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APPEAL TO CHANGE STATUS	EFFECTIVE DATE : 01/06/2015
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APPEAL TO CHANGE STATUS

Prepared By :-	Approved By :-
Signature :	Signature :
Name : Azian Mohd. Azlan	Name : Prof. Dr. Abdi Omar Shuriye
Position : Administrative Officer	Position : Dean
Date : 01/06/2015	Date : 01/06/2015

1. OBJECTIVE

The objective of this procedure is to facilitate the Centre of Studies (CoS) in handling appeal to change status from full time to part time or vice versa 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 DD(PG) Deputy Dean (Postgraduate)
- 3.2 HOD Head of Department
- 3.3 AO Administrative Officer
- 3.4 CoS Centre of Studies which includes Kulliyah, Faculty, Centre, Institute, or similar agencies which offer programme of studies;
- 3.5 EO Executive Officer
- 3.6 AA Administrative Assistant
- 3.7 UCPS University Committee for Postgraduate Studies

4. REFERENCES

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

5. RESPONSIBILITY AND DETAILED PROCEDURE

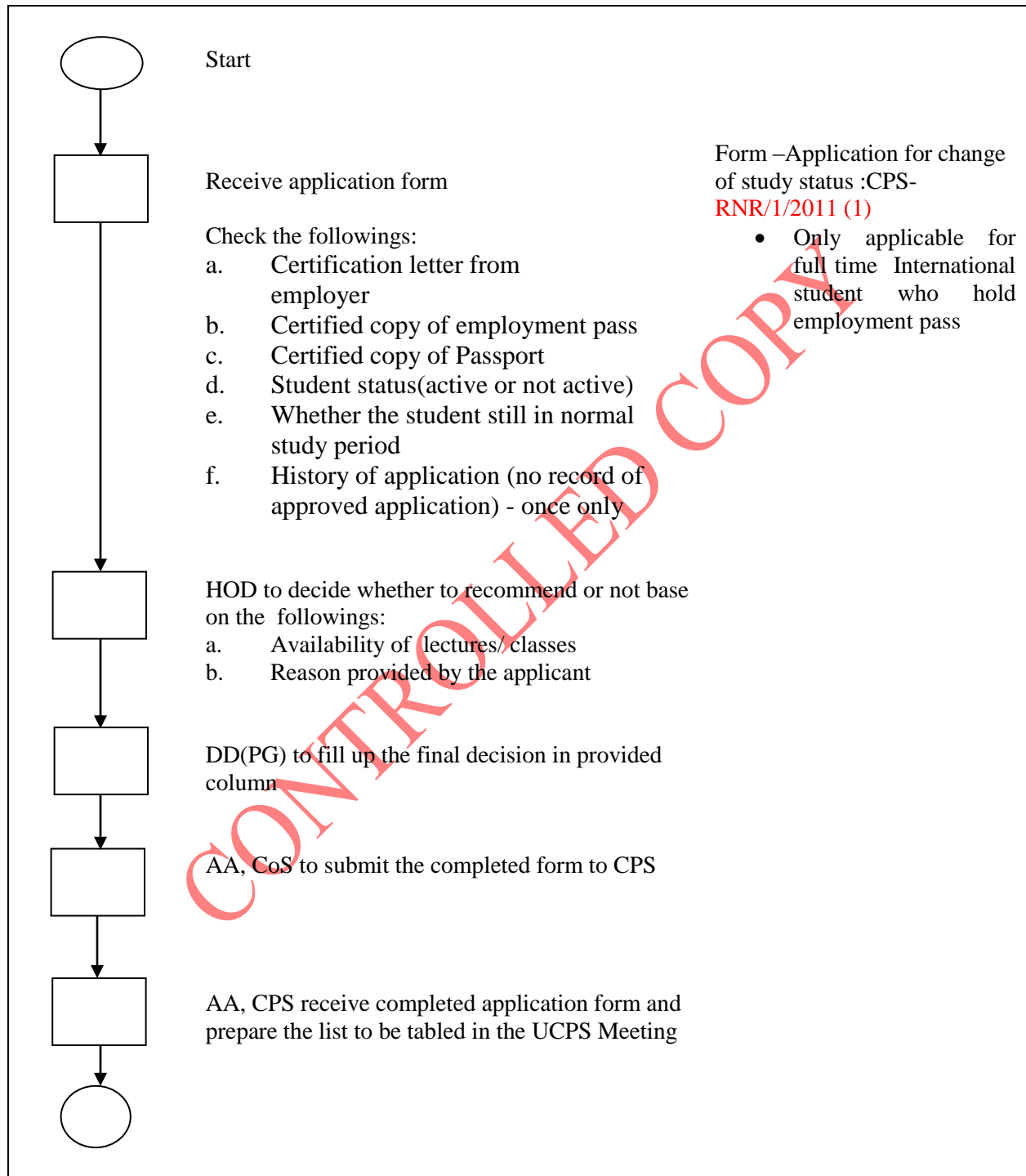
RESPONSIBILITY	DETAILED PROCEDURE
Student	5.1 Fill in the application form for Change of Status (CPS-RNR/1/2011(1)) and submit to the Office of the Deputy Dean (Postgraduate and Research) at respective CoS together with the required documents
EO/AA, CoS	5.2 Check the following : a. Certification letter from employer b. Certified copy of employment pass c. Certified copy of Passport d. Student status(active or not active) e. Whether the student still in normal study period f. History of application (no record of approved application) - once only Forward the application form to HOD for recommendation
HOD, CoS	5.3 Decide whether to recommend or not based on the following : a. Availability of lectures/classes/supervisor (expert in the area - for research mode) b. Reason provided by the student
DD(PG), CoS	5.4 Fill up the final decision in provided column
EO/AA, CoS	5.5 Submit the completed form to CPS
AA, CPS	5.6 Prepare the report/list to be tabled in UCPS Meeting
AO, CPS	5.7 Present the report in UCPS Meeting
UCPS	5.8 Deliberate the application of appeal and make decision
AA, CPS	5.9 Key in the decision and update the status in Postgraduate Student System (refer to work instruction)
AA, CPS	5.10 Issue notification letter
	5.11 End process

