TA'ARUF WEEK:
FACE TO FACE/HYBRID/ONLINE

Prepared By:-	Approved By:-
(Signature)	(Signature)
Name : MOHD SALMEE MOHD SARI	Name : ANAS SHAMSUDIN
Position : DEPUTY DIRECTOR STUDENT AFFAIRS AND DEVELOPMENT DIVISION	Position : DIRECTOR STUDENT AFFAIRS AND DEVELOPMENT DIVISION
Date : 11/10/2023	Date : 27/10/2023

1.0 OBJECTIVE

1.1 To ensure the management of registration process and Ta'aruf Week programmes for the new intake students run smoothly and systematically.

1.2 To familiarise the new students with the Mission, Vision and aspiration of IIUM

1.3 To provide information on rules and regulations as well as procedures of relevant Divisions/Kulliyyahs/Centre in the IIUM

1.4 To familiarise new students with the physical environment and the facilities available in the campus.

1.5 To provide the opportunity for new International students to know Malaysia and other cultures derived from the students of IIUM.

1.6 To inculcate the Islamic values and practice amongst students.

1.7 To assist new student to assimilate comfortably into the IIUM environment.

2.0 SCOPE

This procedure is used for Ta'aruf Week programmes for the new intake who will be entering the Kulliyyah/Department programme from the registration day.

3.0 ACCOUNTABILITY

Student Affairs and Development Division (STADD)

4.0 ABBREVIATION (If any)

Definitions: -

4.1	Former CFS	:	Student who registered at the IIUM Main Campus after completing their foundation courses at the Centre for Foundation Studies IIUM
4.2	Direct Intake	:	Student who register at IIUM Main Campus without taking foundation courses at the Centre for Foundation Studies IIUM
4.3	International Students	:	Student with other Nationality/Non-Malaysian
4.4	Bai'ah	:	Pledge by reciting the IIUM Student's Oath.
4.5	Senate Members	:	Senior academicians and administrative heads of faculties, institutions and academic service centres of the University as mentioned in the Memorandum and Articles of Association of IIUM.

Abbreviations:

4.6	STADD	:	Student Affairs and Development Division
4.7	AMAD	:	Academic Management and Admission Division
4.8	SC	:	Steering Committee
4.9	C	:	Chairman
4.10	DC	:	Deputy Chairman
4.11	PM	:	Programme Manager
4.12	ISA	:	Insan Sejahtera Advisor

4.13	APM 1	:	Assistant Programme Manager 1
4.14	APM 2	:	Assistant Programme Manager 2
4.15	TRE	:	Treasurer
4.16	ST	:	Secretary
4.17	AS	:	Assistant Secretary
4.18	PC	:	Programme Coordinator
4.19	PP	:	Protocol and Publicity
4.20	OCAP	:	Office of Communication and Promotion

