
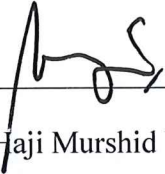


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
COMPLETION OF FOUNDATION PROGRAMMES	EFFECTIVE DATE : 01/07/2020
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COMPLETION OF FOUNDATION PROGRAMMES

Prepared By :-	Approved By :-
	
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Position : Senior Assistant Director Office of the 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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<p>1. OBJECTIVE</p> <p>The objective of this procedure is to ascertain the fulfillment of the graduation requirement from the Centre for Foundation Studies.</p>																																							
<p>2. SCOPE</p> <p>The procedure is used to prepare students for graduating from the Centre for Foundation Studies.</p>																																							
<p>3. ABBREVIATION/DEFINITION</p> <table> <tr> <td>3.1</td> <td>D</td> <td>Dean of CFS</td> </tr> <tr> <td>3.2</td> <td>DDAIL</td> <td>Deputy Dean Academic and Industrial Linkages</td> </tr> <tr> <td>3.3</td> <td>AD</td> <td>Assistant Director</td> </tr> <tr> <td>3.4</td> <td>AAO</td> <td>Assistant Administrative Officer</td> </tr> <tr> <td>3.5</td> <td>AA</td> <td>Administrative Assistant</td> </tr> <tr> <td>3.6</td> <td>ISO/AISO</td> <td>Information System Officer/Asst. Information System Officer</td> </tr> <tr> <td>3.7</td> <td></td> <td></td> </tr> <tr> <td>3.8</td> <td>AMAD</td> <td>Academic Management and Admission Division</td> </tr> <tr> <td>3.9</td> <td>E</td> <td>Expected to graduate</td> </tr> <tr> <td>3.10</td> <td>EQ</td> <td>Expected to graduate and Qualified</td> </tr> <tr> <td>3.11</td> <td>RQ</td> <td>Re-sit and Qualified</td> </tr> <tr> <td>3.12</td> <td>CSS</td> <td>Course Summary Statement</td> </tr> <tr> <td>3.13</td> <td>COE</td> <td>Committee of Examination</td> </tr> </table>	3.1	D	Dean of CFS	3.2	DDAIL	Deputy Dean Academic and Industrial Linkages	3.3	AD	Assistant Director	3.4	AAO	Assistant Administrative Officer	3.5	AA	Administrative Assistant	3.6	ISO/AISO	Information System Officer/Asst. Information System Officer	3.7			3.8	AMAD	Academic Management and Admission Division	3.9	E	Expected to graduate	3.10	EQ	Expected to graduate and Qualified	3.11	RQ	Re-sit and Qualified	3.12	CSS	Course Summary Statement	3.13	COE	Committee of Examination
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4. REFERENCES <ul style="list-style-type: none"> 4.1 Student Handbook 4.2 Course Summary Statement (CSS) 4.3 Curriculum Structure 	

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AD/AAO	5.1 Instruct ISO/AISO to generate the E status base on the Curriculum Structure. 5.2 Instruct AA ODDAIL to print the CSS. 5.3 Print list and statistic of expected graduating students
AD/AA (DEPT)	5.4 Distribute the CSS to students. 5.5 Receive verified and endorsed CSS from students.
AAO/AA (ODDAIL)	5.6 Print Master List of expected graduating students.

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RESPONSIBILITY	DETAILED PROCEDURE
AAO/AA (ODDAIL/DEPT)	5.7 Notify student to check and sign Master List 5.8 Make modification for any changes 5.9 Notify AMAD (Gombak) of statistic for expected completion of foundation programme.
D and COE MEMBER	5.10 Deliberate and decide exam results in the COE meeting.
AD	5.11 Instruct ISO/AISO to update status of Clear Pass from "E" to "EQ". Notify AMAD (Gombak) for transmission data. 5.12 Instruct AD/AAO to print listing of student with 'E' status who did not meet enrollment requirement to Kulliyah.
AD (ODDAIL)	5.13 Receive result of the Re-sit Examination from Examination Unit. 5.14 Update status students who passed all Re-sit papers from "E" to "RQ". Notify AMAD (Gombak) for transmission data. 5.15 Update status students who failed from "E" to "Active".
AD/AAO	5.16 Update status students to GR. Prepare Official Transcript for all applications
	5.17 End of process.

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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	Master list of graduating students	Filing Cabinet ODDAIL	1 Year	AAO/AA
2	Course Summary Statement (CSS)	Filing Cabinet	1 year	AAO/AA



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7. FLOWCHART :

