





## GUIDELINES ON COURSE REGISTRATION

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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.

## 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 Statistic of postgraduate students in the current semester
- 5.2 Online Course Registration Policies
- 5.3 Postgraduate Regulations

## 6.0 RECORD RETENTION PERIOD

- 6.1 Correspondence Letter 1 year
- 6.2 List of course offered 1 year

## 7.0 PROCESS FLOW

### Responsibility

Centre for Postgraduate Studies

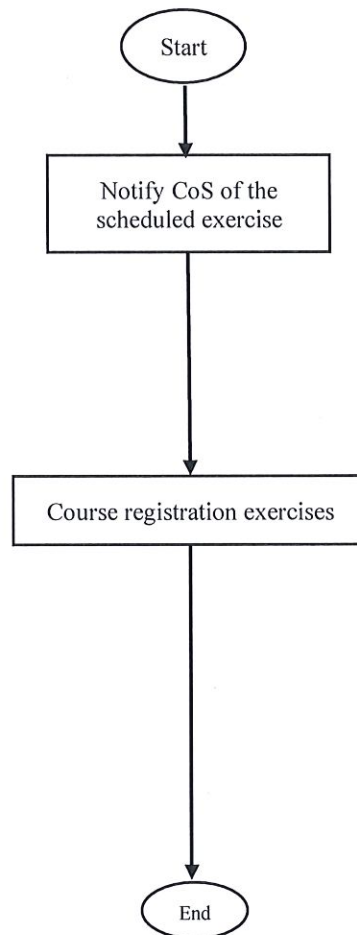
AD, AA  
Centre for Postgraduate Studies

AD, AAO, AA  
Postgraduate Office, Centre of Studies

Or

AA  
Department, Centre of Studies

### Flow Chart



### 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

