

卫理毕理学院

Methodist Pilley Institute

Jalan Lily, 96000 Sibu, Sarawak, Malaysia

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SIT IN APPLICATION

RETURN THIS APPLICATION TO:- The Head of Student Admission			
Name:		OFFICE USE ONLY <i>Semester & Year</i> <i>Misc & Library Fee Receipt No:</i>	
I C No:			
Student No:			
Telephone No: (H)		(Mobile)	
Postal Address:			
Email:			
Programme currently enrolled:			
Subject in which you seek to SIT IN:		Subject taken previously in which semester & year	
	(Lecturer to tick decision box) ☐ PERMITTED WITH CONDITIONS ☐ PERMITTED WITHOUT CONDITIONS	☐ NOT PERMITTED	Semester Year
Lecturer to list below (or attach separately) conditions and timeframes (if any) imposed AND/OR reasons for refusal			
	(Lecturer to tick decision box) ☐ PERMITTED WITH CONDITIONS ☐ PERMITTED WITHOUT CONDITIONS	☐ NOT PERMITTED	Semester Year
Lecturer to list below (or attach separately) conditions and timeframes (if any) imposed AND/OR reasons for refusal			
	(Lecturer to tick decision box) ☐ PERMITTED WITH CONDITIONS ☐ PERMITTED WITHOUT CONDITIONS	☐ NOT PERMITTED	Semester Year
Lecturer to list below (or attach separately) conditions and timeframes (if any) imposed AND/OR reasons for refusal			
List the reasons for your current academic/external examination progress.			
Signature of applicant:		Parent's / Guardian's Signature:	
Date:		Date:	
Approved by Head of Department Signature:		Date:	

This form is to be used by students who are currently enrolled in the FIA / ACCA programme ONLY.

Please note:-

- To be eligible to sit in, students must have attempted the final examination of the subject(s) applied for in the previous/prior semester.
- Students are allowed to sit in ONCE ONLY for each subject.

SIT IN Process

Step 1: Complete the SIT IN Application

Please note:

- In your SIT IN Application, you should:
 1. List the reasons for your delay academic/external examination progress.
 2. Provide your last semester academic transcript as supporting documents.

Step 2: Submit application form

- You must submit your application after paying for the miscellaneous/resource Fee and library fee for the semester.
- As part of considering your application, your department may require you to attend an interview.

Step 3: If the HOD approves your application, you will be notified of the outcomes.