



## APPLICATION FOR ADVANCED COLLECTION OF SCROLL

Prepared By:-	Approved By:-
 (Signature)	 (Signature)
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Position: ASSISTANT DIRECTOR	Position: DEAN
Date: 21 MAY 2024	Date: 21 MAY 2024

1.0 OBJECTIVE

To outline the flow process of application for advanced collection of scroll.

2.0 SCOPE

2.1 Graduating postgraduate students who have completed the Clearance Process.

3.0 ACCOUNTABILITY

- 3.1 Centre for Postgraduate Studies
- 3.2 Postgraduate Office, Centre of Studies
- 3.3 AD: Assistant Director (N41/N44)
- 3.4 AA: Administrative Assistant (N19/N22/N26)
- 3.5 Academic Administrator

4.0 ABBREVIATION (If any)

- 4.1 CPS : Centre for Postgraduate Studies
- 4.2 RSD: Residential Services Division
- 4.3 OLA : Office of Legal Advisor
- 4.4 OSEM: Office of Security Management

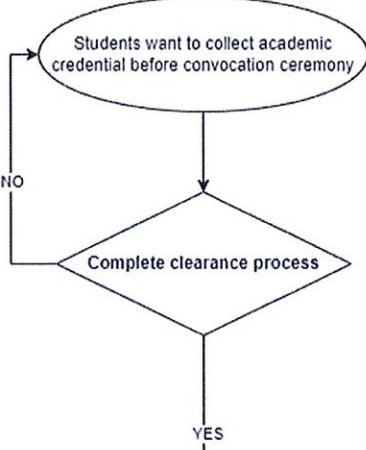

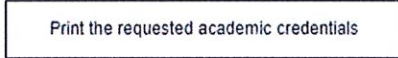
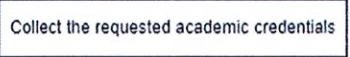
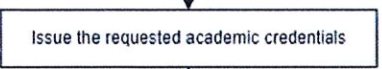
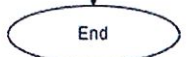
5.0 REFERENCE

5.1 Not Applicable

6.0 RECORD RETENTION PERIOD

6.1 5-7 years

7.0 PROCESS FLOW

Responsibility	Flow Process	Remarks
Students with GR status  Finance Division Dar Al Hikmah Library RSD Office OLA OSEM IIUM Visa Unit	 <pre>           graph TD             Start([Students want to collect academic credential before convocation ceremony]) --&gt; Decision{Complete clearance process}             Decision -- NO --&gt; Start             Decision -- YES --&gt; Submit[Submit application]           </pre>	<p>Academic credentials are:</p> <ol style="list-style-type: none"> <li>1. Senate Completion Letter</li> <li>2. Academic transcript</li> <li>3. Scroll</li> </ol> <p>Obtain clearance from the following offices:</p> <ul style="list-style-type: none"> <li>• Finance Division</li> <li>• Dar A Hikmah Library</li> <li>• Residential Services Division</li> <li>• Disciplinary (Office of Legal Advisor)</li> <li>• Office of Security Management</li> <li>• Visa Unit</li> </ul> <p>Clearance from Visa Unit is compulsory for International students only</p>
Students with GR status		<p>Fill out the advance collection of scroll and/or transcript form (CPS-EXM12)</p>
AA/AD CPS		<p>For collection on behalf, student must submit the application for collection on behalf form (CPS/EXM08) together with a passport copy/matric card of the applicant and the representative upon collection.</p>
Students with GR status		<p>5 working days for Senate Completion letter and transcript</p> <p>14 working days for Scroll</p>
AA/AD CPS		<p>Collection can be done at CPS Gombak counter</p>
		<p>Scroll serial number to be recorded in the Clearance system</p>

## ANNEXE

### 1.0 ANTI BRIBERY MANAGEMENT SYSTEM – MACC ACT 694

- 1.1 Soliciting/Receiving Gratification (Bribe) [section 16 & 17(a) MACC Act 2009]
- 1.2 Offering/Giving Gratification (Bribe) [section 17(b) MACC Act 2009]
- 1.3 Intending to Deceive (False Claim) [Section 18 MACC Act 2009]
- 1.4 Using Office or Position for Gratification (Bribe) (Abuse of Power/Position)  
[Section 23 MACC Act 2009]
- 1.5 Duty to Report Bribery Transactions [Section 25 MACC Act 2009]

### 2.0 COMMUNICATION TOOL

- 2.1 Email announcement
- 2.2 Letter to Centre of Studies
- 2.3 Whatsapp group announcement