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| **PERMOHONAN PENAMBAHAN KURSUS**  ***APPLICATION FOR ADDITIONAl COURSE OF STUDY*** | |
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**KEMENTERIAN PENDIDIKAN MALAYSIA**

*MINISTRY OF EDUCATION MALAYSIA*

**BAHAGIAN PENDIDIKAN SWASTA**

*PRIVATE EDUCATION DIVISION*

**ARAS 3, BLOK E2, KOMPLEKS E**

**PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN**

**62604 W.P. PUTRAJAYA**

*Tel: 03-8884 9536/9571 Faks: 03-8888 6676*

**PERINGATAN:**

***REMINDER:***

* Permohonan hendaklah dibuat oleh Pengerusi Lembaga Pengelola/Pengetua/Guru Besar institusi berkenaan.

*Application is to be completed by the Chairman,Board of Governors/Principal/Head Teacher of the institution only.*

* Semua maklumat perlu dilengkapkan. Permohonan yang tidak lengkap akan ditolak.

*Complete all information. Incomplete application will be rejected.*

* Permohonan penambahan kursus boleh dipertimbangkan satu tahun selepas pendaftaran institusi atau selepas kelulusan penambahan kursus terakhir.

*Application for additional course of study will be considered one year the date of registration or the latest additional course approved.*

* Jumlah kursus tambahan adalah tidak lebih dari lima (5).

*Additional courses should not exceed five (5).*

* Pemohon dikehendaki membuat pembentangan permohonan kepada Panel Penilai Kurikulum untuk pertimbangan.

*Applicant is required to do a presentation to the Curriculum valuation panel for consideration.*

* Lengkapkan satu (1) salinan sahaja.

*Complete one (1) copy only.*

* Sertakan salinan Perakuan Pendaftaran institusi yang terkini termasuk Lampiran B dan surat kelulusan penambahan kursus terakhir.

*Enclose a copy of the Registration Certificate of the institution including Attachment B and previous additional course approved.*

**BAHAGIAN A : MAKLUMAT INSTITUSI**

*PART A : PARTICULARS OF INSTITUTION*

1. Maklumat institusi:

*Particulars of institution:*

|  |  |
| --- | --- |
| Nama institusi  *Name of institution* |  |
| Alamat institusi  *Address of institution* |  |
| No. Telefon  *Telephone No.* |  |
| No.faks  *Faks No.* |  |
| No.Telefon Bimbit  *Handphone No.* |  |
| E-mel  *E-mail* |  |
| No. Perakuan Pendaftaran  *Certificate Registration No.* |  |
| **BAHAGIAN B : MAKLUMAT PENGURUSAN** | | | |
| *PART B : PARTICULARS OF MANAGEMENT* | | | |

1. Butiran Ahli Lembaga Pengelola (ALP)

*Board of Governors (BoG) Details*

|  |  |  |  |
| --- | --- | --- | --- |
| Bil  *No* | Nama Penuh  *Full Name* | Warga  negara  *Citizenship* | Profesion  *Profession* |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Pengerusi/*Chairman:* | | |
| i. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
|  | Ahli-Ahli/*Members:* | | |
| ii. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| iii. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No*. |  |  |
| iv. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| v. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |

1. Maklumat Pengetua/Guru Besar

*Particulars of Principal/Head Teacher*

|  |  |
| --- | --- |
| Nama/*Name* |  |
| No. Kad Pengenalan/Pasport  *Identification Card/Passport No.* |  |
| No. Permit Mengajar  *Teaching Permit No.* |  |

1. Maklumat guru yang mengajar untuk kursus yang dipohon

*Particulars of teachers for the course applied*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bil.  *No.* | Nama Penuh  *Full Name* | Warga  negara  *Citizenship* | Kelayakan Akademik  *Academic Qualification* | Kelayakan Ikhtisas  *Profesional Qualification* | Pengalaman Mengajar  (tahun)  *Teaching Experienc(Years)* |
| i. | Nama/*Name:*  No. K.P/Pasport:  *Identification Card/Passport No.* |  |  |  |  |
| ii. |  |  |  |  |  |
| iii. |  |  |  |  |  |

