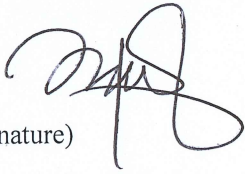





HANDLING OF APPROVAL OF POSTGRADUATE STUDENTS ACTIVITIES

Prepared By:-	Approved By:-
 (Signature)	 (Signature)
Name: MOHD AMIR ARIFF BIN MOHD ASRI	Name: PROF. DR. SHAHRUL NA'IM BIN SIDEK
Position: ASSISTANT DIRECTOR	Position: DEAN
Date: 21 st May 2024	Date: 16 / 7 / 24

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 the process of the selection of postgraduate student award winner. CPS prepares this SOP as a guideline for the relevant postgraduate students.

3.0 ACCOUNTABILITY

3.1 Postgraduate Office, Centre of Studies

3.2 Centre for Postgraduate Studies

4.0 ABBREVIATION (If any)

4.1 CoS: Centre of Studies

4.2 CPS: Centre for Postgraduate Studies

4.3 DDPG: Deputy Dean Postgraduate

4.4 PG Office: Postgraduate Office

4.5 HOD: Head of Department

4.6 DD: Deputy Director

4.7 AD: Assistant Director

4.8 AA: Administrative Assistant

4.9 IEF: IIUM Endowment Fund

4.10 PG SAS: Postgraduate Student Affairs and Scholarship Unit

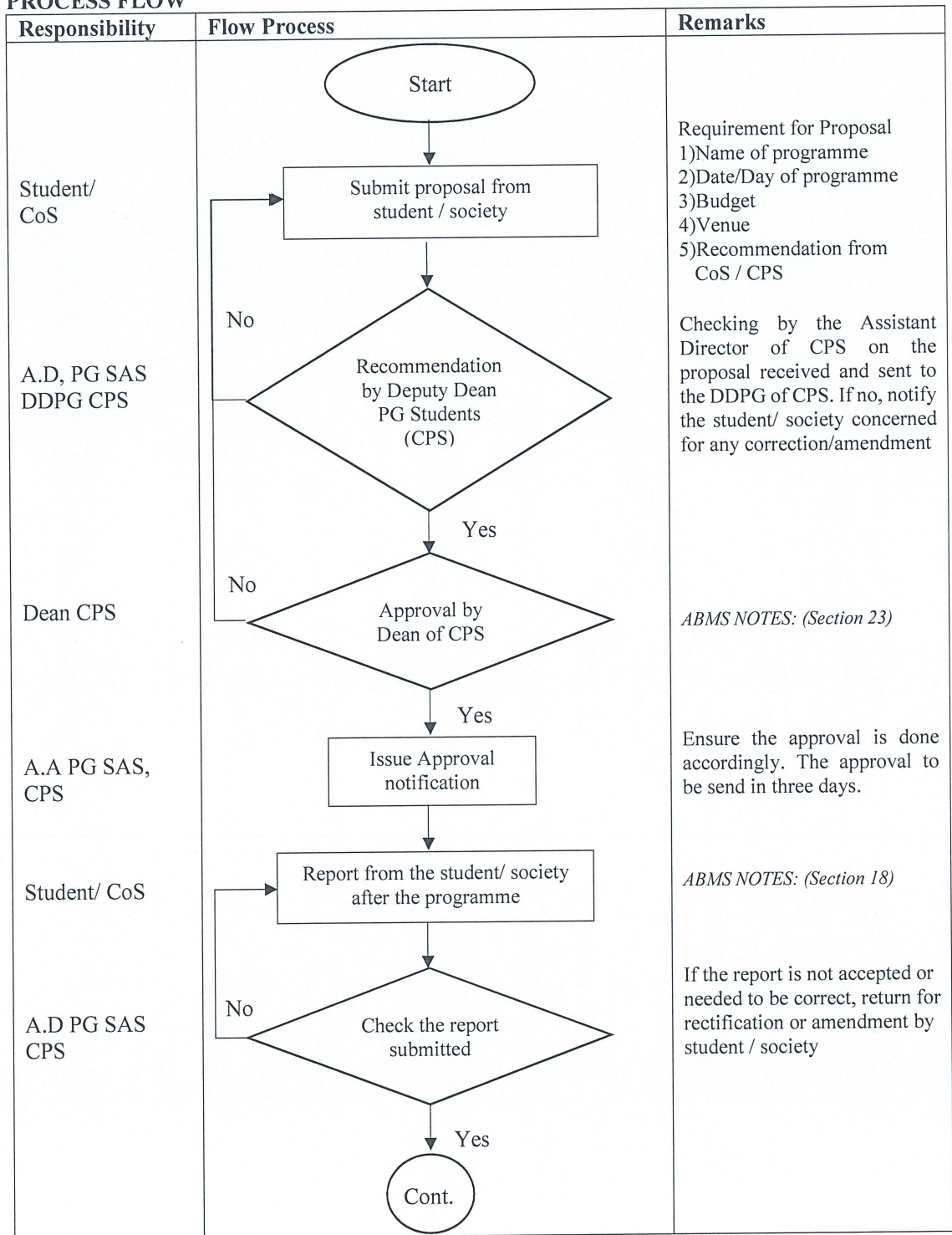
5.0 REFERENCE

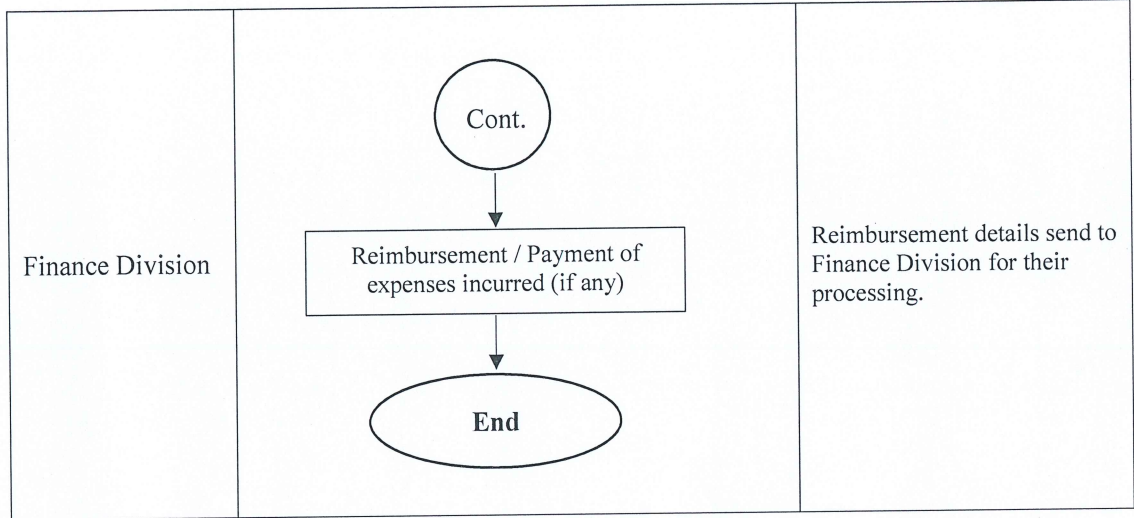
Postgraduate Regulations (Revised 2022)

6.0 RECORD RETENTION PERIOD

5 – 7 years

7.0 PROCESS FLOW





ANNEX

a) GUIDELINE

1) Activities, Programmes, Seminars, Workshops and etc

- i. The content of the programme shall be appropriate, not involving any political campaign, offensive topic and any others issues that breaking the IIUM laws
- ii. The said programme shall include focus and benefit IIUM postgraduate students
- iii. The programme committee shall include Postgraduate Students Society at respective Centre of Studies
