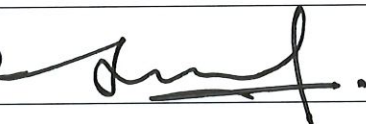
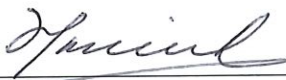


CHANGE OF PROGRAMME PROCESS

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name : Asmadi bin Abdul Rashid	Name : Assoc. Prof. Dr. Haslina binti Hassan
Position : Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 01/08/2025	Date : 01/08/2025

1.0 OBJECTIVE

The objective of this procedure is to facilitate Kulliyyahs in handling change of programme (COP) cases in line with the University's policy and procedures.

2.0 SCOPE

The procedure covers receiving application forms, processing, and approving the application for Change of Programme (COP) in line with the Change of Program Regulations (Undergraduate).

3.0 ACCOUNTABILITY

University Change of Programme Committee.

4.0 ABBREVIATION

DD (AI)	Deputy Dean (Academic & Internationalisation)
AO	Administrative Officer
AA	Administrative Assistant
COS	Centre of Studies
KOED	Kulliyyah of Education
AMAD	Academic Management and Admission Division
MEDSI	Malaysian Educators Selection Inventory Test, BPKA
COP	Change of Programme
BKPA	Bahagian Kemasukan Pengambilan IPTA, JPT, KPT

