

**INSTITUT PENGAJIAN SISWAZAH
INSTITUTE OF POSTGRADUATE STUDIES**

APPLICATION FORM TO ADD COURSES

Student's Particulars

Full Name

Passport No. :

 Matric No. : _____

School/Centre _____

Degree Programme _____

COURSES TO BE ADDED

Course Code	Units	Type	Lecturer's Signature	Date
<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 30px; height: 20px;"></table>	<table border="1" style="width: 30px; height: 20px;"></table>	1. _____	_____
<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 30px; height: 20px;"></table>	<table border="1" style="width: 30px; height: 20px;"></table>	2. _____	_____
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Total number of units registered after adding of courses

 units

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

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 4th 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 3rd week.