Pusat Pengajian Siswazah
Centre for Graduate Studies

CARTA ALIR
PROCESS FLOW

PERTUKARAN PROGRAM
Programme Conversion

Pertukaran program dalam Fakulti atau antara Fakulti
Programme conversion within or between Faculties

1

Semak kelayakan / *Check eligibility*

Pastikan syarat kelayakan di sebelah dan syarat program penerima dipenuhi.
Meet the conditions (right) and the receiving programme's requirements.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.1.2 · 5.1.3 · 5.1.4

2

Lengkapkan borang / *Complete the form*

Isi **Borang Pertukaran Program** (UTHM.PPS.2024.A.002).
*Fill in the **Application to Change the Programme of Study** form (UTHM.PPS.2024.A.002).*

Muat turun / Download: cgs.uthm.edu.my/download/intake

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.1.1

3

PELAJAR ANTARABANGSA SAHAJA · INTERNATIONAL STUDENTS ONLY

Pengesahan Pejabat Antarabangsa / *International Office confirmation*

Dapatkan pengesahan bertulis sebelum permohonan dihantar ke PPS.
Obtain written confirmation before the application goes to CGS.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.1.1

4

Perakuan Fakulti / *Faculty endorsement*

Fakulti menyemak dan memperakukan permohonan, tertakluk kepada syarat program / Fakulti penerima.
The Faculty endorses, subject to receiving programme / Faculty requirements.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.1.1 · 5.1.4

5

Kelulusan PPS / *CGS approval*

Pusat Pengajian Siswazah memberi kelulusan rasmi.
The Centre for Graduate Studies grants formal approval.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.1.1

6

JIKA BERKAITAN · IF APPLICABLE

Pindah kredit mendatar / *Horizontal credit transfer*

Kredit dari program setara boleh dipindahkan mengikut Garis Panduan Pindah Kredit UTHM.
Credits from a same-level programme may be transferred under the UTHM Credit Transfer Guidelines.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 14.1.2 · 14.3

SYARAT KELAYAKAN / *ELIGIBILITY*

- ✓ Telah ikuti sekurang-kurangnya **1 semester**
  *Completed at least **1 semester*** **(5.1.3)**
- ✓ Dibenarkan **SATU kali sahaja** sepanjang pengajian
  *Permitted **ONCE only** during the study period* **(5.1.2)**
- ✓ Memenuhi syarat program / Fakulti penerima
  Meet the receiving programme / Faculty requirements **(5.1.4)**

PERLU DIINGAT · *NOTE*

Jika turut menukar mod pengajian, sertakan Borang Pertukaran Mod Pengajian.
If also changing mode of study, include the Mode of Study Change Form. (5.1.1)

Permohonan melalui Fakulti, bukan terus ke PPS.
Apply through the Faculty, not directly to CGS. (5.1.1)

Pertukaran program dan mod pengajian dihadkan kepada sekali sahaja.
Programme and mode conversion is limited to once only. (5.1.2)

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+607-950 8136 / +607-950 8132 ps@uthm.edu.my

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cgs.uthm.edu.my/academic/regulations

Pusat Pengajian Siswazah
Centre for Graduate Studies

CARTA ALIR
PROCESS FLOW

PERTUKARAN MOD PENGAJIAN
Change of Mode of Study

Termasuk pertukaran kaedah sepenuh masa ⇄ separuh masa
Including full-time ⇄ part-time conversion

1

Semak kelayakan / *Check eligibility*

Pastikan semua syarat kelayakan di sebelah dipenuhi.
Make sure all eligibility conditions (right) are met.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.1.2 · 5.1.3 · 5.2.1 · 5.2.3

2

Lengkapkan borang / *Complete the form*

Isi **Borang Pertukaran Mod Pengajian** (UTHM.PPS.2024.A.003).
*Fill in the **Application to Change the Mode of Study** form (UTHM.PPS.2024.A.003).*

⬇ Muat turun / Download: cgs.uthm.edu.my/download/intake

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.1.1

3

PELAJAR ANTARABANGSA SAHAJA · INTERNATIONAL STUDENTS ONLY

Pengesahan Pejabat Antarabangsa / *International Office confirmation*

Dapatkan pengesahan bertulis sebelum permohonan dihantar ke PPS.
Obtain written confirmation before the application goes to CGS.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.1.1

4

Perakuan Fakulti / *Faculty endorsement*

Fakulti menyemak dan memperakukan permohonan.
The Faculty reviews and endorses the application.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.1.1 · 5.1.4

5

Kelulusan PPS / *CGS approval*

Pusat Pengajian Siswazah memberi kelulusan rasmi.
The Centre for Graduate Studies grants formal approval.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.1.1 · 5.2.1

6

Pengiraan baki tempoh / *Remaining duration recalculated*

Baki tempoh pengajian dikira semula mengikut Jadual 2(a) dan 2(b).
Remaining study period is recalculated per Table 2(a) and 2(b).

