

IUKL'S DIGITAL TRANSFORMATION PROJECT
INFRASTRUCTURE UNIVERSITY KUALA
LUMPUR (IUKL)

USER MANUAL
CHANGE OF PROGRAM

PROJECT CODE: CCIMYIUKL0012022
FILE: User Manual

DOCUMENT REVISION HISTORY

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1	1.0	27.11.2023	First Draft	First Draft of User Manual	Ishwarya Ramesh	Hanim Zaki
2	1.1	12.12.2023	Final Version	Final Version of User Manual	Ishwarya Ramesh	Hanim Zaki

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1. OVERVIEW OF THE APPROVAL FLOW

Student will be able to apply for Change of Program from the Student Portal. This process is called **Change Of Program Request** under the **Student Services Module**.

Once a request is submitted, it is directed to the Admin for eligibility evaluation.

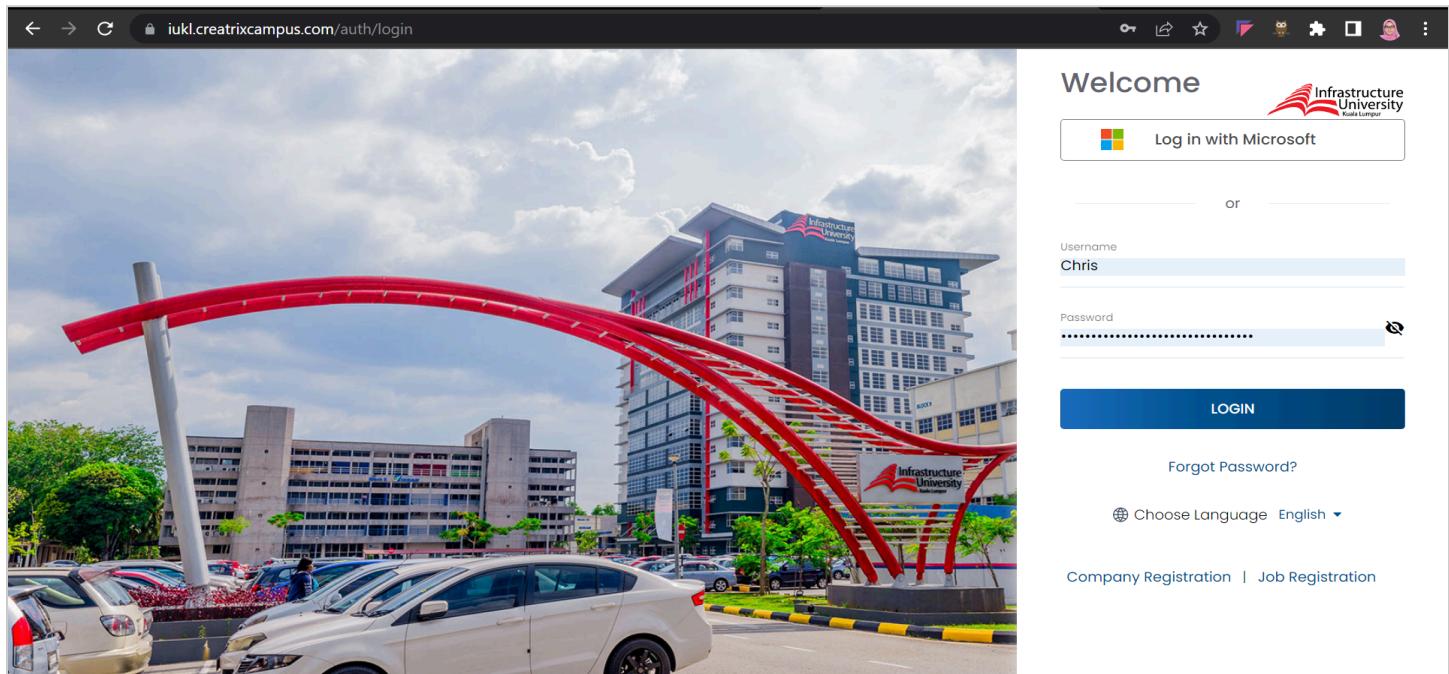
2. CHANGE OF PROGRAM PROCESS

Changing an Existing Program to a New Program means that you no longer wish to pursue your current program and would like to work towards earning a different degree. This removes the current program from your degree plan and replaces it with the new selection if approved.

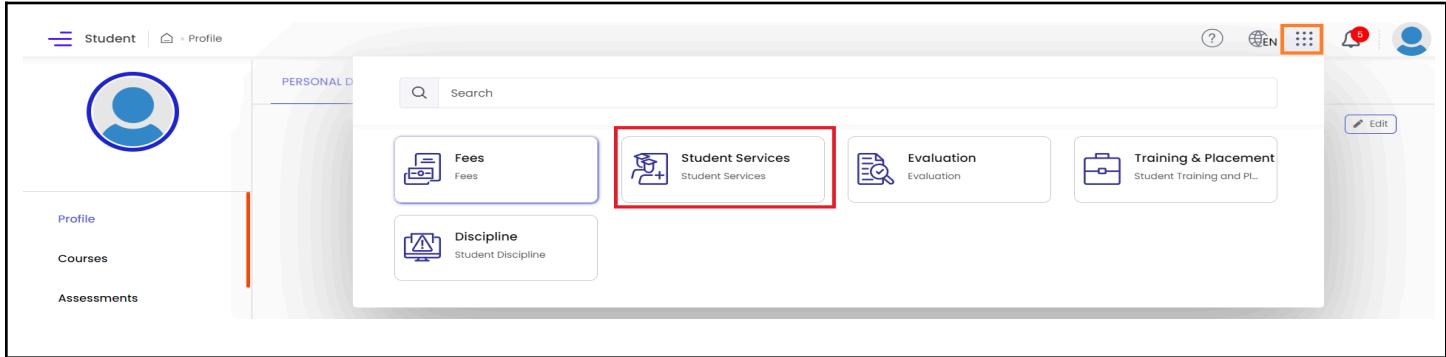
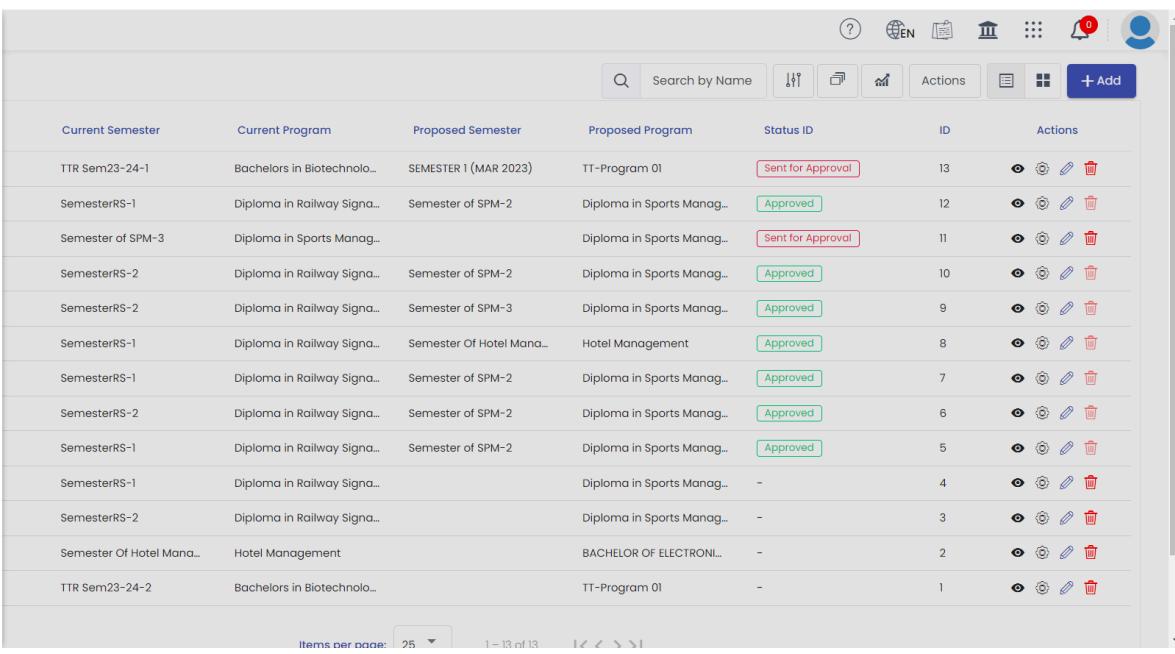
2.1 Student Request

