



UNIVERSITI TEKNIKAL MALAYSIA MELAKA
PUSAT PEMBELAJARAN SEPANJANG HAYAT

**PEMINDAHAN / PENGECUALIAN
KREDIT**

**TRANSFER/EXEMPTION OF
CREDITS**

Arahan kepada pelajar:.

1. Permohonan ini hendaklah dibuat pada semester pertama dalam pengajian (2 minggu selepas pendaftaran).
2. Permohonan perlu disertakan bersama dengan dokumen sokongan seperti maklumat kandungan mata pelajaran dan sistem gred.
3. Sila pastikan setiap syarat dan prosedur pemindahan/pengecualian kredit dipatuhi (Sila rujuk Buku Panduan Akademik PPSH).
4. Hanya borang yang lengkap sahaja akan diproses.

Instructions to student:

1. Application can only be made in the first semester of studies (2 weeks after registration).
2. Application must be accompanied by the relevant supporting documents such as subject description and grading system.
3. Please ensure that all the terms and procedures are fulfilled (Refer to PPSH Academic Regulation).
4. Only complete form will be processed.

Bahagian I (Diisi oleh pelajar) / Section I (To be completed by Student)

Nama <i>Name</i>	
No. KP / Pasport <i>IC / Passport No.</i>	
No. Matrik <i>Matric No.</i>	
Fakulti <i>Faculty</i>	
Program <i>Programme</i>	
Semester/ Sesi Daftar <i>Semester/Registration Session</i>	Semester/Semester _____ Sesi/Session _____
Alamat Surat Menyurat <i>Correspondence Address</i>	
No. Tel. Bimbit <i>Mobile Phone No.</i>	

Bahagian II / Section II

Mata pelajaran yang dipohon di UTeM <i>Subjects to apply at UTeM</i>			Mata pelajaran yang ingin dipindah/dikecualikan kredit (Sertakan maklumat kandungan mata pelajaran) <i>Subjects to transfer/exemption (Please provide the subjects information)</i>			Kelulusan Fakulti / Faculty Approval
Kod Mata Pelajaran <i>Subject Code</i>	Nama Mata Pelajaran <i>Subject Name</i>	Jam Kredit <i>Credit Hour</i>	Nama Mata Pelajaran <i>Subject Name</i>	Jam Kredit <i>Credit Hour</i>	Gred diperolehi <i>Grade Obtained</i>	Lulus / Tidak Lulus <i>Approved / Not Approved</i>

Saya mengaku bahawa keterangan yang diberi dalam borang ini adalah benar :
I have reviewed my information and acknowledge all the information given is true

Tandatangan Pelajar / *Student's Signature* :..... Tarikh / *Date*.....

Bahagian III (Pelajar dikehendaki mendapatkan kelulusan daripada fakulti)
Section III (Student is required to get approval from the faculty)

FAKULTI / FACULTY	
Kelulusan oleh Dekan <i>Approval from Dean</i>	
<input type="checkbox"/> Lulus <i>Approved</i>	<input type="checkbox"/> Tidak Lulus <i>Not Approved</i>
Ulasan/ <i>Comment</i> : _____ _____ _____	
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Bahagian IV– Untuk kegunaan PPSH
Section IV– For PPSH use

Dikemaskini pada <i>Updated on</i>
..... Tandatangan dan cop <i>Signature and stamp</i>
No. Staf: <i>Staff No.</i>