<table>
<thead>
<tr>
<th>REVISION</th>
<th>PREPARED BY AAAM</th>
<th>REVIEWED BY FD / AAcM</th>
<th>APPROVED BY ED</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>KHO MEE FANG</td>
<td>EDDY TAY / TEO HUA HNG</td>
<td>JOYCELYNN KHO</td>
<td>25/04/2014</td>
</tr>
</tbody>
</table>

CIRCULATED TO: STUDENT ONLY

WHEN: DURING INDUCTION DAY
<table>
<thead>
<tr>
<th>CONTENT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>2</td>
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<tr>
<td>Foundation Programme</td>
<td>3</td>
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<tr>
<td>UTM Programme</td>
<td>4-5</td>
</tr>
<tr>
<td>TIUCT Programme</td>
<td>6</td>
</tr>
<tr>
<td>UNIKL Programme</td>
<td>7</td>
</tr>
</tbody>
</table>

Attachments

<table>
<thead>
<tr>
<th>Form</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Registration Form</td>
<td>No.1</td>
</tr>
<tr>
<td>Request for Re-take Course Form</td>
<td>No.2</td>
</tr>
<tr>
<td>Application for Deferment of Study</td>
<td>No.3</td>
</tr>
<tr>
<td>Student's Withdrawal Form</td>
<td>No.4</td>
</tr>
<tr>
<td>Change of Course/Programme</td>
<td>No.5</td>
</tr>
<tr>
<td>Course Add/Drop Form for UTM Programme</td>
<td>No.6</td>
</tr>
<tr>
<td>Application for Credit Exemption - (UNIKL)</td>
<td>No.7</td>
</tr>
<tr>
<td>Borang Pengecualian Kredit <em>(Program Kerjasama)</em> – (UTM)</td>
<td>No.8</td>
</tr>
</tbody>
</table>
Dear Students,

This registration handbook has been prepared to guide you for your semester registration.

This handbook is divided into 4 programmes namely, Foundation (FND) Programme, Matriculation (MTX) Programme and University Kuala Lumpur (UNIKL) Programme.

Please read through carefully the content of this handbook. These processes will help all Technology College Sarawak (TCS) students to have a better idea on how to register in a more efficient and effective manner now and for the coming semesters.

If you need us to clarify any matters mentioned here, please approach any of our staff at the Centre of Registration.

Looking forward to registering you!!!

Kho Mee Fang
Acting Academic Affairs Manager (AAAM)

These Regulations apply to all Technology College Sarawak students. The College reserves the right, without notice, to withdraw courses, programme and to make changes in regulations, courses, fees, etc. at any time before or after a candidate’s admission. Admission to the College is subject to the requirement that the candidate will comply with the College’s registration procedure and will duly observe the regulations of the College from time to time in force.
Registration

All students are required to register at the date and time which will be notified through your semester course calendar or notice. After registration, a student may only be allowed to drop course, add course or defer his / her programme WITHIN ONE MONTH after the class commencement. (Subject to AAAM approval)

If a student fails to register at the required date, (i.e. to register after the registration period) you may need to get recommendation from the Head of Academic and approval from the Head of Registration.

A Late Registration fee of RM 50 will be charged to the student during registration week and additional RM50 during class commencement week.

Definitions:

Assessments: Subjects assessed e.g.) Assignments, Written Examinations, Tests, Presentations, Practical Test or Projects.

Assignments: Tasks assigned by a tutor or lecturer e.g.) Assignment 1, Assignment 2.

Programme/Program: Pathway of a programme e.g.

**UTM Diploma:** Diploma in Management Technology / Diploma in Management Technology (Accounting) and Diploma in Computer Science (Information Technology).

**UNIKL Degree:** BBA in International Business (Hons) / BBA in Finance (Hons) and Bachelor of Science (Hons) in Computer Science.

Course/Kursus: Several independent topics that together form a course of study / paper taken e.g.) Managing Activities (MAS 215), English Language 1 (ENG 100), Matematik Perniagaan (DDG1113).

