APPLICATION FOR LEAVE OF ABSENCE

Prepared By :-	Approved By :-
Signature :	Signature :
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Position : Administrative Officer	Position : Dean
Date : 27/05/2019	Date : 27/05/2019

1.   **OBJECTIVE**

The objective of this procedure is to facilitate Kulliyyahs and Institutes in handling appeal for leave of absence 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   CoS   Centre of Studies which includes Kulliyyah, Faculty, Centre, Institute, or similar agencies which offer programme of studies;

3.4   AO   Administrative Officer

3.5   EO   Executive Officer

3.6   AA   Administrative Assistant

3.7   UCPS   University Committee for Postgraduate Studies

4.0   REFERENCES

4.1   Postgraduate Policies and Regulations (Revised 2015)

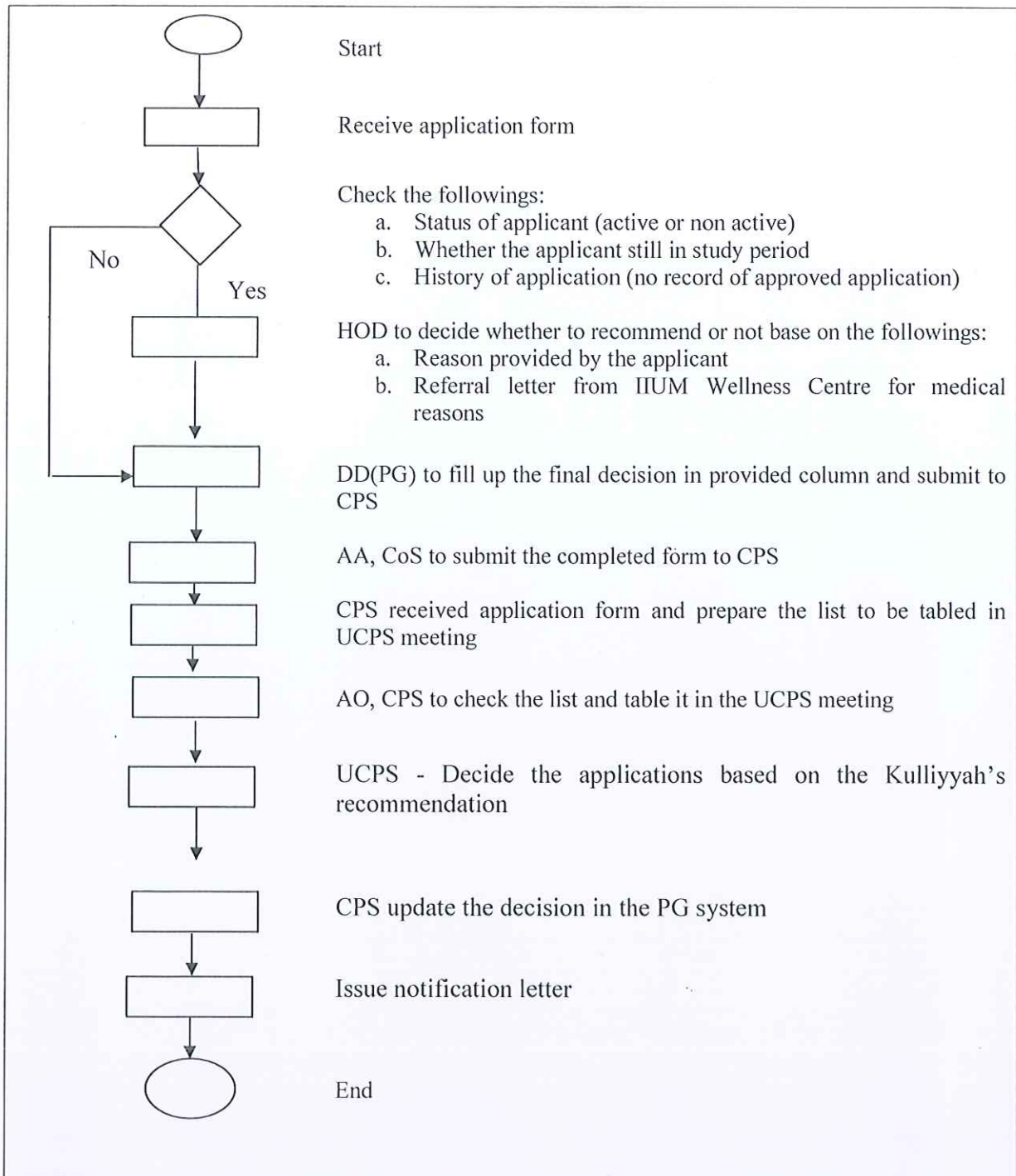4.2   Guide to Postgraduate Studies

4.3   University Academic Calendar

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY		DETAILED PROCEDURE
Student	5.1	Fill in the application for leave of absence (CPS-REG08/V2/R2) and submit to Office of Postgraduate studies of their respective Kulliyyah. i. Sponsored student must enclose the application together with approval letter/consent from the sponsor(s); ii. Medical report certified by IIUM Health and Wellness Centre and travel itinerary/copy of air ticket for International Students, or iii. Counseling report certified from Counseling Centre or IIUM Health and travel itinerary/copy of air ticket for International students
EO/AA, CoS	5.2	Receive application and check the following criteria i. Number of approved leave of absence prior to current application ii. Relevant supporting documents are complete iii. Student are in 'active' status Verify the application and forward the application to HOD for recommendation
HOD, CoS	5.3	Decide to recommend or not based on the following: a. Reason provided by the applicant b. Complete supporting documents (evidence) if applicable
DD(PG), CoS	5.4	Fill up the final decision in provided column
EO/AA, CoS	5.5	Forward completed form together with supporting documents to the 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	Decide the applications based on the Kulliyyah's recommendation
AA, CPS	5.9	Update decision in the Postgraduate Student System
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	Registration System	University's life	Main server	-
3	SASC System	University's life	Main server	-
4	Minutes of UCPS Meeting	One academic year	CPS	-
5	Letter of notification to student	Student's tenure in the University	Student's file	

7.   FLOWCHART

Start

Receive application form

Check the followings:
  a.   Status of applicant (active or non active)
  b.   Whether the applicant still in study period
  c.   History of application (no record of approved application)

No

Yes

HOD to decide whether to recommend or not base on the followings:
  a.   Reason provided by the applicant
  b.   Referral letter from IIUM Wellness Centre for medical reasons

DD(PG) to fill up the final decision in provided column and submit to CPS

AA, CoS to submit the completed form to CPS

CPS received application form and prepare the list to be tabled in UCPS meeting

AO, CPS to check the list and table it in the UCPS meeting

UCPS - Decide the applications based on the Kulliyyah's recommendation

CPS update the decision in the PG system

Issue notification letter

End

STUDY LEAVE CASE (WORK INSTRUCTION)

UPDATING STUDENTS APPLICATION INFORMATION
- > Choose and click UCPS 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 STUDY LEAVE
- > Choose and click UCPS 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 "Study leave counted" or "Study leave not counted"
- > Study leave approved from , type "session" and "semester"
-    Until, type "session" and "semester"
- > Enter Session / Semester of Appeal
- > Click on "Yes" for Ready to be processed?
- > Click save
- > Choose Process
- > Click Study Leave and press process

- End of Process