

POSTGRADUATE APPLICATION FOR ACADEMIC AFFAIRS



- ✓ *CHANGE OF SUPERVISOR
- ✓ *CHANGE OF PROGRAM
- ✓ WITHDRAWAL
- ✓ CONVERSION OF STUDY
- ✓ *DEFERMENT OF STUDY
- ✓ *CHANGE TYPE OF REGISTRATION
- ✓ EXTENSION BEYOND MAXIMUM SEMESTER

SEMESTER I, ACADEMIC SESSION 2023/2024

1 STUDENT'S APPLICATION
(Within first 4 weeks of Lecture)



2 SUPERVISOR'S RECOMMENDATION
(Within 2 weeks after Student's Application)



3 FACULTY'S APPROVAL
(Within 2 weeks after SV's Recommendation)



- The Student will not be allowed to make applications* (blocked) in the 5th to 10th week.
- Applications* for the following semester could be made starting from the Eleventh (11th) Week of the current semester. Upon approval, the change will be effective in the following semester.

Additional Information:

- 1. Add / Register Course : Until 5th November 2023 (Week 4)**
- 2. Drop Course / Exemption : Until 24th December 2023 (Week 10)**

- Research, Coursework & Mixed-Mode Student shall be **required to register EVERY SEMESTER** within the first four (4) weeks of the semester and shall continue as a Student throughout his/her study.
- Registration from Week-5 to Week-10 is **considered as late registration with a penalty.**
- The Student will not be allowed to register after Week-10 and will be given **LBS status (Lulus Bersyarat / Conditional Pass)** (Research Mode) . **Please avoid getting LBS status twice.**
- The Student shall be given **GDB status (Gagal dan Diberhentikan / Failed and Dismissed)** if he/she fails to register for two (2) consecutive semesters without permission of the University as stipulated by Regulations.



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