



UNIVERSITI  
MALAYSIA  
KELANTAN

UMK/A14.00/06/2023

Tarikh Kuatkuasa: 27 November 2023

**BORANG PERMOHONAN PINDAAN PENDAFTARAN KURSUS PROGRAM PENGAJIAN  
SEPARUH MASA**

PUSAT PENDIDIKAN LUAR UMK

**NOTA / NOTES**

- Borang ini digunakan oleh pelajar yang ingin membuat **Pindaan Pendaftaran Kursus**. *This form is used by the students who wants to make **course registration amendments**.*
  - Tambah @ gugur kursus. Add @ Drop Course (T/G)
  - Baiki Gred Kursus. Course Grade Repair (BG)
  - Ulang Kursus. Repeat Course (UK)
  - Kursus Audit. Audit Course (AU)
- Sila rujuk Buku Peraturan Akademik UMK berkenaan Pendaftaran Kursus (4.2.). *Please refer to the UMK Academic Regulation Book on Course Registration (4.2.).*
- Permohonan Tambah Kursus yang dibuat selepas minggu ke-2 semester akan dikenakan denda sebanyak RM50.00/kursus. *Application for addition course made after the 2nd week of semester will be penalty for RM50.00/course.*
- Bagi tujuan Baiki Gred (BG), yuran sebanyak **RM43.00/kredit** akan dikenakan bagi setiap kursus dan tidak akan dikembalikan sekiranya pelajar menarik diri dari kursus. *For the purpose of Grade Repair (BG), a fee of **RM43.00/credit** will be charged for each course and will not be refunded if the student withdraws the course.*
- Sila dapatkan kelulusan Dekan bagi keadaan berikut: *Please obtain Dean's approval for the following circumstances:*
  - Penasihat Akademik tidak setuju dengan permohonan. *Academic Advisor does not agree with the application*
  - Pelajar ingin mendaftar melebihi 20 kredit/semester. *Student wants to enroll in more than 20 credits/semester.*
- Borang ini perlu dilengkapkan sebelum dihantar ke Pejabat Fakulti@Pusat. Pihak Fakulti@Pusat berhak menolak borang permohonan yang tidak lengkap. *This form must be completed before submitting to the Faculty's@Centre's Office. The Faculty@Centre reserves the right to reject incomplete form.*
- Pembayaran denda hendaklah dibuat selepas semakan oleh pihak Fakulti dan dikeipikan bersama resit pembayaran. *Payment of penalty must be made after checking by the Faculty and to be attached together with the payment receipt.*

**A. MAKLUMAT PELAJAR / STUDENT'S INFORMATION**

Nama / Name					
No. Kad Pengenalan / Pasport Identity Card No. / Passport		No. Matrik/ Matric No.			
No. Telefon / Telephone No.		Emel / E- mail			
Fakulti / Faculty		PNGS / GPA		PNGK / CGPA	
Program / Programme			Semester / Semeter		
Tandatangan Pelajar / Student's Signature				Tarikh / Date	



<b>D. KELULUSAN DEKAN FAKULTI / DEAN'S APPROVAL</b>	
Ulasan / <i>Comments</i> :	DILULUSKAN / TIDAK DILULUSKAN APPROVED / NOT APPROVED  _____ (Tandatangan / <i>Sign</i> )  Cop Rasmi / <i>Official Stamp</i> : Tarikh / <i>Date</i> :
<b>E. PEJABAT PENTADBIRAN FAKULTI / PUSAT / FACULTY / CENTRE ADMINISTRATION'S OFFICE</b>	
Catatan / <i>Notes</i> :	_____ (Tandatangan / <i>Sign</i> )  Cop Rasmi / <i>Official Stamp</i> : Tarikh / <i>Date</i> :

**Catatan/ Notes:**

- Salinan Pertama/ *First Copy*        -        Fakulti / *Faculty*
- Salinan Kedua/ *Second Copy*       -        Pelajar/ *Students* (Pelajar bertanggungjawab untuk membuat simpanan sendiri/  
*Students are responsible to make own copy*)