



GUIDELINES ON RESEARCH PROGRESS REPORT

Prepared By:-	Approved By:-
 (Signature)	 (Signature)
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Date: 21 MAY 2024	Date:

1.0 OBJECTIVE

To enable postgraduate students to register for research work and to monitor the student's research progress in line with the Postgraduate policies and regulations.

2.0 SCOPE

The process covers monitoring students' research progress.

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

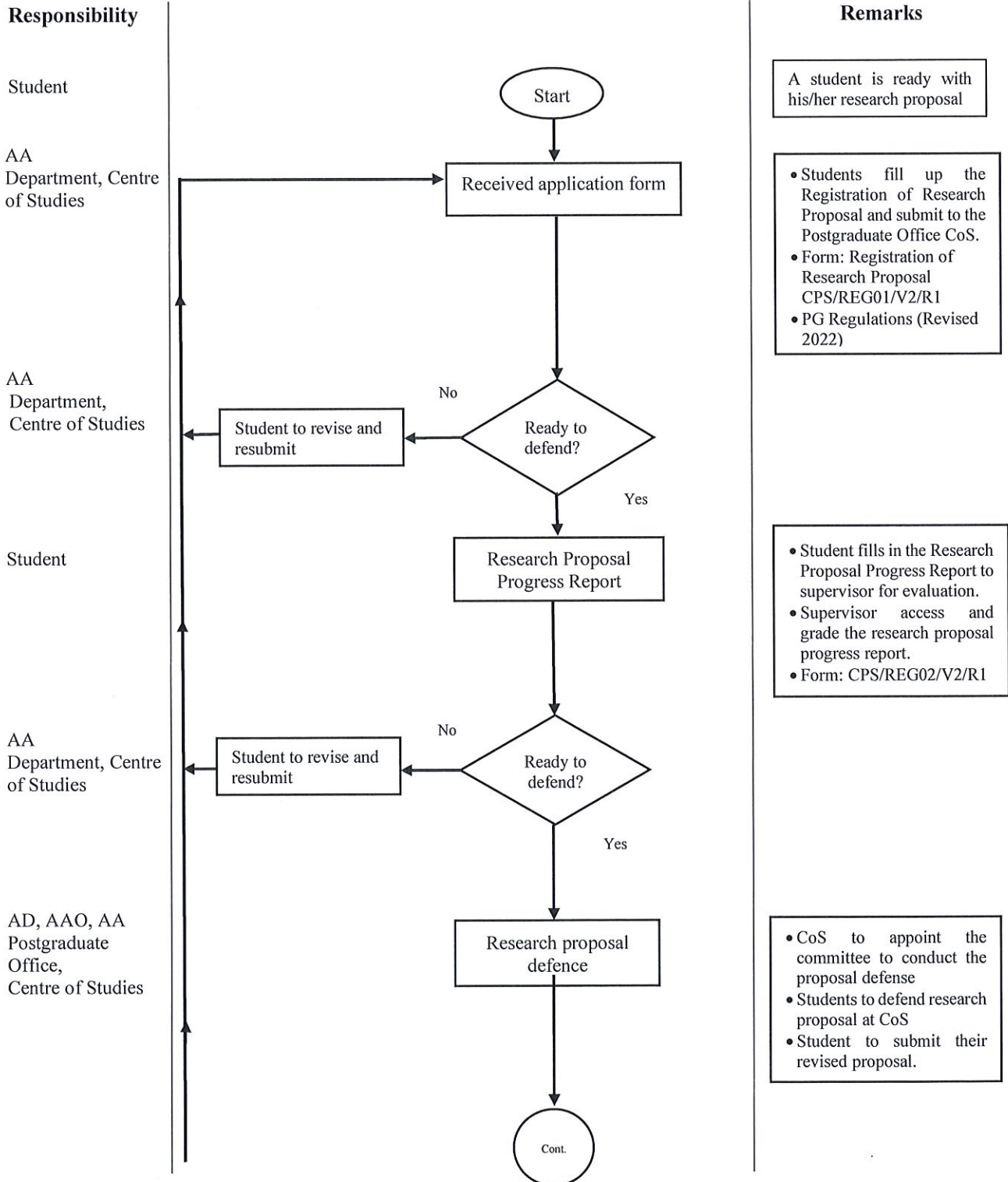
5.0 REFERENCE

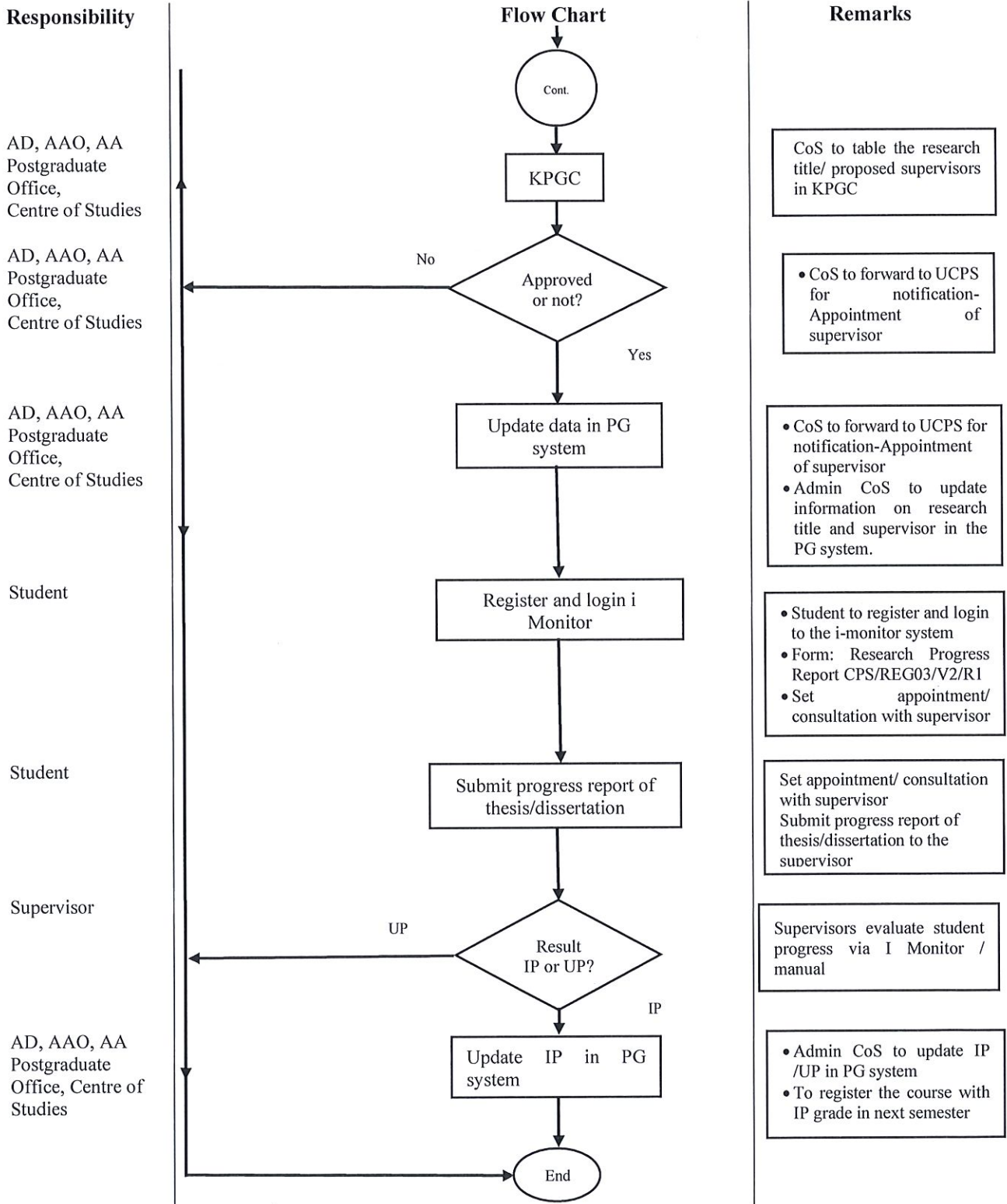
- 5.1 Statistic of postgraduate students in the current semester
- 5.2 Online Course Registration Policies
- 5.3 Postgraduate Regulations

6.0 RECORD RETENTION PERIOD

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

7.0 PROCESS FLOW





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.