

: Course Registration : IIUM/TNL/PG/6

Ref. No.

Version No: : 02

Revision No : 01 Effective Date : 21/05/2024

GUIDELINES ON COURSE REGISTRATION

Prepared By:-	Approved By:-
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Position: SENIOR ASSISTANT DIRECTOR	Position: DEAN, CPS
Date: 21 MAY 2024	Date:



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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 activities of new entering, current registered students and returning students.

ACCOUNTABILITY 3.0

AA (N19, N22, N26) Department, Centre of Studies 3.1

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)

: Assistant Director 4.1 AD

Assistant Administrative Officer 4.2 AAO

4.3 AA Administrative Assistant

5.0 REFERENCE

Statistic of postgraduate students in the current semester 5.1

5.2 Online Course Registration Policies

5.3 Postgraduate Regulations

RECORD RETENTION PERIOD 6.0

6.1 Correspondence Letter 1 year List of course offered 6.2

1 year



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7.0 PROCESS FLOW

Responsibility

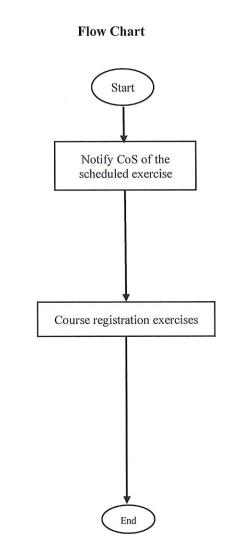
Centre for Postgraduate Studies

AD, AA Centre for Postgraduate Studies

AD, AAO, AA Postgraduate Office, Centre of Studies

Or

AA
Department, Centre of
Studies



Remarks

Online course registration exercises

- Registration Policy for Online Course Registration to ITD
- PG Regulations (Revised 2022) Clauses 13.3
- Finance Policy-tuition fees
- Week 4-NR status
- Week 12-TD status
- Important Dates

Administrative process for course registration:

- Assigned study plan for new students
- Generate study plan and study period for current students
- Generate study period.
- Drop only period
- Withdrawal within the deadline
- Withdrawal after deadline
- Form: CPS/REG11/V2/R1



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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.