**Non-Tech:** Business Programme

**Tech:** Computing and Multimedia Programme

Please refer to the Administration Department Notice Board from time to time for any update on Registration Department issues.
FOUNDATION (FND) PROGRAMME

1. In order to proceed to the following semester, a student must pass at least 3 courses.

2. Students who fail English Language 1 (ENG 100) are not allowed to register for English Language 2 (ENG 200).

3. Students who refer any courses are allowed to resit ONCE only.

4. Students are only allowed to resit for their final exam on the first week of the Registration. If a student fails to resit during the stated period, he or she is required to RETAKE (repeat the whole semester) the course.

5. Students who RETAKE any courses need to fill in the “Request for Retake Course Form” – (refer to attachment no.2)
   - Retake Fees – RM 500* (per course)
   - (* Subject to change)

6. Foundation students MUST pass the entire foundation course before he or she is allowed to proceed to Degree Year 1 (Semester 1).

7. Students who wish to defer their programme need to fill in the “Application for Deferment of Study” – (refer to attachment no.3), get approval from the respective heads of department (as stated in the form) and SUBMIT the form to the Admission & Record Unit.

8. Students who wish to withdraw from their programme need to fill in the “Student's Withdrawal Form” – (refer to attachment no.4), get approval from the respective heads of department (as stated in the form) and SUBMIT the form to the Admission & Record Unit.

9. For Semester Registration process, please refer to the Administration Department Notice Board.

10. Students must only attend class for the courses that they have registered.
PROGRAM UNIVERSITI TEKNOLOGI MALAYSIA (UTM)

1. Pelajar-pelajar diploma / ijazah sarjana muda yang mengikuti program UTM dibenarkan untuk mendaftar ke semester seterusnya sekiranya mendapat;
   - Kedudukan Baik (KB) – CPA ≥ 2.00
   - Kedudukan Bersyarat (KS) – 1.70 ≤ CPA < 2.00
   - Pelajar-pelajar yang mendapat Kedudukan Gagal (KG) – CPA < 1.70 akan diberhentikan dari pengajian mereka.
   - Pelajar-pelajar yang mendapat Kedudukan Bersyarat (KS) tiga kali berturut-turut akan diberikan taraf Kedudukan Gagal (KG) dan diberhentikan dari pengajian mereka.

2. Pelajar-pelajar diploma yang Kedudukan Baik (KB) – CPA ≥ 2.00 dibenarkan mendaftar hingga 18 kredit.

3. Pelajar-pelajar diploma yang Kedudukan Bersyarat (KS) – 1.70 ≤ CPA < 2.00 hanya dibenarkan mendaftar hingga 10 kredit.

4. UM atau HWUM adalah bagi mereka yang mengulang mata pelajaran yang telah gagal pada semester dahulu. UG adalah bagi mengulang mata pelajaran lulus (C- dan ke bawah) dengan kebenaran pihak UTM bagi tujuan memperbaiki pencapaian akademik.

5. Pelajar-pelajar yang berkedudukan gagal (KG), boleh mendaftar semula (KGDS) sekiranya mereka tidak terlibat dengan kes disiplin Stage 2 dan Stage 3 berdasarkan rekod disiplin mereka.

6. Pelajar-pelajar yang KGDS dan ingin menukar kursus, hendaklah mengisi borang “Change of Programme Form” - (sila rujuk lampiran no.5) dan hendaklah mendapat kelulusan daripada Ketua Akademik/Ketua Pendaftaran.

7. Sebarang kelewatan dalam pendaftaran atau pembetulan pendaftaran mata pelajaran selepas minggu kedua (ke 2) semester tidak boleh diterima kecuali atas sebab-sebab yang boleh diterima UTM. pendaftaran/pembetulan lewat akan dikenakan denda RM 300.00* bagi setiap permohonan.

