



OVERSEAS LEAVE APPLICATION FORM

PHEA.CAES.UPP/EXAM.09-00

RECEIVED

13 JAN 2025

Deputy Vice Chancellor Academic &
Internationalization Office
Universiti Poly-Tech Malaysia

Instruction:

1. Please get the approval for class release from lecturers by completing Section C of this form.
2. Submit the completed form to the Dean within ONE (1) month prior to the departure date.
3. Please enclose the supporting documents.

A. STUDENT'S INFORMATION (To be filled up by student)

Name	Muhammad Arif Hakim Bin Arhan
Student ID	AM2211012945
IC No/ Passport No	020924100633
Programme	Bachelor of Information Technology in computer application development
Semester	9
Session	1224
Contact No.	019 2426754 arifhakimarhan@gmail.com
Mentor	Rukhiya BT Adnan

B. DETAILS OF THE OVERSEAS LEAVE (To be filled up by student)

Place to be visited	Turkiye
Purpose of visit	Travel
Date of visit	26/01/2025 to 03/02/2025 (dd/mm/yyyy) (dd/mm/yyyy)
Total leave durations (Days)	Rukhiya BT Adnan 9 Days

C. INFORMATION OF ABSENCE (To be filled up separately for each course)

COURSE INFORMATION (To be filled up by student)

No	Course Code	Course Name	Section	Lecturer's recommendation	Lecturer's Signature & Official Stamp
1	FNT 4017	Industrial Training	01	☒ Recommended ☐ Not recommended	NOR ZAKIAH BINTI LAMIN Industrial Training Coordinator Faculty of Computing and Multimedia Universiti Poly-Tech Malaysia
2				☐ Recommended ☐ Not recommended	
3				☐ Recommended ☐ Not recommended	
4				☐ Recommended ☐ Not recommended	
5				☐ Recommended ☐ Not recommended	

Effective: 01 October 2023



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6			☐ Recommended ☐ Not recommended	
7			☐ Recommended ☐ Not recommended	

For Office Use Only

D. FACULTY ENDORSEMENT (To be filled by Dean)



RECOMMENDED



NOT RECOMMENDED

Signature

Name and Official Stamp

DR. SAIFUDDIN BIN HAJI MOHTARAM
Dean
Faculty of Computing and Multimedia
Universiti Poly-Tech Malaysia

Date

13/1/2025

E. APPROVAL OF DEPUTY PRESIDENT ACADEMIC



APPROVED



NOT APPROVED

Signature

PROF. Ts. DR. ZAHRAH BINTI YAHYA
DEPUTY VICE CHANCELLOR
ACADEMIC & INTERNATIONALIZATION
UNIVERSITI POLY-TECH MALAYSIA

Name and Official Stamp

Date

13/1/25

30 Disember 2024

Universiti Poly-Tech Malaysia,
Jalan 6/91, Taman Shamelin Perkasa
Kuala Lumpur, 56100
Wilayah Persekutuan Kuala Lumpur

SURAT PELEPASAN PERJALANAN

Merujuk perkara di atas, nama-nama di bawah telah membeli pakej lawatan ke **Turkiye** bersama syarikat kami dan akan melakukan perjalanan seperti maklumat di bawah:

Lawatan : Turkiye Classic
Tarikh : 26 Januari - 03 Februari 2025
Kenderaan : Penerbangan (Qatar Airways)

TARIKH	DESTINASI	FLIGHT	BERLEPAS	KETIBAAN
26 JAN 2025	KUL-DOH	QR 845	09:50 AM	12:30 PM
26 JAN 2025	DOH-IST	QR 245	14:05 PM	18:35 PM
02 FEB 2025	IST-DOH	QR 246	20:05 PM	00:20 AM
03 FEB 2025	DOH-KUL	QR 852	03:05 AM	15:35 PM

Berikut adalah senarai nama-nama peserta yang terlibat semasa trip berlangsung:

NO	NAMA	IC
1	Muhammad Arif Hakim Bin Arhan	020924-10-0633

Kami berharap pihak tertentu memberi kebenaran kepada mereka untuk terlibat dengan lawatan ini.
Kerjasama pihak tuan/puan amat kami hargai.

Sekian, terima kasih,

"Yang berusaha terbaik untuk Semua"



CARAVANSERAI HOLIDAYS SDN BHD