



## CHANGE MODE OF PROGRAMME

| Prepared By:-   | Approved By:-   |
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| <br>(Signature) | <br>(Signature) |
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| Date: 21 MAY 2024   | Date:   |

## 1.0 OBJECTIVE

The objective of this procedure is to facilitate Centres of Studies in handling appeal to change mode of programme i. e. by coursework, by mixed mode and by research, in line with the University's policy and procedures.

## 2.0 SCOPE

The procedures cover receiving application form, evaluating, and issuing notification letter to applicants of change of mode of study for Postgraduate programmes.

## 3.0 ACCOUNTABILITY

- 3.1 AA (N19, N22, N26) Department, Centre of Studies
- 3.2 AAO (N29, N32, N36)/ AD (N41/N44) Postgraduate Office, Centre of Studies
- 3.3 AD (N41/N44) Centre for Postgraduate Studies

## 4.0 ABBREVIATION (If any)

- 4.1 AD : Assistant Director
- 4.2 AAO : Assistant Administrative Officer
- 4.3 AA : Administrative Assistant

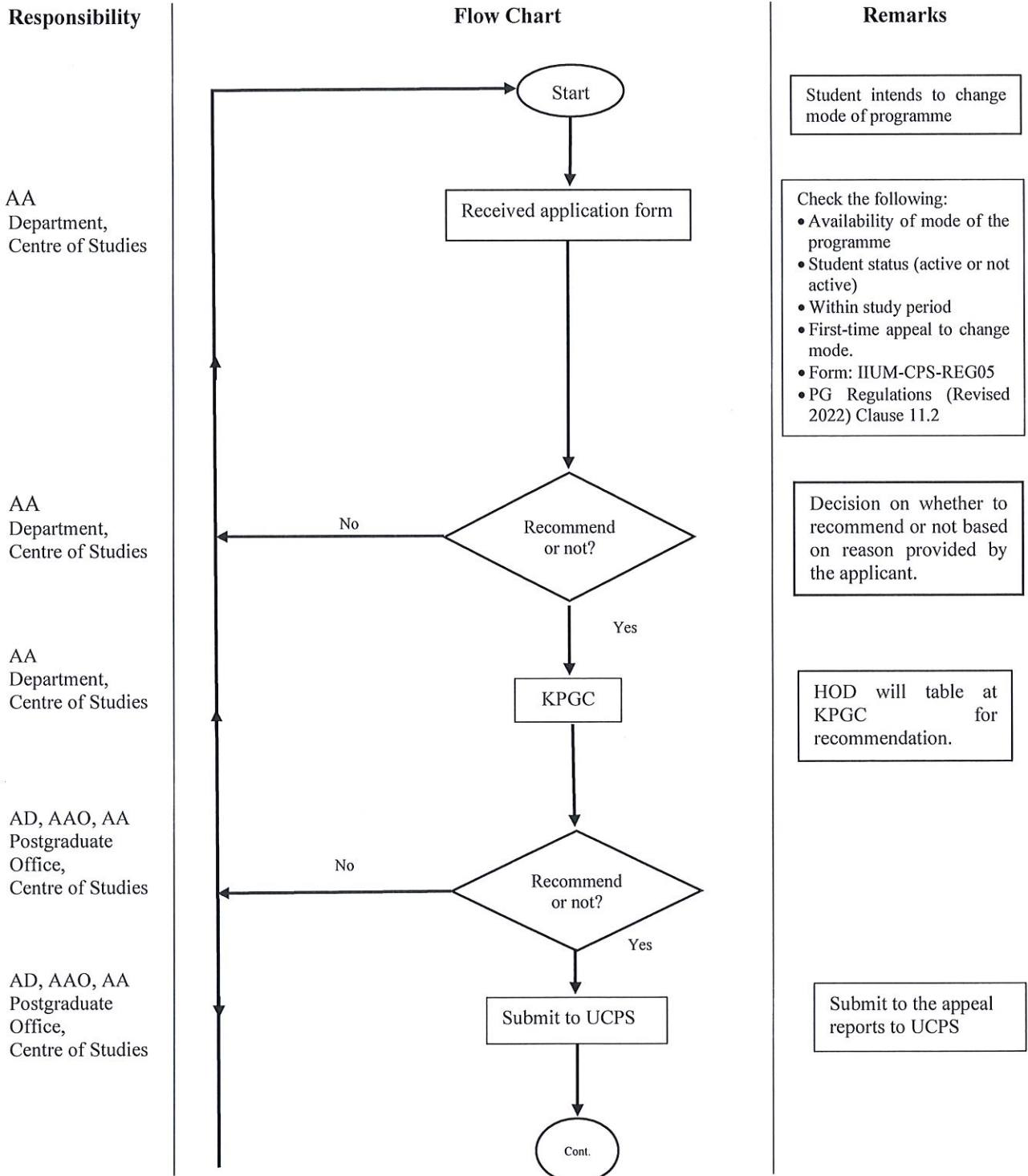
## 5.0 REFERENCE

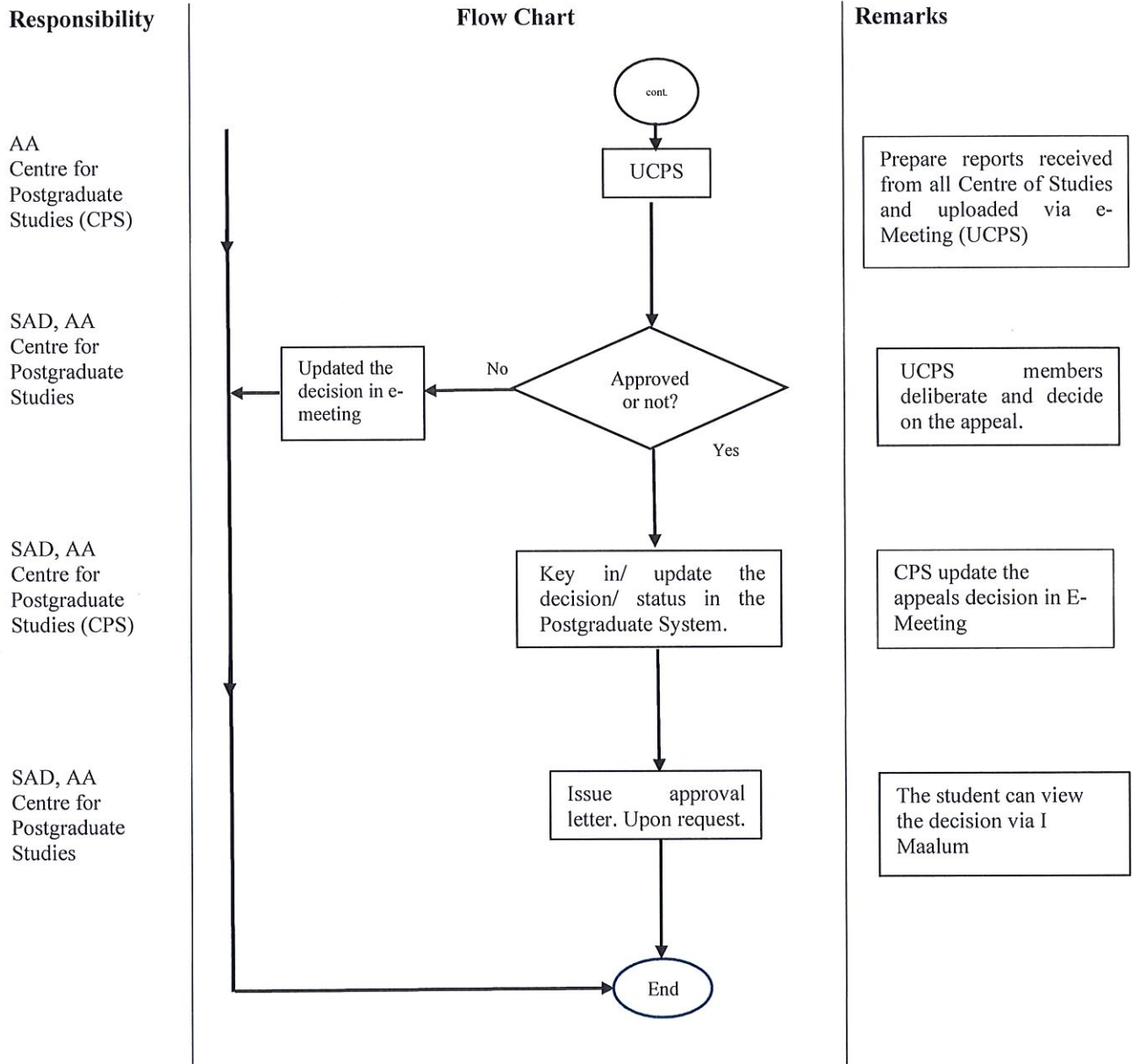
- 5.1 Postgraduate Regulations (Revised 2022)

## 6.0 RECORD RETENTION PERIOD

- 6.1 Approval Letter 3 years
- 6.2 Application documents 3 years

### 7.0 PROCESS FLOW





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## ANNEXURE

### 1.0 ABMS: MACC ACT 694

- Section 16: Offence of Accepting Gratification
- Section 17: Offence of Giving or Accepting Gratification by Any Representative
- Section 18: Offence of Intending to Deceive Employer or Principal
- Section 23: Offence of Using Office or Position for Gratification
- Section 25: Duty to Report Bribery Transactions

### 2.0 COMMUNICATION PLATFORM

Email, WhatsApp, the CPS website, official CPS YouTube channels, and IIUM's social media platforms.