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APPLICATION TO TRANSFER CREDIT AND EXEMPTIONS OF COURSES	EFFECTIVE DATE : 01/06/2015
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APPLICATION TO TRANSFER CREDIT AND EXEMPTIONS OF COURSES

Prepared By :-	Approved By :-
Signature :	Signature :
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Position : Administrative Officer	Position : Dean
Date : 01/06/2015	Date : 01/06/2015

1. OBJECTIVE

The objective of this procedure is to facilitate Kulliyahs and Institutes in handling application to transfer credit and exemptions of courses in line with the Postgraduate policies and regulations

2. SCOPE

The scope is as prescribed in Postgraduate Policies and regulations

3. DEFINITION / ABBREVIATION

3.1	DDPG	Deputy Dean Postgraduate
3.2	HOD	Head of Department
3.3	PG Kull	Postgraduate Office at Kulliyah
3.4	SAD	Senior Assistant Director
3.5	AD	Assistant Director
3.6	SAAO	Senior Assistant Administrative Officer
3.7	AAO	Assistant Administrative Officer
3.8	CC/CL	Course Coordinator/Course Leader
3.9	SAA	Senior Administrative Assistant
3.10	AA	Administrative Assistant
3.11	PA	Personal Assistant
3.12	CoS	Centre of Studies (Kulliyahs/Centres/Institutes - excluding Centre of Foundation Studies)
3.13	KPGC	Kulliyah Postgraduate Committee Meeting
3.14	CPS	Centre for Postgraduate Studies
3.15	CV	Curriculum Vitae
3.16	EXAMINERS	Person appointed by the University to examine the PhD's Thesis

4. REFERENCES

- 4.1 Postgraduate Policies and Regulations revised 2009
- 4.2 Guide to Postgraduate Studies
- 4.3 University Academic Calendar.

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE	
Student	5.1	Fill in the application to transfer credit and exemptions of courses form (CPS-REG/1/2011(1)) and submit to the Office of the Deputy Dean Postgraduate and Research at their respective Kulliyyah with the necessary supporting documents i.e. course descriptions and grading system.

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Office of Deputy Dean Postgraduate and Research (Kulliyah)	5.2	Receive completed form and check the following i) Course description ii) Grading system iii) transcript
	5.3	Submit to relevant Head of Department for evaluation and recommendation and return the form to DD (PG) Office
Deputy Dean Postgraduate	5.4	Approve/disapprove application based on the recommendation by HOD
Office of Deputy Dean Postgraduate and Research (Kulliyah)	5.5	Submit to CPS
CPS	5.6	Receive completed form and prepare report to be tabled at UCPS meeting
	5.7	Present report in UCPS meeting
	5.8	Decide the applications based on the Kulliyah's recommendation
	5.9	Update information in the student database (see work instruction)
	5.10	Notify the student on the decision.

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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Student Postgraduate System	University's life	Main server	-
2	Registration System	University's life	Main server	-
3	Minutes of UCPS Meeting	One academic year	CPS	-
4	Letter of notification to student	Student's tenure in the University	Student's file	-

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