



**INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

VERSION NO. : 02

REVISION NO. : 01

EXTENSION OF STUDY PERIOD

EFFECTIVE DATE : 01/06/2015

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APPEAL FOR EXTENSION OF STUDY PERIOD

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 Centre of Studies in handling appeal for extension of study period in line with the University's policy and procedures.

2. SCOPE

The procedures cover receiving application forms, evaluating and issuing notification letter to applicants of extension of study period for Postgraduate programmes.

3. DEFINITION / ABBREVIATION

- | | | |
|-----|---------|--|
| 3.1 | DD (PG) | Deputy Dean (Postgraduate) |
| 3.2 | HOD | Head of Department |
| 3.3 | CoS | Centre of Studies which includes Kulliyah, Faculty, Centre, Institute, or similar agencies which offer programme of studies; |
| 3.4 | EO | Executive Officer |
| 3.5 | AA | Administrative Assistant |
| 3.6 | UCPS | University Committee for Postgraduate Studies |

4.0 REFERENCES

- | | |
|-----|--|
| 4.1 | Postgraduate Policies and Regulations (Revised 2009) |
| 4.2 | University Academic Calendar |

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE	
Applicant	5.1	Fill in and submit the relevant application form to Postgraduate Office at the respective CoS : a. CPS-REG/1/2009 (2) – by research b. CPS-REG/6/2005(1) – by coursework
EO/AA, CoS	5.2	Check the followings: a. Status of applicant (active or non active) b. Expiry of study period c. History of approved application
EO/AA, CoS	5.3	Forward the application form to HOD (by coursework)/Supervisor (by research) for recommendation if : a. Applicant is a registered student b. Applicant has already reached final semester of normal study period (1 st time application) or within maximum study period (for other application) c. Number of approved application is less than : -Master : 2 times -Ph.D : 6 times Otherwise, advise the student accordingly : a. If not eligible, to resubmit after fulfilling the criteria; b. If beyond maximum study period (refer to procedures on appeal for extension beyond maximum study period), to appeal to DD(PG).
Supervisor, CoS (by research)	5.4	Decide whether to recommend or not based on the followings: a. reason provided by the applicant b. progress of the research
HOD, CoS	5.4	Decide whether to recommend or not based on the followings: a. reason provided by the applicant (by coursework) b. progress of the research provided by the supervisor (by research) c. Recommendation from the supervisor (by research) d. Potential to graduate within the extension period
DD(PG), CoS	5.5	Fill up the final decision in provided column based on the recommendation by HOD and/or other related factors/reasons
EO/AA, CoS	5.6	Submit the completed form to CPS

AA, CPS	5.7	Receive completed application form & update the status in Postgraduate Student System (refer to work instruction)
AA, CPS	5.8	Prepare the list to be tabled in UCPS Meeting
AD, CPS	5.9	Check and verify the list
UCPS Members	5.10	Endorse the list in UCPS Meeting
AA, CPS	5.11	Update the status in Postgraduate Student System
AA, CPS	5.12	Issue notification letter to the applicant
	5.13	End process

