

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA جامعة اسلامیة اسلامیة مالیزیا	<b>MANAGEMENT SERVICES DIVISION</b>
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**APPLICATION FOR REOPENING OF STAFF APPRAISAL SYSTEM**

Name : .....

Staff ID : ..... Grade : .....

Designation : ..... HP/Ext. No : .....

KCDIO : ..... Email : .....

**A. DETAILS OF APPEAL**  
 Please provide the justification(s) for your appeal to reopen the appraisal session. Attach supporting documents, if any.

Appraisal Session: ..... (for example: Special Appraisal 2024)

Justification (s):

.....

.....

.....

**B. RECOMMENDATION BY DEAN/ DIRECTOR/ SUPERVISOR**

I hereby recommend that the request for reopening of the appraisal session:

Comments (if any):

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.....

.....  
 Signature & official stamp of the Dean/ Director/Supervisor  
 Date:

.....*For MSD use only*.....

**C. APPROVAL FROM MSD**

Approved                       Not Approved

Remarks (if any):

.....

.....

.....  
 Signature & official stamp of the Executive Director of MSD  
 Date:

**NOTES:**

1. Please email this form to [msd\\_performance@iium.edu.my](mailto:msd_performance@iium.edu.my) for processing.
2. Ensure all relevant supporting documents are attached to your submission. Incomplete applications may delay processing.
3. Appeals will be processed within **seven (7) working days** from **the date of approval**. The new reopening date will be determined based on the complexity of the case. **Please note that the session will not be reopened immediately after approval**. The reopening of the session is **subject to the Executive Director of MSD's approval** and will follow the timeline mentioned above.