



**CENTRE FOR POSTGRADUATE STUDIES  
REGISTRATION FORM**

Semester  Session  /

**REMINDER:** This form is only applicable to all Postgraduate students who are unable to make online registration (web-based). Please refer to our notice, on list of students who are eligible for manual course registration. (i.e: Pre-requisite, Special requirement courses, Grades not available, CGPA<3.00, etc)

SECTION A : DETAILS OF STUDENT		
Name:		Matric No: G
Kulliyah:	Programme:	Latest CGPA:
Email:	Contact No:	Total Credit Hours Completed:

\*For Student who obtained CGPA below 3.00, please fill up "Repeat and Replace" form together with this form

DETAILS OF COURSE(S)		Signature of Lecturer with Official Stamp
1. Course Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Section: <input type="text"/> <input type="text"/>	Course Title: Type of Course: <input type="checkbox"/> Core Course <input type="checkbox"/> Pre-Requisite <input type="checkbox"/> Special Requirement Courses <input type="checkbox"/> Elective Course <input type="checkbox"/> Independent Study <input type="checkbox"/> Audit Course <input type="checkbox"/> Comprehensive Examination <input type="checkbox"/> Additional Course	Crdt hrs:
2. Course Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Section: <input type="text"/> <input type="text"/>	Course Title: Type of Course: <input type="checkbox"/> Core Course <input type="checkbox"/> Pre-Requisite <input type="checkbox"/> Special Requirement Courses <input type="checkbox"/> Elective Course <input type="checkbox"/> Independent Study <input type="checkbox"/> Audit Course <input type="checkbox"/> Comprehensive Examination <input type="checkbox"/> Additional Course	Crdt hrs:
3. Course Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Section: <input type="text"/> <input type="text"/>	Course Title: Type of Course: <input type="checkbox"/> Core Course <input type="checkbox"/> Pre-Requisite <input type="checkbox"/> Special Requirement Courses <input type="checkbox"/> Elective Course <input type="checkbox"/> Independent Study <input type="checkbox"/> Audit Course <input type="checkbox"/> Comprehensive Examination <input type="checkbox"/> Additional Course	Crdt hrs:
4. Course Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Section: <input type="text"/> <input type="text"/>	Course Title: Type of Course: <input type="checkbox"/> Core Course <input type="checkbox"/> Pre-Requisite <input type="checkbox"/> Special Requirement Courses <input type="checkbox"/> Elective Course <input type="checkbox"/> Independent Study <input type="checkbox"/> Audit Course <input type="checkbox"/> Comprehensive Examination <input type="checkbox"/> Additional Course	Crdt hrs:
5. Course Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Section: <input type="text"/> <input type="text"/>	Course Title: Type of Course: <input type="checkbox"/> Core Course <input type="checkbox"/> Pre-Requisite <input type="checkbox"/> Special Requirement Courses <input type="checkbox"/> Elective Course <input type="checkbox"/> Independent Study <input type="checkbox"/> Audit Course <input type="checkbox"/> Comprehensive Examination <input type="checkbox"/> Additional Course	Crdt hrs:

STUDENT'S ACKNOWLEDGEMENT	
<p>1. I have ensured that I am <u>FREE</u> from any blocking due to outstanding of tuition fees or being suspended/terminated due to non-registration.</p> <p>2. I have read and understand the terms and conditions before submitting this form.</p> <p>3. I aware that I have to repeat/replace the course(s) in the subsequent semester unless justified by Kulliyah Postgraduate Committee (KPGC). (For student under probation, CGPA &lt; 3.00)</p> <p>4. This registration is considered final once the form reach CPS for registration purposes.</p>	
Date:	Signature:

Signature of lecturers are required for: courses exceeded class limit/audit course/comprehensive exam/independent study/CGPA<3.00 (other than repeat/replace courses).