8. Pelajar boleh memohon untuk Tarik Diri (TD) mana-mana kursus yang telah didaftarkan pada sesuatu semester. Permohonan untuk Tarik Diri kursus (TD) hendaklah dibuat dengan menggunakan “Course Add/Drop Form for UTM Programme”. (sila rujuk lampiran no.7) bermula dari minggu PERTAMA (ke 1) dan tidak lewat dari hari Jumaat minggu ke LAPAN (ke 8) semester. Selepas tarikh ini, permohonan untuk Tarik Diri kursus (TD) tidak akan diterima.

9. Pelajar boleh memohon untuk Penambahan Kursus yang belum didaftarkan. Permohonan untuk Penambahan Kursus hendaklah dibuat dengan menggunakan “Course Add/Drop Form for UTM Programme” (sila rujuk lampiran no. 6) bermula dari minggu PERTAMA (ke 1) dan tidak lewat dari hari Jumaat
minggu ke LAPAN (ke 8) semester. Selepas tarikh ini, permohonan untuk penambahan kursus tidak akan diterima atau dipertimbangkan.

10. Pelajar-pelajar yang ingin menangguhkan pengajian dikehendaki mengisi borang “Application for Deferment of Study” - (sila rujuk lampiran no.3) dan mendapat pengesahan daripada ketua-ketua jabatan yang berkenaan (seperti yang dinyatakan dalam borang) dan kembalikan borang tersebut kepada Unit Rekod & Kemasukan.

11. Pelajar-pelajar yang ingin berhenti dari pengajian mereka dikehendaki mengisi borang “Student’s Withdrawal Form” – (sila rujuk lampiran no.4) dan mendapat pengesahan daripada ketua-ketua jabatan yang berkenaan (seperti yang dinyatakan dalam borang) dan kembalikan borang tersebut kepada Unit Rekod & Kemasukan.

12. Pelajar – pelajar yang mengulangi kursus dikehendaki mengisi borang “Request for Retake Course Form” – (sila rujuk lampiran no.2) dan mendapat pengesahan daripada ketua-ketua jabatan yang berkenaan (seperti yang dinyatakan dalam borang) dan kembalikan borang tersebut kepada Unit Rekod & Kemasukan.

13. Pelajar – pelajar yang mengulangi matapelajaran atau semester dikehendaki membayar yuran yang dinyatakan di bawah:

<table>
<thead>
<tr>
<th>Diploma</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yuran Ulang Matapelajaran</td>
<td>RM150*</td>
</tr>
<tr>
<td>Semester Tambahan (UM) – (yuran UTM)</td>
<td>RM400*</td>
</tr>
<tr>
<td>Semester Tambahan Short Semester (UM)</td>
<td>RM150*</td>
</tr>
<tr>
<td>Yuran Ulang Gred Matapelajaran (UG)</td>
<td>RM150*</td>
</tr>
</tbody>
</table>

(*Tertakluk kepada pertukaran)

14. Sekiranya berlaku kesilapan atau pertukaran pada data pelajar contohnya; pertukaran pada nama atau nombor kad pengenalan akan dikenakan denda RM50.00* bagi setiap permohonan.

15. Pelajar hendaklah menyemak dan memastikan kesahihan semua maklumat yang tercatat di dalam Slip Pendaftaran kursus. Pelajar hendaklah membetulkan sebarang kesilapan yang terdapat di dalam slip tersebut mengikut peraturan, syarat dan tempoh yang ditetapkan oleh pihak kolej.

16. Untuk pendaftaran kursus semester pendek, sila rujuk kepada papan notis “Administration Department”.

17. Pelajar-pelajar Diploma yang ingin memohon pengecualian kredit ke ijazah Sarjana Muda dikehendaki mengisi “Borang Pengecualian Kredit (program kerjasama)” – Sila rujuk lampiran no.8) (tertakluk kepada kelulusan pihak UTM) semasa pengajian kursus.
TIUCT DEGREE PROGRAMME

1. In order to proceed to the following semester, a TIUCT degree student must not fail more than 2 courses. (Subject to HOA’s approval)

2. All students are required to register only the courses which are offered each semester by the college.

3. Any students requesting to register any courses after the specific date without valid reasons will be subject to a penalty.

