





APPLICATION FOR TRANSFER CREDIT AND EXEMPTION

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 application to transfer credit and exemptions of courses in line with the Postgraduate policies and regulations.

2.0 SCOPE

The procedures cover receiving application form, evaluating, and issuing notification letter to applicants.

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

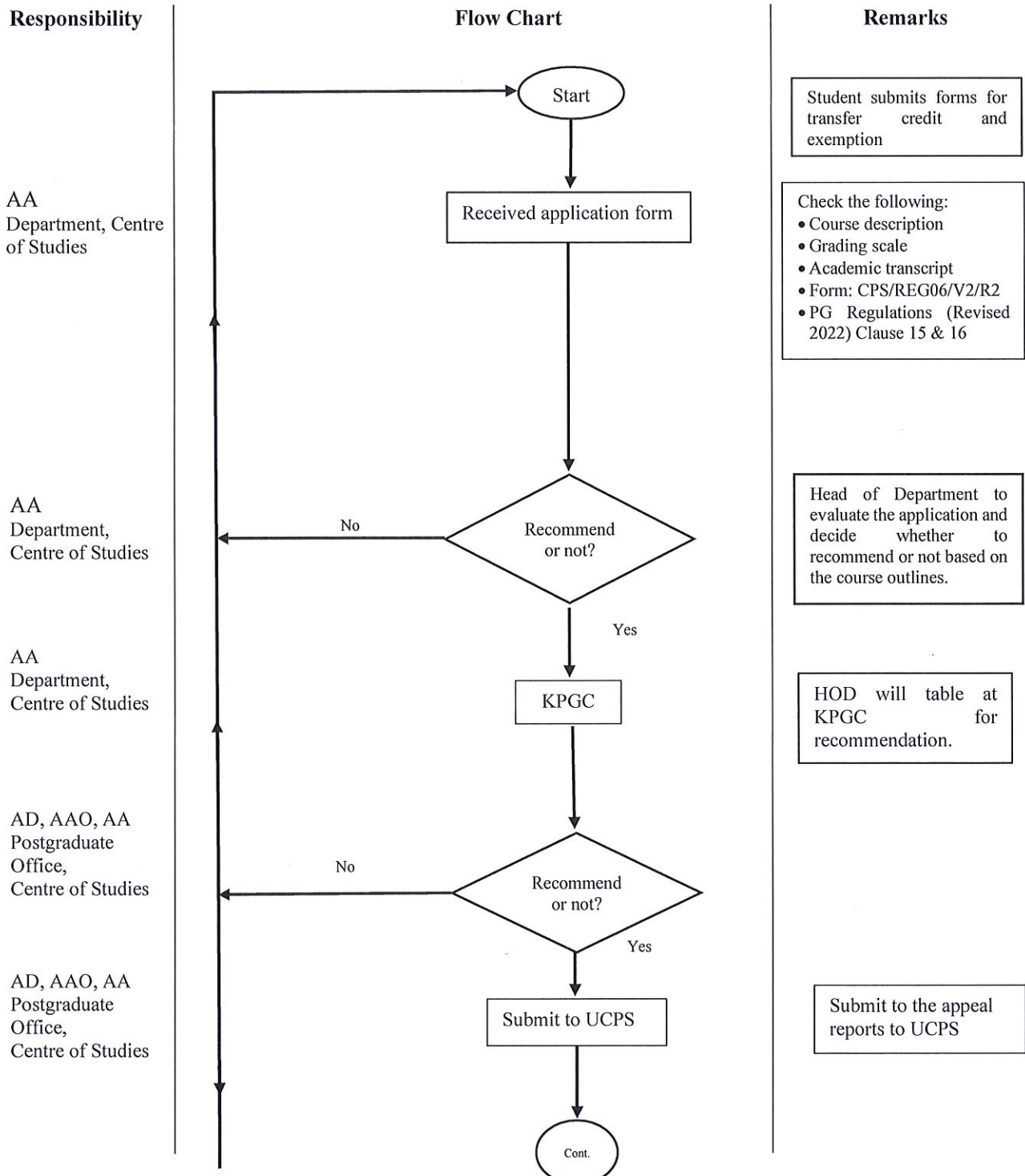
5.0 REFERENCE

- 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

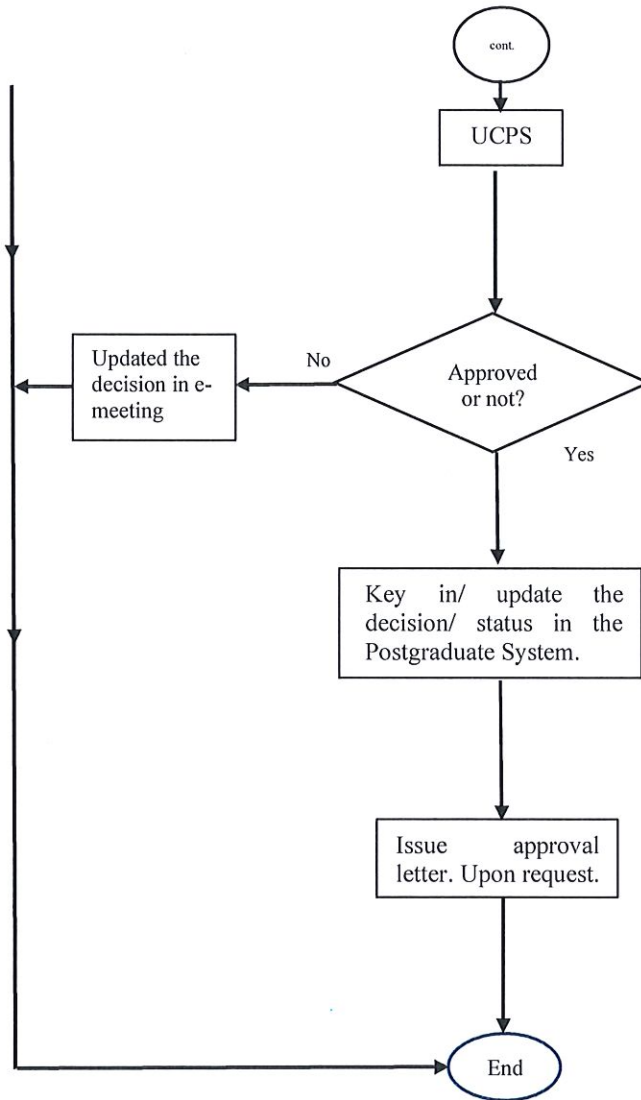
Remarks

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

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.