

**PANDUAN / INSTRUCTIONS:**

1. Borang ini adalah untuk tujuan permohonan penangguhan pengajian. Pelajar perlu mengisi dengan lengkap dan mengemukakan borang ini bersama lampiran dokumen yang berkaitan kepada Fakulti masing-masing.  
*This form is to be used in application for deferment of study. Students need to fill in this form, attach the related documents and submit it to their respective Faculties.*
2. Pelajar boleh memohon penangguhan pengajian atas sebab-sebab berikut:  
*Students may apply for deferment of study for the following reasons:*
  - a. *Masalah peribadi yang memerlukan perhatian segera;*  
*Personal reasons that require your immediate attention;*
  - b. *Masalah kesihatan yang disahkan oleh hospital yang diiktiraf;*  
*Health problems certified by a recognised hospital;*
  - c. *Mengikuti program mobiliti;*  
*Participation in a mobility programme;*
  - d. *Mengikuti program "Gap Year"; atau*  
*Participation in a "Gap Year" programme; or*
  - e. *Apa-apa alasan lain yang dirasakan sesuai.*  
*Any other reasons considered appropriate*
3. Pelajar hanya dibenarkan menangguhkan pengajian bermula pada semester kedua kecuali atas sebab kesihatan atau kes khas dengan kelulusan Timbalan Naib Canselor (Akademik dan Antarabangsa).  
*Students are only allowed to defer their studies starting from the second semester, except for health reasons or special cases with the approval of the Deputy Vice Chancellor (Academic and International).*
4. Permohonan penangguhan hendaklah menggunakan borang yang ditetapkan dan dikemukakan sebelum minggu ketujuh (semester panjang) atau minggu keempat (semester pendek) kecuali atas sebab kesihatan.  
*The application for deferment of study must be submitted before the seventh week of a long semester or the fourth week of a short semester, except for health reasons.*
5. Tempoh penangguhan pengajian dibenarkan tidak melebihi satu (1) tahun pengajian di sepanjang tempoh pengajian kecuali dengan kelulusan Timbalan Naib Canselor (Akademik dan Antarabangsa)  
*The duration of deferment of study shall not exceed one (1) academic year throughout the entire period of study, except with the approval of the Deputy Vice Chancellor (Academic and International).*
6. Borang permohonan mestilah disertakan dengan lampiran:  
*The following documents must be attached with the application form:*
  - a. *Dokumen sokongan yang berkaitan;*  
*Relevant supporting documents;*
  - b. *Surat kebenaran bertulis daripada penaja.*  
*A written approval letter from the sponsor.*
7. Fakulti hendaklah memberikan peringatan secara bertulis kepada pelajar sekiranya didapati tidak mendaftar pada sesuatu semester tanpa memberi sebarang permohonan penangguhan pengajian. Pelajar yang tidak memberi sebarang maklum balas dalam sesuatu tempoh yang ditetapkan akan digantung pengajian.  
*The Faculty shall issue a written reminder to any student who fails to register for a particular semester without submitting an application for deferment of study. A student who fails to respond within the specified period shall have his/her studies suspended.*

**BORANG PERMOHONAN TANGGUH PENGAJIAN /**  
*Deferment of Study Application Form*

**A. BUTIRAN DIRI PELAJAR / Personal Details**

Nama Penuh/Full Name : \_\_\_\_\_

No. Matrik/ Matric No. : \_\_\_\_\_ No. KP/Passport Number : \_\_\_\_\_

Alamat Tetap/ Permanent Address: \_\_\_\_\_

\_\_\_\_\_ Poskod /Postcode : \_\_\_\_\_

No. Tel. Bimbit/ H/phone No.: \_\_\_\_\_ Emel/Email : \_\_\_\_\_

**B. BUTIRAN AKADEMIK / Academic Details**

Program Pengajian/ Programme : \_\_\_\_\_

Fakulti/  
Faculty : \_\_\_\_\_

Peringkat Pengajian/  
Academic Level :  Diploma/  
Diploma  Sarjana Muda/  
Degree  PNGK Terkini/  
Current CGPA : \_\_\_\_\_

