

**PUSAT PENGURUSAN AKADEMIK
CENTRE FOR ACADEMIC MANAGEMENT**

**BORANG PERMOHONAN PENANGGUHAN PENGAJIAN
APPLICATION FORM FOR DEFERMENT OF STUDY**

	KATEGORI PENANGGUHAN DEFERMENT CATEGORIES	
	DIAMBIL KIRA COUNTED	TIDAK DIAMBIL KIRA UNCOUNTED
PERAKUAN YANG DIPERLUKAN: REQUIRED CERTIFICATION	Perakuan daripada Pegawai Psikologi Jabatan Hal Ehwal Pelajar & Alumni <i>Certified by Psychology Officer from UMP's Department of Students' Affair & Alumni</i>	Perakuan daripada Pegawai Perubatan Universiti Malaysia Pahang atau Hospital Kerajaan <i>Certified by Medical Officer from UMP or government hospital</i>
DOKUMEN YANG DIPERLUKAN: REQUIRED DOCUMENTS	(a) Borang permohonan yang telah lengkap diisi. <i>Application form duly filled</i> (b) Surat Permohonan Rasmi Pelajar <i>Student Official Application Letter</i> (c) Surat perakuan daripada Pegawai Psikologi UMP <i>Certification letter by UMP Psychology Officer</i> (d) Surat sokongan daripada Ibu bapa/penjaga <i>Supporting letter from parents or guardians</i>	(a) Borang permohonan yang telah lengkap diisi. <i>Application form duly filled</i> (b) Surat Permohonan Rasmi Pelajar <i>Student Official Application Letter</i> (c) Surat Perakuan dari Pegawai Kesihatan UMP/Hospital Kerajaan <i>Certification by UMP or Government Hospital Medical Officer</i>
TARIKH AKHIR PERMOHONAN: APPLICATION DEADLINE	Jumaat (Minggu ke-9) <i>Friday (9th Week)</i>	Hari Terakhir Minggu Peperiksaan Akhir <i>Last Day of Final Examination Week</i>
KELULUSAN OLEH: APPROVED BY	Dekan/Timbangan Dekan <i>Dean/Deputy Dean</i>	Dekan/Timbangan Dekan <i>Dean/Deputy Dean</i>
TARIKH KUAT KUASA PENANGGUHAN: EFFECTIVE DATE OF DEFERMENT	Tarikh permohonan pelajar <i>As per application date</i>	Tarikh permohonan pelajar <i>As per application date</i>
TEMPOH MAKSIMUM YANG DIBENARKAN BAGI PENANGGUHAN: MAXIMUM PERIOD ALLOWABLE FOR DEFERMENT	Tidak melebihi satu (1) semester bagi setiap kali permohonan <i>Not exceed one (1) semester for every application</i>	1. Aktiviti Akademik Khas (Khusus) <i>Special Academic Activity (Specific)</i> Tidak melebihi satu (1) tahun pengajian sama ada satu (1) semester atau dua (2) semester berturut-turut, <i>Not exceed one (1) academic year either one (1) semester or two (2) consecutive semesters</i> 2. Aktiviti Akademik Khas (Umum) <i>Special Academic Activity (General)</i> Satu (1) semester sahaja sepanjang pengajian, <i>Not exceed one (1) semester throughout study</i> 3. Kesihatan <i>Health</i> Tidak melebihi satu (1) tahun pengajian akademik. <i>Not exceed one (1) academic year</i>
SEMESTER SEMASA: CURRENT SEMESTER	Tempoh penangguhan AKAN DIAMBIL KIRA dalam pengiraan bilangan semesteryang digunakan. <i>The deferment period WILL BE CONSIDERED in the calculation of the semesters used.</i>	Tempoh penangguhan TIDAK AKAN DIAMBIL KIRA dalam bilangan semester yang telah digunakan. <i>The deferment period WILL NOT BE CONSIDERED in the calculation of the semesters used.</i>