4. Students must pass all prerequisite courses before register to other courses.

5. Students who fail any courses are allowed to resit ONCE only.

6. Students are only allowed to resit for their final exam on the first week of the Registration Week. If a student fails to resit during the stated period, he or she is required to RETAKE (repeat the whole semester) the course.

7. Students who RETAKE any courses need to fill in the “Request for Retake Course Form” and obtain approval from the respective heads of department (as stated in the form) – (refer to attachment no.2)
   
   o Retake fees (Computing / Business) - RM 300* (per credit hour)
   o Additional Semester - (TIUCT’s Fee) - RM 500* (Business)
       - RM 600* (Computing)

   (* Subject to change)

8. Students who wish to transfer their credits, are requested to fill in the “Application for Credit Transfer” – (refer to attachment no.8) (subject to approval from TIUCT).

9. Students who wish to defer their programme need to fill in the “Application for Deferment of Study” – (refer to attachment no.3), get approval from the respective heads of department (as stated in the form) and SUBMIT the form together with a letter from parent/guardian to the Admission & Record Unit.

10. Students who wish to withdraw from their course need to fill in the “Student’s Withdrawal Form” – (refer to attachment no.4), get approval from the respective heads of department (as stated in the form) and SUBMIT the form together with a letter from parent/guardian to the Admission & Record Unit.
UNIKL DEGREE PROGRAMME

1. All students must register their academic semester according to the date specified by Centre of Registration.

2. If a student fails to register his academic semester within the specified period without any valid reasons given, this student status will be deferred or he will be dismissed from the College.

3. Students may add courses before the end of Week 1 of an academic semester subject to HOA’s approval.

4. Students may apply to drop courses before the end of Week 3 of an academic semester subject to HOA’s approval.

5. Students who wish to withdraw their registered courses must do so from Week 4 to Week 8 of an academic semester (subject to HOA’s approval). Withdrawals from registered courses are not allowed after Week 9.

6. Students who RETAKE any courses need to fill in the “Request for Retake Course Form” and obtain approval from the respective heads of department (as stated in the form) – (refer to attachment no.2)
   - Retake fees - RM 300* (per credit hour)
   - Additional Semester (UNIKL’s Fee) - RM 1000*
   (* subject to change)

7. Students are responsible to verify the correctness of their course registration records by Week 3. Any corrections on course registration record after Week 3 must obtain approval from AAAM and RM 50* will be charged upon their request.

8. After week 8 of an academic semester, no correction to the course registration record is allowed.

9. Students who wish to apply for credit exemption is required to fill in the “Application for Credit Exemption” (refer to attachment no.7) (subject to approval from UNIKL) during their semester.

10. Students who wish to defer their programme are required to fill in the “Application for Deferment of Study” (refer to attachment no.3), get approval from respective heads of department (as stated in the form) and SUBMIT the form together with a letter from parents/guardian to the Admission & Record Unit.

11. Students who wish to withdraw from their programme are required to fill in the “Application for Withdrawal” - (refer to attachment no.4), get approval from respective heads of department (as stated in the form) and SUBMIT the form together with a letter from parents/guardian to the Admission and Record Unit.
12. For semester Registration Process, please refer to the Administration Department Notice Board.

13. Students must only attend class for the courses that they have registered.
REGISTRATION FORM

O SEMESTER REGISTRATION  O RE-REGISTRATION

Please tick the course and fill in the major you have enrolled in.

