

**BORANG PERMOHONAN PERTUKARAN PROGRAM
 PROGRAMME CHANGE APPLICATION FORM**

- Arahan : 1. Pemohon perlu melengkapkan semua maklumat yang diperlukan di borang ini untuk dimajukan kepada Timbalan Naib Canselor (Akademik & Antarabangsa).
Instructions *Applicant needS to complete all the information required in the form for submission to the Deputy Vice Chancellor (Academic & International).*
2. Keputusan permohonan akan dikeluarkan selewat-lewatnya dalam tempoh dua (2) minggu selepas permohonan diluluskan oleh Timbalan Naib Canselor (Akademik & Antarabangsa)
Result of the application will be released within two (2) weeks after application has been approved by the Deputy Vice Chancellor (Academic & International).

**BAHAGIAN A : MAKLUMAT PELAJAR
 PART A : STUDENT INFORMATION**

| Maklumat Pelajar /Student Information | |
|---------------------------------------|--|
| Nama (Name) | |
| No. Matrik (Matric No.) | |
| Program (Programme) | |
| Semester (Semester) | |
| Fakulti (Faculty) | |
| Sesi Masuk (Intake Session) | |

**BAHAGIAN B : MAKLUMAT PERMOHONAN PERTUKARAN PROGRAM
 PART B : INFORMATION ON PROGRAMME CHANGE**

| Maklumat Permohonan /Application Information | |
|---|----|
| Program Sekarang (Current Programme) | |
| Program Baharu Yang Dipohon (New Programme Applied) | |
| Sebab Permohonan (Reason of Application) | a) |
| | b) |
| | c) |

BAHAGIAN C : KELAYAKAN AKADEMIK DAN PENGESAHAN PELAJAR
PART C : ACADEMIC QUALIFICATION AND STUDENT'S CONFIRMATION

i. Kelulusan sedia ada:
Existing qualification:

| KELULUSAN (RESULT) | TAHUN (YEAR) | GRED/PNGK (GRADE/CGPA) |
|---|-----------------|---------------------------|
| SPM | | |
| STPM | | |
| Matrikulasi/Diploma <i>Matriculation/Diploma</i> | | |

ii. Keputusan peperiksaan terkini program asal.
Latest result of former programme

| SEMESTER (SEMESTER) | PNGS (CGPS) | PNGK (CGPA) |
|------------------------|----------------|----------------|
| | | |
| | | |
| | | |

Nota : Sila lampirkan keputusan peperiksaan SPM, STPM/Matrikulasi/Diploma dan keputusan peperiksaan terkini
Note : Please append SPM, STPM/Matriculation/Diploma examination result and the latest examination result

| Perkara <i>Details</i> | Sila Tandakan <i>Please mark (✓)</i> |
|---|---|
| <ul style="list-style-type: none"> Salinan Keputusan SPM <i>SPM examination result</i> | |
| <ul style="list-style-type: none"> Salinan Keputusan Matrikulasi/STPM/STAM/Diploma (mana berkaitan) <i>Matriculation/STPM/STAM/Diploma examination result (where applicable)</i> | |
| <ul style="list-style-type: none"> Salinan Keputusan peperiksaan terkini <i>Latest examination result</i> | |
| <ul style="list-style-type: none"> Salinan keputusan MUET <i>MUET examination result</i> | |
| <ul style="list-style-type: none"> Lain-lain dokumen: Sila nyatakan <i>Other documents: Please specify</i> <p>I. _____</p> <p>II. _____</p> <p>III. _____</p> | |

Adalah disahkan bahawa saya memohon untuk membuat pertukaran program pengajian dari program _____ ke program _____.
This is to confirm that I am applying for a change of programme from the _____ programme to _____ programme.

