

## 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)

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

### SECTION III (To be completed by Dean)

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"/> 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:		