
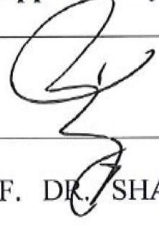




APPLICATION FOR CHANGE OF PROGRAMME BETWEEN THE CENTRE OF STUDIES

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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Position : SENIOR ASSISTANT DIRECTOR	Position : DEAN, CPS
Date : 21/5/2024	Date : 19 / 07/ 2024

1.0 OBJECTIVE

This procedure aims to ensure that the application for change of programme is systematically conducted.

2.0 SCOPE

The procedure covers all CPS and COS in Handling the process of student admission into IIUM via online application (EAS System).

3.0 ACCOUNTABILITY

RESPONSIBILITY	DETAILED PROCEDURE
APPLICANT / STUDENT	3.1 APPLICATION CHANGE PROGRAMME PROCESS
COS	3.2 ADMINISTRATIVE PROCESS AT KULLIYYAH
CPS	3.3 ADMINISTRATIVE PROCESS AT CPS
AC	3.4 APPROVAL FROM AC MEMBERS

4.0 ABBREVIATION (If any)

DDPG	Deputy Dean Postgraduate
HOD	Head of Department
PG Kull	Postgraduate Office at Kulliyyah
AD	Assistant Director (N41 / N44)
AAO	Assistant Administrative Officer (N29 / N32/ N36)
AC	Admission Committee
AA	Administrative Assistant (N19/ N22 / N26)
CoS	Centre of Studies (Kulliyyahs/Centres/Institutes)

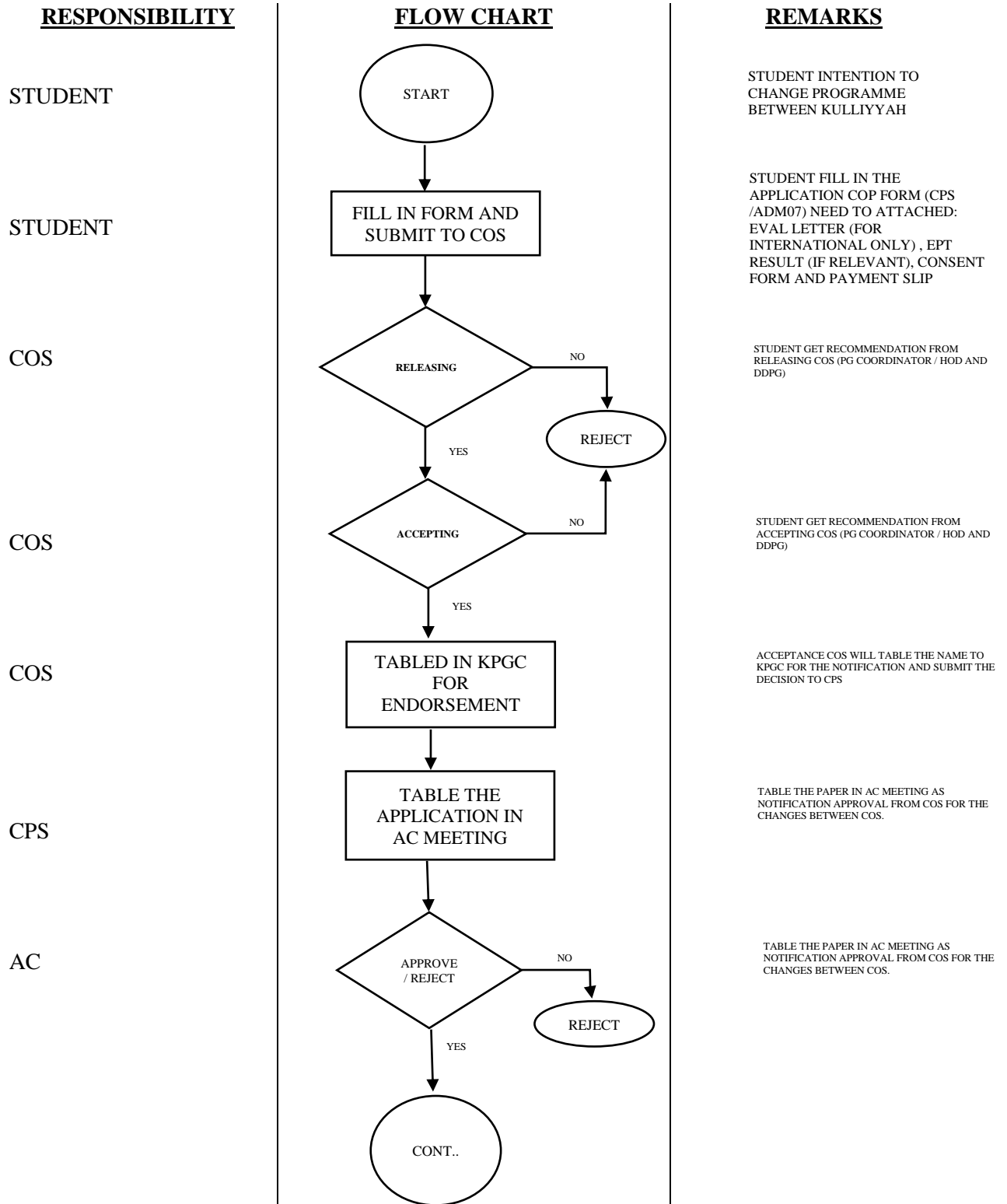
5.0 REFERENCE

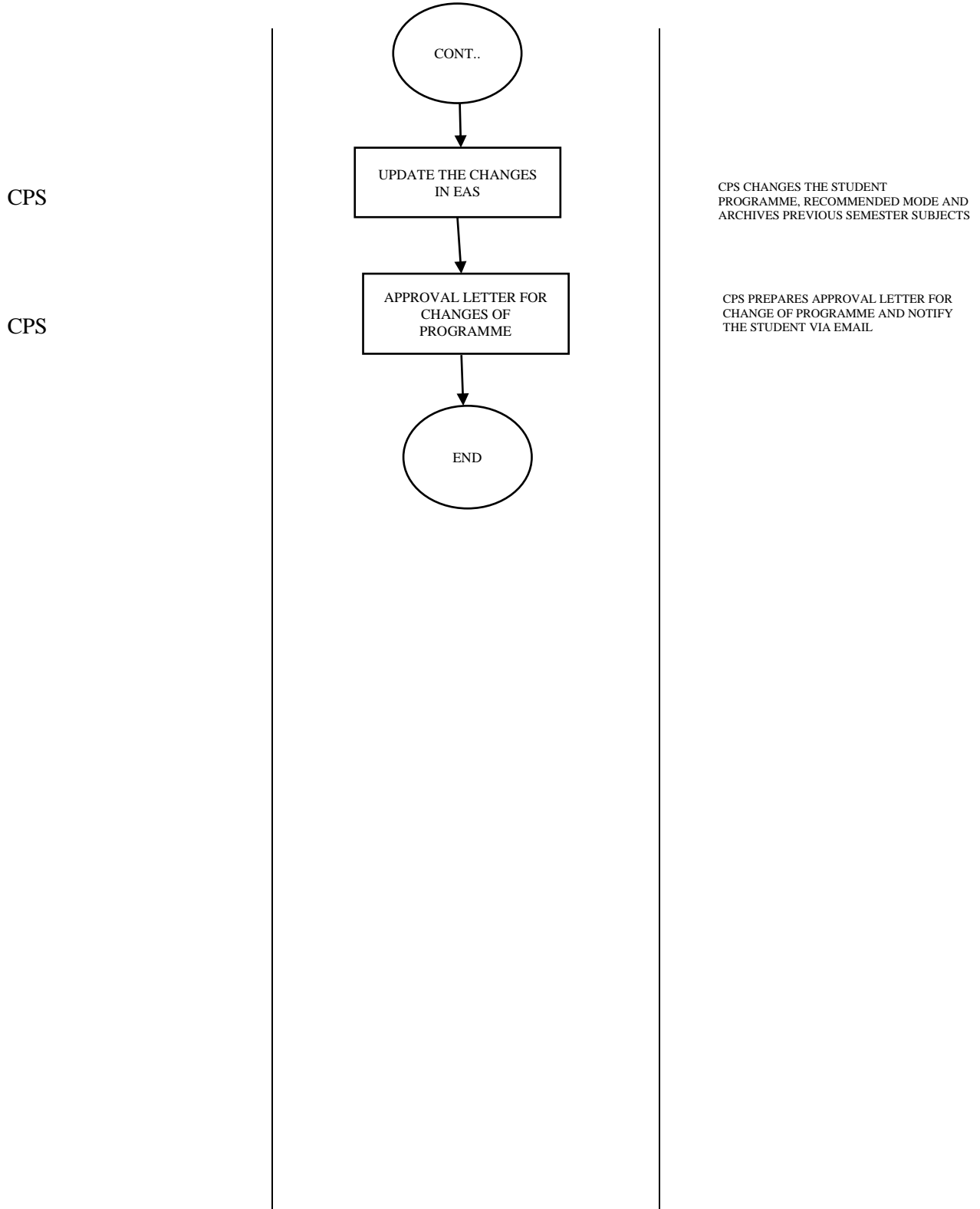
PG Regulation revise 2022.

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	APPLICATION FORM	NA	E-MEETING AND EAS LOG	CPS

7.0 PROCESS FLOW





ANNEXURE

8.0 COMMUNICATION TOOLS

- **EMAIL ADMISSION:**
International Applicant: pgint_admissions@iium.edu.my
Local Applicant: pgadmissions@iium.edu.my
- **WHATSAPP GROUP:**
Kulliyah Reps Group
DDPG Group
Universiti Awam Group
MDPS Group
- **UNIVERSITY WEBSITE AND ONLINE PORTAL**
CPS Website
i-Maalum
EAS system
i-Tasjil
- **SOCIAL MEDIA PLATFORM**
Facebook CPS
Instagram IIUM Official
Tiktok IIUM Official

9.0 ABMS NOTES:

Four (4) main offences stipulated in the Malaysian Anti-Corruption Act 2009 (MACC Act 2009) (Act 694) : Soliciting/Receiving Gratification (Bribe) [section 16 & 17(a) MACC Act 2009] Offering/Giving Gratification (Bribe) [section 17(b) MACC Act 2009] Intending to Deceive (False Claim) [Section 18 MACC Act 2009]