



**Institut Pengajian Siswazah
RAYUAN MELANJUTKAN
TEMPOH PENGAJIAN**

**Institute of Graduate Studies
APPEAL FOR
EXTENSION OF STUDY**

Arahan kepada pelajar:

1. Majukan permohonan yang lengkap kepada Fakulti selewat-lewatnya satu (1) bulan sebelum semester berakhir (sila rujuk Kalendar Akademik IPSis).
2. Sediakan tiga (3) salinan permohonan yang lengkap. Lampirkan dokumen sokongan berkaitan.
3. Yuran proses sebanyak RM50 akan dijana oleh Bahagian Pengurusan Kewangan Pelajar (BPKP) dan dikreditkan ke dalam bil pengajian selepas pelajar mendapat kelulusan pertukaran.

Instruction to candidates:

1. Submit completed application form to the Faculty at least a month before the semester ends (refer to IPSis Academic Calendar).
2. Make three (3) copies of the completed application form. Attach any relevant supporting documents with the application form.
3. Processing fee of RM50 will be generated by Bahagian Pengurusan Kewangan Pelajar (BPKP) and credited to the student study bills after the approval.

BAHAGIAN I (Diisi oleh pelajar dengan menggunakan HURUF BESAR)

SECTION I (To be filled by student in CAPITAL LETTERS)

Nama: <i>Name</i>																				
No. K.P Baru: <i>I.C No/Passport No.</i>											Kod Fakulti: <i>Faculty Code</i>									
No. Kad Pelajar: <i>Student ID No</i>											Kampus: <i>Campus</i>									
Kod Program: <i>Programme Code</i>						Semester: <i>Semester</i>			Jantina: <i>Gender</i>	Lelaki <i>Male</i>	<input type="checkbox"/>	Perempuan <i>Female</i>	<input type="checkbox"/>							
Peringkat Pengajian: <i>Level of Study</i>	Sarjana <i>Master</i>	<input type="checkbox"/>	Kedoktoran <i>PhD</i>	<input type="checkbox"/>	Mod Pengajian: <i>Mode of Study</i>			Sepenuh Masa <i>Full Time</i>	<input type="checkbox"/>	Sepuluh Masa <i>Part Time</i>	<input type="checkbox"/>	FLP <i>FLP</i>	<input type="checkbox"/>							
Alamat Surat-Menyurat *() <i>Mailing Address</i>													Poskod: <i>Postcode</i>							
Jika ada perubahan alamat, sila tandakan (✓) <i> Please tick (✓) for change of address</i>																				
No. Tel: <i>Tel.No</i>											No. Tel. Bimbit: <i>Mobile Phone No.</i>									
E-mel: <i>E-mail</i>																				

Bilangan Rayuan Melanjutkan Tempoh Pengajian sebelum ini (jika ada):

Number of previous Appeal for Extension of Study (if any):

 Kali
Time

Sebab Rayuan Melanjutkan Tempoh Pengajian dipohon (sila lampirkan dokumen sokongan):

Reasons for Appeal for Extension of Study (please attach supporting documents):

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Permohonan bagi semester : **SEPTEMBER**

Application for Semester:

September

MAC

March

Tahun:

Year

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Tandatangan Pelajar
Student's Signature

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Tarikh
Date

BAHAGIAN II (Diisi oleh Penyelia Utama)

SECTION II (To be filled up by student and Main Supervisor)

Ulasan Penyelia Utama

Main Supervisor reviews

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BAHAGIAN III (Pelajar dikehendaki mendapatkan pengesahan daripada jabatan berkenaan)

SECTION III (Student is required to get endorsement from the following departments)

A. PENYELIA UTAMA

MAIN SUPERVISOR

Pengesahan Penyelia Utama

Endorsement by Main Supervisor

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thesis is completed.

Disokong

Supported

Tidak disokong

Not supported

Tandatangan

Signature

Nama dan Cop Rasmi

Name and Official Stamp

Tarikh

Date

B. FAKULTI

FACULTY

**Pengesahan Ketua Pusat Pengajian
Siswazah**

Endorsement by Head of Graduate Studies

Disokong

Supported

Tidak disokong

Not supported

Tandatangan

Signature

Nama dan Cop Rasmi

Name and Official Stamp

Tarikh

Date

C. CATATAN

REMARKS

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BAHAGIAN IV (Kelulusan permohonan tertakluk kepada keputusan Mesyuarat Jawatankuasa Kecil Akademik Fakulti - JKAPS).

Section IV (Results of application is subjected to JKAPS' approval)

Untuk Kegunaan Pejabat

For office use only

Keputusan JKAPS

JKAPS' Result

LULUS

Approved

TIDAK LULUS

Not Approved

Tandatangan Pengerusi JKAPS

Signature

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Nama dan Cop Rasmi

Name and Official Stamp

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Tarikh

Date

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