POSTPONEMENT OF STUDY APPLICATION FORM

Please read and understand the student handbook before applying for the postponement. Postponement of studies is only allowed after registration and completion of at least one (1) semester, except for medical reasons. Students are only allowed to apply for postponement of studies two (2) times only during the candidature period. Postponement (with penalty) for full-time students are allowed for a maximum of one (1) semester only, while part-time students can do so for a maximum of two (2) semesters throughout the entire duration of their candidature period. Students are not allowed to apply for postponement if the period applied meets the maximum period of candidature. The application for postponement must be done before semester begins or within the first two (2) weeks of the semester except for medical reasons. Student is required to re-register within the first two weeks of the respective semester after his/her postponement period ended. Failing to do so may cause the following:

  a. A penalty of RM50/day or up to a maximum of RM500 will be imposed.
  b. Termination of candidature.

Reasons, Duration and Process for Postponement Application:

Type	Reasons	Maximum Duration	Process
A	Health Issue	Two (2) semesters per application	i. Must be verified by UMP Medical Officer as having health problem and unable to attend the courses / research work. ii. Must be verified by Supervisor (for research mode student), Academic Advisor (for coursework mode), International Office (for international student only), Dean of the Faculty and Dean of IPS. iii. Effective date of postponement is according to the date of the application letter by the student. iv. Semester is not counted (Defer-U) in the candidature period.
B	Personal Issue	One (1) semester per application.	i. Must be verified by Supervisor (for research mode student), Academic Advisor (for coursework mode), International Office (for international student only), Dean of the Faculty and Dean of IPS. ii. Application must be submitted within the first two week of the semester. iii. Effective date of postponement is according to the approval date of the application. iv. Semester is counted (Defer-C) in the candidature period.

The following documents must be attached together:

Application due to Health Issue (Type A)
  1) Letter of application by student
  2) Complete application form
  3) Health Examination Report by UMP Medical Officer

Application due to Personal Issue (Type B)
  1) Letter of application by student
  2) Complete application form

SECTION 1 (To be completed by Student)

1. Student's Profile

Student Name	:			
Student ID	:		IC/Passport No. :	
Email Address	:		Contact No. :	
Faculty	:		Mode :	Fulltime / Part Time
Programme	:			
Current Result	:			(CPA & GPA / Progress Result)
Candidature	:	Registration Date as UMP Student		Current Semester/Academic Session

2. Type, Duration and Justification of Postponement

	Type		Semester		Academic Session

Please justify your application for postponement:

3. Have you ever applied for postponement?

	Yes		No

If yes, please answer the following:

	Type		Semester		Academic Session		Counted
							Not Counted

	Type		Semester		Academic Session		Counted
							Not Counted

	Student's Signature	Date :

SECTION II (To be completed by UMP Medical Officer – for postponement due to health problem)

	Approved		Disapproved

Verification and Comment from UMP Medical Officer:

Date:

UMP Medical Officer's Signature and Stamp:

SECTION III (To be completed by Supervisor – for Research Mode Student)

	Approved		Disapproved

Comment from Supervisor:

Date:

Supervisor's Signature and Stamp:

SECTION IV (To be completed by Head of Programme / Deputy Dean of Research)

	Approved		Disapproved

Comment from Head of Programme / Deputy Dean of Research:

Date:

Signature and Stamp:

SECTION V (To be completed by International Office – for international student only)

	Approved		Disapproved

Comment from International Office:

Date:

International Office's Signature and Stamp:

SECTION VI (To be completed by Dean of Faculty)

	Approved		Disapproved

Comment from Dean:

Date:

Dean's Signature and Stamp:

SECTION VII (To be completed by IPS)

Within rules & procedures	Further actions to be taken:	
	MPSU & Senate Matters	Administration Matters
☐ Yes	☐ MPSU to be informed ☐ Completed Date: ☐ MPSU approval ☐ Yes ☐ No Date: ☐ Senate to be informed ☐ Completed Date:	☐ Verification by Dean of IPS Date: ☐ Change status in the system Date: ☐ Letter to Faculty Date: IPS Staff's Name:
☐ No	☐ MPSU to be informed ☐ Completed Date: ☐ MPSU approval ☐ Yes ☐ No Date: ☐ Senate to be informed ☐ Completed Date:	☐ Verification by Dean of IPS Date: ☐ Change status in the system Date: ☐ Letter to Faculty Date: IPS Staff's Name:
Reasons:		
Verification by Dean of IPS	☐ Bring to MPSU for information ☐ Bring to MPSU for approval	(Signature & Stamp)

Hereby, I verify that this student matter has been solved.

Date:

IPS Staff's Signature and Stamp: