

Reference No. : _____

A) REFERRED OFFICER/STAFF/STUDENT'S PERSONAL PARTICULARS

(To be filled by Head of Department/ Head of Unit/ Dean/Academic Deputy Dean/Academic Advisor/Academic Deputy Registrar)

1) Full Name : _____

2) Gender : Male Female 3) Age : years old

4) Identification Card No : - -

or Passport No.

5) Client's Tel. No. : _____ 6) Client's Email Address: _____

7) Client's Category : Academic Staff M&P Staff Support Staff Foundation
 Undergraduate Postgraduate Diploma Community

8) Matric/Staff No. : _____ 9) Designation : _____

10) Department/Faculty/College : _____ 11) Year of Service : _____

12) Client's Status : Single Married Divorce Widowed

13) Citizenship : Malaysian Non Malaysian (Please state) : _____

B) REFERENCE PURPOSE (Please tick [✓] on guidance/counselling session required).

<input type="checkbox"/> Academic (learning development)	<input type="checkbox"/> Spiritual
<input type="checkbox"/> Physical / Health	<input type="checkbox"/> Cross Culture
<input type="checkbox"/> Social	<input type="checkbox"/> Career
<input type="checkbox"/> Grooming/Personality (Self Development)	<input type="checkbox"/> Moral / Disciplinary
<input type="checkbox"/> Abnormal (thoughts/ behaviour disorder)	<input type="checkbox"/> Psychometric Tests
<input type="checkbox"/> Marriage	<input type="checkbox"/> Stress
<input type="checkbox"/> Family	<input type="checkbox"/> Others (Please state). _____

C) STATEMENT OF ISSUE REGARDING STAFF/STUDENT REFERRED (Please state briefly and concisely).

D) NOTICE TO STAFF/STUDENT (Please tick [✓] accordingly).

 Staff/student has been informed either in **WRITTEN/VERBAL** that his/her case has been referred to Centre/Section for Psychological and Counselling Services.

Yes

No

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	REFERRED CASE FORM UTM CENTRE FOR PSYCHOLOGICAL AND COUNSELLING SERVICES	B.HEPA.PPPK.05/01(07) CONFIDENTIAL
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Reference No.: _____

E) NEED FOR GUIDANCE/COUNSELLING SESSION BRIEF REPORT (Please tick [✓] accordingly).

Department/Faculty/College requires guidance/counselling session brief report carried out by Centre/Section for Psychological and Counselling Services for further action.

Yes No

F) VERIFICATION BY REFERRING OFFICER.

Herewith, I verified that information of REFERRED staff or student are **TRUE**.

.....
(Signature of Referring Officer)

Name of Officer : Position :

Date : Time :

Telephone No (Office) : (Handphone) :

Email : Referring Officer's Stamp :

G) REVIEW BY SECTION/DEPARTMENT OF REGISTRAR (FOR CASE OF REFERRED STAFF ONLY)

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(Signature of Officer of Section/Department of Registrar)

Name of Officer :

Date : Time :

Officer's Stamp :

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	REFERRED CASE FORM	B.HEPA.PPPK.05/01(07)
	UTM CENTRE FOR PSYCHOLOGICAL AND COUNSELLING SERVICES	CONFIDENTIAL

**FOR UTM CENTRE/SECTION FOR PSYCHOLOGICAL
AND COUNSELLING SERVICES OFFICE USE**

Date of referred case received :
.....
Signature of Psychology Officer In Charge

Time :
.....
Date : Time :

Client's Code :

Signature of Director/Deputy Director :

Head of Department Stamp :

.....
Name and Position of Psychology Officer's Stamp

Brief Report By Psychology Officer In Charge:

Note:

- 1) Please fill up this form and submit to UTM Centre for Psychological and Counselling Services in a **CONFIDENTIAL ENVELOPE**.
- 2) Psychology Officer (Counsellor) will contact you to verify this appointment.
- 3) Submit this form through Head of Department/Section including letter of issue statement either to
 - (i) Director, UTM Centre for Psychological and Counselling Services (for UTM JB) OR
 - (ii) Deputy Director, UTM Section for Psychological and Counselling Services (for UTM KL)

**It is important for Head of Department/ Head of Section/Referee to inform referred staff and student regarding referred individual or group guidance or counselling session beforehand for smooth execution of appointment and counselling process as well as protecting the rights and interests of client. Such notice to referred staff is based on Public Service Circulation, No. 4 Year 1998, Guidelines Managing Low Performance Officer and Problematic Officer.