

General SOP for Late Arrival / Late Course Registration for MSCB Programme

Immediate Notification and Action

- Inform Programme Coordinator and Faculty Postgraduate Office immediately upon knowing the delay
- Attempt course registration via the student portal (if available)
- If registration is closed, apply for **late registration** with valid justification (e.g. visa delay, medical reasons)
- If the delay is due to visa issues, inform your faculty for **potential online/hybrid options in the first few weeks (Week 1-3)**
- Late registration is allowed within week 5-6 of the semester, but it often requires special approval and may involve penalties.

Important Academic Implications

- **Missed Lessons**
Students are responsible for catching up on all missed lectures and coursework
- **Limited Course Availability**
Some courses may already be full
- **Critical Impact on Research Methodology Course**
 - Requires early selection of dissertation title and supervisor
 - Late arrival may prevent completion of research proposal draft
 - May affect eligibility to enrol Research Proposal (MSCB 1280) in the following semester
- **Risk of Study Extension**
Delay in research progress may lead to extended study duration
- **Possible Termination**
Failure to register within the stipulated period without valid reason may result in termination of candidature

Recommendation

Students with significant delay are strongly advised to **enrol in the next semester** to ensure smooth academic progression