
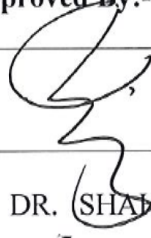




APPLICATION FOR CHANGE OF PROGRAMME WITHIN THE CENTRE OF STUDIES

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 COS in Handling the change of programme within the CoS via online application (EAS System). CPS prepare this SOP as a guideline for CoS.

3.0 ACCOUNTABILITY

RESPONSIBILITY	DETAILED PROCEDURE
APPLICANT	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 Kulliyah
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 (Kulliyahs/Centres/Institutes)

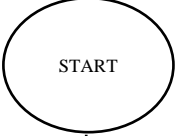
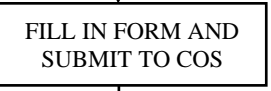


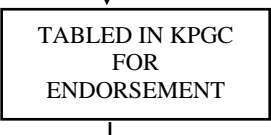
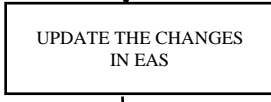
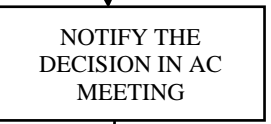
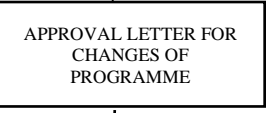
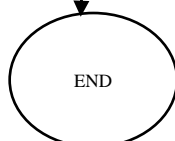
5.0 REFERENCE

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 RESPONSIBILITY

	FLOW CHART	REMARKS
STUDENT		STUDENT INTENTION TO CHANGE PROGRAMME WITHIN KULLIYAH
STUDENT		STUDENT FILL IN THE APPLICATION COP FORM (CPS /ADM07) NEED TO ATTACHED: EVAL LETTER (FOR INTERNATIONAL ONLY) , EPT RESULT (IF RELEVANT), CONSENT FORM AND PAYMENT SLIP
COS		STUDENT GET RECOMMENDATION FROM RELEASING DEPARTMENT (PG COORDINATOR / HOD AND DDPG)
COS		STUDENT GET RECOMMENDATION FROM ACCEPTING DEPARTMENT (PG COORDINATOR / HOD AND DDPG)
COS		ACCEPTANCE COS WILL TABLE THE NAME TO KPGC FOR THE NOTIFICATION AND SUBMIT THE DECISION TO CPS
COS		COS CHANGES THE STUDENT PROGRAMME, RECOMMENDED MODE AND ARCHIVES PREVIOUS SEMESTER SUBJECTS . PREPARES APPROVAL LETTER AND INFORMS THE STUDENT
AC		NOTIFICATION APPROVAL FROM COS FOR THE CHANGES WITHIN COS.
COS		COS PREPARES APPROVAL LETTER FOR CHANGE OF PROGRAMME AND NOTIFY THE STUDENT VIA EMAIL
		

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]