





FIT FOR STUDY (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 guide and govern the implementation of mental health practices among students and potential students of IIUM.

2.0 SCOPE

Applicable to all IIUM students, and in certain circumstances is applicable to an individual who apply to become an IIUM 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 CCSC : Counselling and Career Services Centre
- 4.3 CPS : Centre for Postgraduate Studies
- 4.4 AD : Assistant Director
- 4.5 AAO : Assistant Administrative Officer
- 4.6 AA : Administrative Assistant

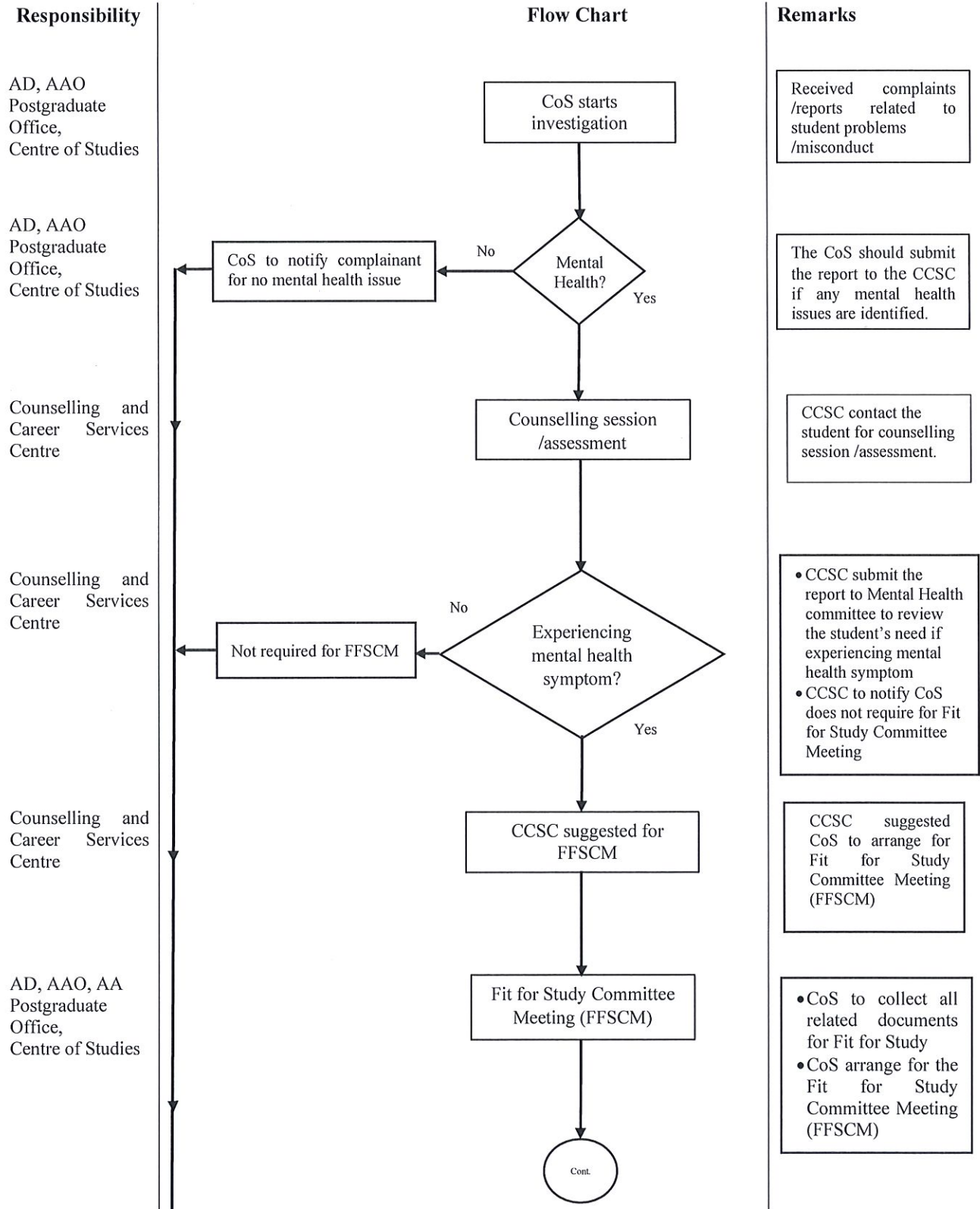
5.0 REFERENCE

- 5.1 IIUM Student Mental Health Policy 2021

6.0 RECORD RETENTION PERIOD

- 6.1 Correspondence Letter 1 year

7.0 PROCESS FLOW



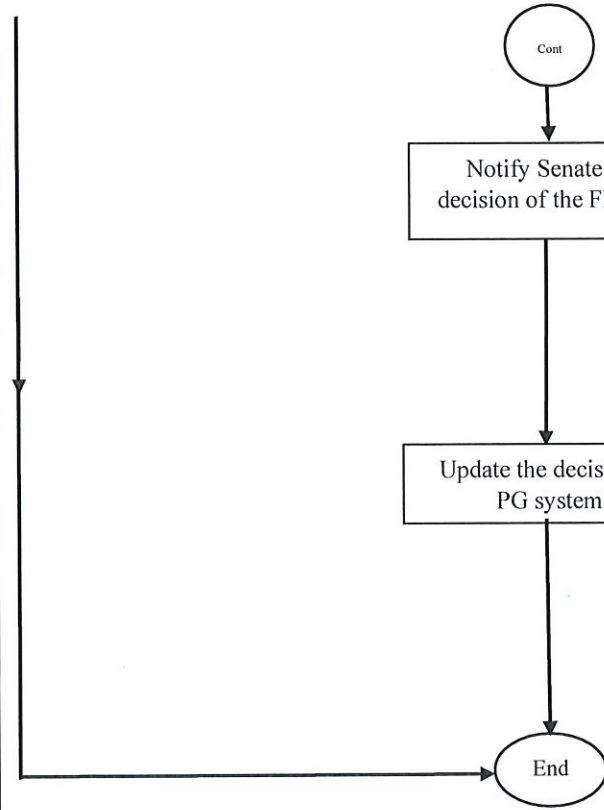


Responsibility

AD, AAO, AA
Postgraduate
Office,
Centre of Studies

AA
Centre for
Postgraduate
Studies

Flow Chart



Remarks

- CoS prepare the minutes
- CoS notify all members and Senate on the decision of the FFSCM

- CPS update the decision of the FFSCM in PG system
- CPS issue the approval letter to the students and c.c. to PG Office, CoS (Upon request)



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.