

 UNIVERSITI MALAYSIA KELANTAN	UMK(B01.02.04)(6-19) PIND 1/2019	Tarikh Kkuatkuasa Effective date	16 Januari 2019 16 January 2019
	PERMOHONAN PERTUKARAN PROGRAM / APPLICATION FOR PROGRAMME'S EXCHANGE Semester: September / Februari 20__ / 20__		

NOTA/ NOTES

- Borang ini digunakan oleh pelajar yang ingin membuat permohonan **Pertukaran Program**. *This form is used by the student who wants to apply for **Programme's Exchange**.*
- Sila bincang dengan pihak Penasihat Akademik/ Fakulti sebelum mengemukakan permohonan ini. *Please discuss with Academic Advisor/ Faculty before submitting this application.*
- Pelajar perlu melampirkan salinan Sijil SPM/ STPM/ STAM/ MATRIKULASI (mana yang berkenaan), salinan slip keputusan peperiksaan di UMK bagi semua Semester yang telah diikuti dan salinan keputusan MUET/ TOEFL/ IELTS. *Students are required to attach a copy of certificate for SPM /STPM/ STAM/ MATRICULATION (any applicable), a copy of every semester final examination's result in UMK and a copy of result for MUET/ TOEFL/ IELTS.*
- Pelajar perlu melengkapkan borang ini sebelum dihantar ke Pejabat Pentadbiran Fakulti. Pihak fakulti berhak menolak borang permohonan yang tidak lengkap. *Students are to complete this form before submitting it to Faculty Administration's Office. The Faculty reserves the right to reject incomplete form.*
- Pelajar yang telah diluluskan permohonan Pertukaran Program **TIDAK DIBENARKAN** sama sekali untuk menarik balik permohonan. *Student who already get approval for Programme's Exchange is **NOT ALLOWED** to cancel the application.*
- Permohonan Pertukaran program hanya dibenarkan **SEKALI** sahaja sepanjang pengajian. The application for Programme's Exchange is allowed only **ONCE** throughout the study.

A. MAKLUMAT PELAJAR/ STUDENT'S INFORMATION

Nama/ Name					
No. Kad Pengenalan@ Pasport Identity Card No./ Passport			No. Matrik/ Matric No.		
No. Telefon / Telephone No.			Emel/ E-mail		
Alamat Surat-menyurat/ Correspondence Address					
Tahun & Semester Pengajian/ Year & Semester of Study		PNG/ GPA*		PNGK/ CGPA	
Tandatangan Pelajar/ Student's signature			Tarikh/ Date		

*PNG bagi semester terakhir/ GPA for the last semester

B. MAKLUMAT PROGRAM ASAL/ CURRENT PROGRAMME'S INFORMATION

Fakulti/ Faculty					
Program/ Programme					
Jumlah Kredit Terkumpul/ Cumulative's Credit					

C. MAKLUMAT PROGRAM BAHARU/ NEW PROGRAMME'S INFORMATION

Fakulti/ Faculty					
Program/ Programme					
Pengkhusuan*/ Major*					

*Bagi Program yang mempunyai pengkhususan sahaja/ For Programme with major only

D. MAKLUMAT TAJAAN/ SPONSORSHIP'S INFORMATION	
Nama Penaja/ <i>Sponsor's Name</i>	
Alamat Penaja/ <i>Sponsor's Address</i>	
Tempoh Tajaan/ <i>Sponsor's Period</i>	
E. PERAKUAN PELAJAR/ STUDENT'S DECLARATION	
Alasan permohonan/ <i>Reasons for application</i>	
Perakuan/ <i>Declaration</i> : Saya dengan ini mengaku bahawa TIDAK PERNAH dikenakan tindakan oleh pihak Universiti dan mengaku bahawa segala keterangan dalam borang ini adalah BENAR / I hereby declare that I had NEVER been subject to any DISCIPLINARY action by the University and all the information provided in this form is TRUE . Tandatangan/ <i>Sign</i> : _____ Tarikh/ <i>Date</i> : _____	
F. SOKONGAN DARI FAKULTI ASAL/ CURRENT FACULTY'S RECOMMENDATIONS	
Penasihat Akademik/ Academic Advisor	Ketua Jabatan@Program/ Head of Department@Programme
Saya SOKONG/ TIDAK SOKONG* permohonan pertukaran program pelajar diatas/ I RECOMMEND/ DO NOT RECOMMEND* this exchange programme application for the above student. Ulasan/ <i>Comments</i> : _____ (Tandatangan/ <i>Sign</i>) Cop Rasmi/ <i>Official Stamp</i> : Tarikh/ <i>Date</i> :	Saya SOKONG/ TIDAK SOKONG* permohonan pertukaran program pelajar diatas/ I RECOMMEND/ DO NOT RECOMMEND* this exchange programme application for the above student. Ulasan/ <i>Comments</i> : _____ (Tandatangan/ <i>Sign</i>) Cop Rasmi/ <i>Official Stamp</i> : Tarikh/ <i>Date</i> :
*Sila potong mana yang tidak berkenaan/ Please strikethrough the unnecessary phrase	
G. KELULUSAN DEKAN FAKULTI ASAL/ CURRENT FACULTY'S DEAN APPROVAL	
Ulasan/ <i>Comments</i> :	Diluluskan/ Tidak Diluluskan <i>Approved/ Not Approved</i> _____ (Tandatangan/ <i>Sign</i>) Cop Rasmi/ <i>Official Stamp</i> : Tarikh/ <i>Date</i> :

