

**PERMOHONAN PENARIKAN DIRI DARI SEMESTER
(Untuk semua program pascasiswazah kecuali program klinikal)
WITHDRAWAL FROM SEMESTER
(For all postgraduate programmes other than clinical programmes)**

Sila pastikan borang ini diisi dengan lengkap sebelum menyerahkannya kepada Pejabat Dekan/Pengarah Akademi/Fakulti/Institut/Pusat bersama dengan surat sokongan/keterangan rasmi daripada pihak berkenaan.
Please ensure the form is complete before submitting it to the Dean/Director of the Academy/Faculty/ Institute/Centre together with the letter of support/official statement from the relevant parties.

**BAHAGIAN A – Diisi oleh Calon
PART A – To be completed by candidate**

Nama Calon: _____ No. Matrik: _____
Candidate Name: _____ Matric No: _____

Program: _____ Fakulti/Akademi/
Programme: _____ Institut/Pusat: _____
*Faculty/Academy/
Institute/Centre:*

Saya ingin memohon untuk menarik diri daripada semester:
I wish to withdraw from semester :

Semester: _____ Sesi: _____
Semester: _____ Session: _____

Alasan: _____
Reason: _____

Saya pernah/tidak pernah* diluluskan penarikan diri dari semester.
I have been/have not been given approval for withdrawal from Semester.*

Jika pernah sila nyatakan tempoh yang telah diambil:
If you have been given approval, please state the period concerned:

(i) Semester/Sesi _____ (ii) Semester/Sesi _____
Semester/Session _____ Semester/Session _____

(iii) Semester/Sesi _____ (iv) Semester/Sesi _____
Semester/Session _____ Semester/Session _____

Tandatangan: _____ Tarikh: _____
Signature: _____ Date: _____

**BAHAGIAN B - Diisi oleh: Penyelia (bagi calon secara penyelidikan)/
PART B - To be completed by:
Timbalan Dekan/Timbalan Pengarah Ijazah Tinggi (bagi calon secara kursus)
Supervisor (for candidates by research)/
Deputy Dean/Deputy Director Higher Degree (for candidates by coursework)**

PERAKUAN: Disokong/Tidak Disokong* untuk Penarikan Diri daripada Semester
RECOMMENDATION: *I support/do not support* For withdrawal from Semester*

Ulasan (jika ada): _____
Other comments (if any): _____

Tandatangan: _____ Tarikh: _____
Signature: _____ Date: _____

Nama: _____ Cap Rasmi: _____
Name: _____ Official Stamp: _____

* Potong yang mana tidak berkenaan.
Delete whichever is not applicable.

INSTITUT PENGAJIAN SISWAZAH
INSTITUTE OF GRADUATE STUDIES
UNIVERSITI MALAYA
UNIVERSITY OF MALAYA

GARIS PANDUAN UNTUK PENARIKAN DIRI DARI SEMESTER
Guidelines For Withdrawal From Semester

1. Calon tidak dibenarkan menarik diri dari semester dalam keadaan berikut:
Candidates are not allowed to withdraw from any semester in the following situations:
 - (1) belum menjalani sekurang-kurangnya satu semester program pengajian;
have not attended at least one semester of study;
 - (2) apabila tempoh peperiksaan telah bermula; atau
when the examination period has commenced; or
 - (3) pada semester akhir pencalonan.
during the final semester of candidature.

2. Calon perlu mengemukakan permohonan penarikan diri dari semester kepada Fakulti/Akademi/Institut/Pusat tidak lewat daripada jam 12.00 tengahari, hari Jumaat minggu kuliah ketujuh semester berkenaan.
Applications for withdrawal from a semester must be received by the Faculty/Academic/Institute/Centre not later than 12.00 noon on the Friday of the seventh week of the semester.

3. Calon yang diluluskan untuk menarik diri dari semester sebelum 12.00 tengahari, hari Jumaat minggu kuliah ketujuh semester berkenaan tidak akan dikenakan yuran pengajian dan rekod pendaftaran semester berkenaan dihapuskan.
A candidate whose application is approved to withdraw from a semester before 12.00 noon on the Friday of the seventh week of the semester shall be exempted from paying any course fees and the registration record of the semester concerned shall be expunged.

4. Tempoh maksimum penarikan diri dari semester bagi calon adalah sebanyak dua (2) semester biasa (bagi program Sarjana) atau sebanyak empat (4) semester biasa (bagi program PhD) sepanjang tempoh pengajiannya yang boleh diambil secara berterusan atau sebaliknya.
The maximum period a candidate may be permitted to withdraw from a semester is two (2) normal semester (for Master's) or four (4) normal semesters (for PhD) for the duration of the period of candidature whether on a continuous basis or otherwise.

5. Tempoh di mana calon telah menarik diri akan diambilkira sebagai sebahagian dari tempoh maksimum pengajiannya, melainkan alasan untuk penarikan diri berkenaan adalah alasan perubatan yang disokong dengan laporan perubatan daripada pegawai perubatan berdaftar.
The period of withdrawal shall be counted as part of the maximum period of candidature, except where the reason for such withdrawal is based on medical grounds and supported by medical report from a registered medical officer.