



**Institut Pengajian Siswazah / Institute of Graduate Studies**  
**BORANG TAMBAH/GUGUR KURSUS**  
**ADD/DROP COURSE FORM**

**MAKLUMAT PELAJAR / STUDENT'S DETAIL**

Nama / Name	
No. Matrik / Matric No.	
Bidang / Field of Study	
Mod Pengajian/ Mode of Study	
Fakulti / Faculty	

**TAMBAH KURSUS / ADD COURSE**

Kod Kursus (Course Code)	Kursus (Course)	Kumpulan (Group)	Audit		Tandatangan Pensyarah & Cap / Lecturer's Signature) & Stamp
			/	X	

- Tandatangan dan cap pensyarah adalah **WAJIB** bagi kursus yang melibatkan kuliah. Tesis/Disertasi/Kertas Projek/Projek tidak memerlukan pengesahan pensyarah. *The lecturer's signature and stamp are **MANDATORY** for courses that involve lectures. Thesis/Dissertation/Project Paper/Project does not require lecturer's approval.*
- Permohonan penambahan kursus hanya dibenarkan **sehingga minggu kedua** pengajian sahaja. **Denda lewat** penambahan kursus akan dikenakan **mulai minggu ketiga** pengajian (Rujuk Takwim Akademik) / *Application to add course is only until the **second week** of lecture. Penalty will be charge **starting 3<sup>rd</sup> week** onwards. (Refer Academic Calendar).*

**GUGUR KURSUS / DROP COURSE**

Kod Kursus (Course Code)	Kursus (Course)	Kumpulan (Group)	Audit		Tandatangan Pensyarah & Cap Rasmi/ Lecturer's Signature) & Official Stamp
			/	X	

- Permohonan gugur kursus hanya dibenarkan sehingga **minggu ketujuh** pengajian sahaja. **Denda lewat** gugur akan dikenakan **mulai minggu kelapan** pengajian (Rujuk Takwim Akademik). *Application for drop course is only until **7<sup>th</sup> week** of lecture. **Penalty will be charged starting week 8<sup>th</sup> onwards.** (Refer Academic Calendar).*
- Sepanjang minggu gugur kursus berlangsung, pelajar boleh menggugurkan kursus melalui MyUPSI Student Portal. *Throughout drop course week, student can drop the course via MyUPSI Student Portal.*
- Pelajar perlu mendaftar sekurang-kurangnya **4 jam kredit (minimum)** untuk 1 semester/ *Students need to register at least **4 credit hours (minimum)** for 1 semester.*

**PERAKUAN PELAJAR / STUDENT'S CLARIFICATION**

Saya dengan ini memperakukan bahawa saya ingin **menambah / menggugurkan** kursus seperti senarai di atas.  
*I declare that I want to **add /drop** the course listed above.*

.....  
Tandatangan Pelajar / Student's Signature

Tarikh/Date : .....

**KEGUNAAN IPS / IGS USE**

Didaftarkan oleh/Registered by:

.....  
Tandatangan dan Cap Staf IPS / IGS Staff Signature and Stamp

Jumlah Denda/ Fine Total:

Tarikh/Date: .....