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
Student	Start → Apply Change of placement to the departmnt	Formal application letter to HOD
Department	Department receive application letter → HOD approval (No → back to Start; Yes)	Department to discuss application
PG Office	Department to issue recommendation letter with supporting documents To send to PG Office → PG Office receive letter and documents → PG Office to issue notification letter (signed by Dean) → End	Supporting documents (letter or email): • Approval from current placement* • Approval from receiving placement • Approval from special committee Notification letter to be sent to Bahagian Pengurusan Latihan and cc to: • Unit Jawatan Simpanan Latihan (JSL), BPL • MOH current placement • MOH receiving placement committee • Head of Specialty Committee • DDAI • HOD

*Placement = Training Facility