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Semester (*Semester*) : _____ Sesi Akademik (*Academic Session*) : _____

**BAHAGIAN A : MAKLUMAT PEMOHON
PART A : PARTICULARS OF APPLICANT**

1. Nama (*Name*) :
2. No. Matrik (*Matric No*) : 3. No. MyKad / No. Pasport (*MyKad No/Passport No.*):
4. No. Telefon Bimbit (*Mobile No.*) : 5. Emel (*Email*):
6. Alamat (*Address*) :
7. Program (*Programme*) :
8. Fakulti/Pusat (*Faculty/Centre*) :
9. Kolej (*College*) :
10. Status Akademik semasa (*Current Academic Status*):

	KC	KB	P1	P2
PNGK CGPA				
PNG GPA				

11. Adakah anda pernah memohon Penangguhan Pengajian? (*Have you ever applied for deferment?*)

Ya (*Yes*) Tidak (*No*)

12. Jika ya, sila nyatakan jenis Penangguhan Pengajian yang diluluskan? (*If yes, please indicate the category of approved deferment?*)

Sila Isi jika berkenaan sahaja (*Please fill in only if applicable*)

Maklumat Penangguhan Sebelum Prior Deferment Information			
Semester	Sesi Akademik Academic Session	Diambil Kira Accounted	Tidak Diambil Kira Not Accounted

13. Peraturan kewangan penangguhan pengajian (*Financial Regulations on Deferment of Study*)

- 6.3.3 Penangguhan Pengajian Pelajar yang diluluskan permohonan penangguhan pengajian oleh Pihak Berkuasa Universiti pada sesuatu semester dikehendaki menjelaskan yuran seperti berikut:
Students whose application for deferment of study are approved by the University Authority at any semester must settle the fees as follows:
- 6.3.3.1 Pelajar yang menangguh pengajian dalam tempoh 14 hari selepas semester bermula, bayaran akan dikembalikan selepas ditolak bilangan hari mendiami asrama.
For students who defer their study within 14 days of the semester, payment will be refunded after the deduction of the number of days stayed at the hostel.
- 6.3.3.2 Jika kelulusan diberi sebelum cuti pertengahan semester berakhir, pelajar dikehendaki menjelaskan separuh dari yuran perkuliahan.
If approval is given before the mid semester break ends, students must settle half of the tuition fee.
- 6.3.3.3 Sekiranya kelulusan diberi setelah cuti pertengahan semester berakhir, pelajar dikehendaki menjelaskan keseluruhan yuran pengajian.
If approval is given after the mid semester break ends, students must settle student fee in full.
- 6.3.3.4 Pelbagai yuran lain perlu dijelaskan sepenuhnya untuk perkara 6.3.3.2 dan 6.3.3.3 di atas, manakala yuran asrama mengikut peraturan penarikan diri dari asrama semasa pengajian.
Other fees are required to be settled in full for items 6.3.3.2 and 6.3.3.3 above, while hostel fee is subject to the regulations of withdrawal from hostel while studying.
- 6.3.3.5 Sekiranya penangguhan pengajian disebabkan masalah kesihatan, semua yuran pengajian pada semester berkenaan akan dikecualikan. Manakala yuran asrama akan dicaj mengikut bilangan hari menduduki.
Medical Leave For students who are approved for deferment due to medical leave by the University Authority at any semester, payment will be refunded after the deduction of the number of days stayed at hostel is considered.

