Conversion of Candidature Status (Full Time to Part Time or Vice Versa)





1. STUDENT

- Apply for conversion of status via online in E-community system.
- The conversion of status is permitted twice only during the entire period of candidature.
- An application for the conversion of candidature status must be made one semester before the semester of conversion.

E-community > Postgraduate Student > e-Form > Conversion of Status



2. SUPERVISOR

- Supervisor will receive notification e-mail from IPS for the verification required for Student's Application Form : Conversion of Status.
- Verify the application of extension of candidature status in E-community with justification.

E-community > Student Management > Postgraduate Student > e-Form > Conversion of Status

3. FACULTY

- Verification by the Deputy Dean (Research & Postgraduate Studies).
- Approval by the Faculty's Dean.

E-community > Student Management > IPS Online V2 > e-Form > Conversion of Status



4. IPS

• Approval notification by IPS (official letter/ email).







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