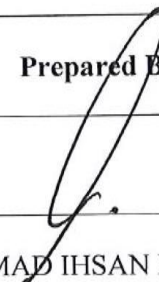
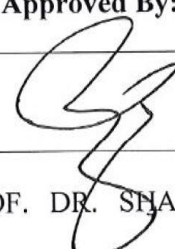




PROGRAMME OFFERRING FOR SEMESTER

| 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 |

1.0 OBJECTIVE

This procedure aims to ensure that the application for Postgraduate programme offering is systematically conducted.

2.0 SCOPE

The procedure covers all CPS and COS in Handling the programme offering by CoS via online application (EAS System).

3.0 ACCOUNTABILITY

| RESPONSIBILITY | DETAILED PROCEDURE |
|----------------|------------------------------|
| CPS | 3.1 PROGRAMME OFFERING |
| CoS | 3.2 AGREEMENT FROM KULLIYYAH |

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) |

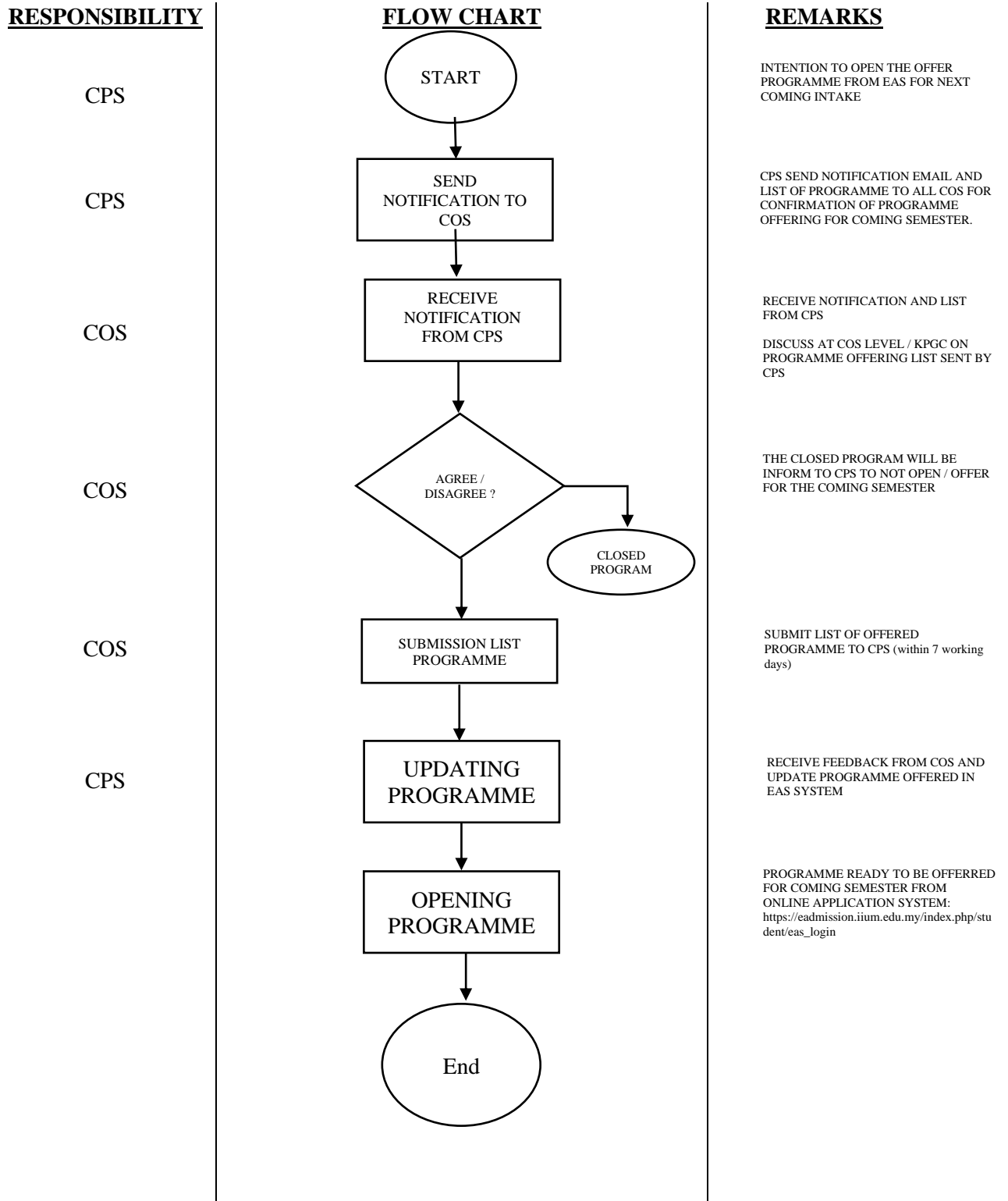
5.0 REFERENCE

PG Regulation revise 2022.

6.0 RECORD RETENTION PERIOD

| NO. | QUALITY RECORDS | RETENTION PERIOD | LOCATION | RESPONSIBILITY |
|-----|-------------------------|------------------|------------|----------------|
| 1. | ONLINE LOG PER SEMESTER | NA | EAS SYSTEM | 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]