Penangguhan pengajian dipohon untuk /  
Application to defer for : \_\_\_\_\_ Semester \_\_\_\_\_ Sidang Akademik/  
Academic Session \_\_\_\_\_

Bilangan unit yang telah didaftarkan pada semester yang dimohon penangguhan  
Number of registered units in the requested semester of postponement \_\_\_\_\_ unit

Sebab -sebab memohon (sila kepilkan dokumen berkaitan) / Reason of application (please enclose related document):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tandatangan Pelajar/Student's Signature : \_\_\_\_\_ Tarikh/ Date: \_\_\_\_\_

**C. PENGESAHAN RAKAN PENDAMPING SISWA / Confirmation by Student's Mentor/Academic Advisor**

Disokong / Supported

Tidak Disokong / Not Supported

Ulasan / Comment : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Tandatangan dan Cap Rasmi /  
Signature and Official Stamp

Tarikh/Date: \_\_\_\_\_

**D. PERAKUAN TIMBALAN DEKAN (HAL EHWAL PELAJAR & ALUMNI)/ Verification by Deputy Dean (Student & Alumni Affairs)**

Diperakukan / Verified

Tidak Diperakukan / Not Verified

Ulasan / Comment : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Tandatangan dan Cap Rasmi /  
Signature and Official Stamp

Tarikh/Date: \_\_\_\_\_

**E. PERAKUAN DEKAN FAKULTI / Verification by Dean of Faculty**

Diperakukan / Verified

Tidak Diperakukan / Not Verified

Ulasan / Comment : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Tandatangan dan Cap Rasmi /  
Signature and Official Stamp

Tarikh/Date: \_\_\_\_\_

\*Sila kemukakan permohonan ini kepada Unit Kemasukan dan Rekod Pelajar, Bahagian Pengurusan Akademik untuk tindakan selanjutnya.  
\* Please submit this application to the Student Admission & Records Unit, Academic Management Division for further action.

**F. PERAKUAN PENGARAH PUSAT PENGURUSAN AKADEMIK / Verification by Director of Academic Management Centre**

Diperakukan / Verified

Tidak Diperakukan / Not Verified

Ulasan (jika ada) / Comment (if any) : \_\_\_\_\_

\_\_\_\_\_  
Tandatangan dan Cap Rasmi /  
Signature and Official Stamp

Tarikh/Date: \_\_\_\_\_

**G. KELULUSAN TIMBALAN NAIB CANSOLOR (A&A) / Approval by Deputy Vice Chancellor (A&A)**

Diluluskan / Approved

Tidak Diluluskan / Not Approved

Ulasan (jika ada) / Comment (if any) : \_\_\_\_\_

\_\_\_\_\_  
Tandatangan dan Cap Rasmi /  
Signature and Official Stamp

Tarikh/Date: \_\_\_\_\_

**H. UNTUK KEGUNAAN UNIT KEMASUKAN DAN REKOD PELAJAR/ For Student Admission & Records Unit use**

Tarikh kuat kuasa tangguh pengajian / : \_\_\_\_\_  
Effective date of deferment

Semester & Sidang Akademik/ : \_\_\_\_\_  
Semester & Academic Session

Sistem maklumat pelajar telah dikemaskini/  
Student information system updated

Tarikh kemaskini/ : \_\_\_\_\_  
Date of update

Surat rasmi kepada pelajar telah dikeluarkan/  
Official letter has been issued to student

Tarikh surat/ : \_\_\_\_\_  
Date of letter

\_\_\_\_\_  
Tandatangan dan Cap Rasmi/  
Signature and Official Stamp

Tarikh/ Date : \_\_\_\_\_