

**GENERAL STUDIES (MATA PELAJARAN PENGAJIAN UMUM, MPU)
APPLICATION FOR EXEMPTION FORM**

Surname: _____ **Given Names:** _____

Student ID: _____

Course: _____

Intake: _____

Contact no.: _____

UNIT(S) TO SEEK FOR EXEMPTION (Please ✓ whichever is applicable)

Unit Name	Certified Transcript	Certified Syllabus
Communicative Malay 1 (Bahasa Melayu Komunikasi 1)		
Communicative Malay 2 (Bahasa Melayu Komunikasi 2)		
Malaysian Studies 2 (Pengajian Malaysia 2)		
Malaysian Studies 3 (Pengajian Malaysia 3)		
Ethnic Relations (Hubungan Etnik)		
Islamic and Asian Civilizations (Tamadun Islam dan Tamadun Asia)		
National Language A (Bahasa Kebangsaan A)		
MPU U2 Unit Name:		
MPU U3 Unit Name:		
MPU U4 Unit Name:		
Others:		

I hereby submit the following relevant and related documents to The General Studies Office to apply for exemption in accordance to the Private Higher Educational Institutions (PHEI) Act 1996.

Student's Signature: _____ **Date:** _____

----- ✂ -----

ACKNOWLEDGEMENT SLIP

Application will be processed within TEN (10) working days. Successful exemption application will automatically appear in WES → Credit (Advanced Standing) with the GRANTED status.

Surname: _____ **Given Names:** _____

Student ID: _____

Received by: _____ **Date:** _____

Kindly to note the following:

1. A student can apply for an exemption for each of the units in each category based on the following conditions:
 - a. A student has enrolled, undertaken, completed & passed these units based in another public or private higher learning institution prior before joining Monash University Malaysia;
 - b. A student has enrolled, undertaken, completed & passed these units with a minimum 50% grade or mark at the same level of study internally and / or externally, and;
 - c. A student has submitted a formal application with related & completed documentation to seek for exemption through The General Studies Office in Monash University Malaysia.
2. Requirements & documents needed for application of exemption:

Units	Requirements & documents needed
National Language A	<ol style="list-style-type: none"> 1. Original SPM results slip / certificate. 2. 1 certified true copy of SPM results slip / certificate.
Communicative Malay 1	<ol style="list-style-type: none"> 1. Original academic transcript(s) with grading scheme imprinted. 2. 1 <u>certified true copy of academic transcript</u> with grading scheme imprinted ONLY by an authorized officer / administrator in the former university / college. 3. 1 <u>certified true copy of respective subject syllabus / course outline / teaching planner</u> ONLY by an authorized officer / administrator in the former university / college / higher learning institution. <ol style="list-style-type: none"> a. For MPU U2, U3 & U4 units, the term U2, U3 & U4 must be stated in the original academic transcript.
Communicative Malay 2	
Malaysian Studies 2	
Malaysian Studies 3	
Ethnic Relations	
Islamic and Asian Civilizations	
MPU U2, MPU U3 & MPU U4 units	

3. Certified true copies must be visible in the form of a stamp. Hand-written is unacceptable.
4. Exemptions will be processed and granted based on a case-to-case basis. Students shall be notified of the outcome within **TEN (10)** working days after submission of exemption.
5. Email mum.generalstudies@monash.edu for further information.

FOR OFFICE USE ONLY

MPU3212	<input type="checkbox"/>	MPU2133	<input type="checkbox"/>	MPU3143	<input type="checkbox"/>	MPU2163	<input type="checkbox"/>	MPU3173	<input type="checkbox"/>
MPU3113	<input type="checkbox"/>	MPU3123	<input type="checkbox"/>	MPU U2	<input type="checkbox"/>	MPU U3	<input type="checkbox"/>	MPU U4	<input type="checkbox"/>

Remarks:

Checked by: _____ **Date:** _____