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APPEAL FOR EXTENSION OF BEYOND MAXIMUM STUDY PERIOD	EFFECTIVE DATE : 01/06/2015
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<p>APPEAL FOR EXTENSION OF BEYOND MAXIMUM STUDY PERIOD</p>

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

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1. OBJECTIVE

The objective of this procedure is to facilitate Kulliyyahs and Institutes in handling appeal for extension of beyond maximum 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 beyond maximum 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 Kulliyyah, 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
3.7	KPGRC	Kulliyyah Postgraduate Committee
3.8	DCM	Deans' Council Meeting
3.9	SAD	Senior Assistant Director
3.10	DRAP	Deputy Rector (Academic and Planning)
3.11	KABM	Kulliyyah Board Meeting

4.0 REFERENCES

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

5. RESPONSIBILITY AND DETAILED PROCEDURE

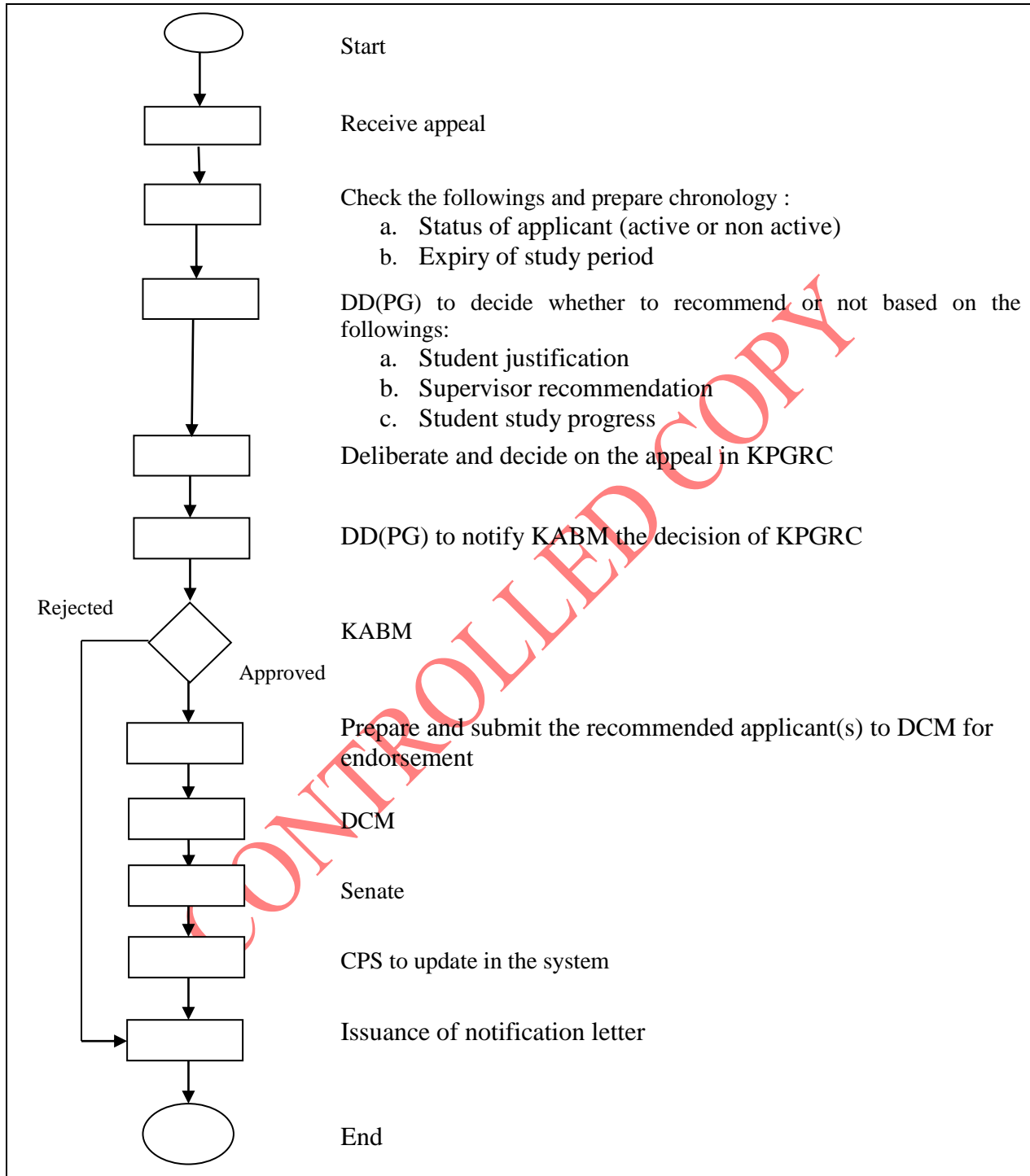
RESPONSIBILITY	DETAILED PROCEDURE	
Applicant	5.1	Submit appeal to Postgraduate Office at the respective CoS and attach together recommendation by supervisor(s) (by research) or HOD (by coursework)
EO/AA, CoS	5.2	Check the followings: a. Status of applicant (active or non active) b. Expiry of study period
EO/AA, CoS	5.3	Prepare chronology and forward the appeal to DD(PG) for advice
DD(PG), CoS	5.4	DD(PG) to make recommendation and table the appeal in the KPGRC based on the following : a. Student justification b. Supervisor recommendation c. Student study progress d. Potential to complete the study within the extension period
KPGRC Members	5.5	Deliberate and decide on the appeal in KPGRC
DD(PG), CoS	5.6	DD(PG) to notify KABM the decision of KPGRC
EO, CoS	5.7	Prepare and submit the recommended applicant(s) to DCM for endorsement
EO, CoS	5.8	Issue notification letter to unsuccessful applicant(s)
DCM Members	5.9	Deliberate and decide on the appeal in DCM
SAD, Office of DRAP	5.10	Prepare the highlights of DCM and submit to Senate Secretariat for endorsement
Senate Members	5.11	Endorse decision of DCM in Senate Meeting
AA, CPS	5.12	Update the status in Postgraduate Student System
EO/AA, CoS	5.13	Issue notification letter (approved/rejected applicant)
	5.14	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	

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7. FLOWCHART



**APPEAL FOR EXTENSION OF BEYOND MAXIMUM 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 (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