
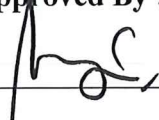

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
PREPARATION OF CURRICULUM OF ACADEMIC PROGRAMMES(A)	EFFECTIVE DATE : 01/07/2020
DOCUMENT NO. : IIUM/CFS/CP/01	PAGE : 01/06

PREPARATION OF CURRICULUM OF ACADEMIC PROGRAMMES (A)

Prepared By :- 	Approved By :- 
Name : Izdihar Bin Ishak	Name : Tuan Haji Murshid B. Kassim
Position: Deputy Dean, Academic and Industrial Linkages	Position: Dean Centre for Foundation Studies, IIUM
Date : 01/07/2020	Date : 01/07/2020

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 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
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DOCUMENT NO. : IIUM/CFS/CP/01	PAGE : 02/06

1. OBJECTIVE

To ensure the preparation of the new curriculum is in accordance with the IIUM standard requirements and guidelines.

2. DEFINITION/ABBREVIATION

- 3.1 Senate : Senate
- 3.2 DCM : Dean Council Meeting
- 3.3 D : Dean
- 3.4 DDAIL : Deputy Dean Academic and Industrial Linkages
- 3.5 HOD : Head of Department
- 3.6 CuC : Curriculum Committee
- 3.7 KCA : Office of Knowledge for Change and Advancement
- 3.8 AA : Administrative Assistant

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
PREPARATION OF CURRICULUM OF ACADEMIC PROGRAMMES(A)	EFFECTIVE DATE : 1/07/2020
DOCUMENT NO. : IIUM/CFS/CP/01	PAGE : 03/06

<p>4. REFERENCES</p> <p>4.1 IIUM Senate Meeting Calendar 4.2 IIUM Senate Standing Committee Calendar 4.3 Related Reading Materials 4.4 Related Islamic Articles 4.5 Programme Structure 4.6 Related Curriculum from other programmes of similar status 4.7 Standard Course Outline Format 4.8 Student Handbook 4.9 Related Course Reading Materials</p>
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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
Senate	5.1 Issue directive to the Center to offer new curriculum.
DDAIL	5.2 Receive directive to offer new course(s) from Dean. 5.3 Assign CuC to prepare new course outlines.
CuC	5.4 Prepare new course outlines 5.5 Submit new course outlines to DD.
DD	5.6 Receive course outline and table to CCM.
CCM	5.7 Deliberate on the new course line(s). Make suggestions for amendments, if any.



**INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

VERSION NO. : 03

REVISION NO. : 00


**PREPARATION OF CURRICULUM OF
ACADEMIC PROGRAMMES(A)**

EFFECTIVE DATE : 1/7/2020

DOCUMENT NO. : IUM/CFS/CP/01

PAGE : 04/06

DDAIL	5.8 Make necessary amendments as per suggestions by CCM. 5.9 Table amended course outline to KCA.
KCA	5.10 Deliberate on the new course outline. 5.11 Inform DDAIL of any amendments.
DDAIL	5.12 Amend course outlines (if any) as instructed by KCA for tabling at the DCM.
DCM	5.13 Deliberate on the new course outline. 5.14 Inform Dean of any amendments (if any).
D	5.15 Table in Senate Meeting for endorsement. 5.16 Inform DD of Senate endorsement.
AA	5.17 Receive the Senate minutes for filing.

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
PREPARATION OF CURRICULUM OF ACADEMIC PROGRAMMES(A)	EFFECTIVE DATE : 1/7/2020
DOCUMENT NO. : IIUM/CFS/CP/01	PAGE : 05/06

6. **RECORDS** (*any documents produced in the established procedure such as forms, approval letters, log book, timetable/schedule, etc.*)

NO	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Minutes of meeting/ discussion on new curriculum design.	Filing cabinet	5 Years	AA



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UNIVERSITY MALAYSIA

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REVISION NO. : 00

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ACADEMIC PROGRAMMES(A)

EFFECTIVE DATE : 1/07/2020

DOCUMENT NO. : IIUM/CFS/CP/01

PAGE : 06/06

7. FLOWCHART

