ALBUKHARY INTERNATIONAL UNIVERSITY

Centre for Graduate Studies(CGS)
Albukhary International
University

DEFERMENT OF ACADEMIC SEMESTER

Instruction to students:

1. ***Postponement of studies is only allowed after registration and completion of at least one (1) semester, except for medical or valid personal reasons.***
2. ***Students are allowed to postpone their studies maximum of two (2) semesters throughout the entire duration of the candidature period.***
3. ***Applications can be made for a maximum of two (2) times for Master and four (4) times for PhD throughout the duration.***
4. ***Processing fee of RM50.00 will be imposed by the Finance Department to the successful application.***
5. ***A completed application form must be submitted to the respective School* AND to CGS**

SECTION I (To be filled by student in CAPITAL LETTERS)

Name:

I.C /Passport No.:

Faculty Code:

Student ID No.:

Programme Code:

Semester:

Gender: *Male* ☐ *Female* ☐

Level of Study: *Master* ☐ *PhD* ☐

Mode of Study: *Full Time* ☐ *Part Time* ☐

Mailing Address

Postcode

Tel.No.:

Mobile Phone No.

E-mail:

SECTION II

Number of previous Deferment of Academic Semester (if any): ☐ **Time**

Reasons for Application of Deferment (please attach supporting documents):

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I will re-register for semester: *MARCH* ☐ *OCTOBER* ☐ **Year** 2 0 ☐ ☐

.....
Student's Signature

.....
Date

SECTION III (Student is required to get endorsement from the following departments)

A. SUPERVISOR / ACADEMIC ADVISOR	B. SCHOOL	C. REMARKS (if any)
Supervisor / Academic Advisor comment: .... **Signature** ..... **Name and Official** ..... **Date**	**COMPLY** ☐ **NOT COMPLY** ☐ ..... **Signature** ..... **Name and Official** ..... **Date**	....

Section IV (Results of application is subjected to CGS approval)

FOR OFFICE USE ONLY

CGS Result ☐ **APPROVED**

☐ **NOT APPROVED**

Signature of Head of CGS .....

Name and Official Stamp .....

Date .....

Important Notes: Criteria for Deferment of Academic Semester

1. *Valid personal reason and health issue.*
2. *Appeal of Extension Study has been approved by the School*
3. *Application entitlement*

Master	*Maximum one (1) within duration of study*
PhD	*Maximum two (2) within duration of study*