



## EXTENSION OF STUDY PERIOD

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

The objective of this procedure is to facilitate Centre of Studies in handling appeal for extension of study period in line with the Postgraduate regulations.

## 2.0 SCOPE

The procedures cover receiving application form, evaluating, and issuing notification letter to applicants of extension of study period 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

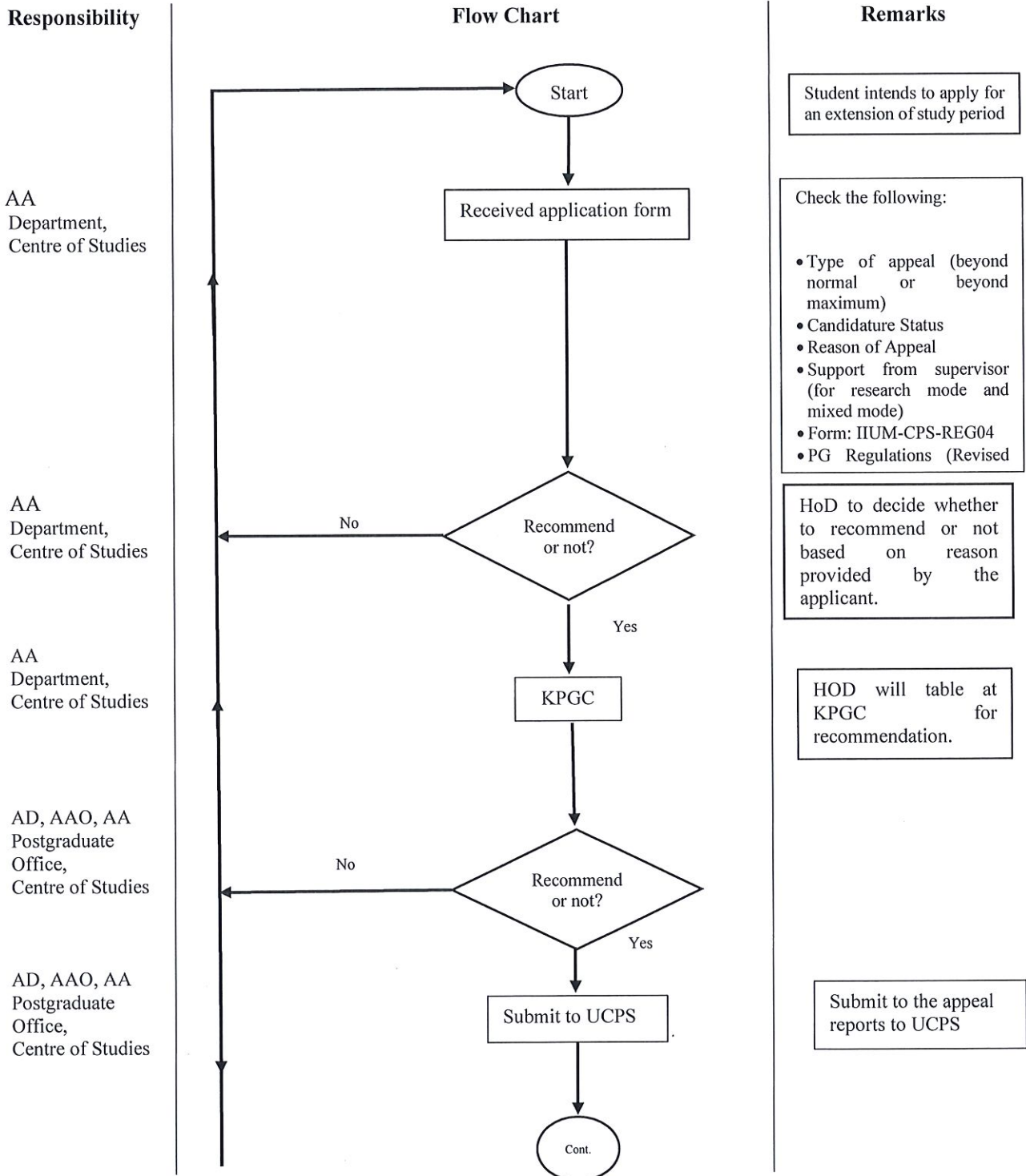
## 5.0 REFERENCE

- 5.1 Postgraduate Regulations

## 6.0 RECORD RETENTION PERIOD

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

### 7.0 PROCESS FLOW



**Responsibility**

**Flow Chart**

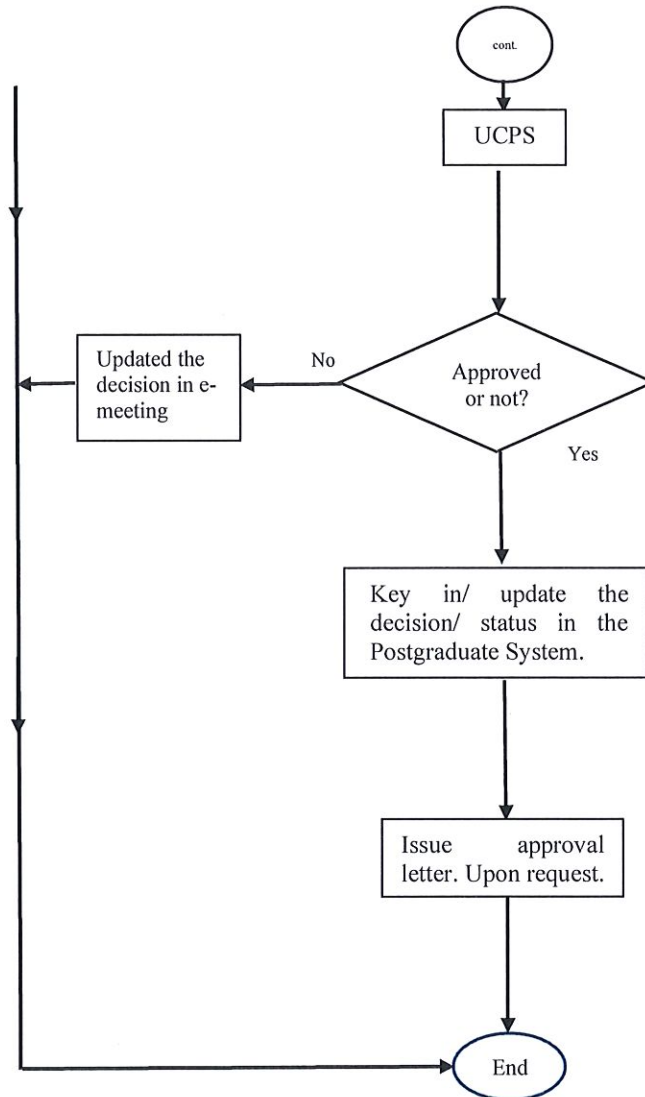
**Remarks**

AA  
Centre for  
Postgraduate  
Studies (CPS)

SAD, AA  
Centre for  
Postgraduate  
Studies

SAD, AA  
Centre for  
Postgraduate  
Studies (CPS)

SAD, AA  
Centre for  
Postgraduate  
Studies



Prepare reports received from all Centre of Studies and uploaded via e-Meeting (UCPS)

UCPS members deliberate and decide on the appeal.

CPS update the appeals decision in E-Meeting

The student can view the decision via I Maalum

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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.