- IUCTT's Degree
- UK's Edexcel - BTEC Higher National Diploma
- Universiti Teknologi Malaysia (UTM) Diploma
- Matriculation Programme
- Foundation Programme

Previous Group: ____________________ New Group: ____________________

PERSONAL DETAILS (please write in CAPITAL LETTERS)

Name: ____________________________ NRIC.: ____________________________ Student ID: ____________________________

RESULT (if applicable)

For UTM/Matriculation For Degree For HND/FND (state number of units)
- KB ____________________________ D: __________ Code: __________
- KS ____________________________ M: __________ 1. __________ 4. __________
- KC (for Matriculation only) ____________________________ P: __________ 2. __________ 5. __________
- KG ____________________________ R: __________ 3. __________ 6. __________
CGPA: ____________________________ CGPA: ____________________________

ENROLMENT DETAILS

Courses to be taken for this semester are:
1. __________ 3. __________ 5. __________ 7. __________ 9. __________
2. __________ 4. __________ 6. __________ 8. __________ 10. __________

PERSONAL INFORMATION UPDATE (if applicable)

E-mail: ____________________________ Contact No.: ____________________________ Status: Single / Married
Address: ____________________________

DECLARATION

I declare that the above information is true and correct. I hereby agree to abide by the rules and regulations of the College.

Student's Signature: ____________________________ Date: ____________________________

APPROVAL

IT & RESOURCE EXECUTIVE

Payment for Library fine: RM __________
Receipt No.: ____________________________
Stamped & Signed by: ____________________________ Date: ____________________________

ASST. HEAD OF STUDENT AFFAIRS

Payment for fine: RM __________
Receipt No.: ____________________________
Counseling required? O Yes O No
Insurance Applicable? O Yes O No
Stamped & Signed by: ____________________________ Date: ____________________________

FINANCE DEPARTMENT

Payment for fees: RM __________
Late Register: O Yes O No
Receipt No.: ____________________________
Stamped & Signed by: ____________________________ Date: ____________________________

PROGRAMME EXECUTIVE

Checked & approved
Remarks: ____________________________
Stamped & Signed by: ____________________________ Date: ____________________________

ADMISSION & RECORD UNIT

Checked and filed by: ____________________________ Date: ____________________________

THIS FORM MUST BE RETURNED TO THE ADMISSION & RECORD UNIT
APPLICATION FOR DEFERMENT OF STUDY

DETAILS (please write in CAPITAL LETTERS)

Name: ___________________________ Gender: Male / Female
Address: ___________________________
Postcode: __________ Town: __________ State: __________
Contact Number: __________ NRIC / Passport No.: __________ ID No.: __________
Current Programme: __________ Group: __________ Semester: __________ Intake Year: __________
CGPA: __________ Status: __________ (e.g. KR / KS / KG)

Please state your reasons for deferment

I wish to defer my studies at Technology Sarawak College for ______ semester(s) because

________________________________________________________

*Attach with letter from parent/guardian or any supporting documents.

APPROVAL

CENTRE OF SUPPORT AND SERVICES

1) Disciplinary fine paid (if any)
   O Yes    O No    O N/A
2) Insurance Applicable
   O Yes    O No

Signature: ___________________________ Date: __________

LIBRARY UNIT

1) Return all books on loan
   O Yes    O No    O N/A
2) Library fine paid (if any)
   O Yes    O No    O N/A

Signature: ___________________________ Date: __________

PROGRAMME EXECUTIVE

Recommended & signed
   O Yes
   O No

Signature: ___________________________ Date: __________

FINANCE DEPARTMENT

Remarks: ____________________________________________

Signature: ___________________________ Date: __________

HEAD OF REGISTRATION

Approved & signed
   O Yes
   O No

Signature: ___________________________ Date: __________

ADMISSION & RECORD UNIT

O Update Unregistered List
O Update Partner University
O Update Statistical Report
O Update Attendance Log sheet
O Update TCSRS
O Processed & filed
Remarks: ____________________________________________

Signature: ___________________________ Date: __________

c.c. Finance Department
STUDENT’S WITHDRAWAL FORM

Name (as per IC): ___________________________ Student ID.: __________________

Address: _______________________________________________________________

NRIC: ___________________ Contact No.: _________ Email Address: ____________

Parent’s/Guardian’s Name: ___________________ Parent’s/Guardian’s Contact No.: _________

