



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.
5. Permohonan Cuti Khas dibenarkan sebanyak dua (2) kali sahaja sepanjang pengajian (Rujuk 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 will be generated by Bahagian Pengurusan Kewangan Pelajar (BPKP) and credited to the student study bills after the approval.
5. Application for Special Leave is allowed twice throughout the study (Refer to IGS Academic Rules and Regulations).

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>			Perempuan <i>Female</i>								
Peringkat Pengajian: <i>Level of Study</i>	Sarjana <i>Master</i>			Kedoktoran <i>PhD</i>			Mod Pengajian: <i>Mode of Study</i>	Sepenuh Masa <i>Full Time</i>			Separuh Masa <i>Part Time</i>			FLP <i>FLP</i>							
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>																					

BAHAGIAN II

SECTION II

Bilangan Cuti Khas sebelum ini (jika ada): <i>Number of previous Special Leave (if any):</i>			Kali <i>Time</i>			
Sebab Cuti Khas dipohon (sila lampirkan dokumen sokongan): <i>Reasons for Application of Special Leave (please attach supporting documents):</i>						
.....						
.....						
.....						
Saya akan mendaftar semula pada semester: <i>I will re-register for semester:</i>	SEPTEMBER <i>September</i>			MAC <i>March</i>		
					Tahun: <i>Year</i>	2 0
..... Tandatangan Pelajar <i>Student's Signature</i>			 Tarikh <i>Date</i>		

BAHAGIAN III (Pelajar dikehendaki mendapatkan pengesahan daripada jabatan berkenaan)

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

<p>A. PENYELIA UTAMA (Penyelidikan) MAIN SUPERVISOR (Research)</p> <p>Ulasan Penyelia Utama: Main Supervisor's comment:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">..... Tandatangan Signature</p> <p>.....</p> <p>Nama dan Cop Rasmi Tarikh Name and Official Stamp Date</p>	<p>B. FAKULTI FACULTY</p> <p>Pengesahan Ketua Pusat Pengajian Siswazah Endorsement by Head of Graduate Studies</p> <p>Disokong <input type="checkbox"/> Supported</p> <p>Tidak disokong <input type="checkbox"/> Not supported</p> <p style="text-align: center;">..... Tandatangan Signature</p> <p>.....</p> <p>Nama dan Cop Rasmi Tarikh Name and Official Stamp Date</p>	<p>C. CATATAN REMARKS</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 Fakulti - JKAPS).

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

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