

Title

: Change of Study Status : IIUM/TNL/PG/SAD/2

Ref. No.

Version No: : 02 Revision No : 01

Effective Date : 21/05/2024

# **CHANGE OF STUDY STATUS**

Prepared By:-	Approved By:-
(Signature)	(Signature)
V	
Name: ANIZA SHAHREEN BINTI MD ZAID	Name: PROF. DR. SHAHRUL NA'IM BIN SIDEK
Position: SENIOR ASSISTANT DIRECTOR	Position: DEAN, CPS
Date: 21 MAY 2024	Date:



Title

: Change of Study Status

Ref. No.

: IIUM/TNL/PG/SAD/2

Version No:

: 02 : 01

Revision No Effective Date: 21/05/2024

### **OBJECTIVE** 1.0

The objective of this procedure is to facilitate Centre of Studies in handling appeal to change study status from part-time to full-time or vice versa, in line with the Postgraduate policies and regulations.

### 2.0 **SCOPE**

The procedures cover receiving application forms, evaluating, and issuing notification letters to applicants of change of status of study for Postgraduate programmes.

### **ACCOUNTABILITY** 3.0

AA (N19, N22, N26) Department, Centre of Studies

AAO (N29, N32, N36)/ AD (N41/N44) Postgraduate Office, Centre of Studies 3.2

AD (N41/N44) Centre for Postgraduate Studies 3.3

## 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

## RECORD RETENTION PERIOD 6.0

Approval Letter 6.1

3 years

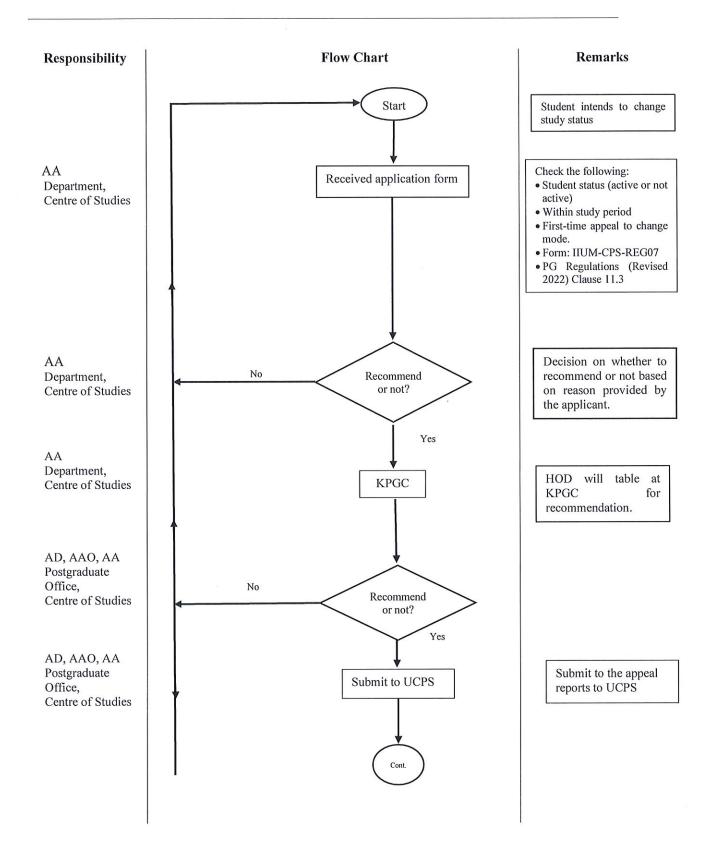
6.2 Application documents 3 years



Title : Change of Study Status Ref. No. : IIUM/TNL/PG/SAD/2

Version No: : 02 Revision No : 01

Effective Date : 21/05/2024





Title : Change of Study Status Ref. No. : IIUM/TNL/PG/SAD/2

Version No: : 02 Revision No : 01

Effective Date : 21/05/2024

## Responsibility Flow Chart Remarks AA Prepare reports received Centre for **UCPS** from all Centre of Studies Postgraduate and uploaded via e-Studies (CPS) Meeting (UCPS) SAD, AA Centre for Updated the No Postgraduate **UCPS** members Approved decision in e-Studies deliberate and decide or not? meeting on the appeal. Yes SAD, AA Key in/ update the CPS update the Centre for decision/ status in the appeals decision in E-Postgraduate Studies (CPS) Meeting Postgraduate System. SAD, AA approval Issue The student can view Centre for letter. Upon request. the decision via I Postgraduate Maalum Studies



Title : Change of Study Status Ref. No. : IIUM/TNL/PG/SAD/2

Version No: : 02 Revision No : 01

Effective Date : 21/05/2024

# **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.