



**Arahan kepada pelajar:**

1. Dapatkan nasihat dan pengesahan daripada 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 RM50.00 akan dijana oleh Bahagian Pengurusan Kewangan Pelajar (BPKP) dan dikreditkan ke dalam bil pengajian selepas pelajar mendapat kelulusan.
5. Permohonan Penangguhan Semester (TG) mesti merujuk kepada Peraturan Akademik Pascasiswazah.

*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 RM50.00 will be generated by Bahagian Pengurusan Kewangan Pelajar (BPKP) and credited to the student study bills after the approval.
5. Application for Deferment of Academic Semester must refer to IPSiS Academic Rules and Regulations.

**BAHAGIAN I (Diisi oleh pelajar dengan menggunakan HURUF BESAR)**

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

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

**BAHAGIAN II**

*SECTION II*

**Bilangan Penangguhan Semester (TG) sebelum ini (jika ada):**

*Number of previous Deferment of Academic Semester (if any):*

**Kali**  
*Time*

**Sebab Penangguhan Semester (TG) dipohon (sila lampirkan dokumen sokongan):**

*Reasons for Application of Deferment (please attach supporting documents):*

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**Saya akan mendaftar semula pada semester:**

*I will re-register for semester:*

**MAC**  
*March*

**SEPTEMBER**  
*September*

**Tahun:**  
*Year*

**2 0**

.....  
**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><b>A. PENYELIA UTAMA (Penyelidikan)</b> <i>Main Supervisor (Research)</i></p> <p><b>Ulasan Penyelia Utama:</b> <i>Main Supervisor's comment:</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">..... <b>Tandatangan</b> <i>Signature</i></p> <p>.....</p> <p><b>Nama dan Cop Rasmi</b>                      <b>Tarikh</b> <i>Name and Official Stamp</i>                      <i>Date</i></p>	<p><b>B. FAKULTI</b> <i>Faculty</i></p> <p><b>Pengesahan Ketua Pusat Pengajian Siswazah (KPPS)</b> <i>Endorsement by KPPS</i></p> <p style="text-align: center;">.....</p> <p style="text-align: center;"><b>Disokong</b>                      <input type="checkbox"/> <i>Supported</i></p> <p style="text-align: center;"><b>Tidak disokong</b>                      <input type="checkbox"/> <i>Not supported</i></p> <p style="text-align: center;">.....</p> <p style="text-align: center;"><b>Tandatangan</b> <i>Signature</i></p> <p>.....</p> <p><b>Nama dan Cop Rasmi</b>                      <b>Tarikh</b> <i>Name and Official Stamp</i>                      <i>Date</i></p>	<p><b>C. CATATAN</b> <i>Remarks</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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**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><b>Untuk Kegunaan Pejabat</b> <i>For office use only</i></p> <p><b>Keputusan JKAPS</b> <i>JKAPS' Result</i></p>	<input type="checkbox"/>	<p><b>LULUS</b> <i>Approved</i></p>	<input type="checkbox"/>	<p><b>TIDAK LULUS</b> <i>Not Approved</i></p>	<p><b>Tandatangan Pengerusi JKAPS</b> <i>Signature</i></p> <p>.....</p> <p><b>Nama dan Cop Rasmi</b> <i>Name and Official Stamp</i></p> <p>.....</p> <p><b>Tarikh</b> <i>Date</i></p> <p>.....</p>
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**Nota Penting: Kriteria Permohonan Penangguhan Semester (TG)**

Important Notes: Criteria for Deferment of Academic Semester

1. **Alasan selain masalah kesihatan sendiri**  
*Reasons other than own health issue*
2. **Telah diluluskan Rayuan Meneruskan Pengajian (RMP) semester tidak aktif**  
*Appeal of Extension Study has been approved by Faculty/Academic Centre/Branch Campuses*
3. **Kelayakan permohonan**  
*Application entitlement*

<b>Sarjana</b> <i>Master</i>	<b>Maksima dua (2) kali sepanjang tempoh pengajian</b> <i>Maximum two (2) within duration of study</i>
<b>Doktor Falsafah</b> <i>PhD</i>	<b>Maksima empat (4) kali sepanjang tempoh pengajian</b> <i>Maximum four (4) within duration of study</i>