





LEAVE OF ABSENCE

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 leave of absence in line with the Postgraduate regulations.

2.0 SCOPE

The procedures cover receiving application forms, evaluating, and issuing notification letters to applicants for leave of absence 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

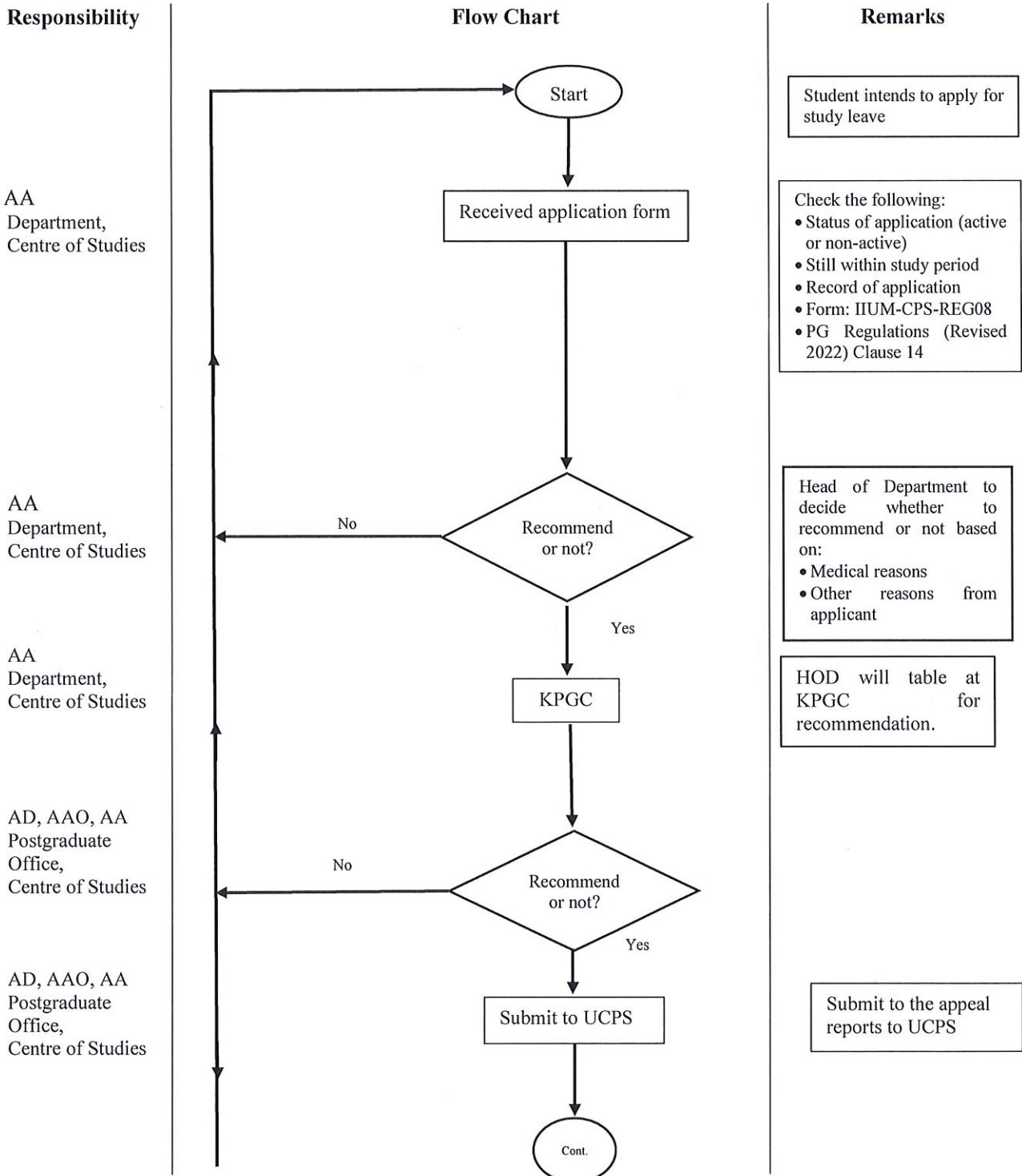
5.0 REFERENCE

- 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

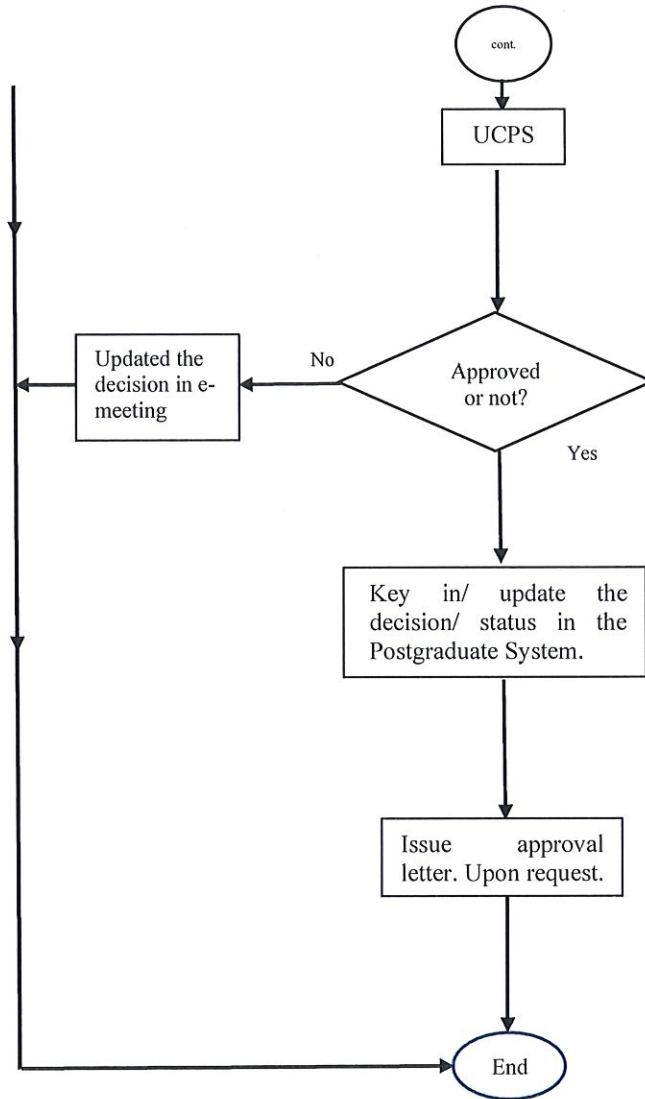
Remarks

AA
 Centre for
 Postgraduate
 Studies (CPS)

SAD, AA
 Centre for
 Postgraduate
 Studies

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 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

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.