Programme: ___________________ Group: _________ Semester: _________ Intake Year: _________

CGPA: ___________________ *Status: ___________________ (e.g: KB / KS / KG)

Please state your reason(s) of withdrawal (* if “to join other IPT” please state the reason why want to leave TCS and join other IPT)

________________________________________________________________________

Student’s Signature: ___________________ Parent’s / Guardian’s Signature: ___________________

Date: _____________ Date: _____________

PROGRAMME EXECUTIVE

1. Attachment (letter from parent/guardian) O Yes O No

2. Follow up session with parent/guardian via phone/mutual Time: ________________

**Consultation I: ___________________

Programme Executive in charge:

Signature: ___________________ Date: _____________

MARKETING MANAGER

Consultation II: ___________________

Signature: ___________________ Date: _____________

ACADEMIC DIRECTOR

Recommended: O Yes O No

Remarks: _______________________________________________________________

Signature: ___________________ Date: _____________
**HEAD OF SUPPORT AND SERVICES**

Checked (e.g. outstanding fine for disciplinary cases, etc.)

Submit Malaysian Passport/Restricted Travel Document (Student Pass) for non-Sarawakian student.

<table>
<thead>
<tr>
<th>Approved</th>
<th>Yes</th>
<th>No</th>
<th>No</th>
</tr>
</thead>
</table>

Remark: ____________________________

Signature: ________________________ Date: _____________

---

**LIBRARY UNIT TEAM LEADER**

1. Return all the books on loan to Librarian

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

2. Library fine paid (if any)?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

Remarks: ____________________________

Signature: ________________________ Date: _____________

---

**FINANCE DIRECTOR**

Checked (e.g. outstanding tuition fee, accommodation & transportation fee, etc.)

Remark: ____________________________

Signature: ________________________ Date: _____________

---

**HEAD OF REGISTRATION**

Return Student ID Card:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Remarks: ____________________________

Signature: ________________________ Date: _____________

---

**ADMISSION & RECORD UNIT**

- (Check all that apply)
  - Update Unregistered List
  - Update Partner University
  - Update Statistical Report
  - Update Attendance Log Sheet
  - Update TCSRS
  - Process & Filed

Remarks: ____________________________

Signature: ________________________ Date: _____________
**Status**

<table>
<thead>
<tr>
<th>UTM DIPLOMA/DEGREE</th>
<th>KB</th>
<th>KS</th>
<th>KG</th>
<th>PB1</th>
<th>PB2</th>
<th>PB3</th>
<th>FO</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIKL</td>
<td>GS/PASS</td>
<td>PB1</td>
<td>PB2</td>
<td>PB3</td>
<td>FO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Feedback from KG/FO status student:** ________________________________
# CHANGE OF PROGRAMME FORM

**TECHNOLOGY COLLEGE SARAWAK (TCS)**

## DETAILS (please write in CAPITAL LETTERS)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Gender: Male / Female</th>
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</thead>
<tbody>
<tr>
<td>NRIC/Passport No:</td>
<td>Student ID:</td>
</tr>
<tr>
<td>Contact Number:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>From: Current Programme:</th>
<th>Sem.</th>
<th>Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: New Programme Applied:</td>
<td>Sem.</td>
<td>Year:</td>
</tr>
</tbody>
</table>

Please state your reasons for changing the programme


Student’s Signature: ___________ Date: ___________

## HEAD OF ACADEMIC

Outcome: ___________

Signature: ___________ Date: ___________

## LOAN UNIT

Approved: [ ] Yes [ ] No

Remarks: ___________

Signature: ___________ Date: ___________

## ASSISTANT HEAD OF MARKETING

[ ] Return previous offer letter  [ ] New offer letter issue

Signature: ___________ Date: ___________

## HEAD OF REGISTRATION

Remarks: ___________

Signature: ___________ Date: ___________

## ADMISSION & RECORD EXECUTIVE

Remarks: ___________

Signature: ___________ Date: ___________

## ADMISSION & RECORD UNIT

Processing & Filing [ ] Yes [ ] No

Remarks: ___________ c.c. to Finance Department

Signature: ___________ Date: ___________

---

**NOTE:** RM50 will be imposed for change of programme after UTM SPKP registration.
# COURSE ADD / DROP FORM FOR UTM PROGRAMME

(Attach the original copy of Subject Registration Slip)

## PERSONAL PARTICULARS

<table>
<thead>
<tr>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Capital Letters as in NRIC)</td>
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<table>
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<tbody>
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<td>(Old)</td>
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<table>
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<tr>
<th>Programme</th>
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<tbody>
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<td>o DDG</td>
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<td>o DDC</td>
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<table>
<thead>
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<th>Course Code</th>
<th>Course Name</th>
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<th>Status</th>
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<td>Add / Drop</td>
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<td></td>
</tr>
<tr>
<td>2</td>
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<td>Add / Drop</td>
<td></td>
<td></td>
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Student's Signature: __________________________  Date: ____________

## HEAD OF ACADEMIC

Approved  
☐ Yes  
☐ No

Signature: __________________________  Date: ____________

## FINANCE DEPARTMENT

Remark: __________________________

Signature: __________________________  Date: ____________

## REGISTRATION EXECUTIVE

Amendment made  
☐ Semester Registration Form  
☐ Slip Pendaftaran (UTM only)  
☐ TCSRS

Signature: __________________________  Date: ____________

## HEAD OF REGISTRATION

Verified  
☐ Yes  
☐ No

Signature: __________________________  Date: ____________

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Note: 1. DROP subject only allowed until Friday Week 8 and subject to approval by UTM.
2. ADD subject only allowed until Friday Week 2 and subject to approval by UTM.
Note:
1. Application for credit exemption is allowable only during first semester of study.
2. Kindly complete the form and attach a copy of semester results/transcripts and syllabus of the relevant subjects and submit before the deadline given by the institute.

STUDENT NAME: ___________________________ IC. NO.: ___________________________

STUDENT NUMBER: ___________________________

PROGRAMME: ___________________________

INSTITUTE: ___________________________

PREVIOUS PROGRAMME: ___________________________

PREVIOUS INSTITUTE: ___________________________

STUDENT’S ACKNOWLEDGEMENT
I hereby admit the information provided, pertaining to my application is true and correct.

Student’s signature: ___________________________ Date: ___________________________

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Total Credits Approved: ___________________________

FOR INSTITUTE USE ONLY
A. Recommended by: ___________________________
Signature: ___________________________
Date: ___________________________

B. Approved by: ___________________________
Signature: ___________________________
Date: ___________________________

Academic Affairs
C. Processes by: ___________________________
Signature: ___________________________
Date: ___________________________
# BORANG PENGECELULIAN KREDIT (PROGRAM KERJASAMA)

**Bahagian A (Maklumat Pelajar)**

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<thead>
<tr>
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**Bahagian B**

Makluman Permohonan Kursus Bagi Kerjasukan Terus / Tukar Program (Disi oleh pelajar - Sila rujuk Penasihat Akademik)

<table>
<thead>
<tr>
<th>Bil</th>
<th>Kursus UTM Yang Dipohon Pengecelulan</th>
<th>Kursus IPT Terdahulu Yang Setara</th>
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<td>Jam Kredit</td>
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Saya mengaku bahawa keterangan yang diberi dalam borang ini adalah betul dan benar.

Permohonan telah dismak dan disokong

Jumlah jam kredit yang diluluskan:

---

Tandatangan Pelajar: __________________________

Tanda tangan & Cop Rasmi (Penyelaras Pusat Kerjasama): __________________________

Tandatangan & Cop Dekan / Waki (UTM): __________________________

Tarih: __________________________

---

* Setiap permohonan mestilah disertakan dengan salinan sijil yang telah diizinkan. Permohonan yang tidak lengkap / lewat tidak akan diproses.*