

CONVERSION OF STATUS

(Full time to Part time or Vice Versa)

The conversion of status is permitted twice only during the entire period of candidature. Students must read and understand the rules and regulations as stated in student handbook. Please complete all sections before submitting the form to IPS. The application must be done within the first two weeks of the semester.

SECTION 1 (To be completed by Student)

1. Student's Profile

Student Name	:					
IC/Passport No.	:		Student ID	:		
Programme	:		Faculty	:		
Current Result	:	(CPA & GPA / Progress Result)				
Candidature	:		Registration Date as UMP Student		Current Semester/Academic Session	

2. Justifications for Conversion

Conversion : Full time (FT) to Part Time (PT) Part time (PT) to Full time (FT)

I, as per information above, would like to request for the conversion because:

3. Have you ever applied for the conversion of status before?

Yes

No

If yes, please answer the following:

Conversion : Semester/Academic Session FT to PT PT to FT

Student's Signature :

Date:

SECTION II (To be completed by Supervisor for research mode student)

Approved	Disapproved
<p>Comment from Supervisor:</p> <p>Date:</p> <p>Supervisor's Signature and Stamp:</p>	

SECTION III (To be completed by Head of Programme/Deputy Dean of Research)

	Approved		Disapproved
Comment from Head of Programme / Deputy Dean of Research: Date: Signature and Stamp:			

SECTION IV (To be completed by Dean of Faculty)

	Approved		Disapproved
Comment from Dean: Date: Dean's Signature and Stamp:			

SECTION V (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:				