_____)

Tandatangan Pemohon (*Applicant's signature*)

Tarikh (*Date*)

BAHAGIAN D : PERAKUAN PIHAK FAKULTI (PROGRAM ASAL)
PART D : FACULTY CONFIRMATION (FORMER PROGRAMME)

| Bil. No. | Perkara Details | Semakan Fakulti Faculty checklist | Catatan Note |
|----------|---|--|--------------|
| 1 | Unjuran/Jumlah bagi Program Asal yang dipohon (mengikut unjuran kemasukan pemohon) <i>Projected/Amount for the Original Programme applied for (according to the applicant's projected admission)</i> | <ul style="list-style-type: none"> Jumlah terkini pelajar bagi Program Asal mengikut sesi ambilan pemohon ialah = ____ <i>The latest number of students from the former programme according to the applicant's intake session is = ____</i> | |
| | | <ul style="list-style-type: none"> Unjuran pelajar bagi Program Asal mengikut sesi ambilan pemohon ialah = ____ <i>Projection of students from the former programme according to the applicant's intake session is = ____</i> | |

| PENASIHAT AKADEMIK (ACADEMIC ADVISOR) | DEKAN (DEAN) |
|--|--|
| <p>Permohonan pelajar untuk bertukar program adalah *diperakukan/tidak diperakukan. <i>Student application to change programme is *recommended/not recommended</i> Ulasan (Comment) :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>*Potong yang tidak berkenaan <i>*Delete whichever is not applicable</i></p> <p>_____</p> <p>Tandatangan dan cop Penasihat Akademik <i>Academic Advisor's signature and stamp</i></p> <p>Tarikh (Date) : _____</p> | <p>Permohonan pelajar untuk bertukar program adalah *diperakukan/tidak diperakukan. <i>Student application to change programme is *recommended/not recommended</i> Ulasan (Comment) :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>*Potong yang tidak berkenaan <i>Delete whichever is not applicable</i></p> <p>_____</p> <p>Tandatangan dan cop Dekan <i>Dean's signature and stamp</i></p> <p>Tarikh (Date) : _____</p> |

BAHAGIAN E : PERAKUAN PIHAK FAKULTI (PROGRAM BAHARU)
PART E : FACULTY CONFIRMATION (NEW PROGRAMME)

| Bil. | Perkara | Semakan Fakulti | Catatan |
|------|---|--|--|
| 1 | Unjuran/Jumlah bagi Program Asal yang dipohon (mengikut unjuran kemasukan pemohon) <i>Projected/Amount for the Original Programme applied for (according to the applicant's projected admission)</i> | <ul style="list-style-type: none"> Jumlah terkini pelajar bagi Program Baharu mengikut sesi ambilan pemohon ialah = ____ <i>The latest number of students from the former programme according to the applicant's intake session is = ____</i> | |
| | | <ul style="list-style-type: none"> Unjuran pelajar bagi Program Baharu mengikut sesi ambilan pemohon ialah = ____ <i>Projection of students from the former programme according to the applicant's intake session is = ____</i> | |
| 2 | Syarat Kemasukan Entrance Requirement | <ul style="list-style-type: none"> Syarat Am kemasukan bagi Program Baharu dipohon <i>General Admission Requirements for New Programme application</i> | Melepassi Syarat Am / <i>Passed the General Requirement</i> <input type="checkbox"/> Tidak Melepassi Syarat Am / <i>Failed the General Requirement</i> <input type="checkbox"/> |
| | | <ul style="list-style-type: none"> Syarat Khas Program Baharu dipohon <i>New Programme Special Requirement application</i> | Melepassi Syarat Khas / <i>Passed the Special Requirement</i> <input type="checkbox"/> * Tidak Melepassi Syarat Khas / <i>Failed the Special Requirement</i> <input type="checkbox"/> Tidak Berkaitan / <i>Not applicable</i> <input type="checkbox"/> |
| | | <ul style="list-style-type: none"> MUET Band (sila nyatakan/<i>please state</i>) | |

*Sekiranya permohonan tidak melepasi syarat khas tetapi fakulti menyokong permohonan pertukaran program, fakulti hendaklah bersedia untuk menguruskan ujian khas atau lain-lain bagi memenuhi syarat kemasukan bagi program baharu