2.1.1 Change of Program Form

Step 1: To create a new Change of Program request, Student must first log in to the Creatrix Platform using the link: <https://iukl.creatrixcampus.com/auth/login>



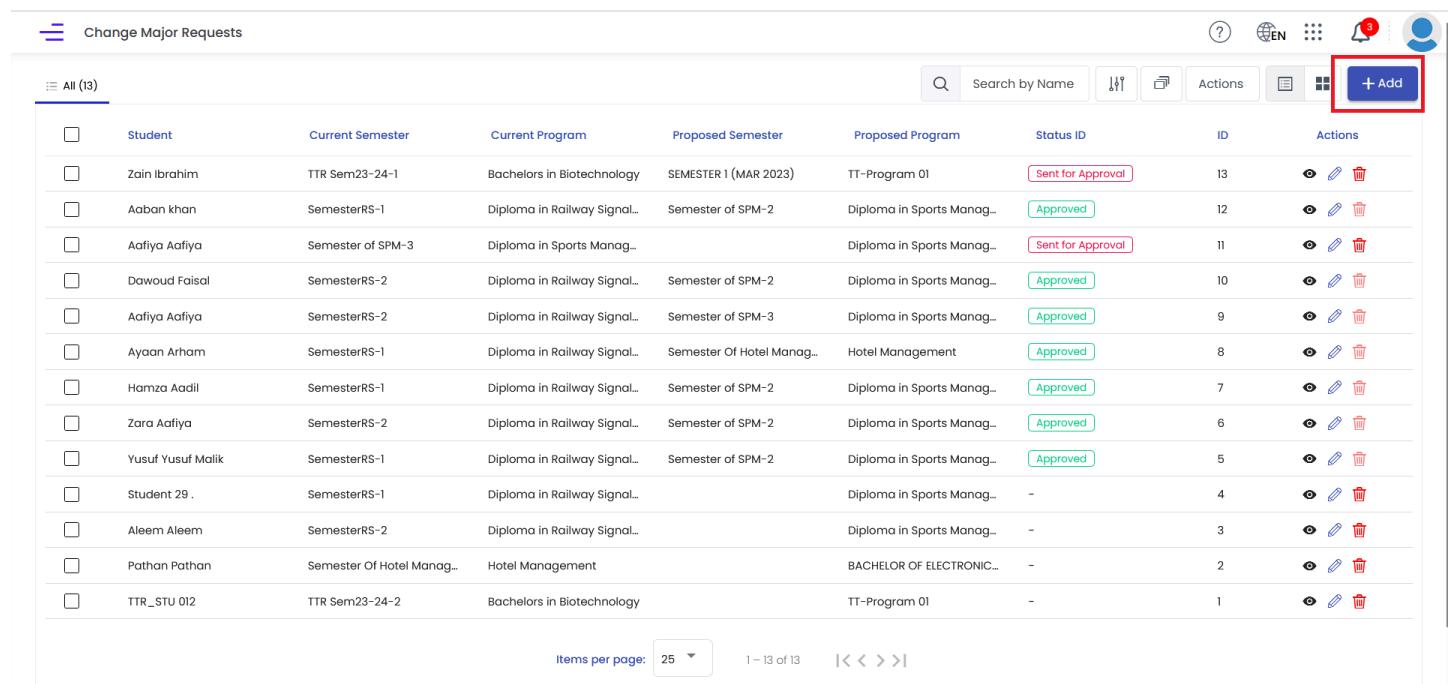
Step 2: Click on the Main Menu button >> Student Services>>Change of Program.

Current Semester	Current Program	Proposed Semester	Proposed Program	Status ID	ID	Actions
TTR Sem23-24-1	Bachelors in Biotechnolo...	SEMESTER I (MAR 2023)	TT-Program 01	Sent for Approval	13	  
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	12	  
Semester of SPM-3	Diploma in Sports Manag...		Diploma in Sports Manag...	Sent for Approval	11	  
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	10	  
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-3	Diploma in Sports Manag...	Approved	9	  
SemesterRS-1	Diploma in Railway Signa...	Semester Of Hotel Mana...	Hotel Management	Approved	8	  
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	7	  
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	6	  
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	5	  
SemesterRS-1	Diploma in Railway Signa...		Diploma in Sports Manag...	-	4	  
SemesterRS-2	Diploma in Railway Signa...		Diploma in Sports Manag...	-	3	  
Semester Of Hotel Mana...	Hotel Management		BACHELOR OF ELECTRONI...	-	2	  
TTR Sem23-24-2	Bachelors in Biotechnolo...		TT-Program 01	-	1	  

Step 3: User will be redirected to the Change of Program request feature. Click on the ADD button to submit a new Change of Program request.

Change Major Requests

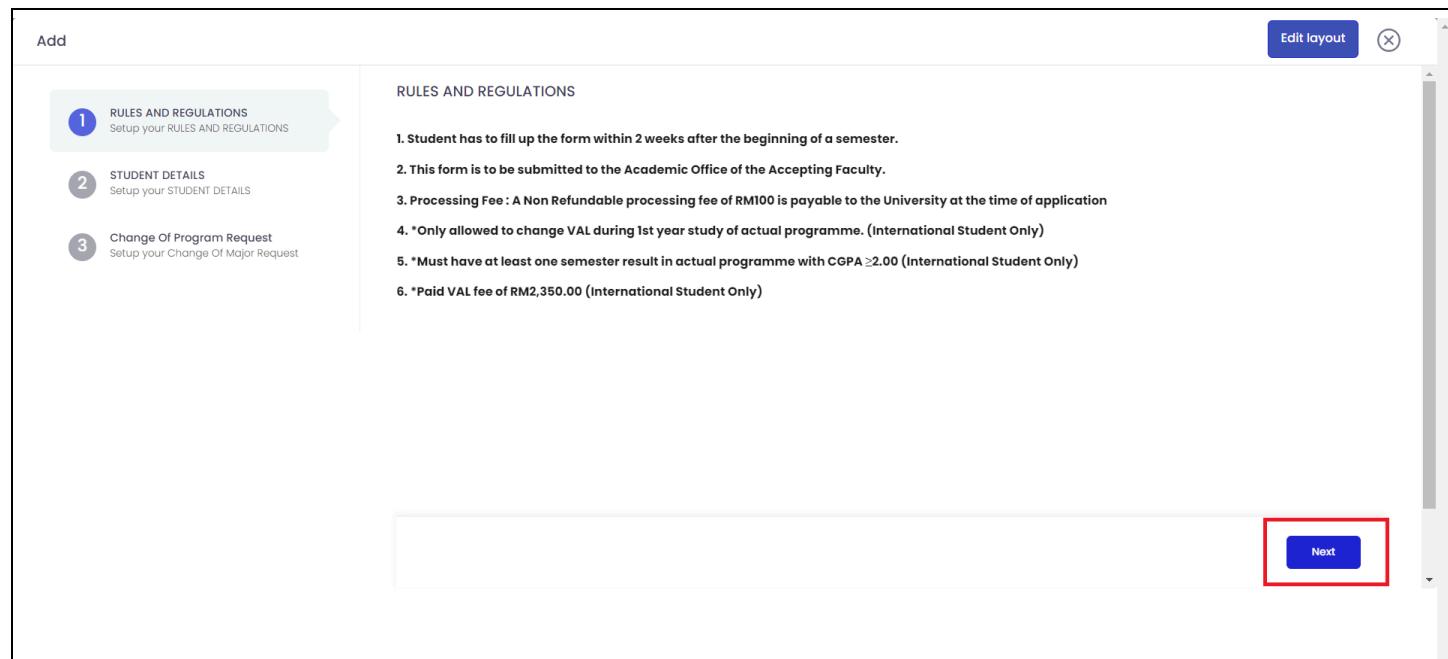


All (13)

