

COURSE EXEMPTION FORM

1. Students can apply for course exemption with conditions as follow:
 - (a) The course is from the program that is equivalent to the current program.
 - (b) The course must be from the study program that has been accredited.
 - (c) The content of the course must be equivalent to more than 80% of the course conducted by the IPS.
 - (d) The combined amount of the Credit Exemption is not more than 30% of the total courses offered by the IPS.
2. The course exemption is not applicable for all HL courses. Students must attend these courses at his/her respective faculty.
3. Student is required to attach a copy of the course curriculum structure and the result transcript (if any) or proof of attendance.

SECTION 1 (To be completed by Student)

1. Student's particular

| | | | | | |
|--------------|---|--|-----------------|---|--|
| Student Name | : | | | | |
| Student ID | : | | IC/Passport No. | : | |
| Programme | : | | | | |
| Faculty | : | | | | |

2. Details of Credit Exemption

| Course | Credit | Grade | University and Level of Study | UMP Equivalent Course | Credit |
|--------|--------|-------|-------------------------------|-----------------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |

Student's Signature :

Date:

SECTION II (To be completed by Head of Programme / Coordinator)

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|--|-------------|
| Approved | Disapproved |
| Comment from Head of Programme / Coordinator: Date: Head of Programme / Coordinator's Signature and Stamp: | |

SECTION III (To be completed by Dean)

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

SECTION IV (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"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No Date: <input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed Date: | <input type="checkbox"/> Verification by Dean of IPS Date: <input type="checkbox"/> Change status in the system 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"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No Date: <input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed Date: | <input type="checkbox"/> Verification by Dean of IPS Date: <input type="checkbox"/> Change status in the system 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: | | |