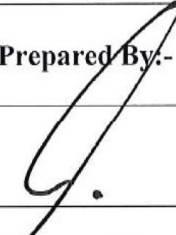
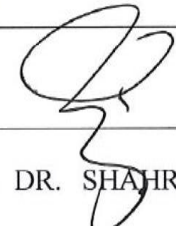




## APPLICATION FOR DEFERMENT OF REGISTRATION

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : MUHAMMAD IHSAN BIN ABDUL RAZAK	Name : PROF. DR. SHA HRUL NA'IM SIDEK
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 deferment of Postgraduate admission is systematically conducted.

### 2.0 SCOPE

The procedure covers all CPS in Handling the application process of deferment student admission into IIUM for those who the offer letter exceeding 1 academic years

### 3.0 ACCOUNTABILITY

RESPONSIBILITY	DETAILED PROCEDURE
APPLICANT	3.1 APPLICATION FOR DEFERMENT ADMISSION FROM STUDENT
CPS	3.2 PROCESSING THE DEFERMENT APPLICATION
AC	3.3 ENDORSEMENT PROCESS

### 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)

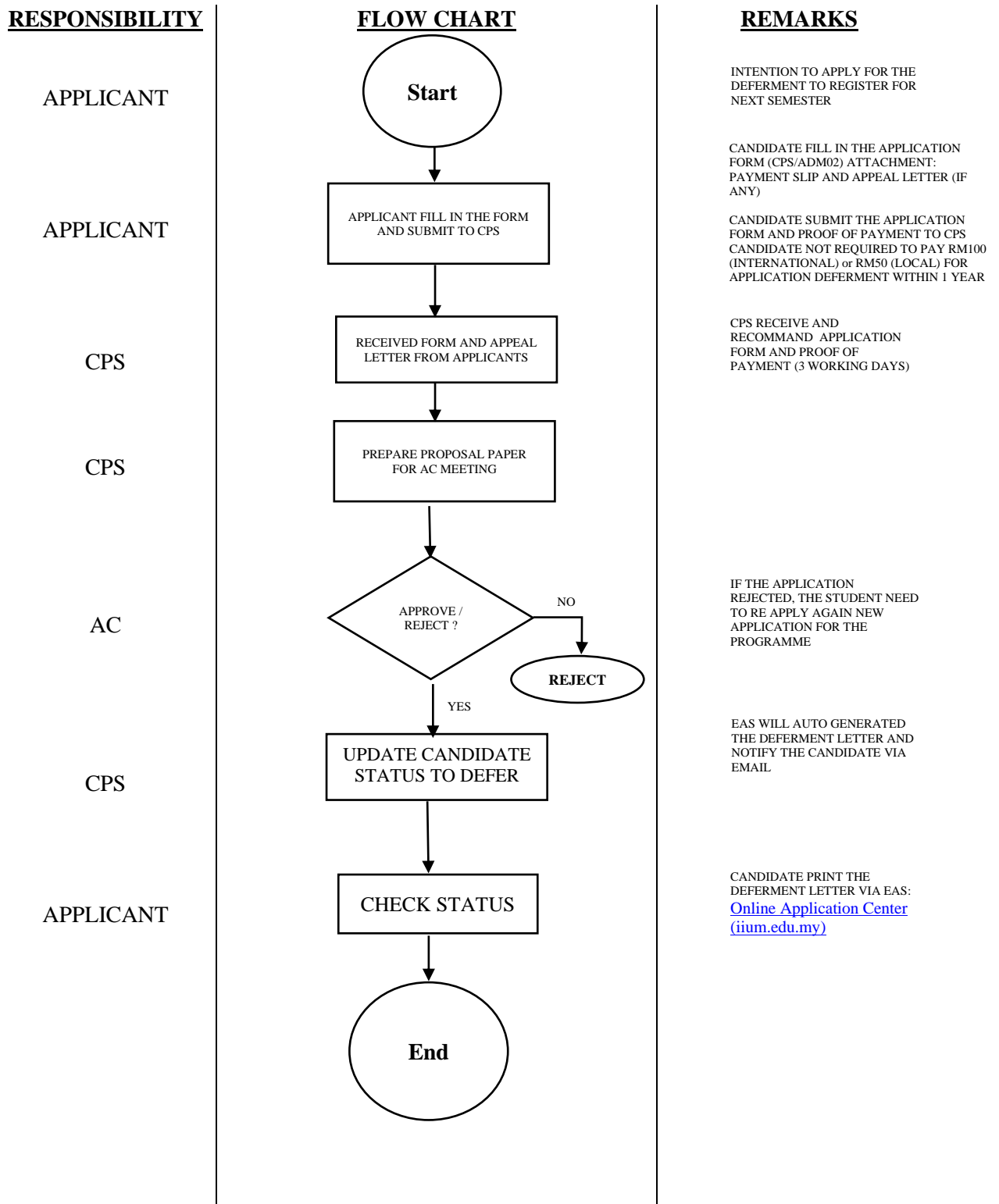
### 5.0 REFERENCE

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]