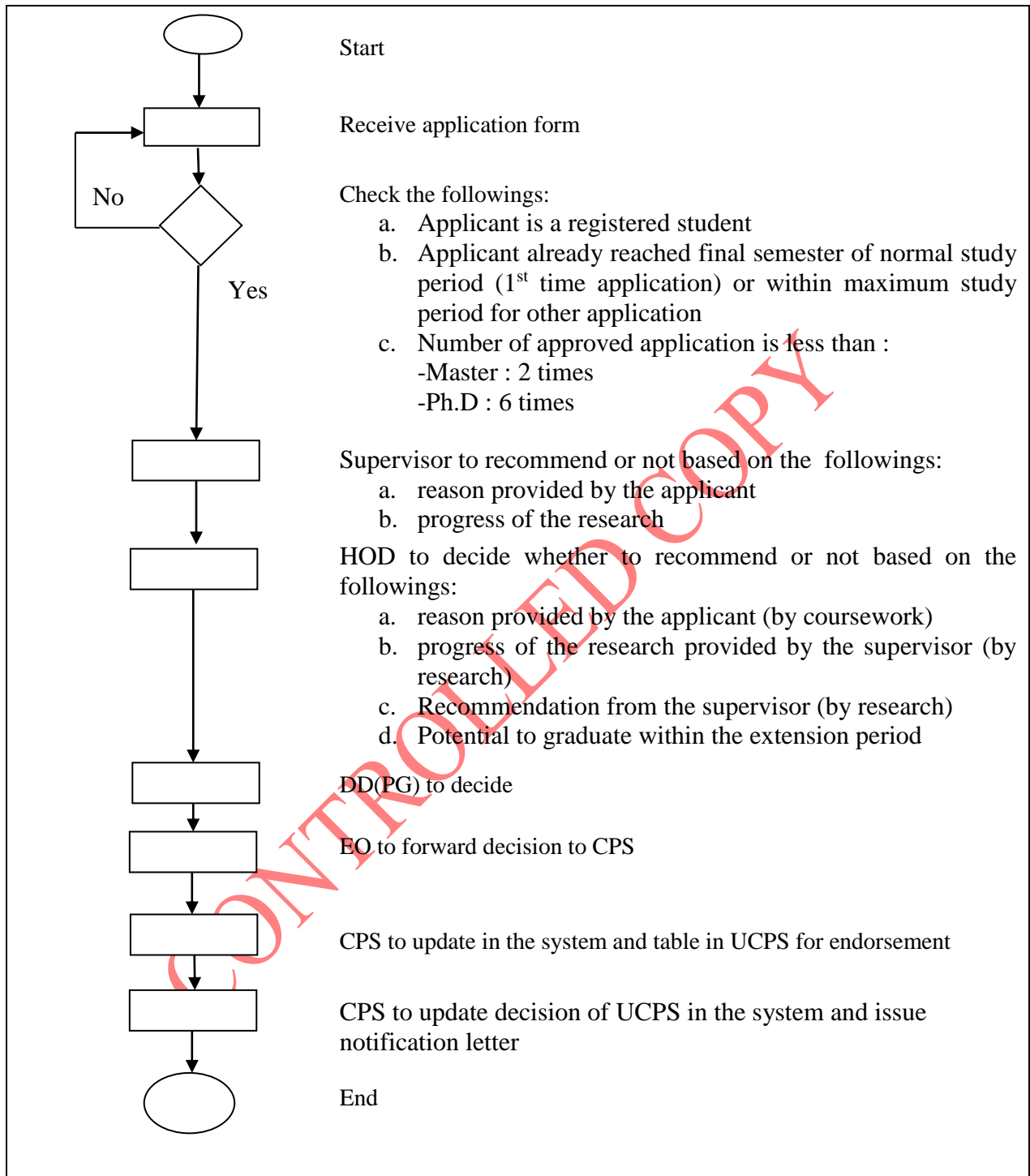
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6. QUALITY RECORDS

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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7. FLOWCHART



EXTENSION OF STUDY PERIOD (WORK INSTRUCTION)

UPDATING STUDENTS INFORMATION ON APPROVE APPEAL FOR EXTENSION OF STUDY PERIOD

- > Choose and click POSTGRDUATE STUDENT SYSTEM icon on desktop
- > Key in username; tab
- > Key in password >
- > Choose Registration
- > Click Extension Record
- > Enter Query (F7) Key in Matric No. & Execute query (F8) >
- > Type Date Apply
- > Type Date Approved
- > Type Sessi
- > Type Semester
- > Type Meeting No
- > Click▼ Notes (UCPS,SENATE)
- Click save
- End of Process

PRINTING ADMINISTRATIVE PARTIAL TRANSCRIPT

- > Choose and click POSTGRDUATE STUDENT SYSTEM icon on desktop
- > Key in username; tab
- > Key in password >
- > Click on Reports
- > Click on “Examination”
- > Click Postgrad Transcript
- > Click Administrative
- > Enter Matric No
 - a. Matric no > (if one student)
 - b. Matric no, Matric no > (if more than one student)
- > Click on the print icon
- End of Process