

**INSTITUTE FOR POSTGRADUATE STUDIES**
**POSTGRADUATE PROGRAMME**
**APPEAL OF RE-INSTATEMENT**

The candidature shall be terminated if:

- (1) The candidate is not able to complete the programme within the maximum period.
- (2) The candidate conducts himself in such a manner that is deemed to contravene any Statute, Rule or Regulation of the University.
- (3) The candidate's project progress is unsatisfactory for three consecutive progress monitoring evaluations.
- (4) The candidate does not pay the required fees within a stipulated period.
- (5) The candidate is found guilty of examination offence.
- (6) The candidate fails on his third consecutive attempt within the maximum period of proposal defence or obtains the grade of 'US' beyond the maximum period of proposal defence, whichever is earlier (Structure A).
- (7) The students who are on PROBATION for 3 consecutive semesters shall be terminated.
  - A candidate shall be put under Probation status if upon 15 credit hours, the candidate's GPA in a trimester is below 2.00 (Structures B & C- Master level).
  - A candidate shall be put under Probation status if upon 24 credit hours, the candidate's GPA in a trimester is below 2.67 (Structures B & C- Master level).
  - A candidate shall be put under Probation status if upon 18 credit hours, the candidate's CGPA is below 2.00 for TWO consecutive semesters (Structure B- Doctoral level).
- (8) The payment of the re-instatement fee is payable upon approval of the appeal by Dean of IPS.

**PART I: TO BE COMPLETED BY THE CANDIDATE (Please circle the relevant)**

FULL NAME: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_

PROGRAMME: \_\_\_\_\_ FACULTY: FOE/ FCI/ FCM/ FOM/ GSM/ FET/ FIST/ FOB

*For Structure A* : M.Phil. (Mgmt.) / M.Eng.Sc. / M.Sc. (I.T.) /  
 M.Sc. (C.M.) / Ph.D. (Mgmt.) / Ph.D. (Eng.) / Ph.D. (I.T.) / Ph.D. (C.M.)

*For Structure B & C* : M.Eng (Tele) / M.Eng (Micro) / M.Eng (Photonics) /  
 M.Eng (Embedded System) / M.Eng(Advance Manufacturing Mgmt.) /  
 MBA / DBA / MKM with Multimedia / MKM (E-Learning Tech.) /  
 M.IT (Multimedia Comp.) / M.Comp.Sc. / M.IT (Info. Sys)

CAMPUS: CYBERJAYA/MELAKA/PSDC/OTHERS NATIONALITY: \_\_\_\_\_

MODE OF STUDY: FULL TIME/ PART TIME GENDER: MALE/FEMALE

DATE OF INITIAL REGISTRATION: \_\_\_/\_\_\_/\_\_\_ END OF CANDIDATURE: \_\_\_/\_\_\_/\_\_\_  
 dd mm yr dd mm yr

TITLE OF THESIS/DISSERTATION/PROJECT: \_\_\_\_\_

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TERMINATION DATE: \_\_\_/\_\_\_/\_\_\_ 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / \_\_\_th RE-INSTATEMENT  
 dd mm yr

REASON OF TERMINATION / POOR PROGRESS / LAPSE OF CANDIDATURE:

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PREVIOUSLY APPROVED EXTENSION (If any):

NO.	FROM (DATE)	TO (DATE)	DURATION (MONTHS)	REASON

JUSTIFICATION FOR APPEAL OF RE-INSTATEMENT:

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SIGNATURE OF CANDIDATE: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_  
dd mm yr

**PART II (for Structure A only): RECOMMENDATION FROM SUPERVISOR AND CO-SUPERVISOR (Kindly tick the appropriate)**

**SUPERVISOR**

RECOMMENDED       NOT RECOMMENDED

SUPERVISOR'S COMMENTS (If any):

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NAME OF SUPERVISOR: \_\_\_\_\_ SIGNATURE AND OFFICIAL STAMP: \_\_\_\_\_

DATE: \_\_\_\_\_

**CO-SUPERVISOR**

RECOMMENDED       NOT RECOMMENDED

CO-SUPERVISOR'S COMMENTS (If any):

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NAME OF CO-SUPERVISOR: \_\_\_\_\_ SIGNATURE AND OFFICIAL STAMP: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART III: FOR FACULTY USE**

**Recommendation/Comments by Faculty Dean:**

Reinstatement is **recommended/not recommended**  
(Please provide justification for recommendation)

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\_\_\_\_\_  
Signature and Stamp

Date: \_\_\_\_\_

**Decision by Dean of IPS:**

Reinstatement is **approved/not approved**  
(Please provide justification for recommendation)

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\_\_\_\_\_  
Signature and Stamp

Date: \_\_\_\_\_

**PART IV - PAYMENT OF THE RE-INSTATEMENT FEE - To be completed by the Finance Division.**

I confirm that I have received the extension of candidature fee of:

\* RM500.00

Endorsed by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**PART IV: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE**

Received and Verified by IPS Manager:-

NAME: \_\_\_\_\_

SIGNATURE AND OFFICIAL STAMP: \_\_\_\_\_

DATE: \_\_\_\_\_

**Note:**

- (1) The form is to be submitted to IPS once student has completed Part I.