<input type="checkbox"/>	Student	Current Semester	Current Program	Proposed Semester	Proposed Program	Status ID	ID	Actions
<input type="checkbox"/>	Zain Ibrahim	TTR Sem23-24-1	Bachelors in Biotechnology	SEMESTER 1 (MAR 2023)	TT-Program 01	Sent for Approval	13	
<input type="checkbox"/>	Aaban khan	SemesterRS-1	Diploma in Railway Signal...	Semester of SPM-2	Diploma in Sports Manag...	Approved	12	
<input type="checkbox"/>	Aafiya Aafiya	Semester of SPM-3	Diploma in Sports Manag...		Diploma in Sports Manag...	Sent for Approval	11	
<input type="checkbox"/>	Dawoud Faisal	SemesterRS-2	Diploma in Railway Signal...	Semester of SPM-2	Diploma in Sports Manag...	Approved	10	
<input type="checkbox"/>	Aafiya Aafiya	SemesterRS-2	Diploma in Railway Signal...	Semester of SPM-3	Diploma in Sports Manag...	Approved	9	
<input type="checkbox"/>	Ayaan Arham	SemesterRS-1	Diploma in Railway Signal...	Semester Of Hotel Manag...	Hotel Management	Approved	8	
<input type="checkbox"/>	Hamza Aadil	SemesterRS-1	Diploma in Railway Signal...	Semester of SPM-2	Diploma in Sports Manag...	Approved	7	
<input type="checkbox"/>	Zara Aafiya	SemesterRS-2	Diploma in Railway Signal...	Semester of SPM-2	Diploma in Sports Manag...	Approved	6	
<input type="checkbox"/>	Yusuf Yusuf Malik	SemesterRS-1	Diploma in Railway Signal...	Semester of SPM-2	Diploma in Sports Manag...	Approved	5	
<input type="checkbox"/>	Student 29.	SemesterRS-1	Diploma in Railway Signal...		Diploma in Sports Manag...	-	4	
<input type="checkbox"/>	Aleem Aleem	SemesterRS-2	Diploma in Railway Signal...		Diploma in Sports Manag...	-	3	
<input type="checkbox"/>	Pathan Pathan	Semester Of Hotel Manag...	Hotel Management		BACHELOR OF ELECTRONIC...	-	2	
<input type="checkbox"/>	TTR_STU 012	TTR Sem23-24-2	Bachelors in Biotechnology		TT-Program 01	-	1	

Items per page: 25 | 1 - 13 of 13 | < < > > |

Step 4: The user will be redirected to Rules and Regulations page , This page will has the set of instructions that has to be validated before a student submits a change of program request. Here user should click Next to proceed the request

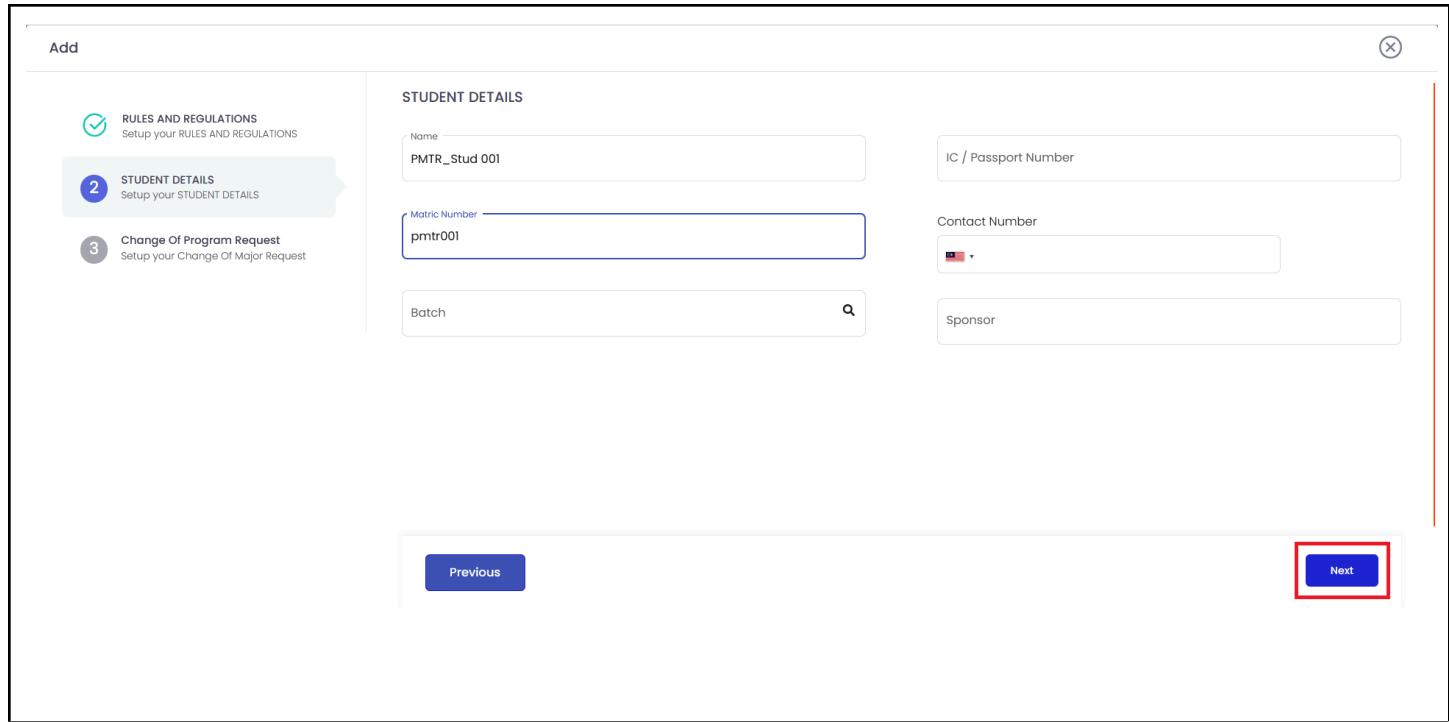


RULES AND REGULATIONS

1. Student has to fill up the form within 2 weeks after the beginning of a semester.
2. This form is to be submitted to the Academic Office of the Accepting Faculty.
3. Processing Fee : A Non Refundable processing fee of RM100 is payable to the University at the time of application
4. *Only allowed to change VAL during 1st year study of actual programme. (International Student Only)
5. *Must have at least one semester result in actual programme with CGPA ≥ 2.00 (International Student Only)
6. *Paid VAL fee of RM2,350.00 (International Student Only)

Next

Step 4: Type on the required fields like Name, Matrix number, Batch, Contact Number, Sponsor and click Next. This will fetch the data of Student data.



Add

STUDENT DETAILS

1 RULES AND REGULATIONS
Setup your RULES AND REGULATIONS

2 STUDENT DETAILS
Setup your STUDENT DETAILS

3 Change Of Program Request
Setup your Change Of Major Request

Name: PMTR_Stud 001

Matrix Number: pmtr001

Batch:

IC / Passport Number:

Contact Number:

Sponsor:

Previous

Next

Step 5: Fill in the required fields like current program, Proposed program, Current academic standing, CGPA , the reason for the change, Declaration and submit. This will fetch the required data of the student program details from the specific master.