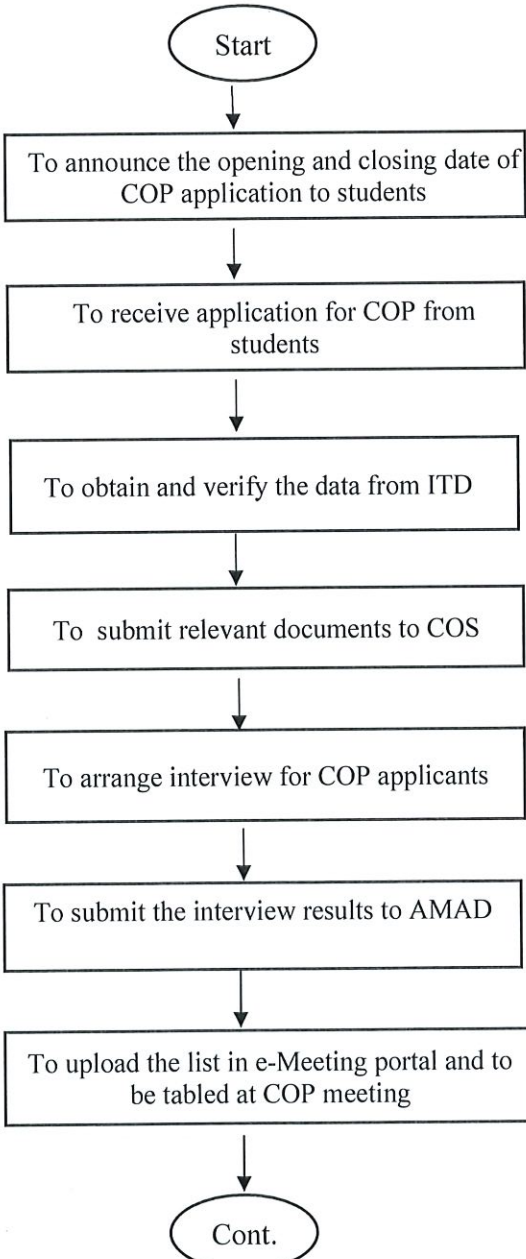
5.0 REFERENCE

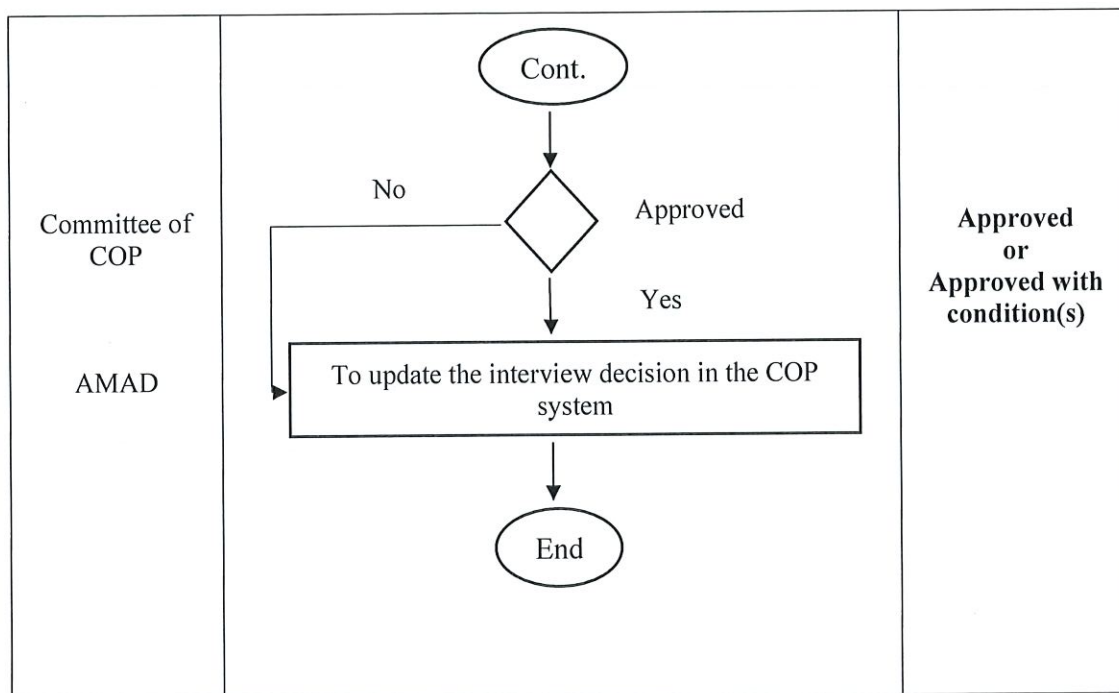
Change of Programme Regulations (Undergraduate) 2021.

