

APPLICATION FORM FOR RESIT EXAMINATION

Instructions:

1. Please complete Section A and B
2. Please read the regulations and instruction before applying for Resit Examination
3. Please submit the completed form to Postgraduate Office of your Centre of Studies

SECTION A : STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)

Name:	Matric No.:
Telephone No. & Email Address :	
Programme :	
Department & Centre of Studies :	
Permanent Address & Contact No. :	
Correspondence Address & Contact No. :	
Current Academic:	
CGPA :	Total Credit Earned :

SECTION B : COURSE APPLIED FOR RESIT EXAMINATION

No.	Course Code	Course Title	Section	Name of Examiner	Grade Obtained (C-, D F and CO only)
1.					
2.					
3.					

 Student's Signature

 Date

SECTION C : OFFICE USE (POSTGRADUATE OFFICE CENTRE OF STUDIES)

Action/ Remarks: 	Date:
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PROCEDURES AND REGULATIONS OF RESIT EXAMINATION (GRADUATING STUDENTS ONLY)

READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING FOR RESIT EXAMINATION

A. PROCEDURES

- . Read and understand the criteria for eligibility for Resit Examination.
- . Complete the form and submit together with the latest Registration Confirmation Slip (for Final Year Student) **within the first week of the commencement of a regular semester or the first three (3) days in a short semester.**
- . **A fee of RM100 (for each course applied)** must accompany every Resit application. Application after the deadline will not be entertained.

B. ELIGIBILITY FOR RESIT EXAMINATION

- . Only **graduating students** who failed certain course(s) in their final year of study are eligible to apply.
- . **Final year students** are only eligible to Resit if the course(s) is/are not offered in the current semester or the consecutive semester. Otherwise, final year students must repeat the course immediately.
- . Students must obtain a **CGPA not less than 3.0** to qualify for Resit Examination.
- . The **maximum** number of courses allowed for Resit is equivalent to **9 credit hours** (about three (3) courses of three (3) credit hours each) subject to approval by the Dean of the Kulliyah.
- . Graduating students may either **opt for Resit or repeat** the failed course(s) on the following condition:
 - a) Students who opt for Resit must **officially register** for the course and attend the classes regularly until the release of the Resit Examination results. If the course(s) is/are not offered student must apply to register as **Independent Study**.
 - b) The course registration will be **dropped automatically** once the student passed the Resit Examination.
 - c) Students who **fail** in the Resit Examination must **continue** with the course and sit for the End-of-Semester Examination.
- . Only one attempt of Resit Examination is allowed for each course
- . The Resit Examination Result will be '**Pass on Resit (PR)**' or '**Fail on Resit (FR)**' and will not affect the overall CGPA.

NOTES :

1. Graduating – Final semester postgraduate student completed all courses except the course(s) applied for Resit Examination.
2. Final Year – Postgraduate student expected to complete all courses in his/ her final year of studies.