will happen to my registered courses of the previous programme after I have been approved for **change of programme** in the same semester?
The course will be dropped and the fees will be waived

Do you need further assistance and support? For any enquiries, please contact:

- Madam Nur Hidayah (hidayah.nazri@utp.edu.my)
- Mr. Ahmad Rafiuddin (rafiuddin.anuar@utp.edu.my)