Add

Change Of Program Request

CURRENT PROGRAM

Current Program *
PMTR_Program 001

CURRENT FACULTY / CENTRE

PROPOSED PROGRAM

Proposed Program *
Hotel Management

Proposed Faculty / Centre

Current Academic Standing

Good Probation 1 Probation 2

Previous **Submit**

Add

RULES AND REGULATIONS
Setup your RULES AND REGULATIONS

STUDENT DETAILS
Setup your STUDENT DETAILS

3 Change Of Program Request
Setup your Change Of Major Request

Current Academic Standing

Good Probation 1 Probation 2

CGPA

Reason for Change

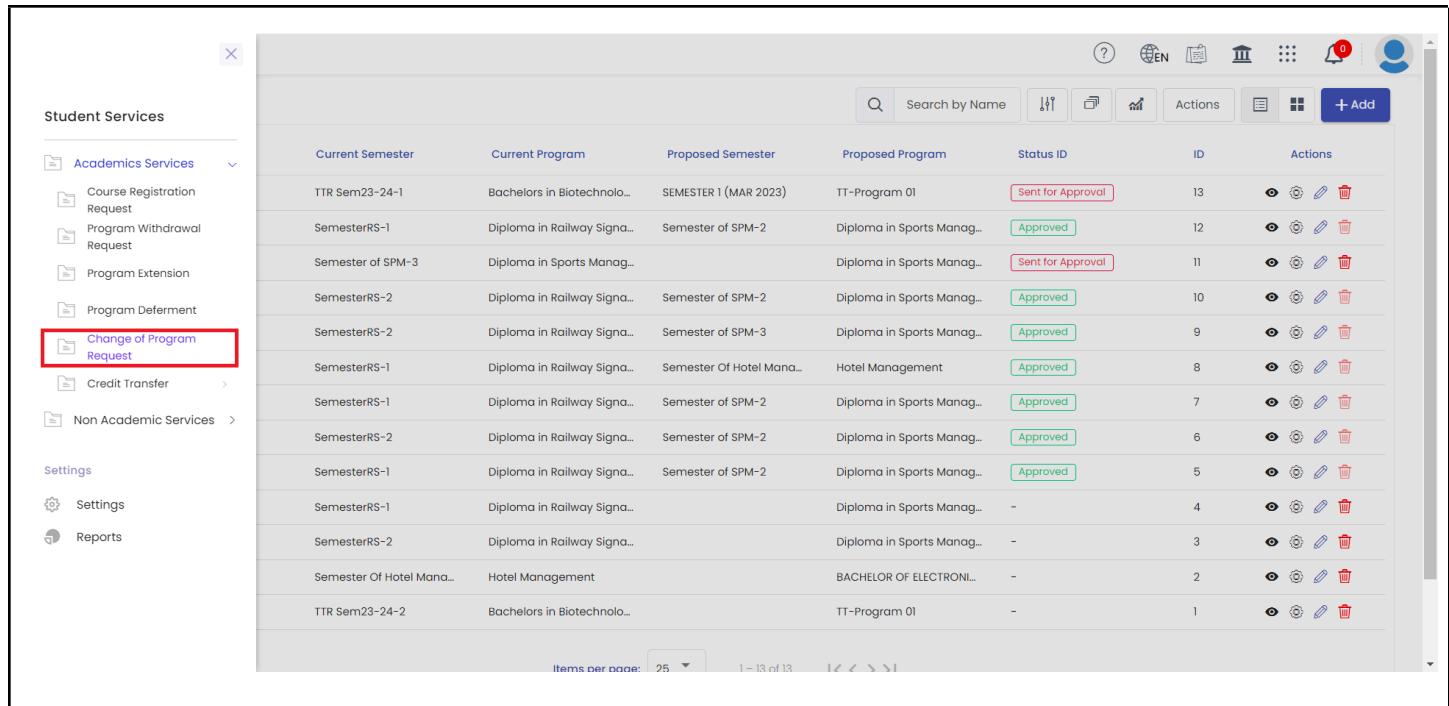
Enter text here...

I hereby request the above change of programme. I understand that I will be subjected to all requirements and enrollment restrictions of the Faculty/Centre of my proposed new programme and that my graduation may be delayed as a result of changing to a new programme. I am also aware that there are credit hours that cannot be used towards my chosen new programme.

Previous **submit**

2.1.2 Approval Process

Step 1: Click on the Main Menu button >> Student Services>>Change of Program.



The screenshot shows the 'Student Services' section of the application. On the left, there is a sidebar with the following menu items:

- Academics Services
 - Course Registration Request
 - Program Withdrawal Request
 - Program Extension
 - Program Deferment
 - Change of Program Request (highlighted with a red box)
 - Credit Transfer
- Non Academic Services
- Settings
- Reports

The main content area displays a table of 'Change of Program Request' records. The columns are:

Current Semester	Current Program	Proposed Semester	Proposed Program	Status ID	ID	Actions		
TTR Sem23-24-1	Bachelors in Biotechnolo...	SEMESTER 1 (MAR 2023)	TT-Program 01	Sent for Approval	13			
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	12			
Semester of SPM-3	Diploma in Sports Manag...		Diploma in Sports Manag...	Sent for Approval	11			
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	10			
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-3	Diploma in Sports Manag...	Approved	9			
SemesterRS-1	Diploma in Railway Signa...	Semester Of Hotel Mana...	Hotel Management	Approved	8			
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	7			
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	6			
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	5			
SemesterRS-1	Diploma in Railway Signa...		Diploma in Sports Manag...	-	4			
SemesterRS-2	Diploma in Railway Signa...		Diploma in Sports Manag...	-	3			
Semester Of Hotel Mana...	Hotel Management		BACHELOR OF ELECTRONI...	-	2			
TTR Sem23-24-2	Bachelors in Biotechnolo...		TT-Program 01	-	1			

At the bottom of the table, there are pagination controls: 'Items per page: 25', '1 - 13 of 13', and navigation arrows.

Step 2: Click on the Main Menu button >> Student Services>> Change of Program. Here student can see the approval status on the status column. After the status change by admin, student will able to view the status.

Change Major Requests

All (14)

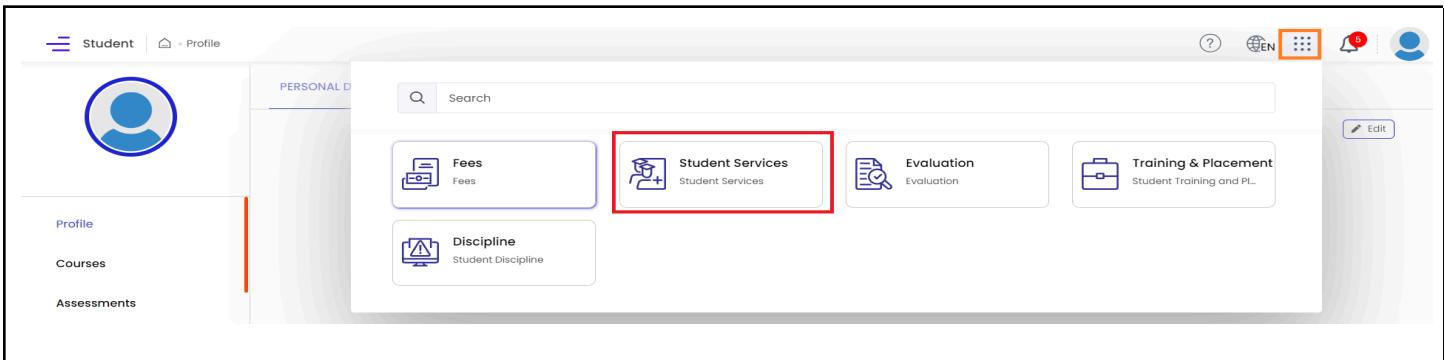
<input type="checkbox"/>	Student	Current Semester	Current Program	Proposed Semester	Proposed Program	Status ID	ID	Actions		
<input type="checkbox"/>			PMTR_Program 001		Hotel Management	Sent for Approval	14			
<input type="checkbox"/>	Zain Ibrahim	TTR_Sem23-24-1	Bachelors in Biotechnology	SEMESTER I (MAR 2023)	TT-Program 01	Sent for Approval	13			
<input type="checkbox"/>	Aaban khan	SemesterRS-1	Diploma in Railway Signal...	Semester of SPM-2	Diploma in Sports Manag...	Approved	12			
<input type="checkbox"/>	Aafiya Aafiya	Semester of SPM-3	Diploma in Sports Manag...		Diploma in Sports Manag...	Sent for Approval	11			
<input type="checkbox"/>	Dawoud Faisal	SemesterRS-2	Diploma in Railway Signal...	Semester of SPM-2	Diploma in Sports Manag...	Approved	10			
<input type="checkbox"/>	Aafiya Aafiya	SemesterRS-2	Diploma in Railway Signal...	Semester of SPM-3	Diploma in Sports Manag...	Approved	9			
<input type="checkbox"/>	Ayaan Arham	SemesterRS-1	Diploma in Railway Signal...	Semester Of Hotel Manag...	Hotel Management	Approved	8			
<input type="checkbox"/>	Hamza Aadil	SemesterRS-1	Diploma in Railway Signal...	Semester of SPM-2	Diploma in Sports Manag...	Approved	7			
<input type="checkbox"/>	Zara Aafiya	SemesterRS-2	Diploma in Railway Signal...	Semester of SPM-2	Diploma in Sports Manag...	Approved	6			
<input type="checkbox"/>	Yusuf Yusuf Malik	SemesterRS-1	Diploma in Railway Signal...	Semester of SPM-2	Diploma in Sports Manag...	Approved	5			
<input type="checkbox"/>	Student 29.	SemesterRS-1	Diploma in Railway Signal...		Diploma in Sports Manag...	-	4			
<input type="checkbox"/>	Aleem Aleem	SemesterRS-2	Diploma in Railway Signal...		Diploma in Sports Manag...	-	3			
<input type="checkbox"/>	Pathan Pathan	Semester Of Hotel Manag...	Hotel Management		BACHELOR OF ELECTRONIC...	-	2			

