

Guidelines:

IIU, ICN:

1. Lecturer fill up Part A, B, C
2. Lecturer submit to School / Faculty / Centre to approve on Part D
3. School / Faculty / Centre submit to Deputy VC (Academic Affairs and Operations) / Chief Executive for approval if the request is made by Dean / Director on Part E
4. School / Faculty / Centre submits to Timetabling Unit for processing

ICS:

1. Lecturer fill up Part A, B, C
2. Lecturer submit to School / Faculty / Centre to approve on Part D
3. School / Faculty / Centre submits to Timetabling Unit for processing on Part G

IICS, IICKL, IICP

1. Lecturer fill up Part A, B, C
2. Lecturer submit to School / Faculty / Centre to approve on Part D
3. School / Faculty / Centre submit to Academic Affairs Office if the affected time is on student activity time, Part F
4. School / Faculty / Centre submits to Timetabling Unit for processing on Part G