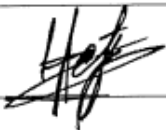
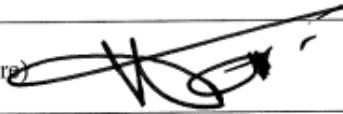


## COMPLETION OF FOUNDATION PROGRAMMES

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: Muhammad Hafiz bin Hashim	Name: Hasanul Basri bin Abdullah
Position: Assistant Director Office of the Deputy Dean Academic and Internationalisation	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 <sup>th</sup> April 2025	Date: 15 <sup>th</sup> April 2025

## 1.0 OBJECTIVE

The objective of this procedure is to ascertain the fulfillment of the graduation requirement from the Centre for Foundation Studies.

## 2.0 SCOPE

The procedure is used to prepare students for graduating from the Centre for Foundation Studies.

## 3.0 ACCOUNTABILITY

- 3.1 Office of the Deputy Dean Academic and Internationalisation
- 3.2 Examination and Graduating Unit
- 3.3 Senate Graduation Committee

## 4.0 ABBREVIATION (If any)

- 4.1 AA Administrative Assistant
- 4.2 AAO Assistant Administrative Officer
- 4.3 AD Assistant Director
- 4.4 AMAD Academic Management and Admission Division
- 4.5 COE Committee of Examiners
- 4.6 DDAI Deputy Dean, Academic and Internationalisation
- 4.7 Dean Dean
- 4.8 E Expected to Graduate
- 4.9 EQ Expected to Graduate and Qualified
- 4.10 NMR Not Meet Requirement
- 4.11 RQ Resit and Qualified

## 5.0 REFERENCE

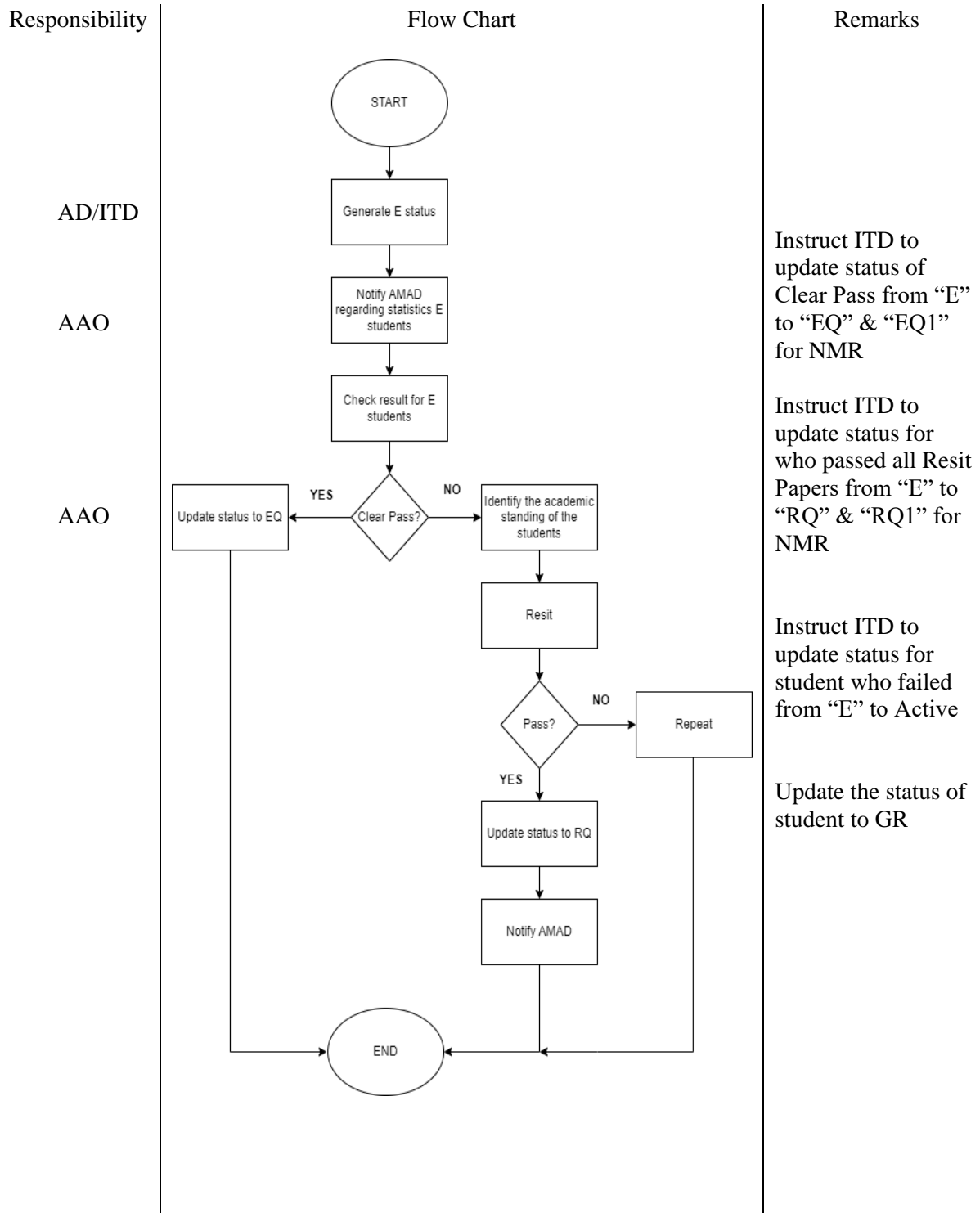
- 5.1 Student Academic Performance Evaluation Regulations - SAPER 2021

## 6.0 RECORD RETENTION PERIOD

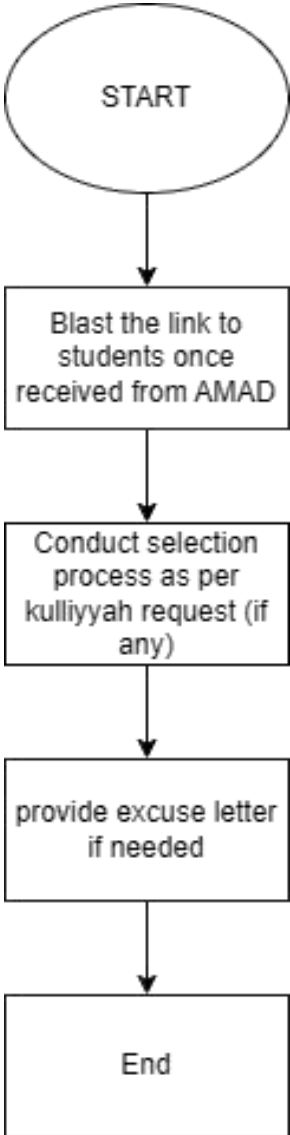
NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Master list of graduating students	1 Semester	Digital filing	AAO/AA

## 7.0 PROCESS FLOW

### 7.1 Completion of study



## 7.2 Streamlining Process

Responsibility	Flow Chart	Remarks
	 <pre> graph TD     START([START]) --&gt; A[Blast the link to students once received from AMAD]     A --&gt; B[Conduct selection process as per kulliyah request (if any)]     B --&gt; C[provide excuse letter if needed]     C --&gt; D[End]           </pre>	
ODDAI		
ODDAI		Kulliyyah need to provide the details of the selection process such as date, time etc.
ODDAI		

---

**ANNEXURE**

<b>RISK</b>	<b>PIC</b>	<b>ACTION</b>
Missing name of the students who are eligible for graduating (E, EQ, EQ1,RQ,RQ1)	AAO	Slot in their names in the next batch for submission to AMAD