

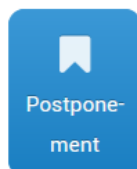
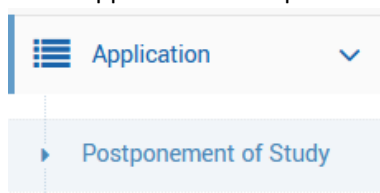


# SMUP – USER MANUAL (POSTPONEMENT OF STUDY)

MODULE: STUDENT

PPKT  
SEKSYEN SISTEM MAKLUMAT

- This module is accessible through the student's Campus Online portal (<https://campusonline.usm.my>)
- Login using USM ID
- Click “Application > Postponement of Study” Menu



**MAIN PAGE**

**POSTPONEMENT OF STUDY APPLICATION**

**📘 Tuition & Retaining Fees**

Time Frame UNDERGRADUATE (FULLTIME) & POSTGRADUATE	Time Frame UNDERGRADUATE (DISTANCE EDUCATION)	Details
Application submitted to School/ Centre/ Institute before the new semester commence until the 2 <sup>nd</sup> week of the new semester	Application submitted to School before the new Academic Session commence	Retaining Fee will be imposed <ul style="list-style-type: none"> <li>Local - RM150</li> <li>International - RM250</li> </ul>
3 <sup>rd</sup> week - 9 <sup>th</sup> week	Academic Session commence - before end of Intensive courses	50% of the Tuition Fee will be imposed
After 10 <sup>th</sup> week	After end of Intensive courses	Full Tuition Fee will be imposed

**📘 Eligibility**

Category	Eligibility
First Degree (Full Time)	Maximum 4 Semesters for the whole study
First Degree (Distance Education)	Maximum to 3 academic sessions in concurrent. The eligibility is limitless based on the student application (non-concurrent case) depending to the maximum to 12 years of study.
Postgraduate (RSCH)	Maximum 2 Semesters for the candidature
Postgraduate (CWMM)	Maximum 2 Semesters for the candidature

**📘 Student Postponement Application**

No.	Semester (Academic Session)	Main Reason	Application Date	Application Status
No record				

📄 New Application

- Please click the 📄 New Application button to make a new application.
  - Each applicant is allowed to have only one active application at any given time.
  - The application form cannot be edited once it has been submitted for processing.

## APPLICATION FORM

## ➤ Step 1

**POSTPONEMENT OF STUDY APPLICATION**
HOME

Student Postponement Record

No.	Semester	Academic Session	Main Reason	Appliction Status
No record				

1) Semester/Academic Session The Semester/Academic Session field is required.

Choose	Semester	Academic Session
<input type="checkbox"/>	1	2020/2021
<input type="checkbox"/>	2	2020/2021

2) Main Reason This field is required

Please Specify: The field is required.

Please specify your reason here

📁 Save & Next
 
4

**1** Please choose the semester/academic session

**2** Please choose the main reason from the dropdown menu.

**3** Please explain the main reason for the postponement.

- 4**
- Click the 'Save & Next' button to proceed to the confirmation step.
  - The application will only be submitted for processing at the confirmation step.

## ➤ Step 2

**POSTPONEMENT OF STUDY APPLICATION**
HOME

---

**Student Postponement Record**

No.	Semester	Academic Session	Main Reason	Application Status
No record				

**Summary of Application** 1

1) Semester/Academic Session :

No.	Semester	Academic Session
1	1	2020/2021
2	2	2020/2021

2) Main Reason :

Personal - Self

**Please Specify:**  
Etiam non sapien lorem. Quisque nec lectus finibus, tristique risus at, venenatis urna. Suspendisse potenti. In hac habitasse platea dictumst. Quisque eleifend aliquet velit sed maximus. Curabitur cursus est at quam venenatis lobortis.

Nullam sit amet lobortis nibh, vestibulum accumsan mi. Nulla hendrerit, nibh et faucibus dignissim, quam lacus tempus turpis, id volutpat nunc odio quis dui. Proin dignissim feugiat augue, sed feugiat magna sodales vel. Aliquam a nisl mollis, maximus diam eu, consequat tortor.

**Student Confirmation**

*I declared all the information given is valid and accurate.*

Application will be submitted to: Academic Advisor

@usm.my

2

↶ Back

📄 Submit to Academic Advisor

3

- Please ensure that the information displayed is accurate. If it is not, kindly contact the responsible party to update the information.

- 1
  - The application will be submitted to:
    - Academic Advisor – Undergraduate Students (Full-Time and Distance Learning)
    - Main Supervisor – Postgraduate Students (Research Mode)
    - Dean/Director – Postgraduate Students (Coursework and Mixed Mode)

**2** Click the 'Back' button to update the application form.


**3** Click the 'Submit to ...' button to submit the application for processing.

➤ Application Information

**i** Student Postponement Application

No.	Semester (Academic Session)	Main Reason	Application Date	Application Status
1	1 (2020/2021), 2 (2020/2021)	Personal - Self	22/10/2020	Application Sent for Academic Advisor's Approval

 New Application **3**

- 1** You can check the status of your application from time to time to see the latest stage of processing.
- 2** Click the  button to view full application details.
- 3** The 'New Application' button is disabled because there is an application currently being processed.




**APPLICATION DECISION NOTIFICATION**

- Application decisions will be notified via email. However, you can also check the status anytime through this portal.

**i** Student Postponement Application

No.	Semester (Academic Session)	Main Reason	Application Date	Application Status
1	1 (2020/2021), 2 (2020/2021)	Personal - Self	22/10/2020	Approved

 New Application **4**

- 1** You can view your application status periodically to track the latest updates.
- 2** Click the  button to view full application details.
- 3**
  - For applications that have been approved or rejected, click the  button to view the decision notification letter.
  - Click  Print button on the notification letter to print it.
- 4** The 'New Application' button will be enabled if there are no applications currently being processed.