H. PEJABAT PENTADBIRAN FAKULTI ASAL/ CURRENT FACULTY'S ADMINISTRATION OFFICE			
Status permohonan pelajar/ Student's application status		Diluluskan/ Approved* <input type="checkbox"/>	Tidak diluluskan/ Not approved <input type="checkbox"/>
*Sila lengkapkan butiran dibawah sekiranya permohonan pelajar diluluskan/ Please fill the details below if the application's approved			
Program yang ditawarkan/ Offered programme			
Tahun ditawarkan/ Year Offered		Sesi & Semester Ditawarkan/ Session & Semester Offered	
Jumlah Pemindahan Kredit/ Total Credit Transferred	Dengan Gred/ With Grades <input type="checkbox"/>	Tanpa Gred/ Without Grades <input type="checkbox"/>	
Catatan/ Notes			_____ (Tandatangan/ Sign) Cop Rasmi/ Official Stamp: Tarikh/ Date:
I. KELULUSAN DEKAN FAKULTI BAHARU/ NEW FACULTY'S DEAN APPROVAL			
Status permohonan pelajar/ Student's application status		Diluluskan/ Approved* <input type="checkbox"/>	Tidak diluluskan/ Not approved <input type="checkbox"/>
Ulasan/ Comments:			
		_____ (Tandatangan/ Sign) Cop Rasmi/ Official Stamp: Tarikh/ Date:	
J. PEJABAT PENTADBIRAN FAKULTI BAHARU (untuk permohonan di Fakulti lain)/ NEW FACULTY'S ADMINISTRATION OFFICE (for applications in different Faculty)			
*Sila lengkapkan butiran dibawah sekiranya permohonan pelajar diluluskan/ Please fill the details below if the application's approved			
Program yang ditawarkan/ Offered programme			
Tahun ditawarkan/ Year Offered		Sesi & Semester Ditawarkan/ Session & Semester Offered	
Jumlah Pemindahan Kredit/ Total Credit Transferred	Dengan Gred/ With Grades <input type="checkbox"/>	Tanpa Gred/ Without Grades <input type="checkbox"/>	
Syarat-syarat lain/ Other conditions			_____ (Tandatangan/ Sign) Cop Rasmi/ Official Stamp: Tarikh/ Date:

K. ULASAN BAHAGIAN PENTADBIRAN AKADEMIK/ COMMENTS BY ACADEMIC ADMINISTRATION DIVISION			
Ulasan/ Comments:		<p style="text-align: center;">_____</p> <p style="text-align: center;">(Tandatangan/ Sign)</p> Cop Rasmi/ Official Stamp: Tarikh/ Date:	
L. KELULUSAN TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)/ DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)'S APPROVAL			
Permohonan pertukaran program pelajar diatas DILULUSKAN/ TIDAK DILULUSKAN* <i>The exchange programme's application for the above student is APPROVED/ NOT APPROVED*</i>		<p style="text-align: center;">_____</p> <p style="text-align: center;">(Tandatangan/ Sign)</p> Cop Rasmi/ Official Stamp: Tarikh/ Date:	
Ulasan/ Comments:			
M. TINDAKAN BAHAGIAN PENTADBIRAN AKADEMIK/ ACADEMIC ADMINISTRATION DIVISION'S ACTION			
Permohonan pelajar telah dikemaskini/ <i>Student's application has been updated</i>		<input type="checkbox"/>	Surat kelulusan telah dikeluarkan pada/ <i>Letter of Approval has been sent on:</i>
Catatan/ Notes			Tandatangan & Cop/ Signature & Stamp
			Tarikh/ Date

Catatan/ Notes:Salinan Pertama/ *First Copy* – Fakulti/ *Faculty*Salinan Kedua/ *Second Copy* – Pelajar/ *Students* (Pelajar bertanggungjawab untuk membuat simpanan sendiri/
Students are responsible to make own copy)