



**BORANG PERMOHONAN PERTUKARAN PROGRAM ANTARA FAKULTI
(CHANGE OF PROGRAMME BETWEEN FACULTY APPLICATION FORM)**

A. SENARAI SEMAK PELAJAR / STUDENT CHECKLIST	
<input type="checkbox"/>	SURAT RASMI PELAJAR / OFFICIAL LETTER
<input type="checkbox"/>	KEPUTUSAN PEPERIKSAAN TERAKHIR PELAJAR / PREVIOUS SEMESTER FINAL EXAMINATION RESULTS
<input type="checkbox"/>	SALINAN RESIT BAYARAN / COPY OF PAYMENT RECEIPT
B. MAKLUMAT PELAJAR / STUDENT DETAILS	
Nama Pelajar/ Student Name	:
No. Pelajar/ Student No.	:
No. Kad Pengenalan/ I.C No	:
No. Telefon/ Handphone No.	:
Kod Program Asal/ Current Programme Code	:
Nama Program Asal/ Current Programme Name	:
Fakulti Asal/ Current Faculty	:
C. MAKLUMAT PERMOHONAN/ APPLICATION INFORMATION	
No. Resit Pembayaran/ Receipt No.	:
Kod Program Dipohon/ Programme Code Applied	:
Nama Program Dipohon/ Name of Programmed Applied	:
Fakulti Dipohon / Faculty Applied	:
Sebab Memohon/ Reason(s) for applying	:
D. PENGESAHAN PELAJAR / STUDENT VERIFICATION	
<p>Saya mengaku telah membaca, mematuhi peraturan dan segala butir diatas adalah benar/ I acknowledge that I understand and comply with all the relevant and applicable rules and regulations. I hereby declare that all information provided is complete, accurate and true.</p>	
Tandatangan Pelajar: Student's Signature:	Tarikh/ Date:
E. KELULUSAN DARIPADA FAKULTI	
UNTUK DIISI OLEH DEKAN FAKULTI ASAL (TO BE COMPLETED BY DEAN OF CURRENT FACULTY)	UNTUK DI ISI OLEH DEKAN FAKULTI YANG DIPOHON (TO BE COMPLETED BY DEAN OF APPLIED FACULTY)
<input type="checkbox"/> Diluluskan/ Approved	<input type="checkbox"/> Diluluskan/ Approved
<input type="checkbox"/> Tidak Diluluskan/ Not Approved	<input type="checkbox"/> Tidak Diluluskan/ Not Approved
Ulasan Dekan/ Dean's Comment:	Ulasan Dekan/ Dean's Comment:
Tandatangan/ Cop Dekan (Dean's Signature & stamp)	Tandatangan/ Cop Dekan (Dean's Signature & stamp)
Tarikh/ Date:	Tarikh/ Date:



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F.	UNTUK KEGUNAAN BAHAGIAN PERKHIDMATAN AKADEMIK (FOR ACADEMIC SERVICES DIVISION USE)
<p>Tarikh Terima : _____</p>	
G.	PERINGATAN/ REMINDER
<ol style="list-style-type: none"> 1. Permohonan pertukaran program/fakulti tidak digalakkan dan Universiti boleh mempertimbangkan permohonan pelajar yang berada di semester kedua (2) tahun pertama pengajian dengan syarat permohonan hendaklah dibuat selepas keputusan peperiksaan akhir semester pertama dikeluarkan. <i>Change of programme/faculty is not encouraged and will ONLY be considered for Semester 2 Year 1 Students provided that the application must be made after the first semester examination result is released.</i> 2. Pelajar yang diluluskan untuk bertukar program dalam Universiti boleh memohon pemindahan kredit tertakluk dengan kaedah 5.1. <i>Students who obtained approval to change their programme may apply for credit transfer subject to method 5.1.</i> 3. Permohonan pertukaran program pengajian hendaklah dibuat secara bertulis dalam tempoh minggu pertama hingga keempat selepas keputusan peperiksaan dikeluarkan. <i>Application must be submitted in week 1-4 after the final examination results released.</i> 4. Pelajar perlu menghantar borang yang telah lengkap diisi ke fakulti asal untuk mendapatkan kelulusan daripada Dekan fakulti. <i>Complete application form must be submitted to the current faculty in order to obtain approval from the Dean.</i> 5. Pihak fakulti asal perlu menghantar borang yang telah ditandatangani oleh Dekan ke fakulti yang dipohon untuk mendapatkan kelulusan daripada fakulti yang dipohon. <i>The current faculty needs to submit the form signed by the Dean to the new faculty for approval.</i> 6. Tempoh pengajian program asal akan diambil kira sebagai tempoh pengajian di Universiti. <i>Duration of study in the previous programme will considered as a period of study at the University.</i> 7. Setiap permohonan pertukaran program pengajian akan dikenakan bayaran sebanyak RM100.00. <i>Each application for change of programme will be charged a fee of RM100.</i> 8. Pihak fakulti yang dipohon hendaklah mengemukakan borang permohonan ke Bahagian Perkhidmatan Akademik untuk dibawa ke Mesyuarat Jawatankuasa Prasiswazah sebelum disahkan dalam Mesyuarat Senat. <i>The faculty must submit the application form to the Academic Services Division to be discussed in the Undergraduate committee meeting before being endorsed in the Senate meeting.</i> 9. Keputusan permohonan pertukaran program adalah MUKTAMAD dan segala rayuan semula tidak akan dipertimbangkan. <i>The change of programme result is FINAL and any appeals will not be entertained.</i> 	