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 5.2.2

SYARAT KELAYAKAN
ELIGIBILITY

- ✓ Telah ikuti sekurang-kurangnya **1 semester**
  *Completed at least **1 semester*** **(5.1.3)**
- ✓ Baki tempoh sekurang-kurangnya **2 semester**
  *At least **2 semesters** of study remaining* **(5.2.3)**
- ✓ Dibenarkan **SATU kali sahaja** sepanjang pengajian
  *Permitted **ONCE only** during the study period* **(5.1.2, 5.2.1)**
- ✓ Sepenuh ⇄ separuh masa: **pelajar tempatan sahaja**
  *Full ⇄ part-time: **local students only*** **(5.2.1)**

PERLU DIINGAT · *NOTE*

Pelajar antarabangsa wajib belajar sepenuh masa.
International students must study full-time. (4.1)

Kelulusan tertakluk kepada syarat program / Fakulti penerima.
Approval is subject to the receiving programme / Faculty requirements. (5.1.4)

Permohonan melalui Fakulti, bukan terus ke PPS.
Apply through the Faculty, not directly to CGS. (5.1.1)

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Pusat Pengajian Siswazah
Centre for Graduate Studies

CARTA ALIR
PROCESS FLOW

BERHENTI PENGAJIAN
Withdrawal from Studies

Berhenti dengan izin — atas permohonan pelajar sendiri
Withdrawal with permission — at the student's own request

1

Fahami implikasi / *Understand the implications*

Pelajar menanggung sepenuhnya segala implikasi; bayaran yang telah dibuat **tidak dikembalikan**.

*The student bears full responsibility for all consequences; payments made are **not refunded**.*

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 15.3

↓

2

Kemukakan permohonan / *Submit the application*

Isi **Borang Berhenti Pengajian** (UTHM.PPS.2024.A.008) dan hantar kepada Pusat Pengajian Siswazah — boleh dibuat **pada bila-bila masa**.

*Fill in the **Withdrawal from Academic Enrollment** form (UTHM.PPS.2024.A.008) and submit it to CGS — **at any time**.*

⬇ **Muat turun / Download: cgs.uthm.edu.my/download/intake**

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 15.3.1 (i)

↓

3

Status kekal AKTIF / *Status remains ACTIVE*

Sementara menunggu keputusan, pelajar masih berstatus AKTIF.

While awaiting a decision, the student retains ACTIVE status.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 15.3.1 (ii)

↓

4

Kelulusan rasmi Universiti / *Formal University approval*

Pengajian tamat setelah permohonan diluluskan secara rasmi oleh Universiti.

Studies end once the University formally approves the application.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 15.3.1 (ii)

↓

5

PILIHAN · OPTIONAL

Kemasukan semula / *Re-admission*

Permohonan kemasukan baharu boleh dibuat melalui portal rasmi Universiti, tertakluk kepada syarat kemasukan.

A new admission application may be made via the University's official portal, subject to entry requirements.

Peraturan Akademik, Seventh Edition 2025 · Klausa / Clause 15.3.4

FIKIR DAHULU
BEFORE YOU DECIDE

Pertimbangkan **penangguhan pengajian** jika anda hanya perlu berehat seketika.
*Consider **deferment of studies** if you only need a break.* **(15.1)**

Sebab peribadi: maksimum **2 semester lazim berturut-turut**.
*Personal grounds: max. **2 consecutive regular semesters**.* **(15.1.3)**

Bincang dengan penyelia / Fakulti terlebih dahulu.
Talk to your supervisor / Faculty first.

ⓘ BERBEZA DENGAN · *NOT THE SAME AS*

Diberhentikan oleh Universiti (Kedudukan Gagal, KG), cth:
***Terminated** by the University (Fail Standing, KG), e.g.:*

- PNGK bawah 3.00 / *CGPA below 3.00*
- Tidak mendaftar kursus / *No course registration*
- Gagal hantar pembetulan tesis / *Thesis corrections not submitted*

(15.3.2)

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