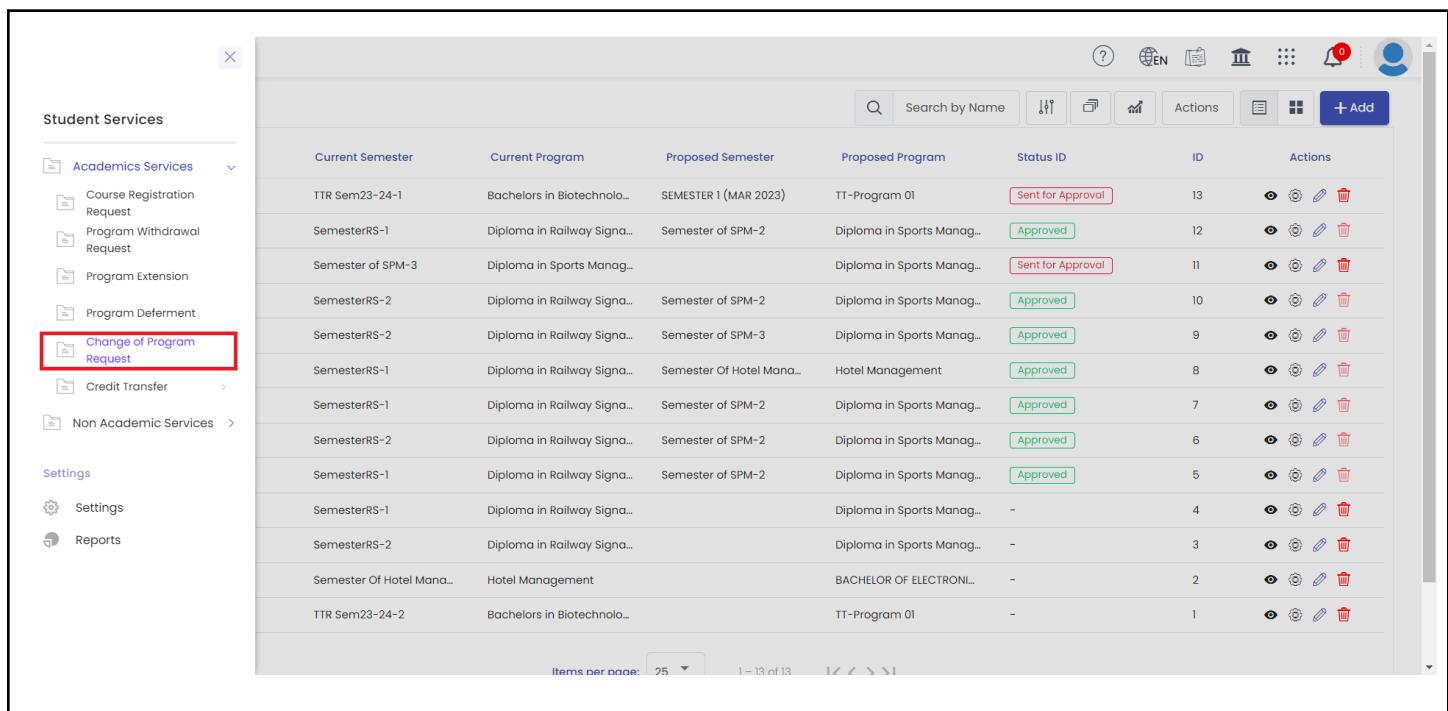
Items per page: 25 | 1 - 14 of 14 | < < > >

2.2 Admin Operations

2.2.1 Program change Process

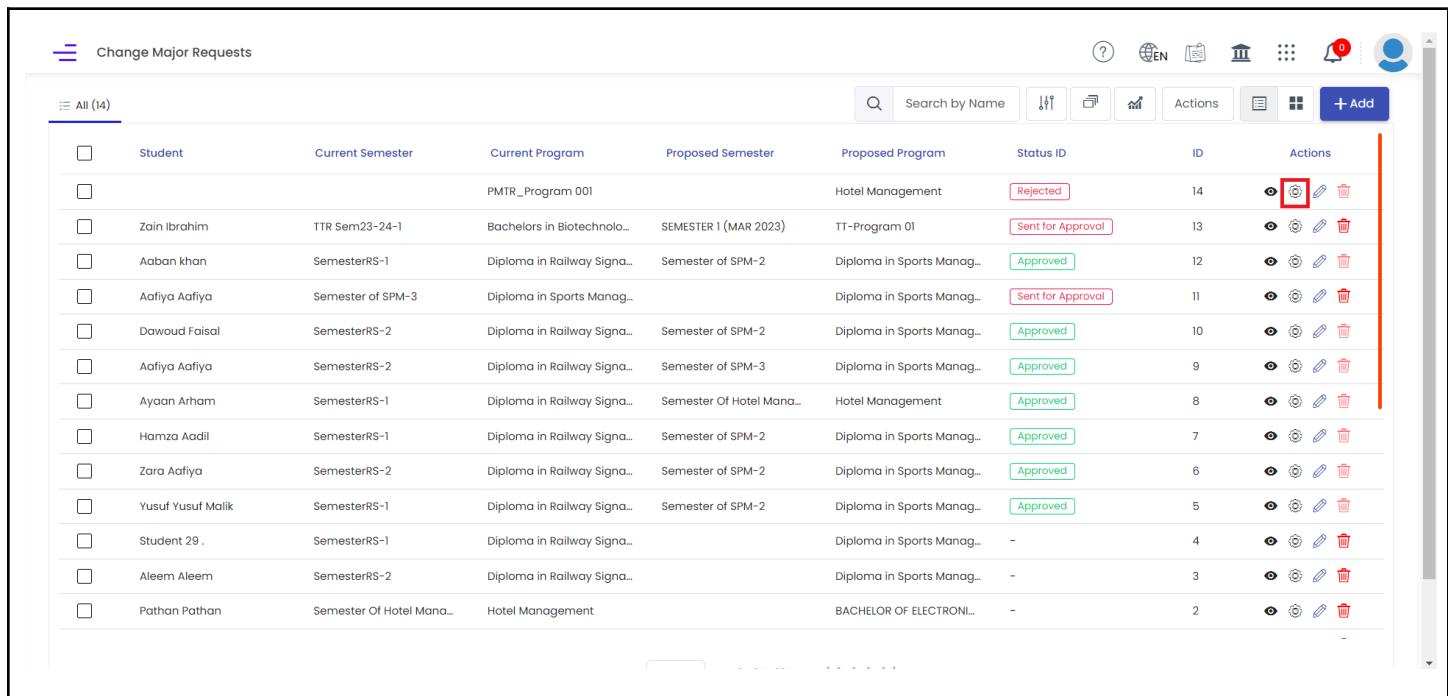
Step 1: Click on the Main Menu button >> Student Services>> Change of Program.





Current Semester	Current Program	Proposed Semester	Proposed Program	Status ID	ID	Actions
TTR Sem23-24-1	Bachelors in Biotechnolo...	SEMESTER 1 (MAR 2023)	TT-Program 01	Sent for Approval	13	
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	12	
Semester of SPM-3	Diploma in Sports Manag...		Diploma in Sports Manag...	Sent for Approval	11	
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	10	
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-3	Diploma in Sports Manag...	Approved	9	
SemesterRS-1	Diploma in Railway Signa...	Semester Of Hotel Mana...	Hotel Management	Approved	8	
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	7	
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	6	
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	5	
SemesterRS-1	Diploma in Railway Signa...		Diploma in Sports Manag...	-	4	
SemesterRS-2	Diploma in Railway Signa...		Diploma in Sports Manag...	-	3	
Semester Of Hotel Mana...	Hotel Management		BACHELOR OF ELECTRONI...	-	2	
TTR Sem23-24-2	Bachelors in Biotechnolo...		TT-Program 01	-	1	