5.0 REFERENCE

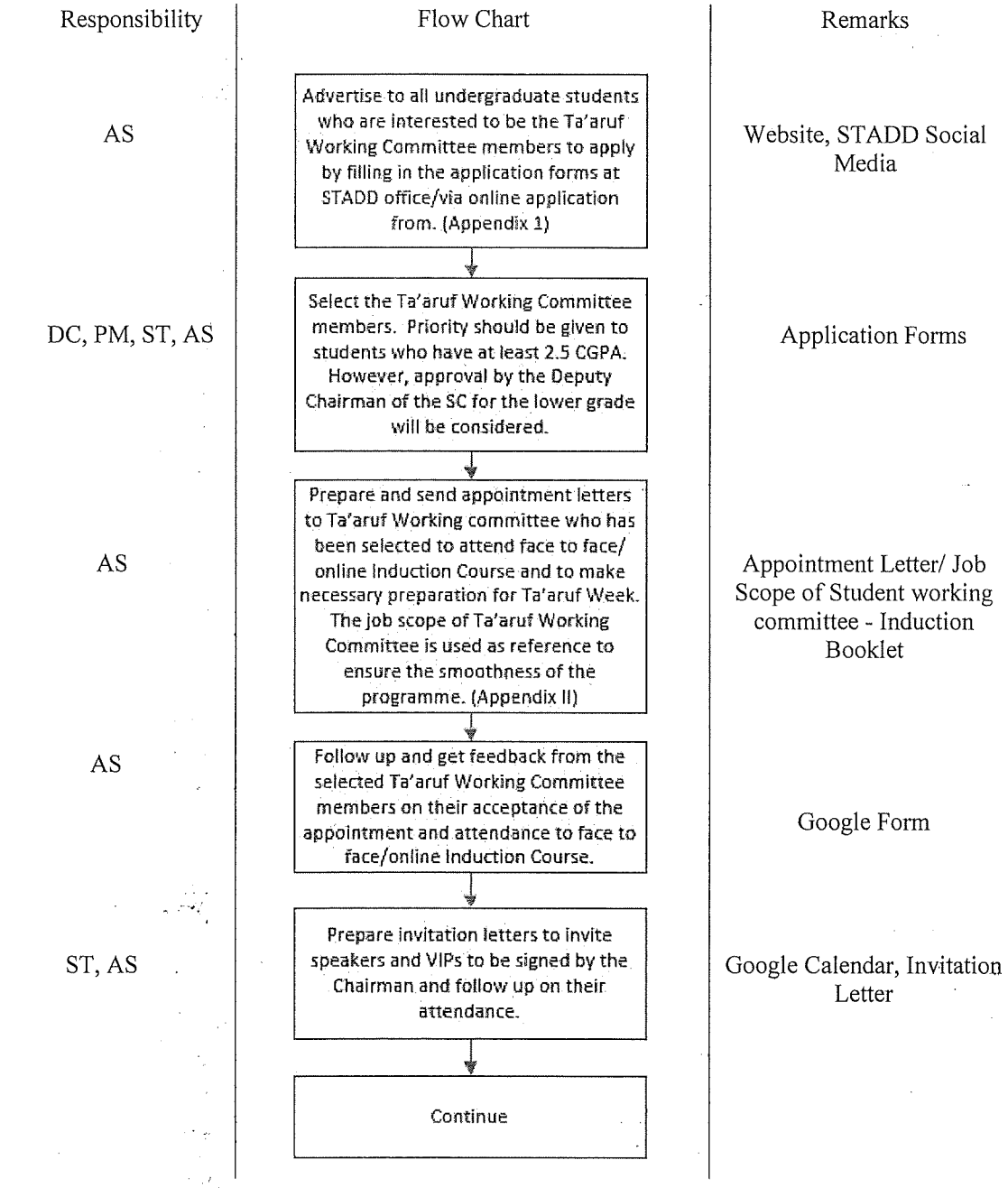
5.1 Academic Calendar form the Academic Management and Admission Division (AMAD)
5.2 Statistics of new intake students from AMAD
5.3 IIUM Financial Policies and Procedures

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	List of Steering and Student Committees	4 years	Deputy Director' Filing Cabinet	Secretary of Steering Committee
2.	Minutes of Steering Committee Meeting	4 years	Deputy Director's Filing Cabinet	Secretary of Steering Committee

7.0 PROCESS FLOW

Before Ta'aruf Week: Physical/Face to Face/Online



During Ta'aruf Week: Physical/Face to Face/Online

Responsibility	Flow Chart	Remarks
	Continue	
DC, PM, ST, All Committees include students committees	Ensure overall programme run smoothly, which include Media & IT, discipline, welfare, food, accommodation and the programme as stated in the Ta'aruf Week programmes.	Steering and working committee Meeting
ST, AS	The Bai'ah Form which include in the Ta'aruf Kit will be collected at the end of the Bai'ah session. (Appendix III)	Bai'ah Form
ST, AS	Follow up on all invitees, speakers and VIPs to ensure their presence at the respective time and venues.	Call and reply slip
DC, PM, ST, All Committees include students committees	Ensure the smooth running of the Ta'aruf Week programmes assisted by the Working committee members	Conduct Rehearsal, Conduct postmortem among student committee
	Continue	

After Ta'aruf Week: Physical/Face to Face/Online

Responsibility	Flow Chart	Remarks
	Continue 2	
PM, ST, Student AS	Prepare the report for Ta'aruf Week programmes	Report/ File
TRE	Prepare the Financial Report for the Taaruf Week programmes	Report/ File
AS	Key in attendance of student in STAR System	Star System
ST, AS	To arrange post mortem meeting	Email, Google Calendar
ST, AS	Filing	File
	End Process	