





GUIDELINES ON FREE ELECTIVE COURSE (POSTGRADUATE)

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

1.0 OBJECTIVE

To increase the breadth of knowledge.

2.0 SCOPE

Applicable to all IIUM postgraduate students.

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 CoS : Centre of Studies
- 4.2 DCM : Deans Council Meeting
- 4.3 AD : Assistant Director
- 4.4 AAO : Assistant Administrative Officer
- 4.5 AA : Administrative Assistant

5.0 REFERENCE (If any)

6.0 RECORD RETENTION PERIOD

- 6.1 Correspondence Letter 1 year

7.0 PROCESS FLOW

Responsibility

AD, AAO
Postgraduate Office,
Centre of Studies
(Offer the Course)

DCM

AD, AAO, AA
Postgraduate Office,
Centre of Studies
(Offer the Course)

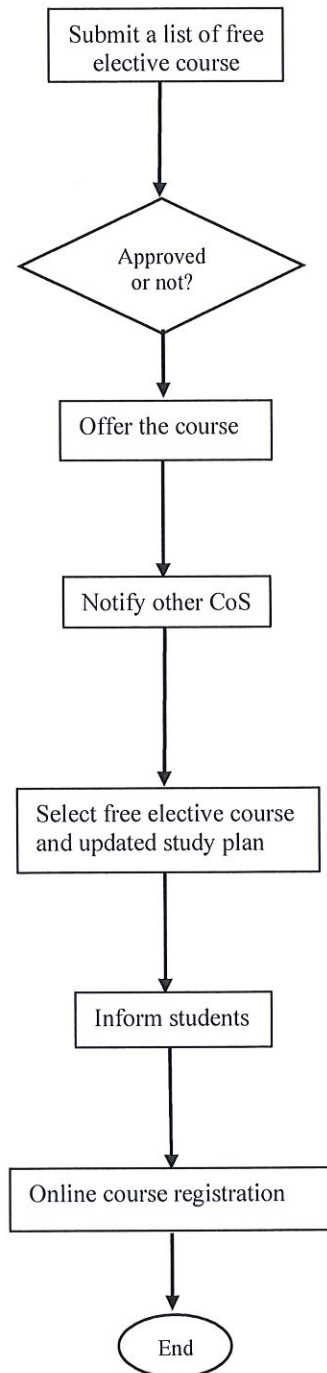
AD, AAO, AA
Postgraduate Office,
Centre of Studies
(Offer the Course)

AD, AAO, AA
Postgraduate Office,
Centre of Studies
(Accepting the Course)

AD, AAO, AA
Postgraduate Office,
Centre of Studies
(Accepting the Course)

Student

Flow Chart



Remarks

Submit list of free elective course to the DCM/ Senate for endorsement

DCM/ Senate Decision

Prepare class schedule and offering via the postgraduate system

Notify all other CoS of the free elective courses offered by CoS (offer the course)

Select free elective course and updated in the student study plan package

Inform students of free elective courses offered

Students to proceed with online registration for the free elective course



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.