Rujukan : Peraturan Pembayaran Yuran Pelajar Prasiswazah Universiti Malaysia Pahang
Regulation of Students Fee Payment Universiti Malaysia Pahang

Sila tanda (✓) yang mana berkenaan:

Please tick (✓) where applicable:

Saya telah membaca dan bersetuju dengan terma dan syarat yang dinyatakan
I have read and agree to the Terms and Conditions

Tandatangan Pemohon (*Applicant's signature*) :

Nama (*Name*) :

Tarikh (*Date*) :

BAHAGIAN B : PERAKUAN PEGAWAI PERUBATAN UMP/ HOSPITAL KERAJAAN ATAU PEGAWAI PSIKOLOGI UMP
PART B : ACKNOWLEDGEMENT BY UMP OR GOVERNMENT HOSPITAL MEDICAL OFFICER

Sila isi yang mana berkaitan *(Please fill in where applicable)*

KATEGORI PENANGGUHAN <i>DEFERMENT CATEGORIES</i>		
Diambil Kira <i>Accounted</i> Sila lampirkan laporan daripada Pegawai Psikologi <i>Please attach the report form Psychology Officer</i>	Tidak Diambil Kira <i>Not Accounted</i> Sila lampirkan laporan perubatan yang mana berkenaan <i>Please attach with medical report where applicable</i>	
Pegawai Psikologi UMP <i>UMP Psychology Officer</i>	Pegawai Perubatan <i>Medical Officer</i>	
	Hospital Kerajaan <i>Government Hospital</i>	UMP
Catatan: <i>Remarks</i> Tandatangan & Cop Rasmi <i>Signature & Official Stamp</i> Tarikh : <i>Date</i>	Catatan : <i>Remarks</i> Tandatangan & Cop Rasmi <i>Signature & Official Stamp</i> Tarikh : <i>Date</i>	Catatan : <i>Remarks</i> Tandatangan & Cop Rasmi <i>Signature & Official Stamp</i> Tarikh : <i>Date</i>

BAHAGIAN C : PERAKUAN OLEH PENASIHAT AKADEMIK
PART C : ACKNOWLEDGEMENT BY ACADEMIC ADVISOR

Sila tanda (✓) yang mana berkenaan *(Please tick (✓) where applicable)* :

Disokong *(Recommended)*

Tidak Disokong *(Not Recommended)*

Catatan :
Remarks

 Tandatangan & Cop Rasmi
Signature & Official Stamp

Tarikh :
Date

BAHAGIAN D : PERAKUAN PEJABAT HUBUNGAN ANTARABANGSA/UMP ADVANCED EDUCATION
PART D : ACKNOWLEDGEMENT BY CENTRE FOR INTERNATIONAL RELATION/UMP ADVANCED EDUCATION

**Hanya untuk pelajar antarabangsa/Pelajar Separuh Masa (Only applicable for International Student/Part Time Student)*

Sila tanda (✓) yang mana berkenaan (*Please tick (✓) where applicable*) :

Disokong (*Recommended*)

Tidak Disokong (*Not Recommended*)

Catatan :
Remarks

.....

.....
Tandatangan & Cop Rasmi
Signature & Official Stamp

Tarikh :
Date

BAHAGIAN E : KELULUSAN OLEH DEKAN/TIMBALAN DEKAN FAKULTI/PUSAT
PART E : APPROVAL BY DEAN/DEPUTY DEAN OF FACULTY/CENTRE

Sila tanda (✓) yang mana berkenaan (*Please tick (✓) where applicable*):

Diluluskan (*Approved*)

Tidak Diluluskan (*Not Approved*)

Catatan :
Remarks

.....

.....
Tandatangan & Cop Rasmi
Signature & Official Stamp

Tarikh :
Date

BAHAGIAN F: UNTUK TINDAKAN PUSAT PENGURUSAN AKADEMIK
PART F : ACTIONS TO BE TAKEN BY THE CENTRE FOR ACADEMIC MANAGEMENT

Dokumen diterima pada (*Documents received on*) :

Tarikh kuat kuasa penangguhan (*Effective date of deferment*) :

Surat Kelulusan diproses pada (*Letter of Approval processed & issued on*) :

Status *IMS Academic* dikemas kini pada (*IMS Academic Status updated on*) :

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Tandatangan & Cop Rasmi
Signature & Official Stamp

Tarikh :
Date