

**PANDUAN :**

1. Fakulti perlu memberi **peringatan secara bertulis** kepada pelajar sekiranya didapati **tidak mendaftar pada sesuatu semester** tanpa memberi sebarang permohonan penangguhan pengajian.  
*The faculty must issue a written reminder to students if they are found not to have registered in a semester without giving any application for postponement of studies.*
2. Pelajar yang tidak memberi sebarang maklum balas dalam sesuatu tempoh mencapai dua(2) semester berturut-turut boleh ditamatkan pengajian dan disahkan berhenti dari Universiti.  
*Students who do not give any feedback within a period of reaching two (2) consecutive semesters can be dismissed from the programme of study and confirmed to leave the University.*
3. Pusat Pengajian perlu mengisi dengan lengkap borang HEA (B)-09 yang mengandungi/ *The school has to complete HEA (B)-09 form which contains :*
  - a. **Butiran diri pelajar/ *Student's Personal Information***
  - b. **Butiran akademik pelajar / *Student's Academic Details***  
(Sila sertakan rekod peribadi dan rekod akademik pelajar yang boleh didapati dalam sistem AMIS)/  
*(Please include student's personal information and academic details, which can be found in AMIS)*
  - c. **Perakuan Dekan Fakulti / *Dean's Endorsement***
4. **Borang yang telah lengkap diisi bersama lampiran rekod peribadi dan akademik pelajar dan lampiran surat menyurat peringatan lain** kepada pelajar perlu dikemukakan kepada Unit Kemasukan dan Rekod Pelajar, Bahagian Pengurusan Akademik.  
*A completed form with attachment of student's personal information and academic details, including other warning letters given to the students need to be sent to the Student Admissions and Records Unit, Academic Management Division.*
5. Borang kemudian akan dikemukakan ke Pusat Pengurusan Akademik untuk perakuan.  
*The completed form will then be put forth to the Academic Management Centre (AMC) for endorsement.*
6. Pihak Pusat Pengurusan Akademik (AMC) akan meneliti dan mengesahkan status akademik pelajar berdasarkan rekod yang dikemukakan oleh pusat pengajian/fakulti dan mendapatkan maklumat akhir daripada Jabatan Bendahari berkaitan status yuran dan lain-lain hutang tertunggak sebelum dikemukakan untuk pertimbangan Naib Canselor/Timbangan Naib Canselor (A&A).  
*The Academic Management Centre (AMC) will examine and confirm the academic status of students based on records submitted by the school / faculty and will obtain final information from the Treasurer's Department regarding the status of fees and other outstanding debts before submission for consideration by the Vice Chancellor / Deputy Vice Chancellor (A&A).*
7. Setelah mendapat pertimbangan Naib Canselor/Timbangan Naib Canselor (A&A), Unit Kemasukan dan Rekod Pelajar akan mengeluarkan surat rasmi kepada pelajar dan mengemaskini sistem AMIS mengikut tarikh kuatkuasa penamatan pengajian.  
*Upon consideration by the Vice Chancellor / Deputy Vice Chancellor (A&A), the Student Admission and Records Unit will issue an official letter to the student and update the AMIS system according to the effective date of termination*
8. Sekiranya pelajar mempunyai baki hutang tertunggak, jumlah tersebut akan dinyatakan di dalam surat rasmi dan diberikan tempoh masa untuk pelajar menjelaskan hutang sebelum sebarang tindakan undang-undang diambil.  
*If the student has an outstanding balance, the amount will be stated in the official letter and a period of time will be given for the student to settle the debt before any legal action is taken.*

## BORANG PENAMATAN PENGAJIAN PELAJAR

### Student's Termination Of Studies Form

Borang ini untuk diisi oleh Fakulti bagi penamatan pengajian pelajar yang tidak mendaftar kursus bagi tempoh maksimum dua (2) semester berturut – turut. Sila kepilkan bersama salinan surat-menyurat atau dokumen yang berkaitan / *This form is to be completed by the Faculty for the termination of studies of students who do not register for the course for a maximum period of two (2) consecutive semesters. Please attach a copy of the correspondence or related documents*

UNTUK DIISI OLEH FAKULTI/ TO BE FILLED BY THE FACULTY

#### A. BUTIRAN DIRI PELAJAR/ STUDENT'S PERSONAL INFORMATION

Nama Penuh/ Full Name : \_\_\_\_\_

No. Matrik/ Matric No. \_\_\_\_\_ : No. KP/Pasport No : \_\_\_\_\_

#### B. BUTIRAN AKADEMIK PELAJAR/ STUDENT'S ACADEMIC DETAILS

Program Pengajian/ : \_\_\_\_\_ Kod Program/ : \_\_\_\_\_  
Programme Programme Code

Peringkat Pengajian/ : Diploma/  Ijazah Sarjana Muda/  Semester Terakhir Mendaftar\* : \_\_\_\_\_  
Academic Level Diploma Degree Last Semester Register

Nama Rakan Pendamping Siswa (RPS) : \_\_\_\_\_

*Sila sertakan bersama salinan rekod peribadi dan rekod akademik pelajar daripada Sistem AMIS.  
Please enclose a copy of the student's personal and academic records from the AMIS System*

#### C. PERAKUAN DEKAN FAKULTI/ ACKNOWLEDGMENT OF DEAN'S FACULTY

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Tandatangan Dekan dan Cop Rasmi/  
Dean's 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 and Records Unit, Academic Management Division for further processing*

**D. PERAKUAN PENGARAH PUSAT PENGURUSAN AKADEMIK/ ACKNOWLEDGMENT OF DIRECTOR OF ACADEMIC MANAGEMENT CENTRE**

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

Semakan dengan Jabatan Bendahari - Hutang Tertunggak : Ada / Tiada Jumlah/Total : \_\_\_\_\_  
Check with Bursary Department – Outstanding fees Yes/No

\_\_\_\_\_  
Tandatangan Pengarah dan Cop Rasmi/  
Director's Signature and Official Stamp

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

**E. KELULUSAN NAIB CANSOLOR / TIMBALAN NAIB CANSOLOR (AKADEMIK DAN ANTARABANGSA)/APPROVAL OF VICE CHANCELLOR / DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL)**

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

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

\_\_\_\_\_  
Tandatangan dan Cop Rasmi/  
Signature and Official Stamp

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

**F. UNTUK KEGUNAAN UNIT KEMASUKAN DAN REKOD PELAJAR/ FOR USE OF STUDENT ADMISSION AND RECORD UNIT**

Tarikh kuatkuasa penamatan pengajian/ Semester & Sidang Akademik \_\_\_\_\_ /  
Effective date for termination of study Semester & Academic Session

Jumlah Hutang Tertunggak/ RM \_\_\_\_\_  
Amount of outstanding debt

Sistem maklumat pelajar telah dikemaskini/   
The students information system has been updated

Tarikh kemaskini/ \_\_\_\_\_  
Date of update

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

Tarikh surat/ \_\_\_\_\_  
Date of the Letter

\_\_\_\_\_  
Tandatangan Penolong Pendaftar dan Cop Rasmi  
Assistant Registrar's Signature and Official Stamp

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