





APPLICATION FOR ASSISTANTSHIP FOR POSTGRADUATE STUDENT

Prepared By:-	Approved By:-
 (Signature)	 (Signature)
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Position: ASSISTANT DIRECTOR	Position: DEAN
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1.0 OBJECTIVE

To outline the flow process of approving Sponsorship for Student Presenting in Local Conference.

2.0 SCOPE

The procedure covers eligible postgraduate students in applying for the student assistantship. CPS prepares this SOP as a guideline for the relevant postgraduate students.

3.0 ACCOUNTABILITY

- a) Postgraduate Office, Centre of Studies
- b) Centre for Postgraduate Studies

4.0 ABBREVIATION (If any)

- a) CoS: Centre of Studies
- b) CPS: Centre for Postgraduate Studies
- c) DDPG: Deputy Dean Postgraduate
- d) PG Office: Postgraduate Office
- e) HOD: Head of Department
- f) DD: Deputy Director
- g) AD: Assistant Director
- h) AA: Administrative Assistant
- i) IEF: IIUM Endowment Fund
- j) PG SAS: Postgraduate Student Affairs and Scholarship Unit

5.0 REFERENCE

Postgraduate Regulations (Revised 2022)

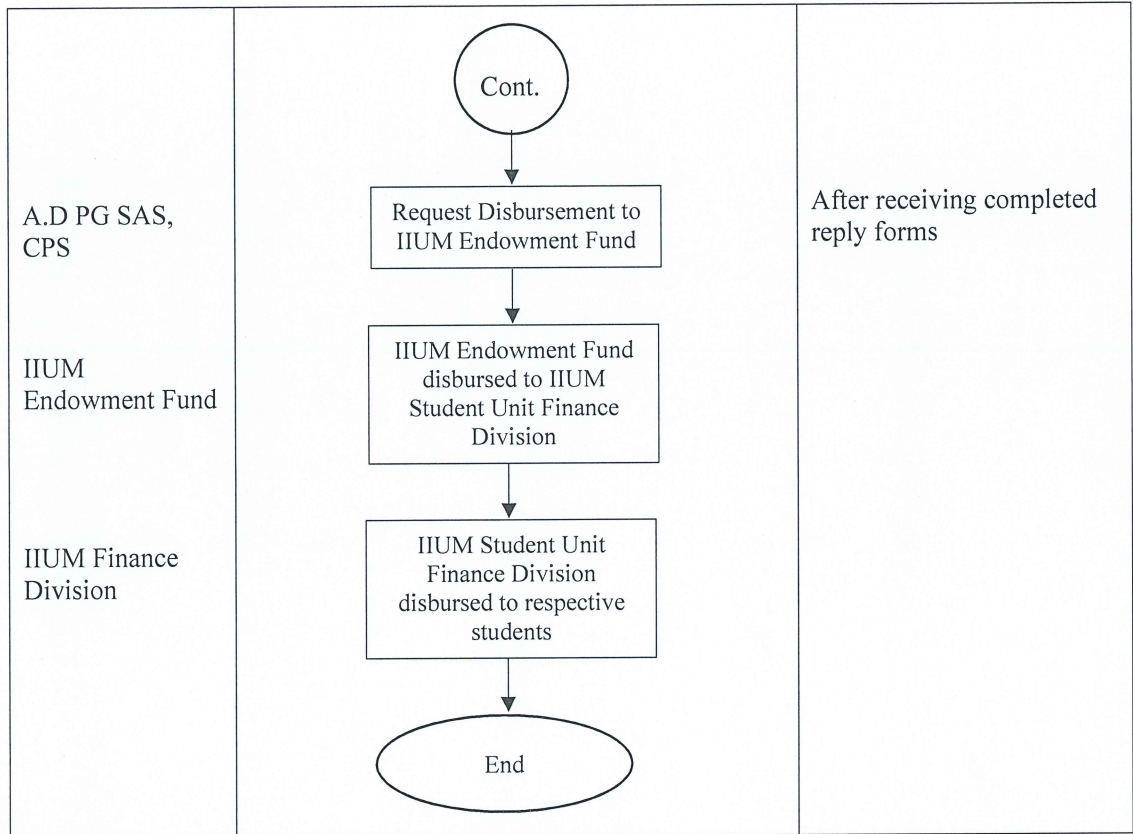
6.0 RECORD RETENTION PERIOD

5 – 7 years



7.0 PROCESS FLOW

Responsibility	Flow Process	Remarks
A.A PG SAS, CPS	Start	
Student	Advertise assistantship	Sejahtera, Khair and Imtiaz awards are advertised accordingly to their requirements
A.A, A.D, PG SAS CPS	Students apply	ABMS NOTES: (Section 18)
DDPG CPS, D.D Finance, A.D CPS, Manager IEF	CPS Evaluate	Evaluation will be done by the interview panels that consist of the Deputy Deans of CPS, Deputy Director of Finance IIUM Student Unit and the Manager of the IIUM Endowment Fund accordingly.
Dean, CPS	Evaluation Shortlisted Candidate	ABMS NOTES: (Section 23)
A.A PG SAS, CPS	Approval and endorsement	Notification to students via e-Mail within 14 days after interview
Student	Send notification on unsuccessful applications	To be completed in 14 days based on the date of the letter
	Issuance Offer Letter	
	Complete Reply Form	
	Cont.	