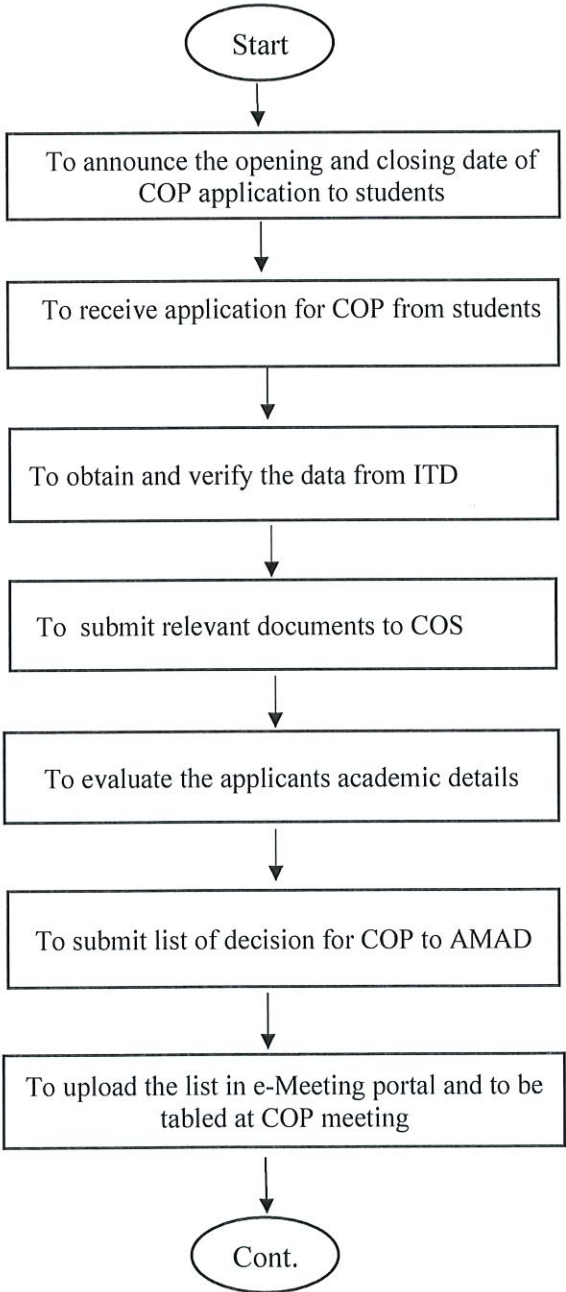
6.0 RECORD RETENTION PERIOD

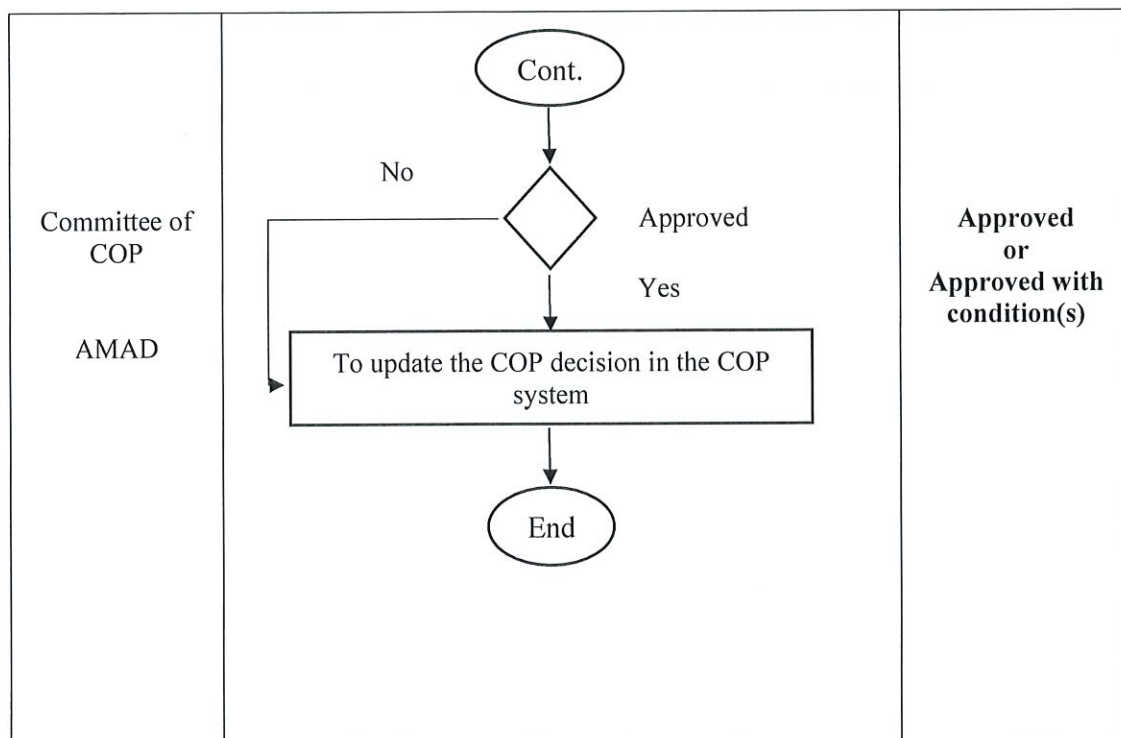
NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Relevant Documents on COP	University Life Period	AMAD	SAA/AA

