

PANDUAN / INSTRUCTIONS:

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. Pertukaran program pengajian mestilah dipohon dalam **tempoh dua (2) semester pertama pengajian** di UniMAP. Permohonan pertukaran program pengajian **boleh dilakukan seawal semester 1 pengajian**. Sekiranya **permohonan diluluskan, status pelajar dengan program baharu akan berkuat kuasa pada semester yang berikutnya**.
*The programme transfer must be applied within the **first two (2) semesters of study at UniMAP**. The application **can be done as early as the first (1) semester of academic session**. If the **application is approved, the student's status with regards to the new programme will take place in the following semester**.*
3. Bagi pelajar yang mendapat penajaan dan pembiayaan, pelajar mestilah memaklumkan dan mendapat kelulusan daripada penaja masing-masing terlebih dahulu sebelum membuat permohonan.
Students who are under sponsorship and funding must inform and get approval from their respective sponsor before applying.
4. Borang permohonan mestilah disertakan dengan lampiran:
The following documents must be attached with the application form:
 - a. *Salinan keputusan peperiksaan peringkat SPM,*
A copy of SPM level examination results,
 - b. *Salinan keputusan STPM/Matrikulasi/Diploma/Setaraf,*
A copy of STPM/Matriculation/Diploma/Equivalent results,
 - c. *Salinan keputusan MUET,*
A copy of MUET results
 - d. *Slip keputusan peperiksaan semester sebelumnya (dikecualikan bagi permohonan pada semester pertama),*
The previous semester examination results slip (excluded for first semester applications),
 - e. *Surat kebenaran daripada penaja (sekiranya berkaitan)*
A letter of permission from the sponsor (if applicable).
5. Pertukaran program pengajian adalah tidak dibenarkan kepada pemohon yang statusnya telah kembali aktif setelah berjaya dalam permohonan rayuan kemasukan semula.
The programme transfer is not allowed for students whose Active status has been restored upon a successful Re-admission appeal.
6. Permohonan pertukaran program hanya dibenarkan sekali sahaja sepanjang tempoh pengajian.
The programme transfer is only allowed once during the student's entire study period.
7. Kebenaran untuk pertukaran program pengajian adalah tertakluk kepada perakuan Dekan Fakulti asal dan persetujuan Dekan Fakulti yang dipohon, perakuan Pengarah Pusat Pengurusan Akademik serta kelulusan Timbalan Naib Canselor (Akademik dan Antarabangsa).
Permission for programme transfer is subject to the approval of the Dean of the original Faculty and consent of the Dean of the Faculty applied for, endorsement by the Director of the Academic Management Centre and approval of 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 : _____

Sarjana Muda /Degree Diploma/Diploma No. Tel. Bimbit/ H/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

Ketua Jabatan / Head of Department :	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 BAHARU/ Verification by New Faculty

Ketua Jabatan / Head of Department :	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 Admission & 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 Admission & Records Unit for further processing.

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

Diperakukan / Verified

Tidak diperakukan / Not Verified

Ulasan / Comment :

Tandatangan dan Cap Rasmi/
Signature and Official Stamp

Tarikh/Date :

F. KELULUSAN TIMBALAN NAIB CANSOLOR (A&A)/ Approval by 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 Admission & Records Unit use

Tarikh kuat kuasa 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