- iv. The programme shall receive an approval from Deputy Dean (Postgraduate) at respective Centre of Studies before submitting the proposal to Centre for Postgraduate Studies (CPS)
- v. The request student/ society shall book the venue and ordered the refreshments by their appointed committee (if necessary)
- vi. The request student/ society shall invite the speaker(s) by their appointed committee (by using the formal template letter provided by CPS)
- vii. The programme advertisement shall be publicise throughout all the platforms (WhatsApp, Telegram, Facebook, i'Ma'luum and etc)

b) REPORT AND REIMBURSEMENT PROCESS

- 1) The reports shall be submitted and recommended by the Dean Office, Centre for Postgraduate Studies (CPS), if applicable. The report must consist of:
 - i. Financial report
 - ii. Payment approval form
 - iii. Programme report and poster
 - iv. Details of expenses (original receipt, speaker(s) invitation letter and etc)
 - v. Details of bank account number of reimbursement recipient/ speaker(s)
 - vi. Activities Picture (Recommended 3 pictures)
- ii. The report must be submitted to CPS within 14 days after the programme for payment.

c) 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) Kulliyyah Reps Group
 - d) Official IIUM PG Information – PGSS Comms
 - iii) University Website and Portal
 - iv) CPS Website
 - v) i-Maalum
- d) Social Media Platform
- i) Facebook CPS
 - ii) Facebook PGSS
 - i) Instagram PGSS
 - ii) Twitter PGSS
 - iii) Instagram IIUM Official
 - iv) Tiktok IIUM Official
- e) 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.