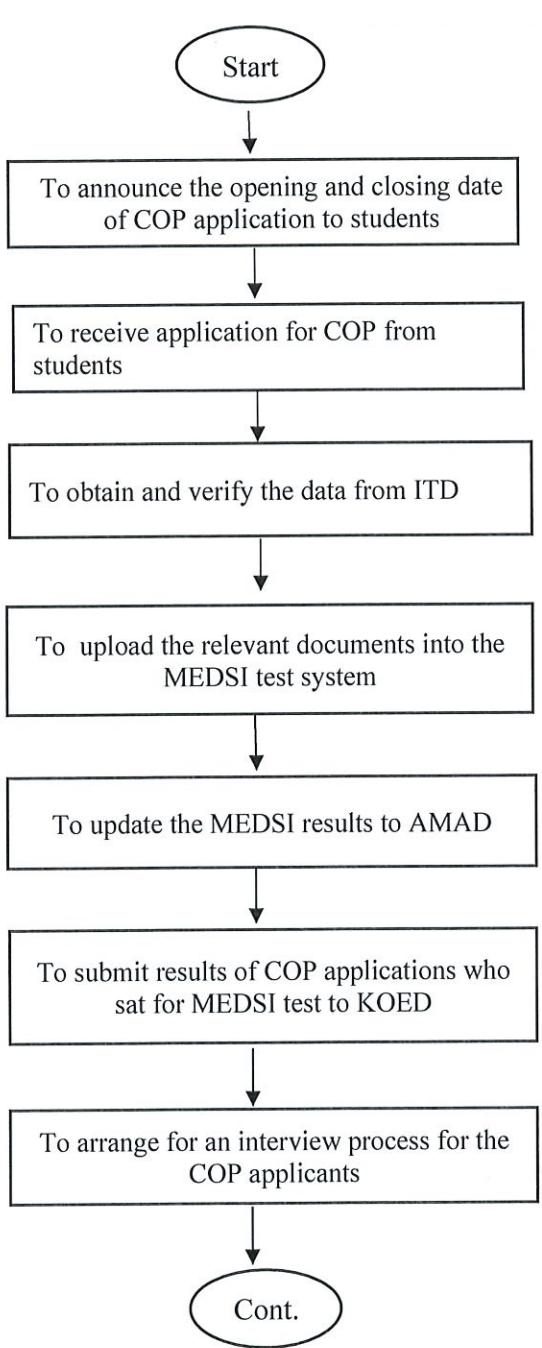
7.0 PROCESS FLOW

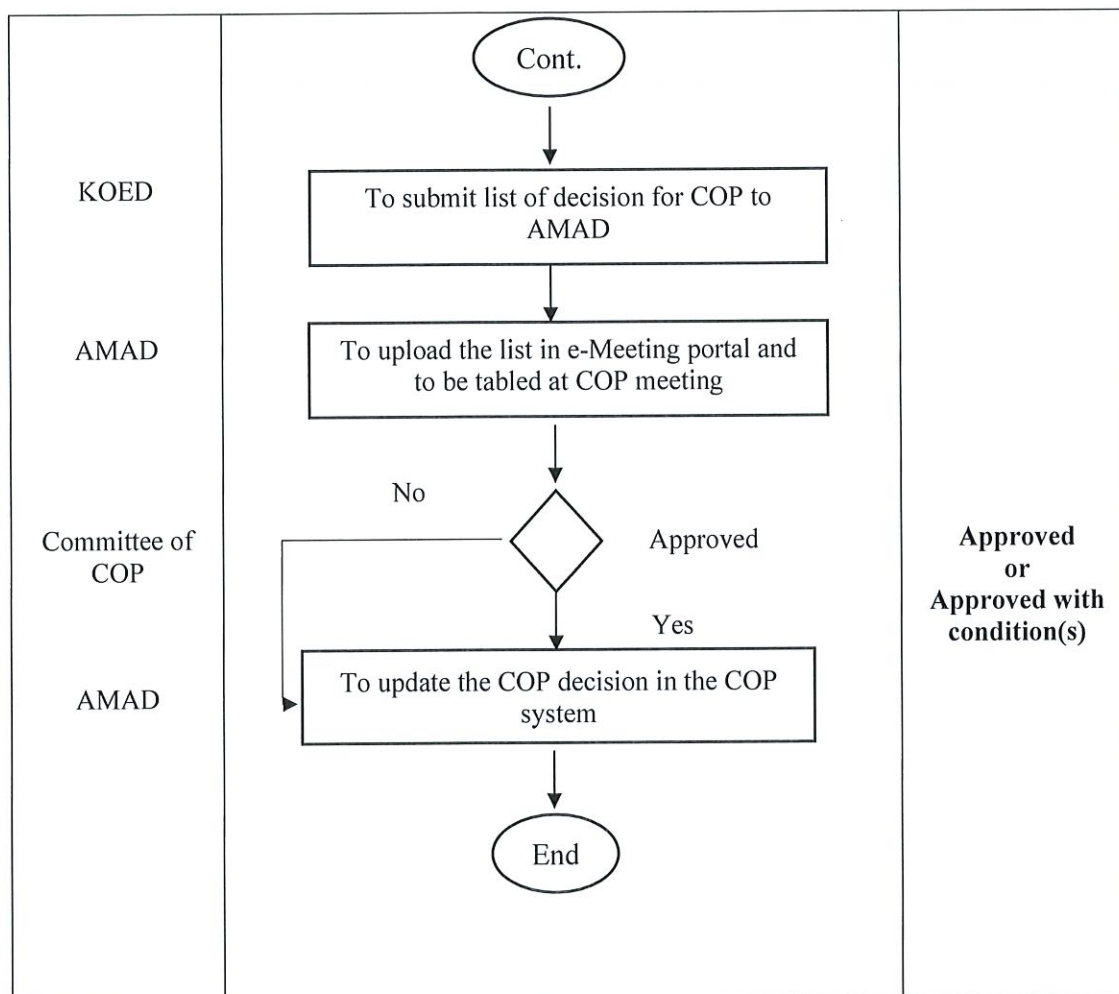
Responsibility	Flow Chart for COP that requires kulliyah interview	Remarks
	 <pre> graph TD Start([Start]) --> A[To announce the opening and closing date of COP application to students] A --> B[To receive application for COP from students] B --> C[To obtain and verify the data from ITD] C --> D[To submit relevant documents to COS] D --> E[To arrange interview for COP applicants] E --> F[To submit the interview results to AMAD] F --> G[To upload the list in e-Meeting portal and to be tabled at COP meeting] G --> Cont([Cont.]) </pre>	
AMAD	To announce the opening and closing date of COP application to students	
AMAD	To receive application for COP from students	
AMAD/ITD	To obtain and verify the data from ITD	
AMAD	To submit relevant documents to COS	ABMS SECT. 16 & 17 (a) (Refer to annexure)
COS	To arrange interview for COP applicants	ABMS SECT. 23 (Refer to annexure)
COS	To submit the interview results to AMAD	
AMAD	To upload the list in e-Meeting portal and to be tabled at COP meeting	
	Cont.	