Sertakan kertas berasingan jika ruang yang disediakan tidak mencukupi

*Attach a separate paper if space provided is not enough*

1. Kursus-kursus yang diluluskan tetapi tidak dijalankan

*Approved courses of study but not conducted*

|  |  |  |  |
| --- | --- | --- | --- |
| Bil.  *No.* | Nama Kursus  *Courses* | Nombor Rujukan KPM dan Tarikh  *MOE Reference No. & Date* | Sebab Tidak Dijalankan  *Reasons for not conducting* |
| i. |  |  |  |
| ii. |  |  |  |

Sertakan kertas berasingan jika ruang yang disediakan tidak mencukupi

*Attach a separate paper if space provided is not enough*

1. Maklumat setiap kursus tambahan yang dipohon:

*Details of every additional course*

|  |  |
| --- | --- |
| Nama Kursus/Program  *Name of course/ Programme* |  |
| Bidang  *Field* |  |
| Tahap Kursus/Program  *Level of course/ Programme* |  |
| Kelayakan Masuk  *Entry qualification* |  |
| Badan Persijilan  *Certification body* |  |
| Nisbah Kelas : Murid  *Class : Pupil Ratio* |  |
| Sesi Pembelajaran  *Learning Session* |  |
| Bahasa Pengantar  *Medium of Instruction* |  |
| Struktur Yuran  *Fee Structure* |  |

Bagi pusat bahasa, sertakan silibus secara terperinci program yang dipohon

*For language centres, attach detailed syllabus of the programme*

1. Maklumat struktur baharu kursus yang dipohon:

*Details of the new course structure*

|  |  |  |
| --- | --- | --- |
| Maklumat kursus  *Course details* | Kursus yang diluluskan  *Approved course/s* | Struktur baharu kursus  yang dipohon  *Structure of new course/s* |
| Nama Kursus/Program  *Name of course/ Programme* |  |  |
| Bidang  *Field* |  |  |
| Tahap Kursus/Program  *Level of course/ Programme* |  |  |
| Kelayakan Masuk  *Entry qualification* |  |  |
| Badan Persijilan  *Certification body* |  |  |
| Nisbah Kelas : Murid  *Class : Pupil Ratio* |  |  |
| Sesi Pembelajaran  *Learning Session* |  |  |
| Bahasa Pengantar  *Medium of Instruction* |  |  |
| Struktur Yuran  *Fee Structure* |  |  |

Bagi semua kategori institusi pendidikan swasta kecuali sekolah

*For all private educational institution excluding schools*

**BAHAGIAN C : PERAKUAN PEMOHON**

*PART C : DECLARATION BY APPLICANT*

Saya ……………………………………..No. K.P/Pasport: ……...……………......selaku Pengerusi Lembaga Pengelola/Pengetua/Guru Besar dengan sesungguhnya mengaku bahawa saya membuat pengakuan ini dengan penuh kepercayaan yang maklumat-maklumat yang diberi adalah benar dan menurut kandungan Akta Akuan Berkanun 1960 (disemak 1969); dan

*I,................................................................ Identification Card/Passport No...................................... Chairman,Board of Governors/Principal/Head Teacher hereby declare that my declaration is in accordance to the Statutory Declaration Act 1960 (revised 1969); and*

Maklumat yang tidak benar/mengelirukan boleh menyebabkan permohonan ini ditolak.

*Any wrong/misleading information may caused the application to be rejected.*

Cap Rasmi *Official Stamp*

......................................................

*(Tandatangan)*

*(Signature)*

|  |  |  |
| --- | --- | --- |
| Nama  *Name* | : | ................................................................................ |
| No. KP/Pasport  *Identification Card/*  *Passport No.* | *:* | *................................................................................* |
| Tarikh  *Date* | *:* | *.................................................................................* |