

**FAKULTI PERNIAGAAN DAN PERAKAUNAN**  
**BORANG AUDIT BERGRADUAT (*Graduate Audit Form*)**

**A. SENARAI SEMAKAN – SILA TANDAKAN (X) PADA YANG BERKENAAN**  
**CHECKLIST – PLEASE TICK (X) WHERE APPLICABLE**

KEGUNAAN PEJABAT		
Bil	Dokumen Penerimaan	
1	Borang Audit Bergraduat	<input type="checkbox"/>
2	Salinan Sijil Pelajaran Malaysia (SPM)	<input type="checkbox"/>
3	Salinan Keputusan Peperiksaan Setiap Semester (jika ada)	<input type="checkbox"/>
4	Salinan Sijil Malaysian University English Test ( MUET)	<input type="checkbox"/>
5	Salinan Mini Transkrip (Pejabat)	<input type="checkbox"/>

Diterima Oleh : \_\_\_\_\_  
Tarikh : \_\_\_\_\_

**B. BUTIRAN PELAJAR (*STUDENT INFORMATION*)**

Nama: \_\_\_\_\_  
*Name*

No. Matrik: \_\_\_\_\_  
*Matric No.*

Alamat Tetap : \_\_\_\_\_  
*Permanent Address*

Telefon: \_\_\_\_\_  
*Telephone*

Telefon Bimbit : \_\_\_\_\_  
*Mobile Phone*

Pinjaman Biasiswa: \_\_\_\_\_  
*Loan/Scholarship*

**C. MAKLUMAT AKADEMIK (*ACADEMIC INFORMATION*)**

Fakulti: \_\_\_\_\_  
*Faculty*      Fakulti Perniagaan dan Perakaunan / Faculty of Business and Accountancy

Program : \_\_\_\_\_

Status Penqajian:  Sepenuh Masa  Separuh Masa  
*Candidature*      *Full-Time*      *Part-Time*

Sesi Kemasukan: \_\_\_\_\_  
*Intake Session*

Sesi Tamat Penqajian: \_\_\_\_\_  
*Graduation Session*

Pernah Tangguh Penqajian:  Tidak  Ya  
*Have you defered along your study*      *No*      *Yes*

(\*Termasuk tanqquh/qantunq semester/ Included defered/Suspended)

CGPA Terkini: \_\_\_\_\_  
*Latest CGPA*

Jumlah kursus yang telah diambil       Jumlah Kredit Lulus   
*Total Courses Taken*      *Total Credit Earned*

Jumlah kursus yang qaqaal (Jika ada)   
*Total Failed (If any)*

Jumlah Kredit Pengecualian/Pemindahan   
*Total Credit Exemption/ Transfer*

Tahun Sijil Pelajaran Malaysia (SPM)       Gred Bahasa Melayu       Gred Bahasa Inggeris   
*GCE O-Level*

Tahun Malaysian University English Test       Band   
*Year MUET*

**D. PERAKUAN (DECLARATION)**

Saya menaaku semua keterangan yang saya berikan di atas adalah tepat dan benar.  
*I hereby declare that all information stated above are complete, true and accurate.*

Tandatangan Pelajar  
*Student's Signature*

Tarikh  
*Date*

**E. PENGESAHAN KETUA PROGRAM (VERIFICATION BY HEAD OF PROGRAM)**

Saya telah menyemak semua dokumen dan dengan ini mengesahkan pelajar ini telah menamatkan pengajian dan layak bergraduad.  
*I have added all the document and verify the above student is qualified to graduate and had completed his/her study.*

Catatan : \_\_\_\_\_  
*Notes* \_\_\_\_\_  
\_\_\_\_\_

Tandatangan Ketua Program  
*Head of Program's Signature*

Tarikh  
*Date*

**F. PENGESAHAN TIMBALAN DEKAN AKADEMIK (ENDORSEMENT BY DEPUTY DEAN ACADEMIC)**

Pelajar di atas diperakui layak untuk bergraduad  
*The above student is recoqnize to qualified for graduation*

Catatan : \_\_\_\_\_  
*Notes* \_\_\_\_\_  
\_\_\_\_\_

Tandatangan Timbalan Dekan  
*Deputy Dean's Signature*

Tarikh  
*Date*

**G. PERAKUAN PENERIMA BORANG (ACKNOWLEDGEMENT OF FORM RECEIPT)**

**KEGUNAAN PEJABAT  
FOR OFFICE USE ONLY**

Bil	Dokumen Penerimaan	
1	Borang Audit Bergraduad	<input type="text"/>
2	Salinan Sijil Pelajaran Malaysia (SPM)	<input type="text"/>
3	Salinan Keputusan Peperiksaan Setiap Semester (jika ada)	<input type="text"/>
4	Salinan Sijil Malaysian University English Test ( MUET)	<input type="text"/>
5	Salinan Mini Transkrip (Pejabat)	<input type="text"/>

