



Arahan kepada pelajar:

1. Dapatkan nasihat dan pengesahan dari Penyelia Utama / Fakulti.
2. Majukan permohonan yang lengkap ke Fakulti dan pastikan permohonan dibuat di dalam tempoh yang dibenarkan (sila rujuk Kalendar Akademik IPSis).
3. Sediakan tiga (3) salinan permohonan yang lengkap.
4. Yuran proses sebanyak RM50 akan dijana oleh Bahagian Pengurusan Kewangan Pelajar (BPKP) dan dikreditkan ke dalam bil pengajian selepas pelajar mendapat kelulusan.

Instruction to candidates:

1. Seek advice and verification from the Main Supervisor / Faculty.
2. Submit completed application form to the Faculty and ensure the application is within the stipulated period of time (refer to IPSis Academic Calendar).
3. Make three (3) copies of the completed application form.
4. 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> | [Grid for Name] | | | | | | | | | | | | |
| No. K.P Baru: <i>I.C No/Passport No.</i> | [Grid for I.C No] | | | | | Kod Fakulti: <i>Faculty Code</i> | [Grid for Faculty Code] | | | | | | |
| No. Kad Pelajar: <i>Student ID No</i> | [Grid for Student ID No] | | | | | Kampus: <i>Campus</i> | [Grid for Campus] | | | | | | |
| Kod Program: <i>Programme Code</i> | [Grid for Programme Code] | | | Semester: <i>Semester</i> | [Grid for Semester] | | Jantina: <i>Gender</i> | Lelaki <i>Male</i> | [Grid for Male] | | Perempuan <i>Female</i> | [Grid for Female] | |
| Peringkat Pengajian: <i>Level of Study</i> | Sarjana <i>Master</i> | [Grid for Master] | | Kedoktoran <i>PhD</i> | [Grid for PhD] | | Mod Pengajian: <i>Mode of Study</i> | Sepenuh Masa <i>Full Time</i> | [Grid for Full Time] | | Sepuluh Masa <i>Part Time</i> | [Grid for Part Time] | |
| Alamat Surat-Menyurat *() <i>Mailing Address</i> | [Grid for Mailing Address] | | | | | | | | | | | | |
| | | | | | | | | | | | Poskod: <i>Postcode</i> | [Grid for Postcode] | |
| *Jika ada perubahan alamat, sila tandakan (✓) <i>* Please tick (✓) for change of address</i> | | | | | | | | | | | | | |
| No. Tel: <i>Tel.No</i> | [Grid for Tel.No] | | | | | No. Tel. Bimbit: <i>Mobile Phone No.</i> | [Grid for Mobile Phone No.] | | | | | | |
| E-mel: <i>E-mail</i> | [Grid for E-mail] | | | | | | | | | | | | |
| Biasiswa / Tajaan (jika ada): <i>Scholarship / Funding (if any)</i> | [Grid for Scholarship / Funding] | | | | | | | | | | | | |

BAHAGIAN II (Diisi oleh pelajar)

SECTION II (To be filled up by student)

| | | | | |
|---|---|----------------------|---|----------------------|
| Saya memohon untuk bertukar: <i>I wish to change:</i> | dari (Kod Program) <i>from (Programme Code)</i> | [Grid for From Code] | ke (Kod Program) <i>to (Programme Code)</i> | [Grid for To Code] |
| bermula semester <i>beginning semester</i> | MAC <i>March</i> | [Grid for MAC] | SEPTEMBER <i>September</i> | [Grid for SEPTEMBER] |
| | | | Tahun: <i>Year</i> | [Grid for Year] |

Sebab-sebab pertukaran program dibuat:

Reasons to change programme:

.....

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.....

(Jika ruang tidak mencukupi, sila lampirkan penerangan tambahan)

Please provide additional explanation in separate sheet if space not sufficient.

Saya mengaku segala maklumat yang diberi di atas adalah benar.

I hereby declare that all information provided is true.

.....
Tandatangan Pelajar
Student's Signature

.....
Tarikh
Date

BAHAGIAN III (Pelajar dikehendaki mendapatkan pengesahan daripada jabatan berkenaan)

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

| | | |
|---|---|---|
| <p>A. FAKULTI <i>Faculty</i></p> <p>Pengesahan Ketua Pusat Pengajian Siswazah (KPPS) - (program semasa) <i>Endorsement by KPPS from (present programme)</i></p> <p><input type="checkbox"/> Disokong <i>Supported</i></p> <p><input type="checkbox"/> Tidak disokong <i>Not supported</i></p> <p>..... Tandatangan <i>Signature</i></p> <p>..... Nama dan Cop Rasmi <i>Name and Official Stamp</i></p> <p>..... Tarikh <i>Date</i></p> | <p>B. FAKULTI <i>Faculty</i></p> <p>Pengesahan Ketua Pusat Pengajian Siswazah (KPPS) - (program baru) <i>Endorsement by KPPS from (new programme)</i></p> <p><input type="checkbox"/> Disokong <i>Supported</i></p> <p><input type="checkbox"/> Tidak disokong <i>Not supported</i></p> <p>..... Tandatangan <i>Signature</i></p> <p>..... Nama dan Cop Rasmi <i>Name and Official Stamp</i></p> <p>..... Tarikh <i>Date</i></p> | <p>C. CATATAN <i>Remarks</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|---|---|---|

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

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

| | |
|---|---|
| <p>Untuk Kegunaan Pejabat <i>For office use only</i></p> <p>Keputusan JKAPS <i>JKAPS' Result</i></p> <p>Tandatangan Pengerusi JKAPS <i>Signature</i></p> <p>.....</p> <p>Nama dan Cop Rasmi <i>Name and Official Stamp</i></p> <p>.....</p> <p>Tarikh <i>Date</i></p> <p>.....</p> | <p><input type="checkbox"/> LULUS <i>Approved</i></p> <p><input type="checkbox"/> TIDAK LULUS <i>Not Approved</i></p> |
|---|---|