

PANDUAN / GUIDELINES :

1. Borang ini adalah bagi tujuan permohonan pertukaran program pengajian sama ada di dalam Fakulti yang sama atau ke Fakulti lain.

*This form is to be used by students for application to change **programmes** of study, either within the same Faculty or to **another** Faculty.*

2. Permohonan pertukaran program pengajian mestilah **tidak melewati dua(2) semester pertama pengajian di UniMAP**. Permohonan pertukaran program pengajian boleh dilakukan mulai semester 1. **Sekiranya permohonan diluluskan pelajar akan mengikuti program baharu pada semester yang berikutnya.**

Application for change of programme of study has to be submitted within the first two (2) semesters of enrollment at UniMAP. Application for change of programme can be done starting semester 1. Successful applicants will begin the new programme in the coming semester.

3. Pelajar hendaklah memenuhi syarat kemasukan bagi program yang dipohon.

Students must fulfill the admission requirements for the applied programme of study.

4. Bagi pelajar yang mendapat penajaan, pelajar mestilah memaklum dan mendapatkan kelulusan daripada penaja masing-masing terlebih dahulu sebelum membuat permohonan.

*Students who receive sponsorship must inform and obtain approval from their **respective** sponsors before making the application.*

5. Borang permohonan mestilah disertakan dengan */The application form must be attached with the following:*

- a. Salinan keputusan peperiksaan peringkat SPM/ STPM/ Matrikulasi/ Diploma/setaraf; / *Copy of the SPM/STPM/Matriculation/Diploma/equivalent results;*
- b. Slip keputusan peperiksaan semester yang lepas (sekiranya memohon pada semester ke-2) */Results slip of previous semester examination (if applying in 2nd semester).*
- c. Surat kebenaran daripada penaja/*Authorization letter from the sponsor.*

6. Permohonan pertukaran program hanya dibenarkan sekali sahaja sepanjang tempoh pengajian.

Application to change programme is allowed only once throughout the student's duration of study.

7. Kebenaran untuk pertukaran program pengajian adalah tertakluk kepada perakuan Dekan Fakulti asal dan persetujuan Dekan Fakulti yang baru, perakuan Pengarah Pengurusan Akademik serta kelulusan Naib Canselor atau Timbalan Naib Canselor (Akademik dan Antarabangsa.)

Authorization to change programme of study is subject to the recommendation of the current Faculty's Dean and approval from the new Faculty's Dean, recommendation from Director of Academic Management Centre as well as the approval from the Vice-Chancellor or the Deputy Vice-Chancellor (Academic and International).

BORANG PERMOHONAN PERTUKARAN PROGRAM PENGAJIAN
Change of Programme Application Form

A. BUTIRAN DIRI PELAJAR / Student Details

Nama Penuh/Full Name : _____

No. Matrik/Matric No. : _____ No. KP/Passport Number : _____

Ijazah/Degree Diploma/Diploma No. Tel. Bimbit/ Mobile Phone No. _____

B. BUTIRAN PROGRAM PENGAJIAN/ Academic Programme Details

Jenis Permohonan Pertukaran/
Type of Change Programme : Dalam Fakulti yang sama
In the same Faculty Fakulti lain
Other Faculty

| | Program Pengajian Semasa/ Current Academic Programme | Program Pengajian Dipohon/ Applied Academic Programme |
|--|---|--|
| Fakulti/ Faculty | | |
| Nama Program Pengajian/ Name of Programme | | |
| Kod Program Pengajian/ Code of Programme | | |
| Semester & Sidang Akademik/ Semester & Academic Session | | |
| PNGK Kemasukan/ Admission CGPA / Grade | | |
| PNGK Semasa/ Current CGPA | | |

Sebab-sebab memohon / Reason(s) for application :

Maklumat Penaja (jika ada) / Sponsorship Details (if any) :

(pelajar dimohon memaklum dan mendapat kebenaran penaja terlebih dahulu sebelum membuat permohonan)
(Students are required to inform and obtain approval from their sponsor prior to applying)