** If the application does not pass the special conditions but the faculty supports the programme change application, the faculty must be prepared to administer special or other tests to meet the admission requirements for the new programme*

| KETUA JABATAN (<i>HEAD OF DEPARTMENT</i>) | DEKAN (<i>DEAN</i>) |
|---|---|
| <p>Permohonan pelajar untuk bertukar program adalah *diperakukan/tidak diperakukan. <i>Student application to change programme is *recommended/not recommended</i> Ulasan (<i>Comment</i>) :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>*Potong yang tidak berkenaan <i>*Delete whichever is not applicable</i></p> <p>_____</p> <p>Tandatangan dan cop Ketua Jabatan <i>Head of Department's signature and stamp</i></p> <p>Tarikh (<i>Date</i>) : _____</p> | <p>Permohonan pelajar untuk bertukar program adalah *diperakukan/tidak diperakukan. <i>Student application to change programme is *recommended/not recommended</i> Ulasan (<i>Comment</i>) :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>*Potong yang tidak berkenaan <i>*Delete whichever is not applicable</i></p> <p>_____</p> <p>Tandatangan dan cop Dekan <i>Dean's signature and stamp</i></p> <p>Tarikh (<i>Date</i>) : _____</p> |

BAHAGIAN F : SYOR BAHAGIAN HAL EHWAL AKADEMIK
PART F : SUGGESTION (ACADEMIC DIVISION)

- Y. Bhg. Prof. disyorkan untuk **meluluskan/tidak meluluskan** permohonan ini kerana
Honorable Prof. recommended to approve/disapprove this application because

Sekian dimaklumkan, terima kasih.
Please be informed, thank you.

Nota : Bersama-sama ini disertakan borang permohonan pelajar untuk ditandatangani oleh Y.Bhg. Prof
Note: Attached herewith is the student application form to be signed by the Honorable Prof.

_____ Tarikh (Date) : _____

Timbalan Ketua Pendaftar
(Chief Deputy Registrar)

BAHAGIAN G : KELULUSAN TIMBALAN NAIB CANCELOR (AKADEMIK & ANTARABANGSA)
PART G : APPROVAL DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)

- i. Tarikh Terima
Date Received
- ii. Keputusan (Result)
(tandakan (tick) √)

| | | | |
|---------------------|--|--|--|
| | | | |
| Lulus (Approved) | | Tidak Diluluskan (Not Approved) | |

- iii. Ulasan (Comment) :

_____ Timbalan Naib Cancelor (Akademik & Antarabangsa)
Deputy Vice Chancellor (Academic & International)

Tarikh (Date) : _____

**SURAT AKU JANJI PERTUKARAN PROGRAM
LETTER OF INDEMNITY OF PROGRAM CHANGE**

Saya seperti nama berikut :
I, named :

No. Kad Pengenalan :
Identity Card No. :

No. Matrik :
Matric No. :

Dengan ini mengesahkan membuat pertukaran program dari
Hereby confirm to change programme from

 kepada
to

Sekiranya pertukaran ini diluluskan, saya berjanji ; -
If this programme change is approved, I promise ; -

- tidak akan membuat rayuan pembatalan pertukaran program pengajian pada masa akan datang.
will not appeal for the cancellation of the programme change in the future.
- akan akur dengan struktur program baharu kesan dari pertukaran program ini serta bersedia menghadapi kelewatan menamatkan pengajian bagi melengkapkan struktur berkenaan.
will comply to the new programme structure as a result of the programme change and be prepared for the deferment in graduating to complete the structure.
- mengurus sendiri mana-mana hal berkaitan tajaan dalam surat perjanjian yang telah saya dan penjamin-penjamin tandatangani dengan pihak penaja yang semuanya adalah di bawah tanggungjawab saya dan penjamin-penjamin sendiri.
will self-manage any matters relating to sponsorship in the letter of agreement which I and the guarantors have signed with the sponsor, all of which are under my responsibility and the gurantors themselves.

Sekian, terima kasih
Thank you.

Yang benar
Yours sincerely

Saksi *
Witness

.....
 ()
 No. K/P:
IC No.:
 Tarikh:
Dated:

.....
 ()
 No. K/P:
IC No.:
 Tarikh:
Dated:

Nota: * Saksi terdiri daripada Penolong Pendaftar Kanan Bahagian Hal Ehwal Akademik.
*Note: * The witness consists of the Senior Assistant Registrar of the Academic Affaies Division*