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| IPS /HEP - 02 |



# INSTITUT PENGAJIAN SISWAZAH

## INSTITUTE OF POSTGRADUATE STUDIES

**BORANG PERMOHONAN PENGUGURAN KURSUS**

APPLICATION FORM TO DROP COURSES

Perihal Pelajar/Student’s Particulars

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| Nama Penuh |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Full Name* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| No. K/P :  *Passport No. :* |  |  |  |  |  |  |  |  |  |  |  |  | No. Kad pintar : *Smart No. :* |  |  |  |  |  |  |  |  |  |  |

Pusat Pengajian/*School*/Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­

Program Ijazah/Degree Programme *\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_*

### KURSUS-KURSUS YANG AKAN DIGUGURKAN/*COURSE(S) TO BE DROPPED*

Kod Kursus Unit Jenis Tandatangan Pensyarah &Cop Tarikh

#### Course Code Units Type Lecturer’s Signature & Stamps Date

|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |  | 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |  | 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Jumlah unit daftar selepas gugur kursus unit

#### Total number of units registered after dropping of courses units

|  |  |
| --- | --- |
| Alasan pelajar untuk menggugurkan kursusStudent’s reason for the dropping of courses | Komen Pensyarah ***Lecturer’s Comment*** |
|  |  |
|  |  |
|  |  |
| Tandatangan Pelajar Student’s Signature | Tarikh/*Date* |

Komen Dekan Tandatangan Dekan

*Dean’s Comment* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Dean’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Dean’s Stamp*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tarikh

*Date*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sila pastikan bahawa baki unit tidak kurang daripada minimum yang telah ditetapkan mengikut Rancangan Pengajian anda.

*Please ensure that the remaining units are not less than the minimum number of units required for the programme of study.*

► Sila kembalikan borang kepada Institut Pengajian Siswazah

► *Please return the form to the Institute of Postgraduate Studies*

###### PERINGATAN KEPADA PEMOHON : PENGGUGURAN KURSUS HANYA DIBENARKAN SEHINGGA MINGGU KE-6 SAHAJA

***REMINDER TO APPLICANT*  : *DROPPING OF COURSES ARE ALLOWED UP TO THE END OF THE 6TH WEEK.***

Anda bertanggungjawab untuk menyemak dengan Institut Pengajian Siswazah pada penghujung minggu ke-6 bahawa tindakan diatas telah diambil serta menyemak Kad Peperiksaan anda yang dikeluarkan oleh Bahagian Peperiksaan dengan teliti.

*It is your responsibility to check with the Institute of Postgraduate Studies at the end of the 6th week that appropriate action has been taken. Ensure your examination slip coincides with the remaining units and courses.*

Peraturan Yuran : Kursus yang digugurkan dalam minggu 1&2 :- Yuran Pengajian akan dikredit. Selepas minggu ke-3 yuran pengajian tidak akan dikredit /dikembalikan.

***Fee Regulations : Courses dropped during week 1 & 2 :- Eligible for fee credit. Fees are not refundable or credited after the 3rd week.***

C:KY/sab/030305