PUSAT PENGAJIAN SISWAZAH



UN *CENTRE FOR GRADUATE STUDIES*

**Borang Permohonan Tangguh Pengajian/ Pelanjutan Tempoh Pengajian/ Tarik Diri**

***Application Form for Deferment/ Extension of Study Duration/ Withdrawal***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sila pilih*Please choose* : |  | Tangguh Pengajian / *Deferment*   |  | Pelanjutan Tempoh Pengajian / *Extension of Study Duration* |  | Tarik Diri / *Withdrawal* |

**MAKLUMAT PENTING / *IMPORTANT INFORMATION***:

1. Sila pastikan borang ini telah dilengkapkan sepenuhnya sebelum diserahkan kepada Pejabat PPS / *Please make sure the form is completed before submit to PPS.*

2. Permohonan ini layak dipertimbangkan kepada pelajar yang telah menjelaskan yuran pengajian sahaja */ The applications is only eligible for students who have paid the fees.*

3. Permohonan hendaklah dikemukakan selewat-lewatnya dua (2) bulan sebelum semester baharu bermula / *Applications must be submitted not later than two (2) months from the beginning of the next semester.*

**BAHAGIAN A : UNTUK DIISI PELAJAR / *TO BE COMPLETED BY STUDENT***

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| **I. MAKLUMAT PELAJAR/ STUDENT’S INFORMATION** |
| Nama Penuh / *Full Name*: |  |
| No. Matrik / *Matric No*.: |  |
| Semester:  |  |
| Program / *Programme* : |  |
| Bidang Pengajian/ *Field of study* : |  |
| Fakulti/ *Faculty* : |  |
| Mod pengajian / *Mode of study*: |  Penyelidikan Kerja Kursus |
| Mod pendaftaran / *Mode of registration*: |  Sepenuh Masa Separuh Masa |

**Pengesahan/*Declaration***

Saya dengan ini mengesahkan bahawa maklumat yang diberikan adalah benar dan saya telah membayar semua yuran pengajian / *I hereby confirm that the information provided is correct and I have paid all tuition fees.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tandatangan Pelajar/ *Student’s Signature*  Tarikh/ *Date*

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| **II. UNTUK PERMOHONAN PENANGGUHAN PENGAJIAN/ *FOR DEFERMENT*** |
| Semester yang ingin ditangguh/ *Semester for deferment* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sila nyatakan penangguhan terdahulu/*Please state the past deferment* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tujuan Penangguhan Pengajian/ *Reason for deferment* (Sila lampirkan dokumen sokongan berkaitan/ *Please attach relevant supporting document*) **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **III. UNTUK PERMOHONAN PELANJUTAN TEMPOH PENGAJIAN / *FOR EXTENSION OF STUDY*** |
| Tempoh Pelanjutan Dipohon (semester)/ *Duration of extension* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*maksimum dua (2) semester sahaja*/ maximum of two (2) semesters only*Sila nyatakan tahap kemajuan pengajian/ Please state the progress of the study (Sila lampirkan dokumen sokongan berkaitan/ *Please attach relevant supporting document*) **:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Justifikasi Pelanjutan Tempoh Pengajian/ *Reason for application* (Sila lampirkan dokumen sokongan berkaitan/ *Please attach relevant supporting document*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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| **IV. UNTUK PERMOHONAN TARIK DIRI / *FOR WITHDRAWAL*** |
| Justifikasi Tarik Diri / *Reason for withdrawal*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pelajar adalah diwajibkan untuk membuat penyelesaian seperti di bawah ini / *Students are compulsory to obtain clearance from the list below*:

|  |  |  |  |
| --- | --- | --- | --- |
| **FPJB** | **Penyelesaian/ *Clearance*** | **Pengesahan Ketua FPJB / *Head of FPJB Confirmation****(*Tandatangan dan Cap Rasmi /Signature and Official Stamp*)* | **Catatan/ *Remarks*** |
| **Jabatan Bendahari / *Bursary Dept.*** |  Yuran tertunggak / *Outstanding fees*Tidak berkaitan /*Not applicable* |  |  |
| **Perpustakaan / *Library*** |  Pemulangan buku/ *Books have been returned* Denda/ *Fine* Tidak berkaitan /*Not applicable* |  |  |
| **Bahagian Keselamatan / *Security Office*** |  Pemulangan pelekat kenderaan/ *Vehicle stickers have been returned* Denda/ *Fine* Tidak berkaitan /*Not applicable* |  |  |
| **PPS** |  Pemulangan kad pelajar/ *Students card have been returned*Tidak berkaitan /*Not applicable* |  |  |

Sekiranya pelajar gagal menyelesaikan perkara di atas, pihak PPS tidak akan mengeluarkan Surat Pengesahan Tarik Diri kepada pelajar dan pelajar masih dianggap sebagai pelajar aktif dan perlu membayar yuran pada semester berikutnya. *If students failed to obtained the above clearance, CGS will not issue the Letter of Approval for Withdrawing and student will considered to be active student and need to pay the fees for the next semester.* |

**BAHAGIAN B : UNTUK DIISI OLEH PENYELIA/ *TO BE COMPLETED BY THE SUPERVISOR***

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|   |  | Disokong / *Agree* |  | Tidak Disokong / *Disagree* |

Ulasan/*Remarks* :

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 Tandatangan dan cap rasmi Penyelia Tarikh / *Date*

 *Signature and Official Stamp Supervisor*

**BAHAGIAN C : UNTUK DIISI OLEH FAKULTI / *TO BE COMPLETED BY THE FACULTY***

|  |  |  |  |  |
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|   |  | Disokong/ *Agree* |  | Tidak Disokong/ *Disagree* |

Ulasan/ *Remarks* :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Tandatangan dan Cap Rasmi Tarikh / *Date*

 Dekan/Timb. Dekan/Ketua Jabatan

*Signature and Official Stamp*

 *Dean/ Deputy Dean/ Head of Department*

**BAHAGIAN D : UNTUK DIISI PUSAT PENGAJIAN SISWAZAH / *TO BE COMPLETED BY CGS***

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|   |  | Diterima/ *Accepted* |  | Ditolak / *Rejected* |

Ulasan/*Remarks* :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Tandatangan dan Cap Rasmi Tarikh / *Date*

 Dekan Pusat Pengajian Siswazah

 *Signature and Official Stamp*

 *Dean of CGS*