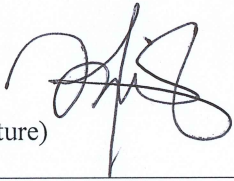





SELECTION OF STUDENT AWARD WINNER

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

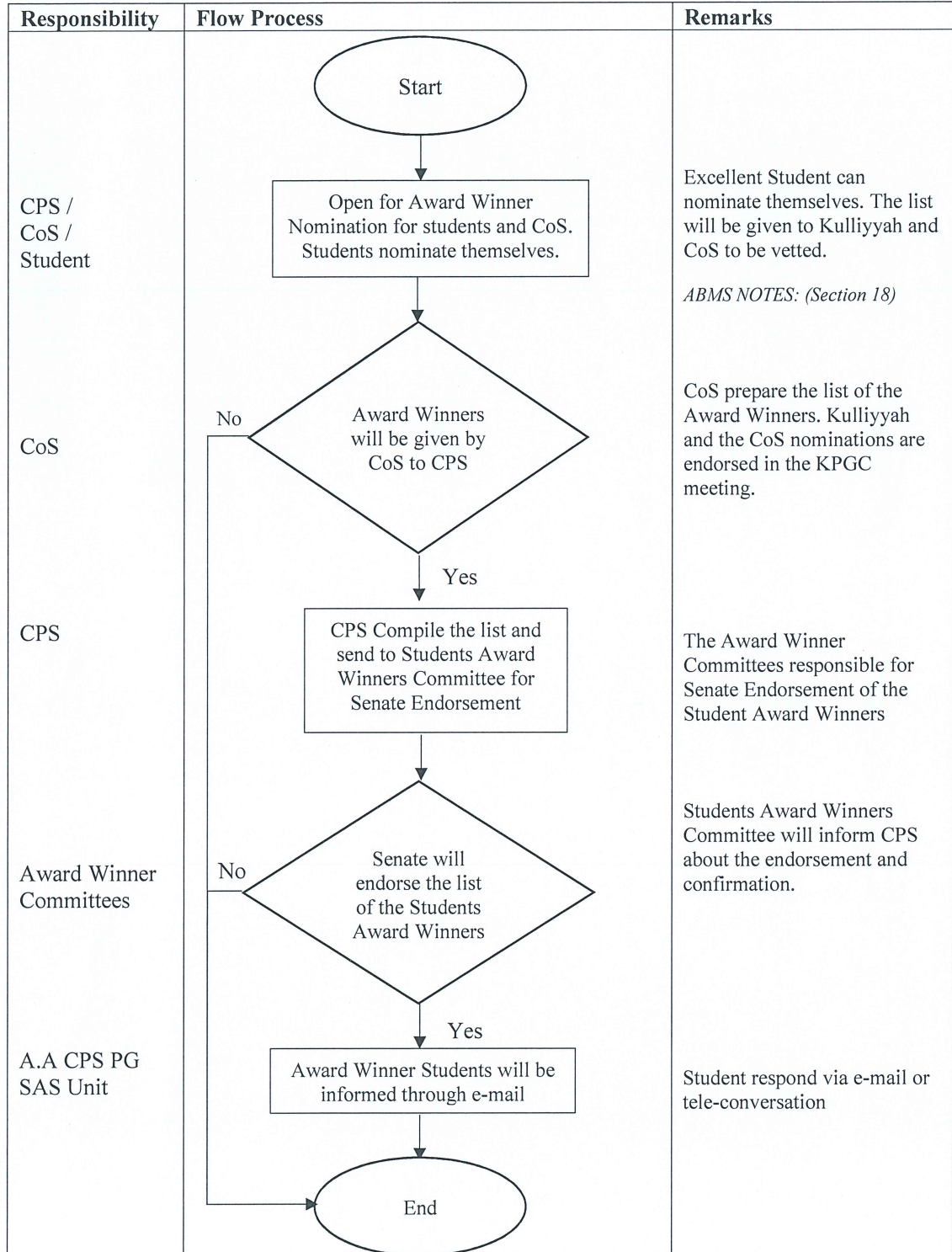
Postgraduate Regulations (Revised 2022)

6.0 RECORD RETENTION PERIOD

5 – 7 years



7.0 PROCESS FLOW



ANNEX

a) 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

b) Social Media Platform

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

c) ABMS CLAUSE

Referring to the MACC ACT 2009 (Act 694)

- a. (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