

**FINAL YEAR PRESENTATION APPARATUS / EQUIPMENT
REQUEST FORM FOR PRESENTATION DAY**

Date Of Application			
Student's Name			
Student's ID	Contact Number		
	Email Address		
Presentation Venue			
Presentation Date	Presentation Time		
FYP Project Supervisor Approval (Lecturer's Signature and Stamp)			

Description Of Requested Items (If space not enough, kindly use attachment.)	Quantity
1.	
2.	
3.	
4.	
5.	

TERMS & RULES OF APPLICATION

- Non-complete form will not be entertained. Submit the form to the staff in-charge of the FYP venue.
- Staff assigned to the FYP presentation venue to assist the students to obtain the items above and in working condition.
- This form must be submitted to the lab staff where the presentation is held at least 3 days before the presentation date. (For other venue besides labs, kindly submit the form to the office)
- All equipment and items borrowed are subject to availability and vacancy. No protest will be entertained.
- Owner of the equipment have the right to seek the returned of any equipment at any time.
- No Item / equipment to be taken out from MMU Melaka premises.



FINAL YEAR PRESENTATION APPARATUS / EQUIPMENT LOAN FORM

Section D – Filled Up By Student

Student's Name : _____

Student's ID : _____ * (This slip must be kept by applicant as proof of submission)

Section B – Filled Up By Lab Staff / Management

Application Form Received on : ____/____/____

(Name / Sign / Stamp) – where applicable