Responsibility	Flow Chart for COP that no interview required	Remarks
	 <pre> graph TD Start([Start]) --> A[To announce the opening and closing date of COP application to students] A --> B[To receive application for COP from students] B --> C[To obtain and verify the data from ITD] C --> D[To submit relevant documents to COS] D --> E[To evaluate the applicants academic details] E --> F[To submit list of decision for COP to AMAD] F --> G[To upload the list in e-Meeting portal and to be tabled at COP meeting] G --> Cont([Cont.]) </pre>	
AMAD	To announce the opening and closing date of COP application to students	
AMAD	To receive application for COP from students	
AMAD/ITD	To obtain and verify the data from ITD	
AMAD	To submit relevant documents to COS	
COS	To evaluate the applicants academic details	ABMS SECT. 23 (Refer to annexure)
COS	To submit list of decision for COP to AMAD	
AMAD	To upload the list in e-Meeting portal and to be tabled at COP meeting	
	Cont.	



Responsibility	Flow Chart for COP for Kulliyah of Education	Remarks
	 <pre> graph TD Start([Start]) --> A[To announce the opening and closing date of COP application to students] A --> B[To receive application for COP from students] B --> C[To obtain and verify the data from ITD] C --> D[To upload the relevant documents into the MEDSI test system] D --> E[To update the MEDSI results to AMAD] E --> F[To submit results of COP applications who sat for MEDSI test to KOED] F --> G[To arrange for an interview process for the COP applicants] G --> Cont([Cont.]) </pre>	
AMAD	To announce the opening and closing date of COP application to students	
AMAD	To receive application for COP from students	
AMAD/ITD	To obtain and verify the data from ITD	
AMAD	To upload the relevant documents into the MEDSI test system	
MEDSI/UPSI	To update the MEDSI results to AMAD	
AMAD	To submit results of COP applications who sat for MEDSI test to KOED	
KOED	To arrange for an interview process for the COP applicants	ABMS SECT. 23 (Refer to annexure)
	Cont.	



ANNEXURE

8.0 ABMS NOTES:

Two (2) main offences stipulated in the Malaysian Anti-Corruption Act 2009 (MACC Act 2009) (Act 694):

- 1) Soliciting/Receiving Gratification (Bribe) [section 16 & 17(a) MACC Act 2009]
- 2) Abuse of Power (Bribe) [section 23 MACC Act 2009]