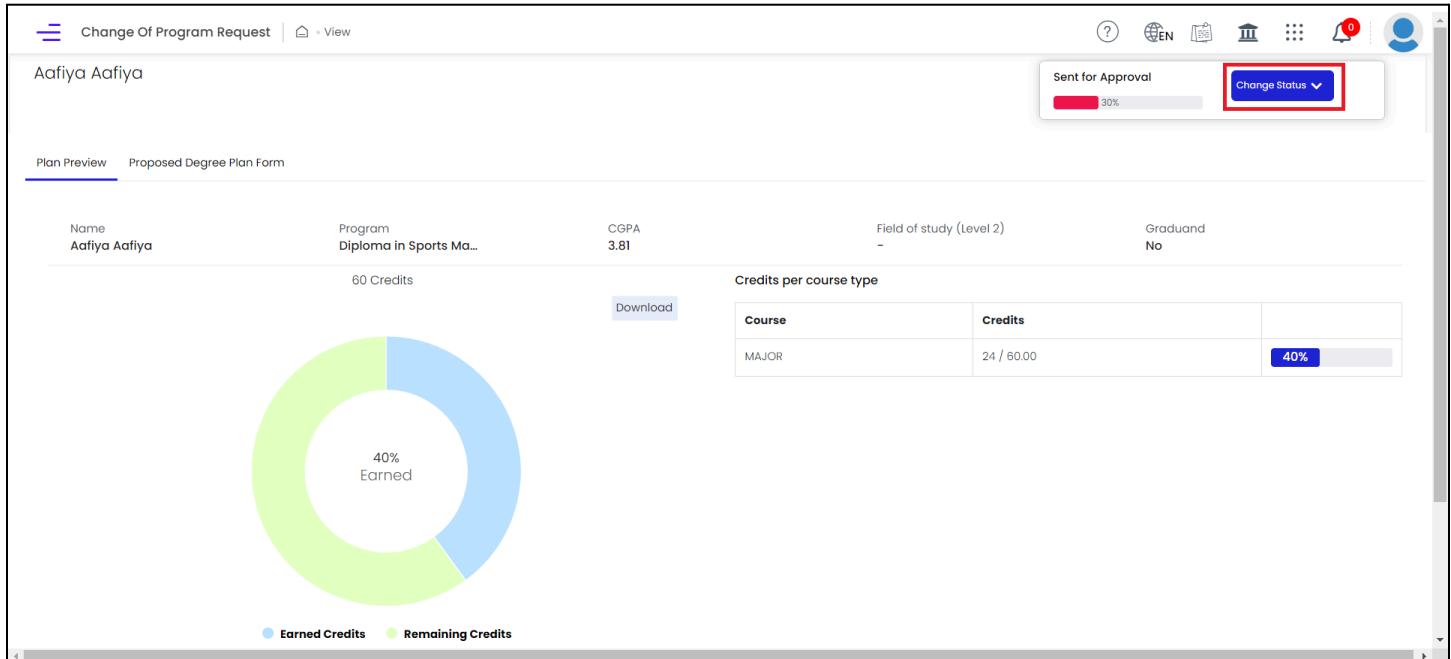
Step 2: In this list view admin can click the detailed view to view every application.



Student	Current Semester	Current Program	Proposed Semester	Proposed Program	Status ID	ID	Actions
		PMTR_Program 001		Hotel Management	Rejected	14	
Zain Ibrahim	TTR Sem23-24-1	Bachelors in Biotechnolo...	SEMESTER 1 (MAR 2023)	TT-Program 01	Sent for Approval	13	
Aabani Khan	SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	12	
Aafiya Aafiya	Semester of SPM-3	Diploma in Sports Manag...		Diploma in Sports Manag...	Sent for Approval	11	
Dawoud Faisal	SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	10	
Aafiya Aafiya	SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-3	Diploma in Sports Manag...	Approved	9	
Ayaan Arham	SemesterRS-1	Diploma in Railway Signa...	Semester Of Hotel Mana...	Hotel Management	Approved	8	
Hamza Aadil	SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	7	
Zara Aafiya	SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	6	
Yusuf Yusuf Malik	SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	5	
Student 29 .	SemesterRS-1	Diploma in Railway Signa...		Diploma in Sports Manag...	-	4	
Aleem Aleem	SemesterRS-2	Diploma in Railway Signa...		Diploma in Sports Manag...	-	3	
Pathan Pathan	Semester Of Hotel Mana...	Hotel Management		BACHELOR OF ELECTRONI...	-	2	

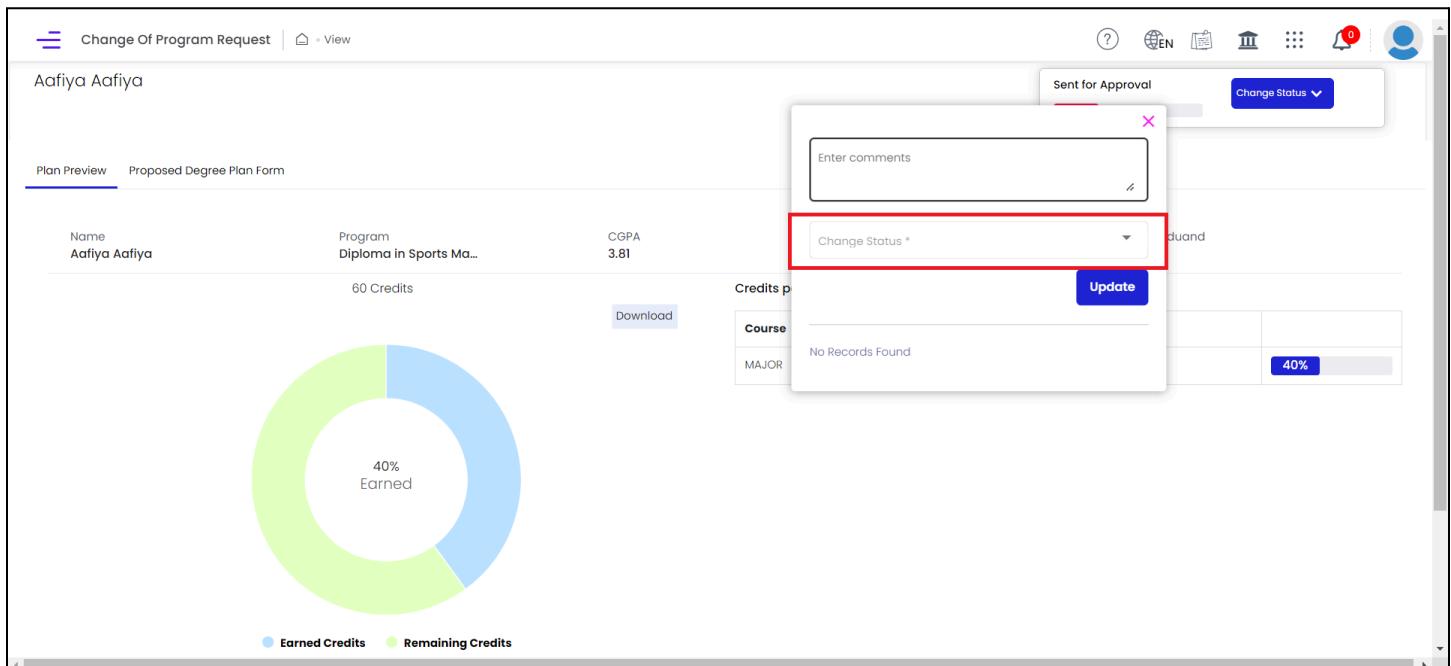
2.2.2 Program Change

Step 1: On clicking detailed view user will be redirected to the status change feature , there user can change the status of the application.