ANNEX

a) SEJAHTERA AWARD

- i) The CPS Sejahtera Award is tentatively opened every Semester 1 and 2 per academic year.
- ii) All the opening, announcement and application of the Sejahtera Award is done online.
- iii) The due date of the Sejahtera Award is tentatively in one month time. No additional applications should be taken after the closing date.
- iv) The Sejahtera Award is opened to all Postgraduate (PG) Students.
- v) The financial assistantship is to help the PG Students for their tuition and recurrent fees payment.
- vi) For the PG Students' tuition and recurrent fees payment should not exceed:
 - i) PhD (Local) : RM5,000.00
 - ii) PhD (International) : RM7,000.00
 - iii) Master (Local) : RM3,000.00
 - iv) Master (International) : RM5,000.00
- vii) The financial assistantship should be covered either 1 or 2 semesters each student application, depending on their interview result.
- viii) The student's criteria are:

PhD Applicants:

 - a) Students must be active, full time and not employed.
 - b) Progress report result: Very good / CGPA 3.50 or above
 - c) Must not recipient of any scholarship
 - d) Recommended by respective Kulliyah
 - e) Still in Normal Study period
 - f) Additional merits: Published one (1) article in indexed journal

Master Applicants:

- a) Students must be active, full time and not employed.
- b) Progress report result: Very good / CGPA 3.50 or above
- c) Must not recipient of any scholarship
- d) Recommended by respective Kulliyah
- e) Still in Normal Study period
- f) Additional merits: Published in indexed journal

b) KHAIR AWARD

- i) The CPS Khair Award is tentatively opened every Semester 1 and 2 per academic year.
- ii) All the opening, announcement and application of the Khair Award is done online.
- iii) The due date of the Khair Award is tentatively in one month time. No additional applications should be taken after the closing date.
- iv) The Khair Award is opened to all Postgraduate (PG) Students who are a Graduate Research Assistant (GRA).
- v) The financial assistantship is to help the PG Students who are GRA for their tuition and recurrent fees payment.
- vi) For the PG Students' tuition and recurrent fees payment should not exceed:
 - i) PhD (Local) : RM5,000.00
 - ii) PhD (International) : RM7,000.00
 - iii) Master (Local) : RM3,000.00
 - iv) Master (International) : RM5,000.00
- vii) The financial assistantship should be covered either 1 or 2 semesters each student application, depending on their interview result.
- viii) The student's criteria are:
 - i) PhD Applicants:
 - a) Students must be active, full time and not employed.
 - b) Applicant must have a secured GRA position from Government based research grant that requires to produce humant talent (i.e: MOHE, MOSTI,etc)
 - c) Must not recipient of any scholarship
 - d) Recommended by respective Kulliyah
 - e) Still in Normal Study period
 - ii) Master Applicants:
 - a) Students must be active, full time and not employed.
 - b) Applicant must have a secured GRA position from Government based research grant that requires to produce humant talent (i.e: MOHE, MOSTI,etc)
 - c) Must not recipient of any scholarship
 - d) Recommended by respective Kulliyah
 - e) Still in Normal Study period

c) IMTIAZ AWARD

- i) The CPS Imtiaz Award is tentatively opened once every academic year.
- ii) All the opening, announcement and application of the Imtiaz Award is done online.
- iii) The due date of the Imtiaz Award is tentatively in one-month time. No additional applications should be taken after the closing date.
- iv) The Imtiaz Award is opened to all certified Best Students Awards in the Graduation Ceremony. The types of awards are as the following:
Bachelor Programme in IIUM:
 - i) Royal Education Award
 - ii) Best Overall Students' Award
 - iii) President's Award
 - iv) Rector's Award
 - v) Best Student of KulliyahMaster Programme in IIUM:
 - i) Best Master Student of Kulliyah
- v) The financial assistantship is to help the PG Students who are awarded Best Student awards in their:
 - i) Entrance Fees
 - ii) Tuition Fees
 - iii) Recurrent Fees
 - iv) Hostel Fees
 - v) Allowance Fee
 - vi) Evaluation Fee

d) CHECKLIST

Form needed to be fill which consisted of attachment of:

- i) Latest Academic Transcript
- ii) Research Progress Report (if applicable)
- iii) Publication copy
- iv) Photo (Passport Size)
- v) Deputy Dean Pg Recommendation Form.

e) COMMUNICATION TOOLS

- i.) Email CPS Student Affairs and Scholarship Unit:
studentaffairs_cps@iium.edu.my
- ii.) Whatsapp Group:
 - a) DDPG Group
 - b) MDPS Group
 - c) Kulliyah Reps Group
 - d) Official IIUM PG Information – PGSS Comms
- iii) University Website and Portal
- iv) CPS Website
- v) i-Maalum

F) Social Media Platform

- i) Facebook CPS
- ii) Facebook PGSS
- i) Instagram PGSS
- ii) Twitter PGSS
- iii) Instagram IIUM Official
- iv) Tiktok IIUM Official

G) ABMS CLAUSE

Referring to the MACC ACT 2009 (Act 694)

- i.) (Section 18, MACC Act 2009): Any person providing documents such as transcripts/ certificates that are false or contains false details with the intention to deceive the office
- ii.) (Section 23, MACC Act 2009): The abuse of power takes place when a person who is a member of a public or government body uses his position or the office in making a decision or taking action for the benefit of himself, his relative or associate.