

## APPEAL PROCESS FOR REINSTATEMENT OF STUDIES

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 <sup>st</sup> March 2026	Date : 1 <sup>st</sup> March 2026

## 1.0 OBJECTIVE

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

## 2.0 SCOPE

This procedure applies to the process of handling appeals for reinstatement of studies.

## 3.0 ACCOUNTABILITY

Dean of COS

DD (Student Affairs) Office of COS

DD (Academic Affairs) Office of COS

Administrative Assistant/ Assistant Administrative Officer/ Administrative Officer

## 4.0 ABBREVIATION

AMAD	Academic Management and Admission Division
COS	Centre of Studies
OLA	Office of the Legal Adviser
TD	Terminated
SASC System	Appeal System
AO	Administrative Officer
AAO	Assistant Administrative Officer
AA	Administrative Assistant

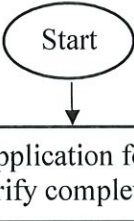
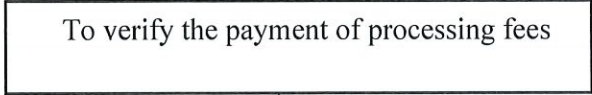
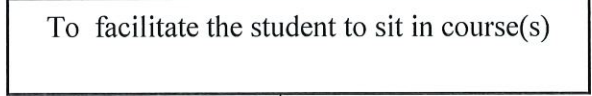
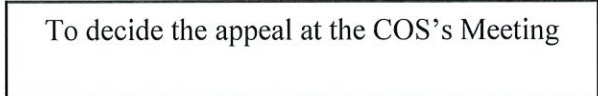
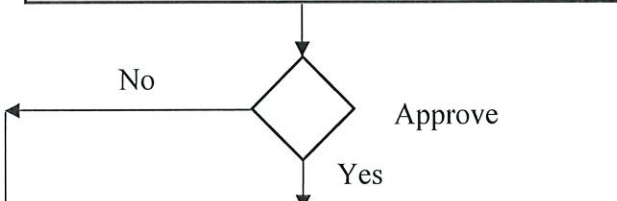
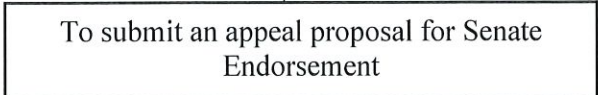
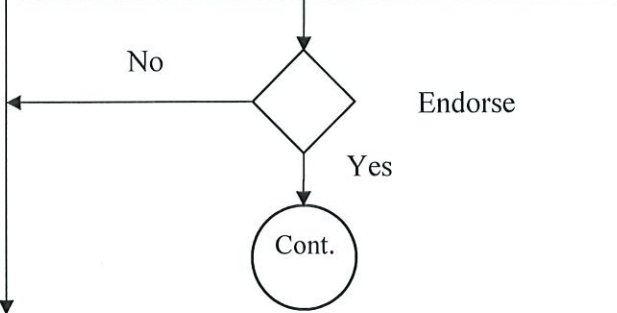
## 5.0 REFERENCE

Student Academic Performance Evaluation (Undergraduate) Regulations 2021

## 6.0 RECORD RETENTION PERIOD

	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.	Appeal Form (Extension beyond the maximum study period/ leave of absence beyond the maximum duration and reinstatement of studies)	Student's tenure in the university	COS	COS
4.	Approval Letter	Student's tenure in the university	COS	COS

### 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
AA/AAO/AO, COS		<u>Processing Fee:</u> First: RM 300.00 Second: RM500.00 Third: RM1,000.00 ABMS Para 9
AA/AAO/AO, COS		
AA/AAO/AO, COS		
COS Meeting		
AA/AAO/AO, COS	  	

Responsibility	Flow Chart	Remarks
AO, AMAD	<div style="border: 1px solid black; padding: 5px; text-align: center;">To remove TD status</div>	
AA/AAO/AO, COS	<div style="border: 1px solid black; padding: 5px; text-align: center;">To update the approval in the SASC System and register the course(s)</div>	
AA/AAO/AO, COS	<div style="border: 1px solid black; padding: 5px; text-align: center;">To register the sit in course(s) in the Registration System</div>	
AA/AAO/AO, COS	<div style="border: 1px solid black; padding: 5px; text-align: center;">To notify the student</div>	
	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;">End</div>	

## 8.0 ANNEXURE

### 8.1 Documents to be submitted to the Senate:

- (i) Proposal;
- (ii) Supporting document

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