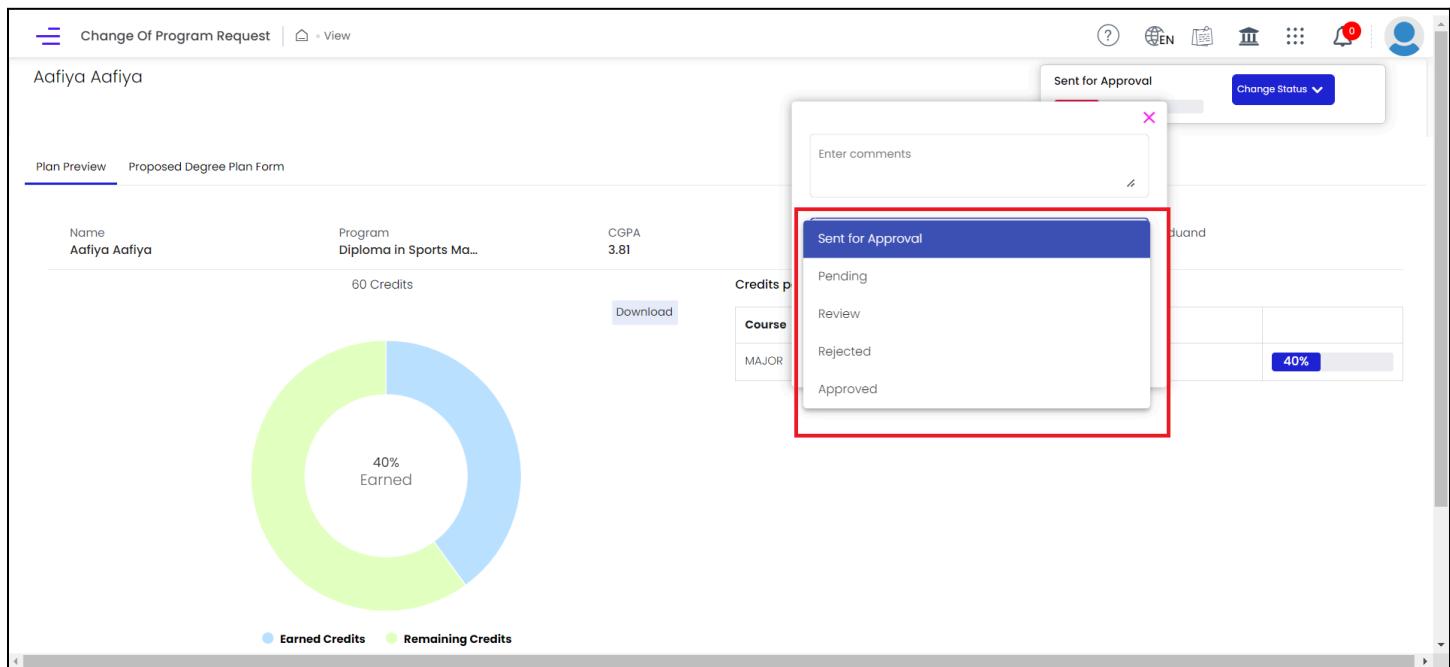


The screenshot shows a user interface for a degree plan. At the top, there are tabs for 'Plan Preview' and 'Proposed Degree Plan Form'. Below this, student details are listed: Name (Aafiya Aafiya), Program (Diploma in Sports Ma...), CGPA (3.81), and Field of study (Level 2) (-). A graduation number is also present. A circular progress chart indicates '40% Earned' (Remaining Credits). On the right, there is a table for 'Credits per course type' with one row for 'MAJOR'. A progress bar at the bottom right shows '40%'. At the top right, there is a 'Sent for Approval' status bar with a progress bar at 30% and a 'Change Status' button, which is highlighted with a red box.

Step 2: After clicking change status user should click on change status dropdown , here user can able to select few status like Pending , review , rejected , Approved.



The screenshot shows the same interface as the previous one, but with a modal dialog box open over the 'Change Status' button. The dialog has a text input field 'Enter comments' and a dropdown menu 'Change Status *' which is highlighted with a red box. The 'Update' button is also visible in the dialog. The rest of the page content is visible in the background.



Change Of Program Request

Aafiya Aafiya

Plan Preview Proposed Degree Plan Form

Name: Aafiya Aafiya Program: Diploma in Sports Ma... CGPA: 3.81

60 Credits Download

Credits per Course Major

40% Earned

Earned Credits Remaining Credits

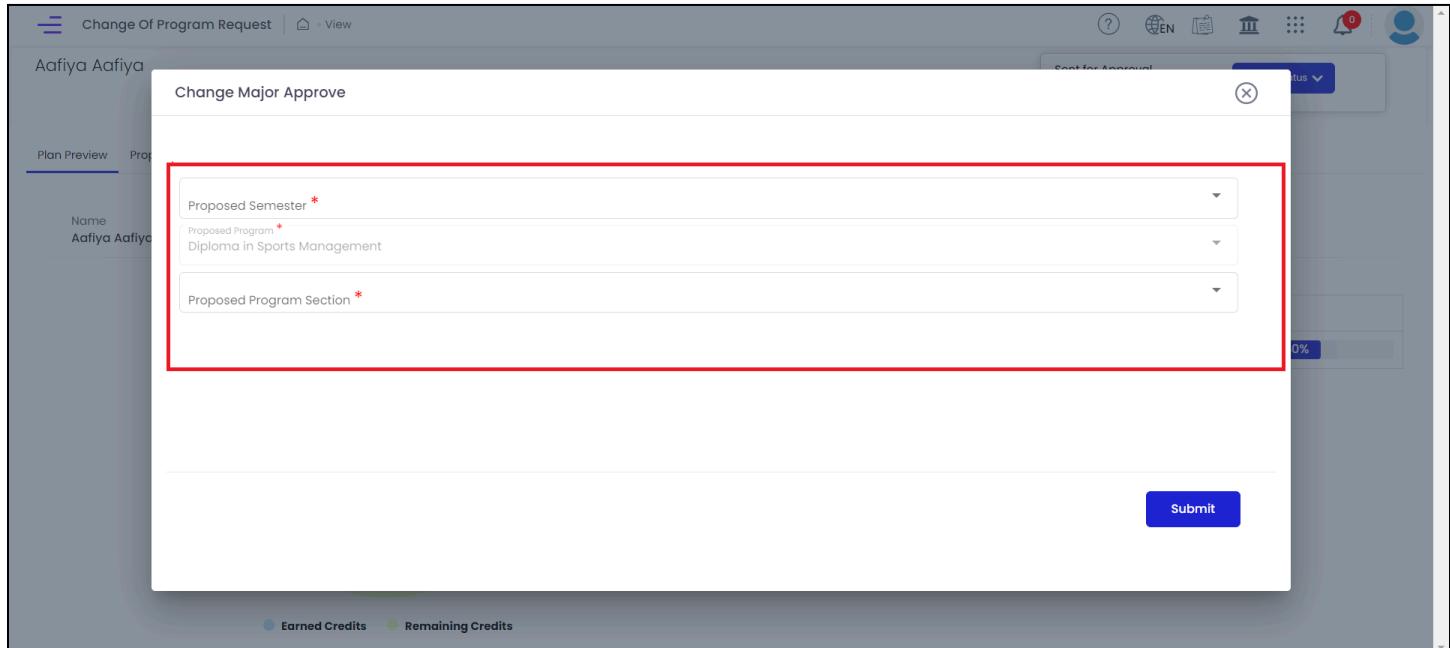
Sent for Approval

Pending Review Rejected Approved

40%

2.2.3 Semester Promotion

Step 1: After clicking Approved status user will be redirected to semester promotion where the admin can select the proposed semester and program section and submit the semester will automatically changed to the degree plan.