<b>SECTION B: HEAD OF DEPARTMENT (KULLIYAH) RECOMMENDATION</b>	
(For CGPA < 3.00/Independent Study/Audit Course/Comprehensive Exam Only)	
The candidate has met all the requirements stipulated in the PG Policies and Regulations. Therefore, the department decided to <b>*RECOMMEND/NOT RECOMMEND</b> his/her registration.	
<b>Date:</b>	<b>Signature &amp; Stamp:</b>

<b>SECTION C: DEPUTY DEAN/DEPUTY DIRECTOR OF KULLIYAH/INSTITUTE APPROVAL</b>	
(CGPA < 3.00/Independent Study/Audit Course/Comprehensive Exam Only)	
Based on the department recommendation (if any), Kulliyah/Institute <b>*APPROVE/NOT APPROVE</b> his/her registration.	
<b>Date:</b>	<b>Signature &amp; Stamp:</b>

<b>CENTRE FOR POSTGRADUATE OFFICE USE ONLY</b>	
<input type="checkbox"/> LANGUAGE	<input type="checkbox"/> SPECIAL PAIDE
<input type="checkbox"/> PRE-REQ/SPECIAL	<input type="checkbox"/> GRADES NOT AVAILABLE
<input type="checkbox"/> CGPA<3.0 (Repeat/Replace form)	<input type="checkbox"/> WITHIN EXTENSION PERIOD (Ext letter)
<input type="checkbox"/> COMPLETE 60% COURSEWORK	<input type="checkbox"/> MODE OF PROG
<b>Date:</b>	<b>Remarks:</b>

**\*Candidate who is under extension period should submit this form together with approval letter of extension. Appeal for extension beyond normal study period should be submitted to the Kulliyah/Institute 1 month before the normal period semester ended.**

## SUMMARY OF PG POLICIES AND REGULATIONS

1. Pre-requisite and Special Requirement Courses
  - a. **A student must pass the pre-requisite courses and special requirement courses to be eligible to register for the specific postgraduate courses that require those pre-requisite courses.**
  - b. All of these courses are assessed on a pass/fail basis (P and F).
  - c. Student who fails a pre-requisite/special requirement course on his first attempt is allowed to repeat the same course only once. Fail in next attempt, he shall be dismissed from the programme. (Please refer to "Repeat and Replace" procedure)
2. Audit Courses
  - a. Audited courses are not calculated in the student's CGPA but are included in the student's workload.
  - b. Student is required to fulfill the minimum attendance of 80%. Failure in which may result him to be graded 'FA' in the student's transcript. However, it shall not affect the student's CGPA.
3. Independent Study
  - a. Please refer to the Guideline to Postgraduate Studies Book.
  - b. Eligibility of the student:
    - i. He is repeating the course(s) that is not offered in the semester
    - ii. The number of students registered for the course is less than 5
    - iii. The course(s) clashes with other course(s) taken by him
    - iv. Graduating student to register course(s) which is a programme required courses but not being offered in the current semester.
  - c. Maximum number of courses as Independent Study that a student can take throughout the programme is two (2).
4. Programme Required Courses
  - a. Core and elective courses prescribed in the programme of study and a requirement for graduation. (Please refer to your kulliyah/institute for further details)
5. Additional Courses
  - a. Applicable to student who has completed all the courses required for graduation with a CGPA 3.00 or above.
  - b. He may register a maximum of six (6) credit hours of additional courses.
6. Comprehensive Exam
  - a. Eligibility:
    - i. CGPA is 3.00 or above
    - ii. Completed at least 60% of the required coursework
    - iii. Fulfill all language requirement (entry and graduation)
    - iv. Within maximum or the approved extended study period
  - b. Please refer to Guideline to Postgraduate Studies Book for further details

Postgraduate students are advised to read carefully the rules and regulations before submitting this form for registration. CPS will not be responsible for any discrepancies that may occur due to misunderstanding/misleading of information.

Please consult your academic advisor or any relevant officer at your kulliyah/institute on academic matters.