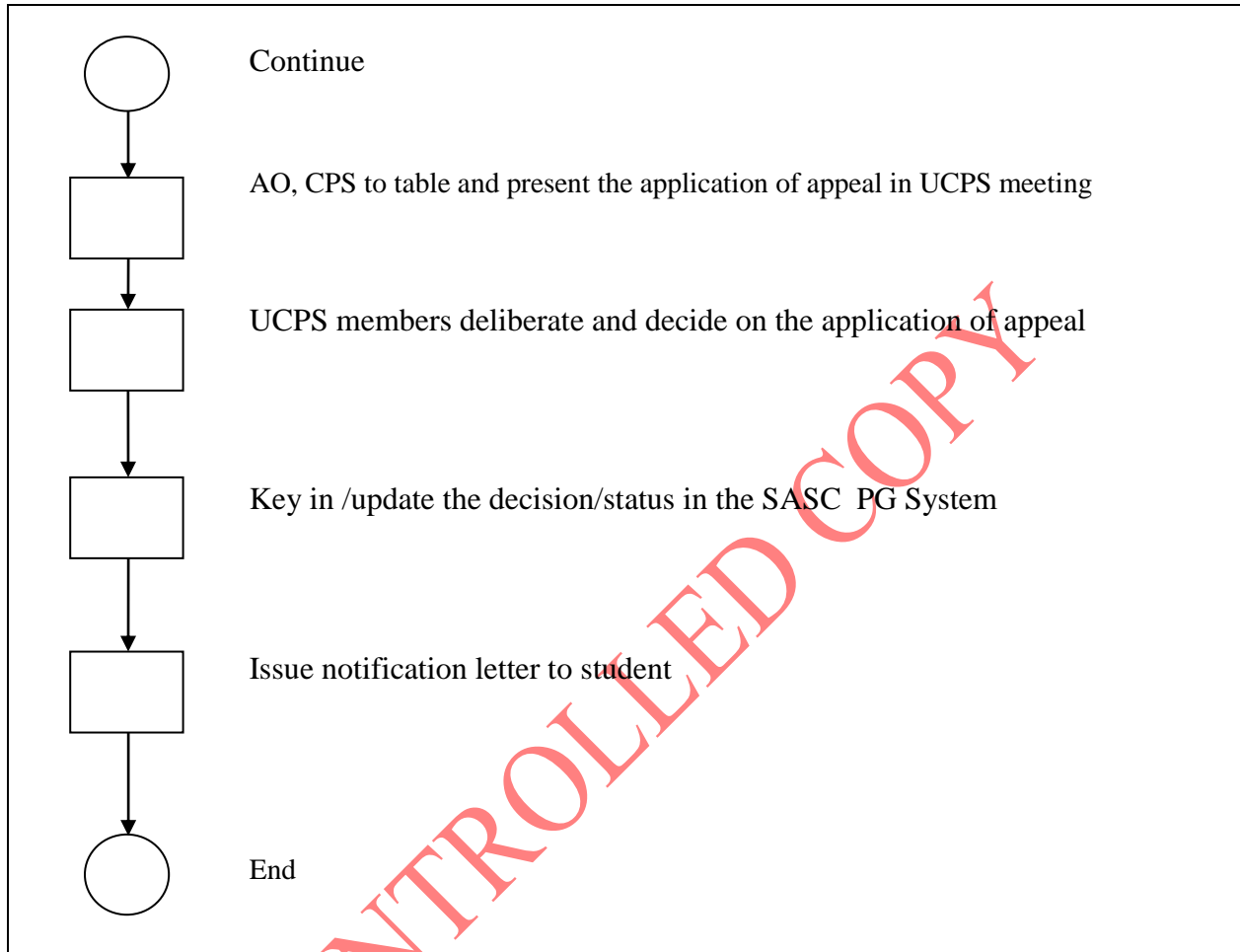
6. QUALITY RECORDS

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

CONTROLLED COPY

7. FLOWCHART





**CHANGE OF STUDY STATUS (WORK INSTRUCTION)
UPDATING STUDENTS APPLICATION INFORMATION**

- > Choose and click SASC icon on desktop
- > Key in username; tab
- > Key in password
- > Choose Process
- > Click Data Entry and Decide
- > Key in Matric No.
- > Click on “Add Appeal”
- > Enter Session / Semester of Appeal
- > Click on “Type of Appeal”
- > Click on “Reason of Appeals”
- > Enter Date of appeal
- > Click save
- End of Process

**UPDATING STUDENTS INFORMATION ON APPROVE APPEAL FOR
CHANGE OF STUDY STATUS**

- > Choose and click SASC icon on desktop
- > Key in username; tab
- > Key in password
- > Choose Decide
- > Click Data Entry and Decide
- > Key in Matric No.
- > Click on “Decide”
- > Enter Date of decision
- > Click on “1” status of appeal
- > Choose and click Type of decision
- > Click ▼ on Type of decision
- > Choose and click on “Not applicable”
- > Effective session and semester, type “ Session / Semester “
- > Click on “Yes” for Ready to be processed?
- > Click save
- > Choose Process
- > Click Full time to “Part time” or “Part time to Full time” and press process
- End of Process