

## ALUMNI AFFAIRS POLICY

Responsible Officer		The Dean, PIDC	
Contact Officer		Deputy Dean (Academics & Student Experience) alumni@pidc.edu.my	
Version	Authorization by	Approval Date	Effective Date
1.2	The CEO, PIDC	30 <sup>th</sup> Dec 2023	1 <sup>st</sup> Jan 2024

### SCOPE

This policy shall serve as a guideline for all matters concerning PIDC Alumni.

### POLICY

1. All graduates of PIDC are the alumni of PIDC. At the time of graduation, the student shall pay an alumni membership fee as set by the PIDC Alumni Committee and reviewed annually. PIDC office will only help in collection of the fee from graduating students.
2. All members of the PIDC alumni are required to keep their contact details (Address, email, contact number) updated with PIDC office through email communications (alumni@pidc.edu.my) only.
3. PIDC alumni member's requests for academic result, bonafide certificate, any kind of duplicate document, shall only be processed if the request is made via formal email communication addressed to alumni@pidc.edu.my.

### PROCEDURE

1. Lost Document (e.g. statement of marks, degree scroll).
  - a. Step 1- File police report
  - b. Step 2- Make payment to VIS Professional Portfolio of RM200.00 per sheet.  
(Public bank a/c no : 3150822436)
  - c. Step 3 – Write a request letter addressed to Dean for duplicate mark sheet.
  - d. Email the copy of documents from step 1-3 to alumni@pidc.edu.my.

2. Request for any kind of new document:
  - a. Step 1- Prepare a request letter addressed to Dean clearly stating the document required and the purpose.
  - b. Step 2- Email the signed copy of the request letter to alumni@pidc.edu.my
  
3. PTPTN loan conversion
  - a. Compile copies of mark sheets Year 1 – Year 5, academic result (transcript), degree certificate and submit to the Dean’s secretary for attestation.
  - b. Send the compiled documents to alumni@pidc.edu.my.
  
4. Please note for MDC registration purpose, application for duplicate mark sheet must be submitted according to the below timeline:
  - i. 1<sup>st</sup> January - 31<sup>st</sup> January
  - or
  - ii. 1<sup>st</sup> July – 31<sup>st</sup> July

## REVIEW

This policy will be reviewed periodically and revised as necessary.

## APPROVALS

### History

Version	Authorized by	Approval Date	Effective Date	Sections modified
1.0	The CEO, PIDC	30 <sup>th</sup> Dec 2016	1 <sup>st</sup> Jan 2017	--
1.1	The CEO, PIDC	30 <sup>th</sup> Dec 2021	1 <sup>st</sup> Jan 2022	Contact officer changed to Deputy Dean
1.2	The CEO, PIDC	30 <sup>th</sup> Dec 2023	1 <sup>st</sup> Jan 2024	Reviewed No changes made