

APPEAL PROCESS FOR EXTENSION BEYOND THE MAXIMUM STUDY PERIOD, LEAVE OF ABSENCE BEYOND THE MAXIMUM DURATION, AND/OR REINSTATEMENT OF STUDIES (MULTIPLE APPEAL)

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Signature: 	Signature: 
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Date : 1 st March 2026	Date : 1st March 2026

1.0 OBJECTIVE

The objective of this procedure is to provide a clear and consistent framework for handling multiple appeals (extension beyond the maximum study period, leave of absence beyond the maximum duration, and/or reinstatement of studies), in accordance with the University's policies and procedures.

2.0 SCOPE

This procedure applies to the process for handling appeals comprising at least two concurrent requests; extension beyond the maximum study period, leave of absence beyond the maximum duration, and/or 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
DCM	Dean's Council Meeting
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

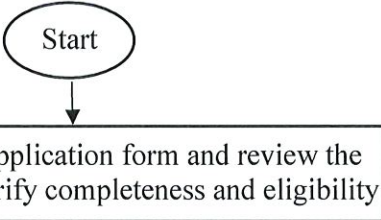
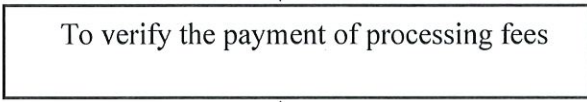
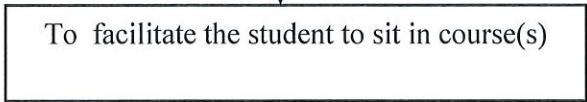
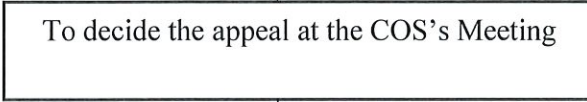
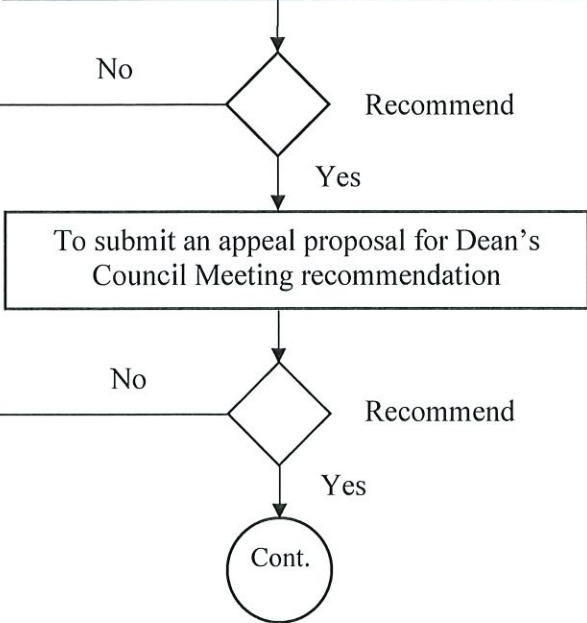
5.0 REFERENCE

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.	Appeal Form (Extension beyond the maximum study period, leave of absence beyond the maximum duration, and/or reinstatement of studies)	Student's tenure in the university	COS	COS
3.	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, COS		
AA/AAO/AO, COS		



Responsibility	Flow Chart	Remarks
AA/AAO/AO, COS	<pre>graph TD; A[To submit an appeal proposal for Senate endorsement] --> B{ }; B -- No --> A; B -- Yes --> C[To remove TD status]; C --> D[To update the approval in the SASC System and register the course(s)]; D --> E[To register course(s) in the Registration System]; E --> F[To notify the student]; F --> G([End]);</pre>	
AO, AMAD		
AA/AAO/AO, COS		
AA/AAO/AO, COS		
AA/AAO/AO, COS		

8.0 ANNEXURE

8.1 Documents to be submitted to the DCM:

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

8.2 Documents to be submitted to the Senate:

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

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