



IIUM CENTRE FOR CONTINUING EDUCATION (ICCE)

ICCE/3/S1, 1920/EL-B.ED/KB
November 4, 2019

TO WHOM IT MAY CONCERN

السلام عليكم ورحمة الله وبركاته

Dear Sir/Madam,

REQUESTING LEAVE TO PREPARE FOR FINAL EXAMINATION.

The above matter is kindly referred.

We would like to inform you that your staff is a student of IIUM Centre for Continuing Education pursuing the Bachelor of Education (B.ED) program. For your kind information, the final examination of the said program for semester 1, 2019/2020 will be held on 27th & 28th December 2019, 3rd & 4th January 2020. This examination will be held on Fridays and Saturdays.

Thus, on behalf of the students we would like to seek your kind permission to allow your staff to take leave as a preparation for the final examination. The dates are as below:

| DATE | SUBJECTS |
|--|--|
| 25 TH DECEMBER 2019 / WEDNESDAY | EDP 3501, EDI 4604, EDI 2501, EDT 4608 |
| 26 TH DECEMBER 2019 / THURSDAY | EDC 3363, EDI 4001, EDI 1801, EDC 4203, EDI 4202, EDL 1109, EDC 2354 |
| 1 ST JANUARY 2020 / WEDNESDAY | EDG 3006, EDC 4307, EDC 4209 |
| 2 ND JANUARY 2020 / THURSDAY | EDC 3362, EDC 2102, EDC 4212, EDL 2118A |

Your attention and cooperation in this matter is highly appreciated.

Thank You.



YANG FATIMAHANOM BT ABDULLAH SANI
Academic Manager

c.c Academic Unit
/snr