POSTGRADUATE APPLICATION TO TAKE MODULES OFFERED BY CENTRE FOR LANGUAGE STUDIES

(A) STUDENT'S PARTICULARS (Please read the instructions and conditions carefully before completing the form)

<table>
<thead>
<tr>
<th>Name (in Full):</th>
<th>Matric No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Department:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Course of Study:</td>
<td>Contact No.:</td>
</tr>
</tbody>
</table>

Proposed module to be taken:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Lecture</th>
<th>Tutorial *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
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</tbody>
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(Please provide 3 preferred groups)

*For Bahasa Indonesia modules ONLY

For Japanese language module please go for manual tutorial registration

Module to be read on □ Graded or □ S/U basis.
Audit is not allowed.

Please tick the box if you have prior knowledge:
□ I will sit for the placement test on the date scheduled. Refer to CLS website for Placement Test date.

Reason(s) for application:

______________________________________________________________

Signature of Student: ________________________________ Date: ______________________

(B) FOR STUDENT'S DEPARTMENT (To be completed by administrative staff)

<table>
<thead>
<tr>
<th>Name of Administrator:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact No:</td>
<td>Email:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Department Stamp

(I) Recommendation of Student’s Supervisor(s) (applicable for graduate research students only): Supported / Not Supported

Name & Signature: ________________________________ Date: ______________________

(II) Recommendation of Student’s Head of Department: Supported / Not Supported

Name & Signature: ________________________________ Date: ______________________

(C) TO BE COMPLETED BY CENTRE FOR LANGUAGE STUDIES

(I) Recommendation of Lecturer(s) Approved / Not Approved

Comments: ____________________________________________________________

Name & Signature: ________________________________ Date: ______________________

(II) Recommendation of Head of Department: Approved / Not Approved

Name & Signature: ________________________________ Date: ______________________

Please refer to Page 2 for Procedures of Application
Instructions for Post-Graduate Students

1. This application form can be used by both research and coursework graduate students.

2. Please submit your request within one week from the commencement of the Semester. As soon as the class/exam time-table for the Semester is available, you should ensure that there is no class/exam time-table clash. Approval must be sought from your Supervisor and Head of Department.

3. Please complete Section (A) before submitting this form to your Home Department for endorsement to read the module.

4. The Home Department will forward the form to Centre for Language Studies (CLS) upon endorsement.

5. CLS will convey the decision to the Home department for dissemination to students.

6. Student who wish to read a module at the CLS and have knowledge of the language, please sit for the placement test to be placed in an advanced level.

7. All Faculty students who wish to take modules offered by CLS should use this Form and we will not accept any other self made form.

8. Please note that the module you have requested for will be offered subject to vacancy.