

APPEAL PROCESS FOR LEAVE OF ABSENCE

Prepared By:-	Approved By:-
Signature: 	Signature: 
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Position : Senior Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 1 st March 2026	Date : 1 st March 2026

1.0 OBJECTIVE

The objective of this procedure is to provide a clear and consistent framework for handling appeals related to leave of absence, in accordance with the University's policies and procedures.

2.0 SCOPE

This procedure applies to the process of handling appeals for leave of absence for up to a maximum of two (2) semesters or (1) academic session.

3.0 ACCOUNTABILITY

Dean of COS
 DD (Student Affairs) Office of COS

4.0 ABBREVIATION

COS	Centre of Studies
SASC System	Appeal System
AO	Administrative Officer
AAO	Assistant Administrative Officer
AA	Administrative Assistant

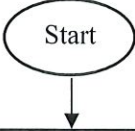
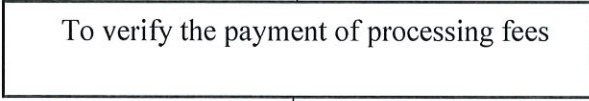
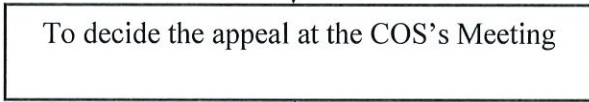
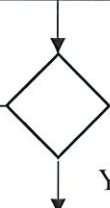
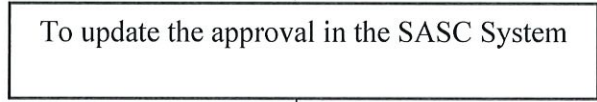
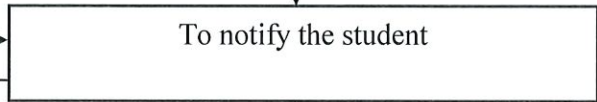
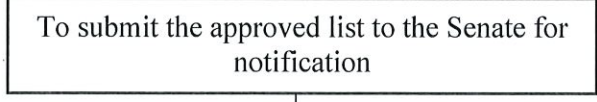

5.0 REFERENCE

Student Academic Performance Evaluation (Undergraduate) Regulations 2021

6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	SASC System	University's life	Main server	ITD
2.	Registration System	University's life	Main server	ITD
3.	Application for Leave of Absence Form	Student's tenure in the university	Filing room	COS
4.	Summary on Leave of Absence Application	1 year	Filing room	COS
5.	Approval Letter	Student's tenure in the university	Filing room	COS

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
AA/AAO/AO, COS		Refer to important dates
AA/AAO/AO, COS		Processing fee: RM50.00 ABMS Para 9
Dean through COS's Meeting		
		
AA/AAO/AO, COS		The system will automatically drop the registered course(s)
AA/AAO/AO, COS		
AA/AAO/AO, COS		
		

8.0 ANNEXURE

8.1 Documents to be submitted to the Senate:

- (i) Senate Submission Form
- (ii) Summary of appeals for leave of absence

8.2 IIUM Anti-Bribery and Anti-Corruption Policy- Para 9