

**PANDUAN / INSTRUCTIONS:**

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. Penangguhan pengajian tidak dibenarkan melebihi dua (2) semester berturut-turut kecuali dengan kelulusan Timbalan Naib Canselor (Akademik & Antarabangsa).  
*Students are not allowed to postpone their studies for more than two (2) consecutive semesters except with the approval of the Deputy Vice Chancellor (Academic & International).*
3. Borang permohonan perlu dikemukakan **sebelum minggu ketujuh (7) pengajian**. Permohonan selepas minggu ketujuh hanya dibenarkan atas sebab kesihatan atau kes-kes tertentu yang mendapat kelulusan Timbalan Naib Canselor (Akademik & Antarabangsa).  
*The application form must be submitted **before the seventh (7) week of the semester**. Applications after the seventh week will only be allowed for health reasons or specific cases that have been approved by the 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.  
*Applications to postpone studies are permitted for students with health complications and are confirmed to be ill only by the Government Hospitals / University Panel Doctor / UniMAP Health Centre. For certain cases where medical certificates are not obtained from Government Hospitals or University Panel Doctors, students need to get verification from the UniMAP Health Centre.*
5. Permohonan selain daripada masalah kesihatan boleh dipertimbangkan sekiranya alasan yang dinyatakan adalah munasabah (Beserta dokumen-dokumen yang sah dan berkaitan) dan mendapat kelulusan Timbalan Naib Canselor (Akademik & Antarabangsa).  
*Applications caused by other than health complications will be considered if the causes are reasonable (With valid and relevant documents included) and approved by the Deputy 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 be given a written reminder by the Faculty if they are found to be unregistered during a semester without any application for study postponement. Students who do not respond within a period of up to two (2) consecutive semesters will be terminated from their studies and confirmed as dropouts from the University.*



**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. PERAKUAN TIMBALAN DEKAN (HAL EHWAL PELAJAR & ALUMNI)/ Verification by Deputy Dean (Student & Alumni Affairs)**

Permohonan/ Application :                      **Diperakukan / Verified**                                            **Tidak Diperakukan /Not Verified**                     

Ulasan /Comment : \_\_\_\_\_  
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**Tandatangan dan Cap Rasmi/**  
*Signature and Official Stamp*

\_\_\_\_\_  
**Tarikh/ Date**

**E. PERAKUAN DEKAN FAKULTI / Verification by Dean of Faculty**

Permohonan/ Application :                      **Diperakukan / Verified**                                            **Tidak Diperakukan/ Not Verified**                     

Ulasan /Comment : \_\_\_\_\_  
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\_\_\_\_\_  
**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 Admission & Records Unit, Academic Management Division for further processing.

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

Permohonan/ Application :                      **Diperakukan / Verified**                                            **Tidak Diperakukan/ Not Verified**                     

Ulasan /Comment : \_\_\_\_\_

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Tandatangan dan Cap Rasmi/  
Signature and Official Stamp

\_\_\_\_\_  
Tarikh/ Date

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

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

Ulasan /Comment : \_\_\_\_\_

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Tandatangan dan Cap Rasmi/  
Signature and Official Stamp

\_\_\_\_\_  
Tarikh/ Date

**H. UNTUK KEGUNAAN UNIT KEMASUKAN DAN REKOD PELAJAR/ For Student Admission & Records Unit use**

Tarikh kuat kuasa 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