





COURSE REGISTRATION: SPECIAL CASES

Prepared By:-	Approved By:-
 (Signature)	 (Signature)
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Date: 21 MAY 2024	Date:

1.0 OBJECTIVE

To ensure that the course registration exercise of every student in every semester is effectively implemented.

2.0 SCOPE

The procedure covers the course registration for special cases, such as the reinstatement of studies, DCM or Senate Decision, blocked by finance

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 Statistic of postgraduate students in the current semester
- 5.2 Online Course Registration Policies
- 5.3 Postgraduate Regulations

6.0 RECORD RETENTION PERIOD

- 6.1 Correspondence Letter 1 year
- 6.2 List of course offered 1 year

7.0 PROCESS FLOW

Responsibility

AD, AAO, AA
Postgraduate Office,
Centre of Studies

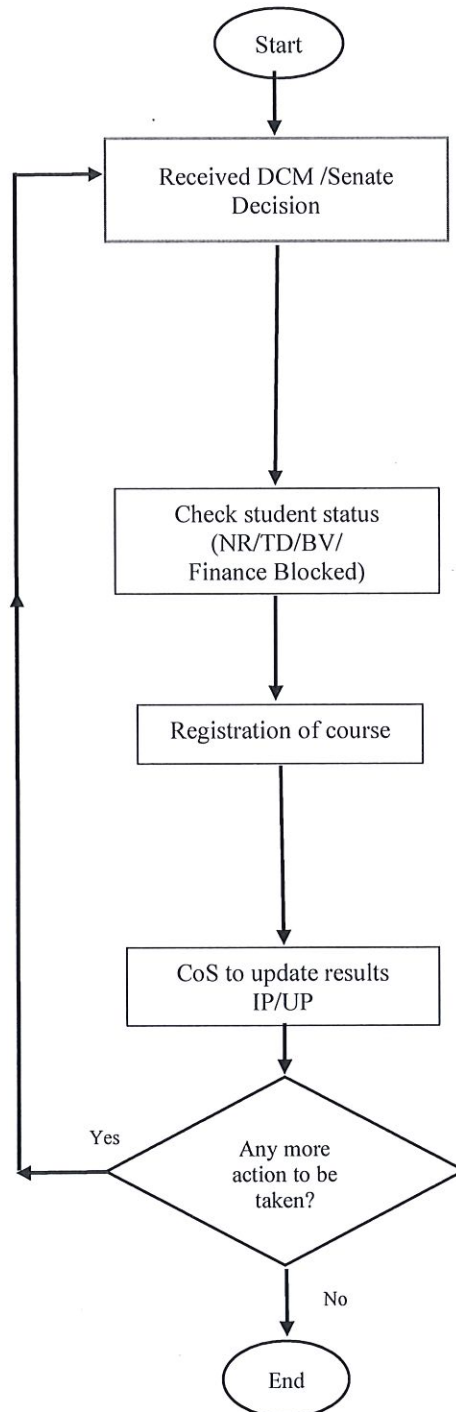
SAD/AA
Centre for Postgraduate
Studies

SAD/AA
Centre for Postgraduate
Studies

AA
Centre for Postgraduate
Studies

AD, AAO, AA
Postgraduate Office,
Centre of Studies

Flow Chart



Remarks

CoS submitted an appeal to DCM/ Senate

- Request from CoS
- A student notified he/she has unblocked finance
- PG Regulations (Revised 2022)
- Finance Policy-tuition fees
- Week 4-NR status
- Week 12-TD status
- Important Dates

- Check DCM / Senate Decision
- Reinstatement of studies
- Extension beyond max
- Extension beyond normal

- Liaise with CoS to get the course code for registration
- CoS provides the course code to be registered
- Form: CPS/REG09/V2/R1

- Upon registering for the course, CPS notified CoS to update results IP/UP

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.