



USM UNIVERSITI
SAINS
MALAYSIA



Pusat Pengajian Pendidikan Jarak Jauh
School of Distance Education

Universiti Sains Malaysia
11800 USM Pulau Pinang, Malaysia
T: 604 653 6197, 604 653 3264
F: 604 657 6000
E: dean_sde@usm.my
Website: <https://www.pppjj.usm.my>

Reference No.: USM/PPPJJ/KI/002 (23)
Date : 30th January 2023

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 for **1st March 2023 (Wednesday) to 21st March 2023 (Tuesday)**. The Intensive Course will be held at **USM's main campus in Penang**.

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

3. It is to be hoped that YBhg.Dato'/Datuk/Datin/Sir/Madam will consider positively the approval of unrecorded leave for your staff who will be attending the Intensive Course. We strongly believe by doing so will add value to the human resource capacity of your establishment.

Thank you.

Yours faithfully,

(ASSOCIATE PROFESSOR DR. ZULNAIDI BIN YAACOB)
Dean