APPLICATION TO REGISTER COURSE ON INDEPENDENT STUDY BASIS
(FOR FINAL YEAR FINAL SEMESTER STUDENT ONLY)

NAME : _____ TELEPHONE NO : _____

MATRIC NO : _____ EMAIL ADDRESS : _____

PROGRAMME : EBBM/EDBA/BIRKH DATE OF APPLICATION : _____

SESSION : _____ SEM :_____

CGPA _____

I HEREBY AGREE THAT A FEE OF **RM1500 PER COURSE** BE IMPOSED ON ME FOR INDEPENDENT STUDY.

SIGNATURE :

SECTION B (REGISTRATION INFORMATION – TO BE FILLED BY THE STUDENT)

TICK (/) IN THE RELEVANT BOX :

COURSE NOT OFFERED   ☐

COURSE CLASHES   ☐

I WOULD LIKE TO REGISTER THE FOLLOWING COURSE ON INDEPENDENT STUDY BASIS:

COURSE CODE	COURSE TITLE	CREDIT HOURS

CURRENT WORKLOAD (CREDIT HOURS) : _____

SECTION C (RECOMMENDATION – TO BE FILLED IN BY THE ICCE)

LECTURER'S APPROVAL:

APPROVED ☐   NOT APPROVED ☐   SIGNATURE & STAMP :_____
NAME   :_____
DATE   :_____

ACADEMIC AFFAIRS APPROVAL

APPROVED ☐   NOT APPROVED ☐   SIGNATURE & STAMP :_____
NAME   :_____
DATE   :_____

REMARK/COMMENT:
_____
_____

"INDEPENDENT STUDY" REFERS TO AN ARRANGEMENT WHERE:

1) IN THE GRADUATION SEMESTER, A STUDENT WITH THE APPROVAL OF THE EXECUTIVE DIRECTOR OF ICCE CAN REGISTER A COURSE REQUIRED BT THE PROGRAMME IN THE CURRENT SEMESTER TO BE CONDUCTED IN ONE OF THR FOLLOEING WAYS :

   A. BASED ON REGULAR CONTACTS AND CONSULTATIONS.
   B. THROUGH DISTANCE-LEARNING (EMAIL CORRESPONDENCE) OR ANY OTHER ICT MODE FOR NON STUDION/LABARATORY COURSES IF THE TOTAL NUMBER OF CREDIT HOURS REQUIRED FOR GRADUATION IS LESS THAN TWELVE (12) CREDIT HOUR AND ALL THE COURSE INSTRUCTORS AGREE WITH THE ARRANGEMENT.

   THE GRADE WILL BE COMPUTED IN THE CGPA

NOTES

1. ONLY COMPLETED & APPROVED APPLICATION WILL BE PROCESSED BY THE ADMISSION AND RECORD UNIT ICCE.
2. PLEASE MAKE COPY OF THIS COMPLETED FORM FOR YOUR OWN RECORD.

FOR OFFICE USE

RECEIVED BY   :   _____

DATE   :   _____

PROCESSED BY :   _____