

Title

: APPLICATION FOR

DEFERMENT OF REGISTRATION

Ref. No.

: IIUM/TNL/PG/ADM/5

Version No: : 01 Revision No : 02

Effective Date : 19/7/2024

APPLICATION FOR DEFERMENT OF REGISTRATION

Prepared By	Approved By:-
(Signature)	(Signature)
Name: MUHAMMAD IHSAN BIN ABDUL RAZAK	Name : PROF. DR. SHAHRUL NA'IM SIDEK
Position: SENIOR ASSISTANT DIRECTOR	Position: DEAN, CPS
Date : 21/5/2024	Date : 19 / 07/ 2024



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# 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.



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## 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	APPLICATION FORM	NA	E-Meeting and EAS Log	CPS



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### 7.0 PROCESS FLOW

# **RESPONSIBILITY FLOW CHART REMARKS** INTENTION TO APPLY FOR THE DEFERMENT TO REGISTER FOR NEXT SEMESTER Start **APPLICANT** CANDIDATE FILL IN THE APPLICATION FORM (CPS/ADM02) ATTACHMENT: PAYMENT SLIP AND APPEAL LETTER (IF CANDIDATE SUBMIT THE APPLICATION FORM AND PROOF OF PAYMENT TO CPS CANDIDATE NOT REQUIRED TO PAY RM100 (INTERNATIONAL) or RM50 (LOCAL) FOR APPLICATION DEFERMENT WITHIN 1 YEAR APPLICANT FILL IN THE FORM **APPLICANT** AND SUBMIT TO CPS CPS RECEIVE AND RECOMMAND APPLICATION FORM AND PROOF OF RECEIVED FORM AND APPEAL LETTER FROM APPLICANTS **CPS** PAYMENT (3 WORKING DAYS) PREPARE PROPOSAL PAPER **CPS** FOR AC MEETING IF THE APPLICATION REJECTED, THE STUDENT NEED TO RE APPLY AGAIN NEW APPLICATION FOR THE NO APPROVE / AC PROGRAMME REJECT EAS WILL AUTO GENERATED THE DEFERMENT LETTER AND NOTIFY THE CANDIDATE VIA UPDATE CANDIDATE **EMAIL** STATUS TO DEFER **CPS** CANDIDATE PRINT THE DEFERMENT LETTER VIA EAS: **CHECK STATUS** Online Application Center **APPLICANT** (iium.edu.my) End



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#### **ANNEXURE**

### 8.0 COMMUNICATION TOOLS

#### - EMAIL ADMISSION:

International Applicant: pgint\_admissions@iium.edu.my Local Applicant: pgadmissions@iium.edu.my

#### - WHATSAPP GROUP:

Kulliyyah 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]