Tandatangan Pelajar/Student's Signature : _____

Tarikh/Date: _____

C. PERAKUAN FAKULTI ASAL / Verification by Current Faculty

| Rakan Pendamping Siswa /Pengerusi Rancangan <i>Academic Advisor/Programme Chairperson :</i> | Dekan /Dean : |
|---|---|
| Permohonan Pelajar untuk pertukaran program <i>Application for Change of programme :</i> <p>a) Dalam Fakulti yang sama <i>In the same Faculty</i></p> <p>Disokong / Supported <input type="checkbox"/></p> <p>Tidak Disokong / Not Supported <input type="checkbox"/></p> <p>b) Ke Fakulti Lain <i>To the other Faculty</i></p> <p>Disokong / Supported <input type="checkbox"/></p> <p>Tidak Disokong / Not Supported <input type="checkbox"/></p> <p>Ulasan/Comment :</p> <p>Tandatangan dan Cap/ <i>Signature and Stamp :</i> _____</p> <p>Tarikh / Date : _____</p> | Permohonan Pelajar untuk pertukaran program <i>Application for Change of programme :</i> <p>a) Dalam Fakulti yang sama <i>In the same Faculty</i></p> <p>Diperakukan / Recommended <input type="checkbox"/></p> <p>Tidak Diperakukan / Not Recommended <input type="checkbox"/></p> <p>b) Ke Fakulti Lain <i>To the other Faculty</i></p> <p>Disokong / Supported <input type="checkbox"/></p> <p>Tidak Disokong / Not Supported <input type="checkbox"/></p> <p>Ulasan / Comment :</p> <p>Tandatangan dan Cap/ <i>Signature and Stamp :</i> _____</p> <p>Tarikh / Date : _____</p> |

D. PERAKUAN FAKULTI BARU/ Verification by New Faculty

| Pengerusi Rancangan /Programme Chairperson : | Dekan /Dean : |
|--|--|
| Semakan permohonan mendapati bahawa pelajar <i>Application reviewed and student is :</i> <p>Layak dan Permohonan Disokong / <i>Qualified and Application is Supported</i> <input type="checkbox"/></p> <p>Tidak layak dan Permohonan Tidak Disokong / <i>Not Qualified and Application is Not Supported</i> <input type="checkbox"/></p> <p>Ulasan/Comment :</p> <p>Tandatangan dan Cap/ <i>Signature and Stamp :</i> _____</p> <p>Tarikh / Date : _____</p> | Permohonan Pelajar untuk pertukaran program <i>Application for Change of programme :</i> <p>Disokong / Supported <input type="checkbox"/></p> <p>Tidak Disokong/Not Supported <input type="checkbox"/></p> <p>Ulasan / Comment :</p> <p>Tandatangan dan Cap/ <i>Signature and Stamp :</i> _____</p> <p>Tarikh / Date : _____</p> |

*untuk permohonan dalaman, setelah perakuan dan kelulusan Fakulti, borang ini perlu dikemukakan kepada Unit Kemasukan dan Rekod Pelajar (UKRP), Bahagian Pengurusan Akademik untuk proses selanjutnya.

Bagi permohonan antara Fakulti, sila kemukakan kepada Fakulti yang baharu untuk perakuan terlebih dahulu sebelum dikemukakan kepada UKRP untuk proses selanjutnya.

*For internal application, after certification and approval by the Faculty, this form must be submitted to the Student Admissions and Records Unit, Academic Management Division for further processing.

For the application to another Faculty, please submit the application to the new Faculty for verification before submitting it to the Student Admissions and Records Unit for further processing.

E. PERAKUAN PENGARAH PUSAT PENGURUSAN AKADEMIK / Verification by Director of Academic Management Centre

Diperakukan / Recommended

Tidak diperakukan / Not Recommended

Ulasan / Comment :

Tandatangan dan Cap Rasmi/
Signature and Official Stamp

Tarikh/Date :

F. KELULUSAN NAIB CANSOLOR/ TIMBALAN NAIB CANSOLOR (A&A)/ Approval by Vice Chancellor / Deputy Vice Chancellor (A&A)

Diluluskan / Approved

Tidak Diluluskan / Not Approved

Ulasan / Comment :

Tandatangan dan Cap Rasmi/
Signature and Official Stamp

Tarikh/Date :

G. UNTUK KEGUNAAN UNIT KEMASUKAN DAN REKOD PELAJAR/For Student Admissions and Records Unit use

Tarikh kuatkuasa pertukaran program/ : _____
The effective date of change

Semester & Sidang Akademik/ : _____
Semester & Academic Session

Sistem maklumat pelajar telah dikemaskini
Student's information system has been updated

Tarikh kemaskini : _____
Date of update

Surat rasmi kepada pelajar telah dikeluarkan
An official letter has been issued to the student

Tarikh kemaskini : _____
Date of update

Tandatangan Penolong Pendaftar dan Cap Rasmi/
Signature and Official Stamp

Tarikh/Date