



**USM** UNIVERSITI  
SAINS  
MALAYSIA



**Pusat Pengajian Pendidikan Jarak Jauh**  
School of Distance Education

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Reference No.: USM/PPPJJ/KI/003 (25)  
Date : 3<sup>rd</sup> February 2025

## TO WHOM IT MAY CONCERN

YBhg. Dato'/Datuk/Datin/Sir/Madam,

### **INTENSIVE COURSE FOR DISTANCE EDUCATION PROGRAMMES AT UNIVERSITI SAINS MALAYSIA (USM), PENANG**

With reference to the above matter, I am pleased to inform you that the Intensive Course for Distance Education Programmes, offered by the School of Distance Education, USM, has been scheduled from **Monday, 3rd March 2025, to Sunday, 16th March 2025.**

2. Attendance for the Intensive Course is **COMPULSORY** for all students enrolled in the said programmes. During this period, students are required to attend classes, seminars, practical training, and mid-term tests, all of which are essential for their learning and grading.

3. We kindly hope that YBhg. Dato'/Datuk/Datin/Sir/Madam will consider granting unrecorded leave for your staff attending the Intensive Course. We strongly believe that doing so will add value to the human resource capacity of your establishment.

Thank you.

**“MALAYSIA MADANI”**

**“BERKHIDMAT UNTUK NEGARA”**

**(ASSOCIATE PROFESSOR DR. ZULNAIDI BIN YAACOB)**  
Dean