
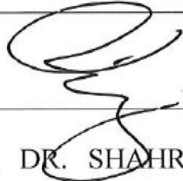




REMOTE SUPERVISION APPLICATION

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : MUHAMMAD HISAN 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 remote supervision admission is systematically conducted.

2.0 SCOPE

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

3.0 ACCOUNTABILITY

RESPONSIBILITY	DETAILED PROCEDURE
APPLICANT	3.1 APPLICATION FOR REMOTE SUPERVISION FROM STUDENT
COS	3.2 EVALUATION FROM KULLIYAH
CPS	3.3 PROCESSING THE APPLICATION
AC	3.4 APPROVAL FROM AC

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)

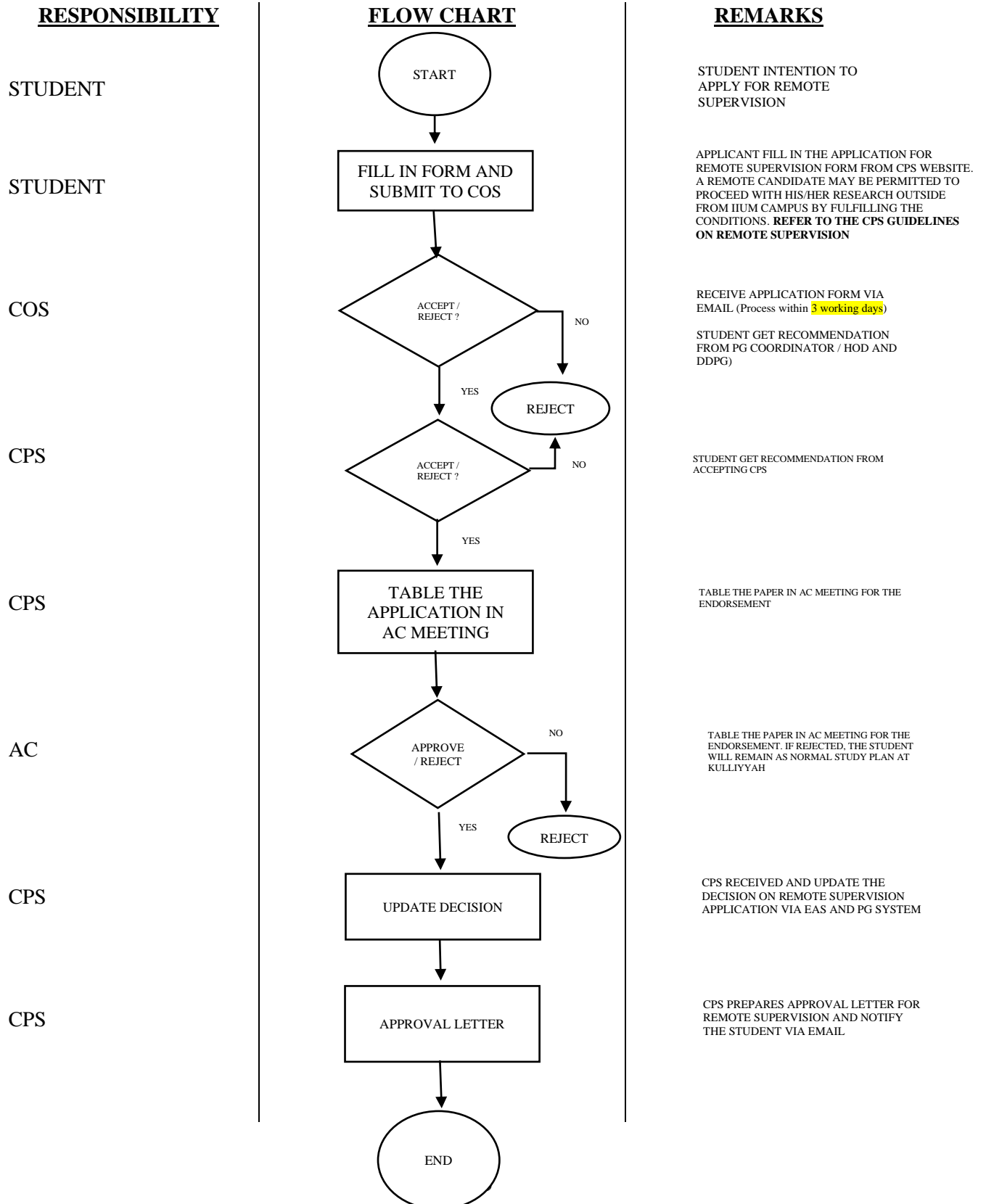
5.0 REFERENCE

PG Regulation.

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	APPLICATION DOCUMENT	NA	E-MEETING AND EAS	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]