

Title	SOP for Change of Placement for Clinical Postgraduate Students
Endorsement	KPGC 7/2025
Version No	1
Effective Date	11 August 2025

Responsibility	Flowchart	Remarks
<div>Student</div> <div>Department</div> <div>PG Office</div>	<pre> graph TD Start([Start]) --> Apply[Apply Change of placement to the department] Apply --> Receive[Department receive application letter] Receive --> Approval{HOD approval} Approval -- No --> Apply Approval -- Yes --> Issue[Department to issue recommendation letter with supporting documents To send to PG Office] Issue --> ReceivePG[PG Office receive letter and documents] ReceivePG --> IssuePG[PG Office to issue notification letter (signed by Dean)] IssuePG --> End([End]) </pre>	<div>Formal application letter to HOD</div> <div>Department to discuss application</div> <div> Supporting documents (letter or email): <ul style="list-style-type: none"> • Approval from current placement* • Approval from receiving placement • Approval from special committee </div> <div> Notification letter to be sent to Bahagian Pengurusan Latihan and cc to: <ul style="list-style-type: none"> • Unit Jawatan Simpanan Latihan (JSL), BPL • MOH current placement • MOH receiving placement committee • Head of Specialty Committee • DDAI • HOD </div> <div>*Placement = Training Facility</div>