Change Of Program Request

Aafiya Aafiya

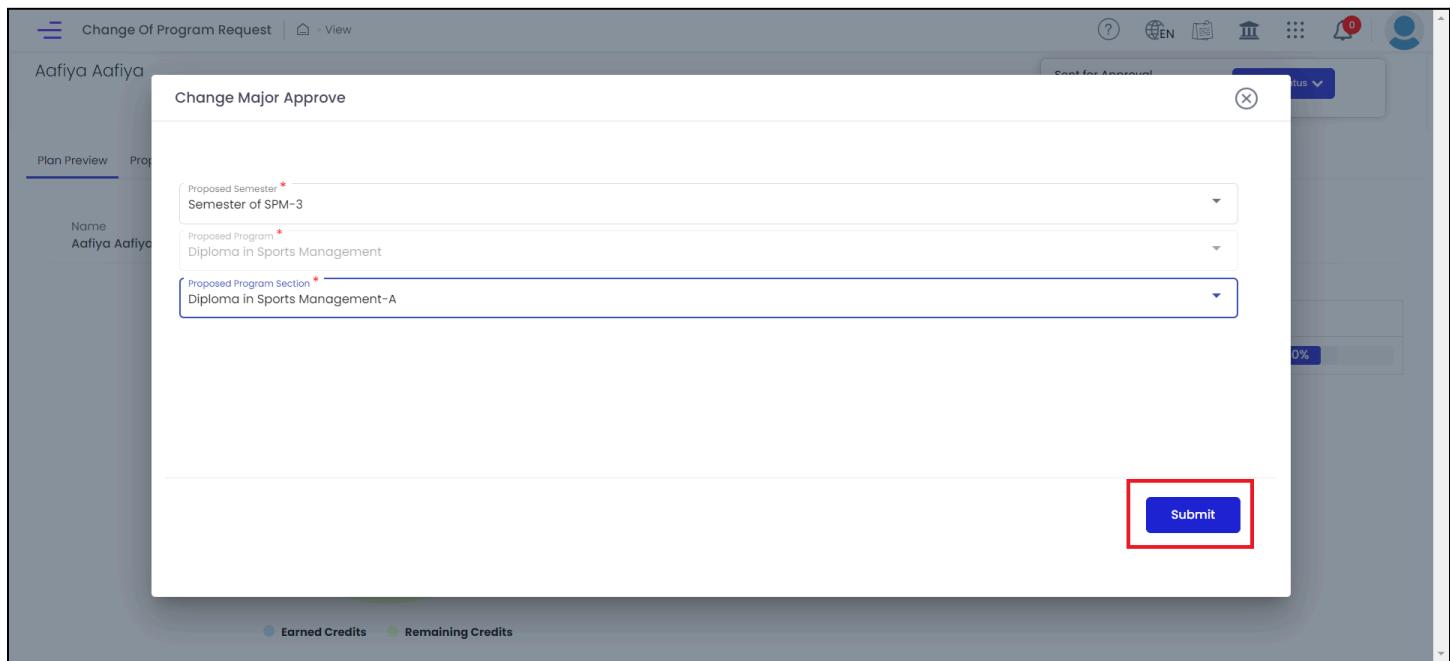
Change Major Approve

Proposed Semester *
Proposed Program *
Diploma in Sports Management

Proposed Program Section *

Submit

Earned Credits Remaining Credits



Change Of Program Request

Aafiya Aafiya

Change Major Approve

Proposed Semester * Semester of SPM-3

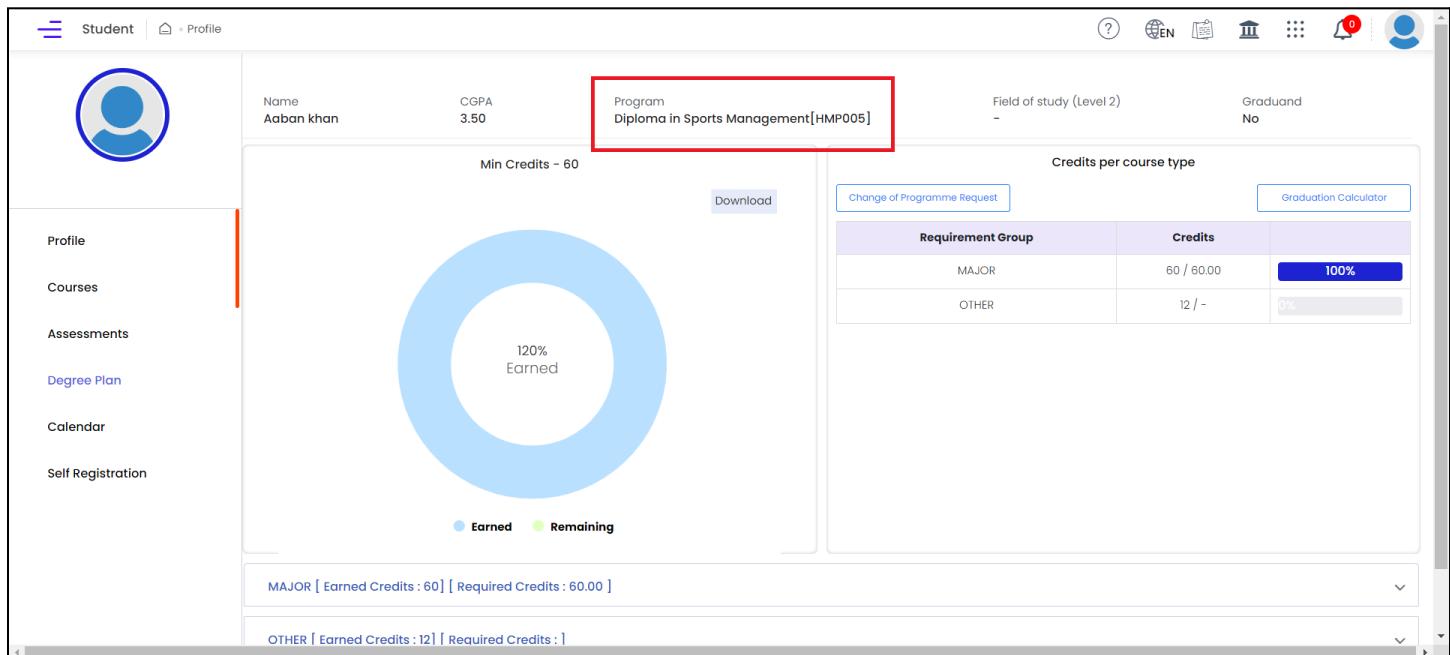
Proposed Program * Diploma in Sports Management

Proposed Program Section * Diploma in Sports Management-A

Submit

2.2.4 Impact on Other Academic Operations

Program change will be changed, grades will be changed - and credits will be changed based on the matched program. The previous course will be shown as DROP and the Current program appears as ACTIVE



Student Profile

Name: Aaban khan CGPA: 3.50

Program: Diploma in Sports Management[HMP005]

Field of study (Level 2): -

Graduand No: No

Profile

Courses

Assessments

Degree Plan

Calendar

Self Registration

120% Earned

Download

Change of Programme Request

Graduation Calculator

Requirement Group	Credits
MAJOR	60 / 60.00
OTHER	12 / -

MAJOR [Earned Credits : 60] [Required Credits : 60.00]

OTHER [Earned Credits : 12] [Required Credits :]

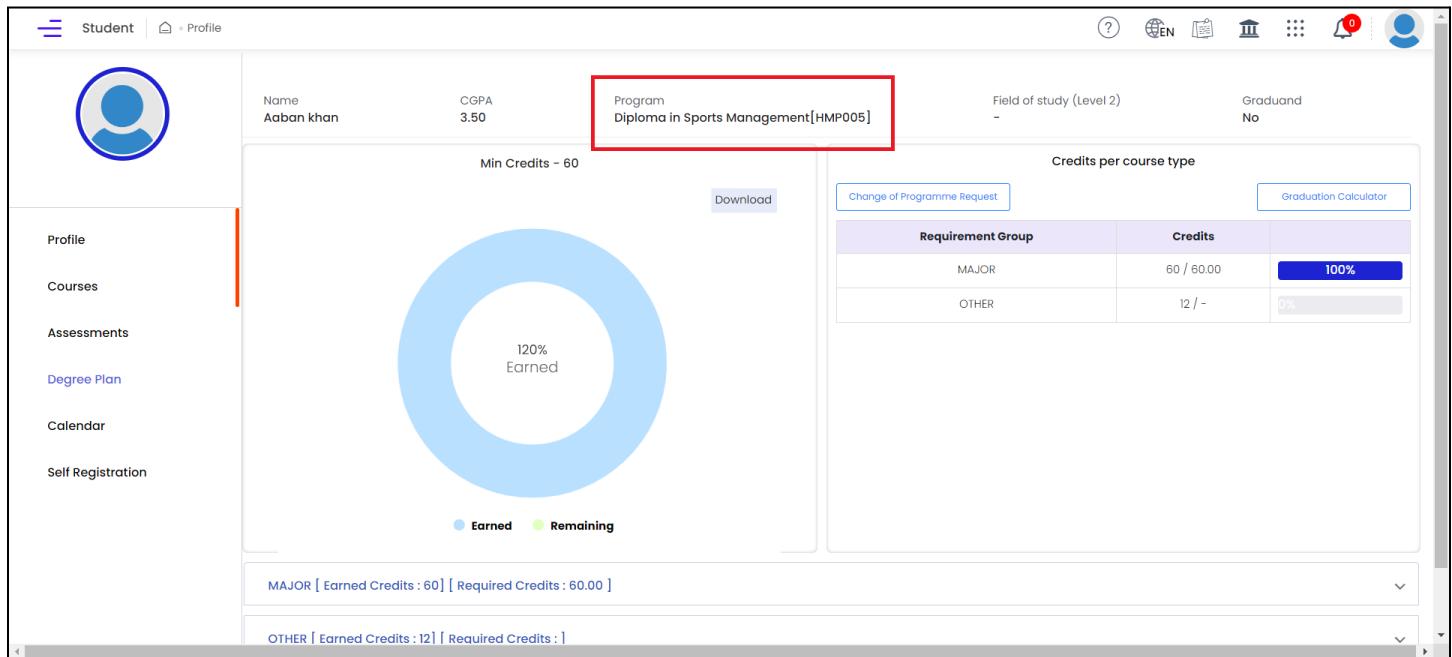
2.2.5 Transcript

The current program will be changed in place of the previous program in the final transcript, But the previous semester's name and marks will be mentioned in the transcript.

NAME	: Aleena Banu	INTAKE	:	AD2001
IC NO	:	ADMISSION NO	:	
PROGRAMME	: B.Tech-Leather Technology			
Semester of Plastic Technology-1				
MODULE CODE	MODULE TITLE	GRADE	GRADE POINT	CREDIT HRS
B2Y6G5	English Of Plastic technology-1	C+	6.99	3.00
PB3SEX	English Of Plastic technology-2	B-	8.01	3.00
HCNW41	Environmental science001	D+	3.99	3.00
J5M07O	Organic chemistry001	C	6.00	3.00
0EADU4	Material and their strength	D+	3.99	3.00
AGOF5R	Mathematics in probability	C	6.00	3.00
Total Credits	18.00			
GPA	1.94			
CGPA	1.94			

2.2.6 Degree Progress

In the degree plan the current program will be changed to the changed program program and the curriculum plan will also be updated.



Program
Diploma in Sports Management[HMP005]

Min Credits - 60

Download

Change of Programme Request

Graduation Calculator

Requirement Group	Credits
MAJOR	60 / 60.00
OTHER	12 / -

Requirement Group: Major (60/60.00) and Other (12/-)

Major: Earned Credits: 60 | Required Credits: 60.00

Other: Earned Credits: 12 | Required Credits: -