UNIVERSITI TEKNOLOGI MARA
Institut Pengajian Siswazah

PENANGGUHAN SEMESTER
DEFERMENT OF ACADEMIC SEMESTER

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 PenangguhanSemester (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)

Nama: *Name*

No. K.P Baru: *I.C No/Passport No.*

Kod Fakulti: *Faculty Code*

No. Kad Pelajar: *Student ID No*

Kampus: *Campus*

Kod Program: *Programme Code*

Semester: *Semester*

Jantina: *Gender*

Lelaki *Male* ☐ **Perempuan** *Female* ☐

Peringkat Pengajian: *Level of Study*

Sarjana *Master* ☐ **Kedoktoran** *PhD* ☐

Mod Pengajian: *Mode of Study*

Sepenuh Masa *Full Time* ☐ **Separuh Masa** *Part Time* ☐ **FLP** *FLP* ☐

Alamat Surat-Menyurat *( )*
Mailing Address

Poskod: *Postcode*

***Jika ada perubahan alamat, sila tandakan (✓)**
** Please tick (✓) for change of address*

No. Tel: *Tel.No*

No. Tel. Bimbit: *Mobile Phone No.*

E-mel: *E-mail*

BAHAGIAN II
SECTION II

Bilangan Penangguhan Semester (TG) sebelum ini (jika ada): ☐ ***Kali***
Number of previous Deferment of Academic Semester (if any): *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)

A. PENYELIA UTAMA (Penyelidikan) *Main Supervisor (Research)*	**B. FAKULTI** *Faculty*	**C. CATATAN** *Remarks*
Ulasan Penyelia Utama: *Main Supervisor's comment:* .... **Tandatangan** *Signature* ..... **Nama dan Cop Rasmi** *Name and Official Stamp* ..... **Tarikh** *Date*	**Pengesahan Ketua Pusat Pengajian Siswazah (KPPS)** *Endorsement by KPPS* **Disokong** ☐ *Supported* **Tidak disokong** ☐ *Not supported* ..... **Tandatangan** *Signature* ..... **Nama dan Cop Rasmi** *Name and Official Stamp* ..... **Tarikh** *Date*	....

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)

Untuk Kegunaan Pejabat
For office use only

Keputusan JKAPS
JKAPS' Result

☐ **LULUS**
Approved

☐ **TIDAK LULUS**
Not Approved

Tandatangan Pengerusi JKAPS
Signature .....

Nama dan Cop Rasmi
Name and Official Stamp .....

Tarikh
Date .....

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

Sarjana *Master*	**Maksima dua (2) kali sepanjang tempoh pengajian** *Maximum two (2) within duration of study*
Doktor Falsafah *PhD*	**Maksima empat (4) kali sepanjang tempoh pengajian** *Maximum four (4) within duration of study*