ADVISORY NOTE NO. 1/2024

TECHNICAL DETAILS RELATED TO CHANGE OF COURSE CODE

INTRODUCTION

1. A proposal was presented in the 447th Senate Meeting / 27th July 2018 to standardise the first digit of the course code for all courses offered in IIUM excluding the CFS courses as the following:

Qualification	Course code First Digit
Doctoral Degree	8
Masters Degree	7
Postgraduate Diploma	6
Degree	1-5
Pre-sessional / Bridging	0

2. In 2021, the office of Academic Management and Admission Division (AMAD) published a revised Student Academic Performance and Evaluation (Undergraduate) Regulation (SAPER) removing the course registration procedure while Centre for Postgraduate Studies (CPS) has never included course registration procedure in the PG Regulations.

3. In the 3rd AQAC Meeting / 17th July 2024, the matter related to the changing course code was raised.

GUIDELINES

4. A course code shall have nine characters consisting of four (4) alphabets, a space and four (4) digits. The first digit should comply with the 447th Senate ruling.

5. There should not be any alphabet after the digits.

6. Course code may be created for administrative purposes for research activities such as research proposal, thesis, dissertation etc. Kindly refer to Advisory Note 1/2022 on this matter.

7. A change in course code is required in any of the following cases:
   i.   Change of Title
   ii. Change of Credit hour
   iii. Substantive change of content (which should be reflected in the change of course title)

Prepared by:
Office of Knowledge for Change and Advancement (KCA)
01st August 2024

Reference:
   1. 447th Senate Meeting Paper, 27th July 2018