

## CONVERSION OF STUDY MODE (COURSEWORK TO RESEARCH)

Please read and understand the Rules and Regulations pertaining application for extension of candidature in the student handbook. Student can apply for conversion of study mode from coursework to research after one (1) semester. Student is not allowed to re-convert to the previous study mode after approval is given. Student must fulfill the requirements as follows:

- a) Student obtains a good CPA of 3.5 and above.
- b) Student must get the Faculty's endorsement.
- c) Student is required to have a qualified supervisor.
- d) The duration of study of the student will be counted in the new mode of study.
- e) Student is bound by the regulations of the new mode of study.

### SECTION 1 (To be completed by Student)

#### 1. Student's Profile

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

I, as per information above, would like to apply for the conversion of study mode from coursework mode to research mode. Hereby, I attach the following documents for review.

- Cover Letter for Application of Study Mode Conversion
- Academic Transcript
- Research Proposal verified by Main Supervisor

Student's Signature :

Date:

### SECTION II (To be completed by Main Supervisor)

	Approved		Disapproved
Hereby, I verify that:			
<input type="checkbox"/>	I have read and verified the research proposal by the student.		
<input type="checkbox"/>	The student has the capability and competency to conduct research studies.		
<input type="checkbox"/>	Other comments: _____		
	_____		
Date:			
Main Supervisor's Signature and Stamp:			

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

	Approved		Disapproved
Comment from Head of Programme / Deputy Dean Research:  Date:  Signature and Stamp:			

**SECTION IV (To be completed by Dean of Faculty)**

	Approved		Disapproved
Comment from Dean:  Date:  Dean's Signature and Stamp:			

**SECTION V (To be completed by IPS)**

Within rules & procedures	Further actions to be taken:			
	MPSU & Senate Matters		Administration Matters	
<input type="checkbox"/> Yes	<input type="checkbox"/> MPSU to be informed <input type="checkbox"/> Completed    Date:	<input type="checkbox"/> Verification by Dean of IPS    Date:		
	<input type="checkbox"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No    Date:	<input type="checkbox"/> Change status in the system    Date:		
	<input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed    Date:	<input type="checkbox"/> Letter to Faculty    Date:	IPS Staff's Name:	
<input type="checkbox"/> No	<input type="checkbox"/> MPSU to be informed <input type="checkbox"/> Completed    Date:	<input type="checkbox"/> Verification by Dean of IPS    Date:		
	<input type="checkbox"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No    Date:	<input type="checkbox"/> Change status in the system    Date:		
	<input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed    Date:	<input type="checkbox"/> Letter to Faculty    Date:	IPS Staff's Name:	
Reasons:				
Verification by Dean of IPS	<input type="checkbox"/> Bring to MPSU for information <input type="checkbox"/> Bring to MPSU for approval			(Signature & Stamp)
Hereby, I verify that this student matter has been solved.  Date:  IPS Staff's Signature and Stamp:				