



**PERMOHONAN CUTI KHAS**  
Institut Pengajian Siswazah

**APPLICATION FOR  
SPECIAL LEAVE**  
Institute of Graduate Studies

**Arahan kepada pelajar:**

1. Pastikan borang ini telah dilengkapkan sepenuhnya sebelum diserahkan kepada Institut Pengajian Siswazah.
2. Permohonan yang lengkap perlu dibuat dalam tiga (3) salinan.
3. Sila dapatkan persetujuan dan pengesahan daripada Koordinator/Ketua Program Fakulti dalam Bahagian III.
4. Semua permohonan hendaklah disertakan resit bayaran sebanyak RM50.00.
5. Cuti Khas dibenarkan untuk dua (2) kali sahaja. Sila rujuk buku Peraturan Akademik Pasca Siswazah dan Kalendar Akademik IPSis.

**Instructions to candidate:**

1. Ensure that the information needed in the form is complete prior to submitting it to the IGS Office. Incomplete form will not be processed.
2. Completed form must be made in three (3) copies.
3. Please seek advice and verification from the Faculty's programme Coordinator in Section III.
4. Application must be submitted together with payment receipt of RM50.00.
5. Application of Special Leave is permitted for two (2) times only. Please refers to Postgraduate Academic Regulations & IGS Academic Calendar.

**BAHAGIAN I (Diisi oleh pelajar dengan menggunakan HURUF BESAR)**

SECTION I (To be filled up by student in CAPITAL LETTERS)

<b>Nama :</b> Name																	
<b>No. K.P Baru:</b> I.C No/Passport No.							<b>Kod Fakulti:</b> Faculty Code										
<b>No. Kad Pelajar:</b> Student ID No.							<b>Kampus:</b> Campus										
<b>Kod Program:</b> Programme Code				<b>Semester:</b> Semester			<b>Jantina:</b> Gender	<b>Lelaki</b> Male	<input type="checkbox"/>	<b>Perempuan</b> Female	<input type="checkbox"/>						
<b>Peringkat Pegajian:</b> Level of Study	<b>Sarjana</b> Master	<input type="checkbox"/>	<b>Kedoktoran</b> PhD	<input type="checkbox"/>	<b>Mod Pengajian:</b> Mode of Study	<input type="checkbox"/>	<b>Sepenuh Masa</b> Full Time	<input type="checkbox"/>	<b>Separuh</b> Part Time	<input type="checkbox"/>	<b>FLP</b> FLP	<input type="checkbox"/>					
<b>Alamat Surat-Menyurat *( )</b> Mailing Address																	
															<b>Poskod:</b> Postcode		
*Jika ada perubahan alamat, sila tandakan (✓) * Please tick (✓) for change of address																	
<b>No. Tel:</b> Tel.No							<b>No. Tel. Bimbit:</b> Mobile Phone										
<b>E-mel:</b> E-mail																	

**BAHAGIAN II**

SECTION II

**Sebab Cuti Khas dipohon (sila lampirkan dokumen sokongan):**

Reasons for Application of Special Leave (please attach supporting documents):

.....

.....

**Saya akan mendaftar semula  
pada semester :**  
I will return and re-register for  
semester:

--	--	--	--	--	--	--	--	--	--

**Tahun:**  
Year

--	--	--	--

.....  
**Tandatangan Pelajar**  
Student's Signature

.....  
**Tarikh**  
Date

**BAHAGIAN III (Pelajar dikehendaki mendapatkan pengesahan daripada pihak berkenaan)**

SECTION III (Student is required to get endorsement from the following parties)

<p><b>A. FAKULTI</b> <i>FACULTY</i></p> <p><input type="checkbox"/> <b>Sokong</b> <i>Support</i></p> <p><input type="checkbox"/> <b>Tidak Sokong</b> <i>Do Not Support</i></p>	<p><b>B. BENDAHARI</b> <i>BURSAR</i></p> <p><input type="checkbox"/> <b>Sudah bayar</b> <i>Paid</i> <b>No resit:</b> ..... <i>Receipt No:</i></p> <p><input type="checkbox"/> <b>Belum bayar</b> <i>Not Paid</i></p>	<p><b>C. Untuk urusan Pejabat IPSis sahaja</b> <i>For IGS Office use only</i></p> <p><b>Rekod dikemaskini oleh:</b> <i>Recorded by:</i></p>
<p><b>Nama &amp; Tandatangan:</b> <i>Name &amp; Signature:</i></p> <p>.....</p> <p><b>Cop Rasmi</b> <i>Official Stamp</i></p> <p>.....</p> <p><b>Tarikh</b> <i>Date</i></p>	<p><b>Nama &amp; Tandatangan:</b> <i>Name &amp; Signature:</i></p> <p>.....</p> <p><b>Cop Rasmi</b> <i>Official Stamp</i></p> <p>.....</p> <p><b>Tarikh</b> <i>Date</i></p>	<p><b>Nama &amp; Tandatangan:</b> <i>Name &amp; Signature</i></p> <p>.....</p> <p><b>Cop Rasmi</b> <i>Official Stamp</i></p> <p>.....</p> <p><b>Tarikh</b> <i>Date</i></p>

**Institut Pengajian Siswazah (IPSiS)**  
***Institute of Graduate Studies (IGS)***

INTEKMA Convention Centre  
Persiaran Raja Muda,  
Seksyen 7, 40000 Shah Alam

Tel: 03-5522 5331(Dean), 5242 (Asst. Registrar), 5333 (Coursework), 5244 (Research)  
Faks (Fax): 03-5522 5335

Laman Web (Web Site): <http://www.ipsis.uitm.edu.my>