

PANDUAN / GUIDELINES :

1. Borang ini adalah untuk tujuan permohonan penangguhan pengajian. Pelajar perlu mengisi dengan lengkap dan mengemukakan borang ini bersama lampiran dokumen yang berkaitan kepada Fakulti masing-masing.

This form is to be used in application for deferment of study. Students need to fill in this form, attach the related documents and submit it to their respective Faculties.

2. Pelajar tidak dibenarkan menangguhkan pengajian melebihi dua(2) semester berturut-turut kecuali dengan kelulusan Naib Canselor/ Timbalan Naib Canselor (Akademik & Antarabangsa).

Students are not allowed to defer their studies for more than two (2) consecutive semesters except with the approval of the Vice Chancellor/Deputy Vice Chancellor (Academic & International).

3. Borang permohonan perlu dikemukakan **sebelum minggu ketujuh(7) pengajian**. Pemohonan selepas minggu ketujuh hanya dibenarkan atas sebab kesihatan atau kes-kes tertentu yang mendapat kelulusan Naib Canselor/Timbalan Naib Canselor (Akademik & Antarabangsa).

*The application form must be **submitted before week seven (7) of the semester**. Application after the seventh week is only allowed for health reasons or specific cases as approved by the Vice Chancellor / Deputy Vice Chancellor (Academic & International).*

4. Permohonan penangguhan pengajian dibenarkan kepada pelajar yang mempunyai masalah kesihatan dan disahkan sakit oleh Hospital Kerajaan/Doktor Panel Universiti / Pusat Kesihatan UniMAP sahaja. Bagi kes-kes tertentu sijil sakit yang bukan daripada Hospital Kerajaan atau Doktor Panel Universiti, perlu mendapat perakuan Pusat Kesihatan UniMAP.

*Application for deferment will be granted to students who have health problems as confirmed by Government **Hospitals**/ University's Panel Doctors/UniMAP Health Centre only. For specific cases, medical certificates that are not issued by Government Hospital or University's Panel Doctor must receive verification from UniMAP Health Centre.*

5. Permohonan selain daripada masalah kesihatan boleh dipertimbangkan sekiranya mempunyai alasan yang munasabah dan mendapat kelulusan Naib Canselor/Timbalan Naib Canselor (Akademik & Antarabangsa).

Applicants other than health problems might be considered if there are valid reasons and have obtained approval from the Vice Chancellor / Deputy Vice Chancellor (Academic & International).

6. Pelajar akan diberikan peringatan secara bertulis oleh Fakulti sekiranya didapati tidak mendaftar pada sesuatu semester tanpa memberi sebarang permohonan penangguhan pengajian. Pelajar yang tidak memberi sebarang maklum balas dalam sesuatu tempoh mencapai dua(2) semester berturut-turut boleh ditamatkan pengajian dan disahkan berhenti daripada Universiti.

Students will be issued with a formal notice by the Faculty if found unenrolled in the semester without prior request of deferment. Students who do not give any response within a period of two (2) consecutive semesters will be terminated and confirmed as withdrawn from the University.

BORANG PERMOHONAN TANGGUH PENGAJIAN /
Deferment of Study Application Form

A. BUTIRAN DIRI PELAJAR / Personal Details

Nama Penuh/Full Name : _____

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

Alamat Tetap/Permanent Address: _____

_____ Poskod /Postcode : _____

No. Tel. Bimbit/ H/phone No.: _____ Emel/Email : _____

B. BUTIRAN AKADEMIK / Academic Details

Program Pengajian/Programme: _____

Fakulti/
Faculty : _____

Peringkat Pengajian/
Academic Level : Diploma/
Diploma Ijazah Sarjana Muda/
Degree PNGK Terkini/
Current CGPA : _____

Penangguhan pengajian dipohon untuk /
Application to defer for : Semester _____ Sidang Akademik/
Academic Session _____

Bilangan unit yang telah didaftarkan pada semester yang dimohon penangguhan
Number of registered units in the requested semester of postponement _____unit

Sebab-sebab memohon (sila kepilkan dokumen berkaitan) / Reason of application (please enclose related document):

Tandatangan Pelajar/Student's Signature : _____

Tarikh/Date: _____

C. PENGESAHAN RAKAN PENDAMPING SISWA / Confirmation by Student's Mentor/Academic Advisor

Permohonan/ Application : Disokong / Supported Tidak Disokong/Not Supported

Ulasan/Comment : _____

Tandatangan dan Cap Rasmi/
Signature and Official Stamp

Tarikh/Date

D. MAKLUMAN TIMBALAN DEKAN (HAL EHWAL PELAJAR & ALUMNI)/ Recommended by Deputy Dean (Student & Alumni Affairs)

Permohonan/ Application : Diperaku / Recommended Tidak Diperaku/Not Recommended

Ulasan /Comment : _____

Tandatangan dan Cap Rasmi/
Signature and Official Stamp

Tarikh/Date

E. PERAKUAN DEKAN FAKULTI / Verification by Dean of Faculty

Permohonan/ Application : Diperaku / Recommended Tidak Diperaku/Not Recommended

Ulasan /Comment : _____

Tandatangan dan Cap Rasmi/
Signature and Official Stamp

Tarikh/Date

*Sila kemukakan permohonan ini kepada Unit Kemasukan dan Rekod Pelajar, Bahagian Pengurusan Akademik untuk proses selanjutnya.
* Please submit this application to the Student Admissions and Records Unit, Academic Management Division for further processing.

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

Permohonan/ Application : **Diperaku / Recommended** **Tidak Diperaku/Not Recommended**

Ulasan /Comment : _____

Tandatangan dan Cap Rasmi/
Signature and Official Stamp

Tarikh/Date

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

Permohonan/ Application : **Diluluskan/ Approved** **Tidak Diluluskan/Not Approved**

Ulasan /Comment : _____

Tandatangan dan Cap Rasmi/
Signature and Official Stamp

Tarikh/Date

H. UNTUK KEGUNAAN UNIT KEMASUKAN DAN REKOD PELAJAR/ For Students Admissions and Records Unit use

Tarikh kuatkuasa tangguh pengajian/ : _____
The effective date of deferment

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 student

Tarikh kemaskini : _____
Date of update

Tandatangan Penolong Pendaftar dan Cap Rasmi/
Signature and Official Stamp

Tarikh/Date