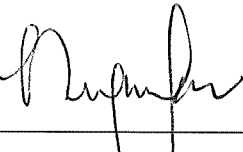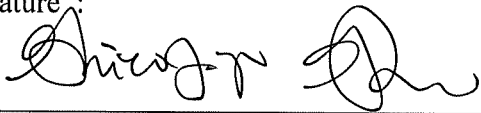| ❁ INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
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DOCUMENT TITLE : COURSE OFFERING AND SCHEDULING	EFFECTIVE DATE : 03/2020
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COURSE OFFERING & SCHEDULING

Prepared by :-	Approved by :-
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Date : 2/3/2020	Date : 2/3/2020

1. OBJECTIVE
The purpose of this document is to ensure that proper steps are taken in preparing the course offering and course scheduling for the following semester as outlined by the CoS.

2. SCOPE
The procedure covers the course offering and scheduling at COS level.

3. DEFINITION / ABBREVIATION

DD (AA)	Deputy Dean (Academic Affairs)
HOD	Head of Department
DD	Deputy Director
AO	Administrative Officer
SAO	Senior Administrative Officer
AAO	Assistant Administrative Officer
SAAO	Senior Assistant Administrative Officer
AA	Administrative Assistant
SAA	Senior Administrative Assistant
ID	Identification Code
COS	Centre of Studies

4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY		DETAILED PROCEDURES
AO of AMAD (ADMISSION)	4.1	To notify COS on the number of expected students from CFS and Direct Intake.
SAO/AO/ SAAO/AAO of COS	4.2	To prepare the following document: a) Statistics of currently registered students; b) Statistics on expected number of ex-CFS and direct intake students who will join the Undergraduate Programme; c) Statistics on expected number of ex-PRSS and ex-bridging (if applicable).
HOD of COS	4.3	To assign lecturers to the courses.

	4.4	To bring the proposed course offering to the Department Meeting or send letter of course assignment to all staff.
	4.5	To submit course offerings (by Week 7) to DD (AA) which include: a) The course title b) The course code c) The number of sections needed d) The names of lecturers assigned to each course e) Time and day/timetable (if applicable) f) Venue (if applicable) g) Class Limit
	4.6	To slot in/arrange the course(s) and section(s) for course offering submitted. a) The courses are distributed among the slots to maximize the utilization of classrooms. b) Courses are grouped into respective categories that are core courses, specializations, languages, electives, minor etc and their levels to ensure that courses with same category and level are not scheduled at the same time. c) K/C/I Academic Administrators may be given the priority to get the desired time slot. d) Some courses may be offered in multiple sections. e) The courses are distributed among the slots to maximize the utilization of classrooms.
DD/SAO/AO/SAAO/ AAO/SAA/AA of COS	4.7	To slot in/arrange the course(s) and section(s) for course offering submitted without the schedule.
DD/SAO/AO/SAAO/ AAO/SAA/AA of COS	4.8	To enter course schedule based on draft schedule into the Registration Module by the week 8 of the current semester.
	4.9	To send the draft of Class Schedule to the departments for verification .
	4.10	To update changes (if any) in the course schedule based on the feedback from the departments by week 9: a) Time slot b) Assignment of lecturers c) Venue d) Class limit

	4.11	To send the draft of Class Schedule to AMAD for notification. (week 10).
ITD	4.12	Class Schedule release to students by Week 11.

5. QUALITY RECORDS

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	List of course offering	1 year	Respective COS	SAA/AA