

**INSTITUT PENGAJIAN SISWAZAH  
 INSTITUTE OF POSTGRADUATE STUDIES**
**APPLICATION FORM TO ADD COURSES**

## Student's Particulars

**Full Name**


**Passport No. :**

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**Matric No. :** \_\_\_\_\_

**School/Centre** \_\_\_\_\_

**Degree Programme** \_\_\_\_\_

**COURSES TO BE ADDED**

Course Code	Units	Type	Lecturer's Signature	Date										
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**Total number of units registered after adding of courses**

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**units**

<b>Student's reason for the <u>adding</u> of courses</b>	<b>Lecturer's Comment</b>
<b>Student's Signature</b>	<b>Date</b>

**Dean's Comment** \_\_\_\_\_ **Dean's Signature** \_\_\_\_\_

\_\_\_\_\_ **Dean's Stamp**

**Date** \_\_\_\_\_

Please ensure that the remaining units are not less than the minimum number of units required for the programme of study.

► Please return the form to the Institute of Postgraduate Studies

**REMINDER TO APPLICANT:**

1. Starting week-4, adding /dropping of subject (s) has to go through School/ Centre/Institute and has to be endorsed by Deputy Vice-Chancellors Academic and International.
2. It is your responsibility to check with the Institute of Postgraduate Studies at the end of the 4<sup>th</sup> week that appropriate action has been taken. Ensure your examination slip coincides with the remaining units and courses.
3. Fee Regulations: Courses dropped during week 1 & 2 :- Eligible for fee credit. Fees are not refundable or credited after the 3<sup>rd</sup> week.