



WITHDRAWAL FROM UNIVERSITY

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 postgraduate student's withdrawal from University.

2.0 SCOPE

2.1 All postgraduate students

3.0 ACCOUNTABILITY

- 3.1 Centre for Postgraduate Studies
- 3.2 Postgraduate Office, Centre of Studies
- 3.3 Finance Division
- 3.4 Dar Al-Hikmah Library
- 3.5 Office of Security and Management
- 3.6 IIUM Visa Unit
- 3.7 Office of Legal Advisor
- 3.8 Assistant Director (N41/N44)
- 3.9 Administrative Assistant (N19/N22/N26)

4.0 ABBREVIATION (If any)

- 4.1 CPS : Centre for Postgraduate Studies
- 4.2 CoS: Centre of Studies
- 4.3 Deputy Dean Postgraduate
- 4.4 AD: Assistant Director (N41/N44)
- 4.5 AA: Administrative Assistant (N19/N22/N26)

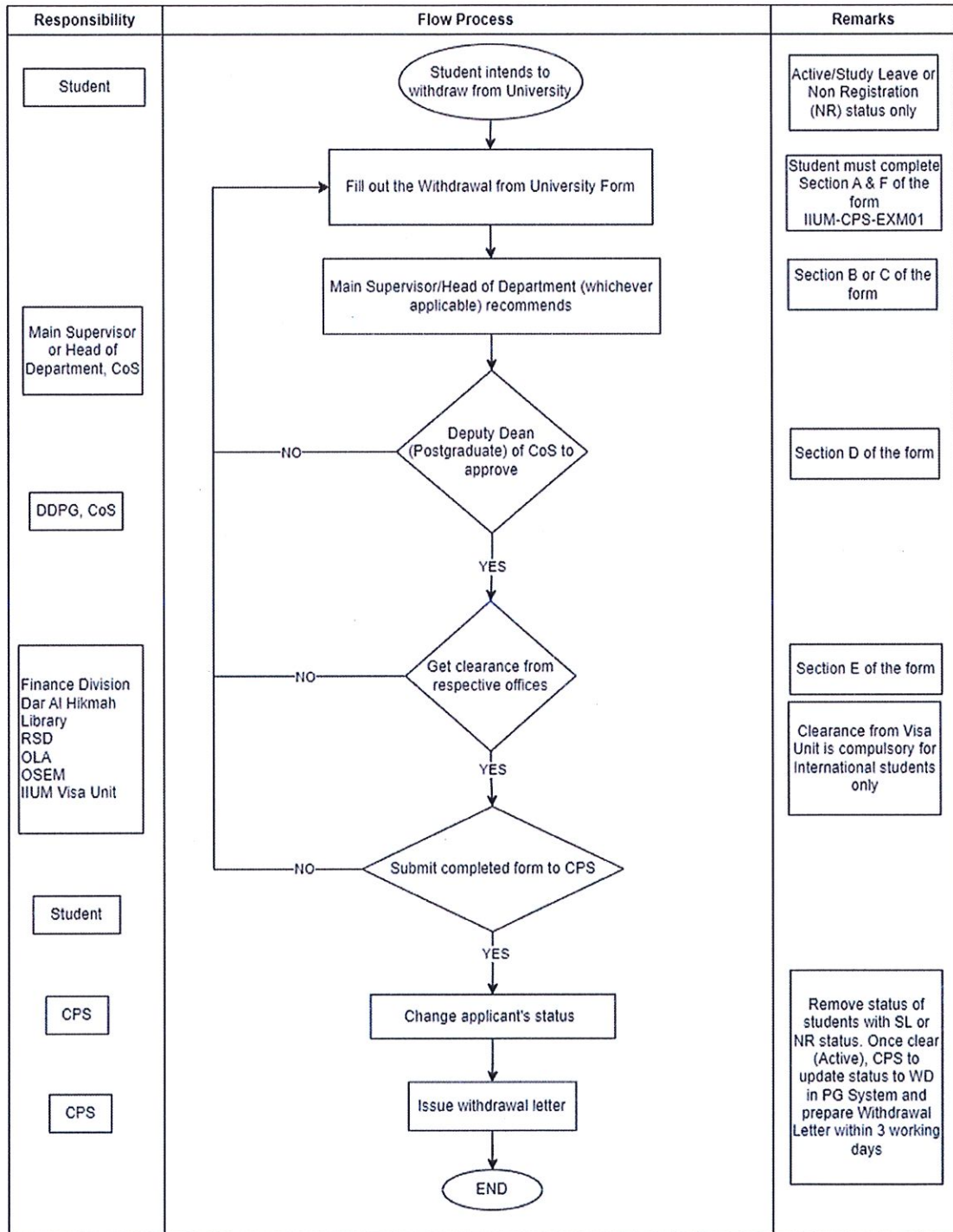
5.0 REFERENCE

- 5.1 Postgraduate Regulations (Revised 2022)

6.0 RECORD RETENTION PERIOD

- 6.1 5-7 years

7.0 PROCESS FLOW



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