الجامعة الاسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۏرسيتي إسلام انتارابڠسا مليسيا

IIUM-CPS-ADM07
Ver/Rev : 01/04
Eff. Date: 1 March 2019 (UCPS Meeting No. 5/2018)

CENTRE FOR POSTGRADUATE STUDIES

APPLICATION FORM FOR CHANGE OF PROGRAMME (CoP)

☐ **Within Centre of Studies**   ☐ **Between Centres of Studies**

INSTRUCTIONS	FOR OFFICE USE (CoS/CPS) ONLY CHECKLIST
1. Please **complete Section A** and get recommendations from Head of Department (HOD) or Postgraduate Coordinator (PGC) of the Releasing Department and the Deputy Dean, Postgraduate (DDPG) (if necessary) then get recommendations from HOD / PGC of the Accepting Department / Centre of Studies (CoS), then submit the form to the DDPG of the Accepting CoS. 2. This application is valid for **applicant who registered within the first regular semester of his/her studies**. 3. Application **received after week four (4) of a regular semester will take effect in the following semester** 4. Student **must fulfill the entry requirement of the accepting CoS (e.g: English and Arabic).** Please **enclose the EPT / APT result.** 5. Please **attach Official Academic Transcript and for PhD candidate please attach Research Proposal.** 6. Student will be informed accordingly after the approval. **7.** Please fill in the form **CPS/REG06/V2/R1** for application of Transfer of Credit and Exemption of Courses and attched with your Application for CoP. 8. **International student needs to apply for Change of Student Pass with the IIUM Visa Unit after getting approval for CoP** 9. **A fee of RM100.00** will be charged as an administrative fee. (Please pay to Bank Muamalat – IIUM Operating Account (1407-000000-4716) **10. Please attach copy of VAL. Application with 24 or 36 months validity will not be entertained due to Immigration Malaysia restriction.**	Date Received: Approval KPGC Meeting No.: _____ Date of Meeting: _____ Approval of AC Meeting No.: _____ Date of Meeting: _____ Endorsement of SAC No.: _____ Date of Meeting: _____ Programme changed in EAS ☐ Major changed in EAS ☐ Mode changed in EAS ☐ Semester Archived in PG System ☐ Pre-requisites included in Permanent Biodata ☐

SECTION A: TO BE COMPLETED BY THE APPLICANT

1. Name:	2. Matric No:
3. Email Address	4. Telephone:
5. Current programme:	
6. Intended programme:	
7. Reason(s) of application: *Please use additional paper (if necessary)*	
Applicant's Signature:	Date:

SECTION B: TO BE COMPLETED BY THE HEAD OF DEPARTMENT / PG COORDINATOR OF THE RELEASING DEPARTMENT

☐ Recommended   ☐ Not Recommended

Remarks : _____

_____

_____

_____   _____
Signature & Stamp   Date
Head of Department/PG Coordinator

SECTION C: TO BE COMPLETED BY THE DEPUTY DEAN (POSTGRADUATE) OF THE RELEASING CENTRE OF STUDIES(IF BETWEEN CoS)

[ ] Recommended   [ ] Not Recommended

Remarks : _____

_____

_____

_____   _____
Signature & Stamp   Date
Deputy Dean (Postgraduate)

SECTION D: TO BE COMPLETED BY THE HEAD OF DEPARTMENT / PG COORDINATOR OF THE ACCEPTING DEPARTMENT

[ ] Recommended   [ ] Not Recommended

Date of Interview (if any) : _____ (If recommended, please complete the followings:)

Recommended for Semester _____ 20_____/20_____

Recommended Mode of Programme [ ] Coursework Only   [ ] Research Only   [ ] Coursework and Research

Pre-requisites subjects (if any):

Course Code 1:	Course Code 2:	Course Code 3:	Course Code 4:	Course Code 5:

Remarks/Comments: _____

_____

_____

_____   _____
Signature & Stamp   Date
Head of Department/PG Coordinator

SECTION E: TO BE COMPLETED BY THE DEPUTY DEAN (POSTGRADUATE) OF THE ACCEPTING CENTRE OF STUDIES

[ ] Approved   [ ] Not Approved

Date of KPGC/IPGC : _____

Approved for Semester _____ 20_____/20_____

Approved Mode of Programme [ ] Coursework Only   [ ] Research Only   [ ] Coursework and Research

Remarks : _____

_____

_____

_____   _____
Signature & Stamp   Date
Deputy Dean (Postgraduate)