Diterima Oleh :  
Tarikh :

**FAKULTI PERNIAGAAN DAN PERAKAUNAN**  
**LAMPIRAN BORANG AUDIT GRADUAT**  
*Graduate Audit Form*

**PROGRAM : DIPLOMA PENGURUSAN PENTADBIRAN (DAM)**  
**DIPLOMA IN ADMINISTRATIVE MANAGEMENT (DAM)**

**Nama :**  
*Name*

**No. Matrik :**  
*Matric No.*

**Jam Kredit Graduat :**  
*Total Credit Hours for Graduate*

**SENARAI KURSUS DAN GRED YANG TELAH DILENGKAPKAN** (*List of Completed Courses and Grades*)

<b>BIL No.</b>	<b>KOD KURSUS (Course Code)</b>	<b>NAMA KURSUS (Course Name)</b>	<b>GRED (Grade)</b>	<b>JAM KREDIT (Credit Hours)</b>	<b>CATATAN (Remarks)</b>
1	PMD1313	PRINCIPLES OF MANAGEMENT			
2	ZEU2311	EFFECTIVE COMMUNICATION			
3	PPD1243	PERSONAL DEVELOPMENT			
4	ZEU1113	PROFICIENCY ENGLISH 1			
5	PPD1123	OFFICE PROCEDURES I			
6	MPU2182	<b>MPU U1</b> PENGHAYATAN ETIKA DAN PERADABAN			
7	MPU2152	<b>MPU U1</b> FALSAFAH DAN ISU SEMASA			
8	MPU2142	<b>MPU U1</b> BAHASA MELAYU KOMUNIKASI 1 <i>(International Student's)</i>			
9	PMD2143	PRINCIPLES OF MARKETING			
10	PED1223	BUSINESS ECONOMICS			
11	ZEU1223	PROFICIENCY ENGLISH II			
12	PPD1223	OFFICE PROCEDURES II			
13	PAD1123	PRINCIPLES OF ACCOUNTING			
14	MPU2213	<b>MPU U2</b> BAHASA KEBANGSAAN A <i>*Compulsory - For students that are not credit on Bahasa Melayu (SPM)</i>			
15	MPU2233	<b>MPU U2</b> ASAS ASAS ALQURAN			
16	MPU2253	<b>MPU U2</b> LEADERSHIP AND INTERPERSONAL SKILLS			

17	POD1133	KEYBOARDING			
18	PMD1323	COMPUTER APPLICATION FOR BUSINESS			
19	POD1233	PRINCIPLES OF CUSTOMER SERVICE			
20	POD3543	EVENT MANAGEMENT			
21	PLD2113	BUSINESS LAW			
22	PBD2113	FUNDAMENTAL TO HRM			
23	POD1213	OFFICE DOCUMENT PRODUCTION			
24	PFD1123	BUSINESS MATHEMATICS			
25	MPU2363	<b>MPU U3</b> INTERGRITI DAN ANTI RASUAH			
26	PMD2353	PRODUCTION OPERATION MANAGEMENT			
27	PMD3153	INTRODUCTION TO E-BUSINESS			
28	PPD2423	RECORDS MANAGEMENT			
29	POD3123	ENTREPRENEURSHIP			
30	PFD2233	ISLAMIC FINANCE			
31	MPU2462	<b>MPU U4</b> WELLNESS AND HEALTHY LIFESTYLE			
32	MPU2482	<b>MPU U4</b> HUMAN RIGHTS IN MALAYSIA & <i>International Student's</i> (Local)			
33	MPU2492	<b>MPU U4</b> ISLAMIC WORLD VIEW			
34	PMD2233	BUSINESS COMMUNICATION			
35	PPD2313	OFFICE SIMULATION			
36	PTD3217	INDUSTRIAL TRAINING			
<b>JUMLAH JAM KREDIT (Total Credit Hours)</b>					

PENGESAHAN PENYELARAS PROGRAM (*Verification By Coordinator Program*)

**Tandatangan & Pengesahan:**

*Signature & Verification*

**Tarikh:**

*Date*