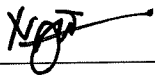



MONITORING STUDENT ATTENDANCE

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: Najwa binti Mohamad Yusof	Name: Hasanul Basri bin Abdullah
Position: Assistant Director Academic and Internationalisation (ODDAI) Centre for Foundation Studies, IIUM	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 th April 2025	Date: 15 th April 2025

1.0 OBJECTIVE

The Objective of this procedure is to ensure that student's attendance is properly monitored according to the prescribed policies and procedures.

2.0 SCOPE

The procedures cover methods of monitoring students' attendance for all students at the Centre for Foundation Studies.

3.0 ACCOUNTABILITY

- 3.1 Office of Deputy Dean Academic & Internationalisation (ODDAI)
- 3.2 Registration, Scheduling & Monitoring Unit (RSMU)
- 3.3 Head of Department

4.0 ABBREVIATION

- 4.1 D : Dean
- 4.2 DDAI : Deputy Dean of Academic and Internationalisation
- 4.3 AD : Assistant Director
- 4.4 AAO : Assistant Administrative Officer
- 4.5 AA : Administrative Assistant
- 4.6 HOD : Head of Department

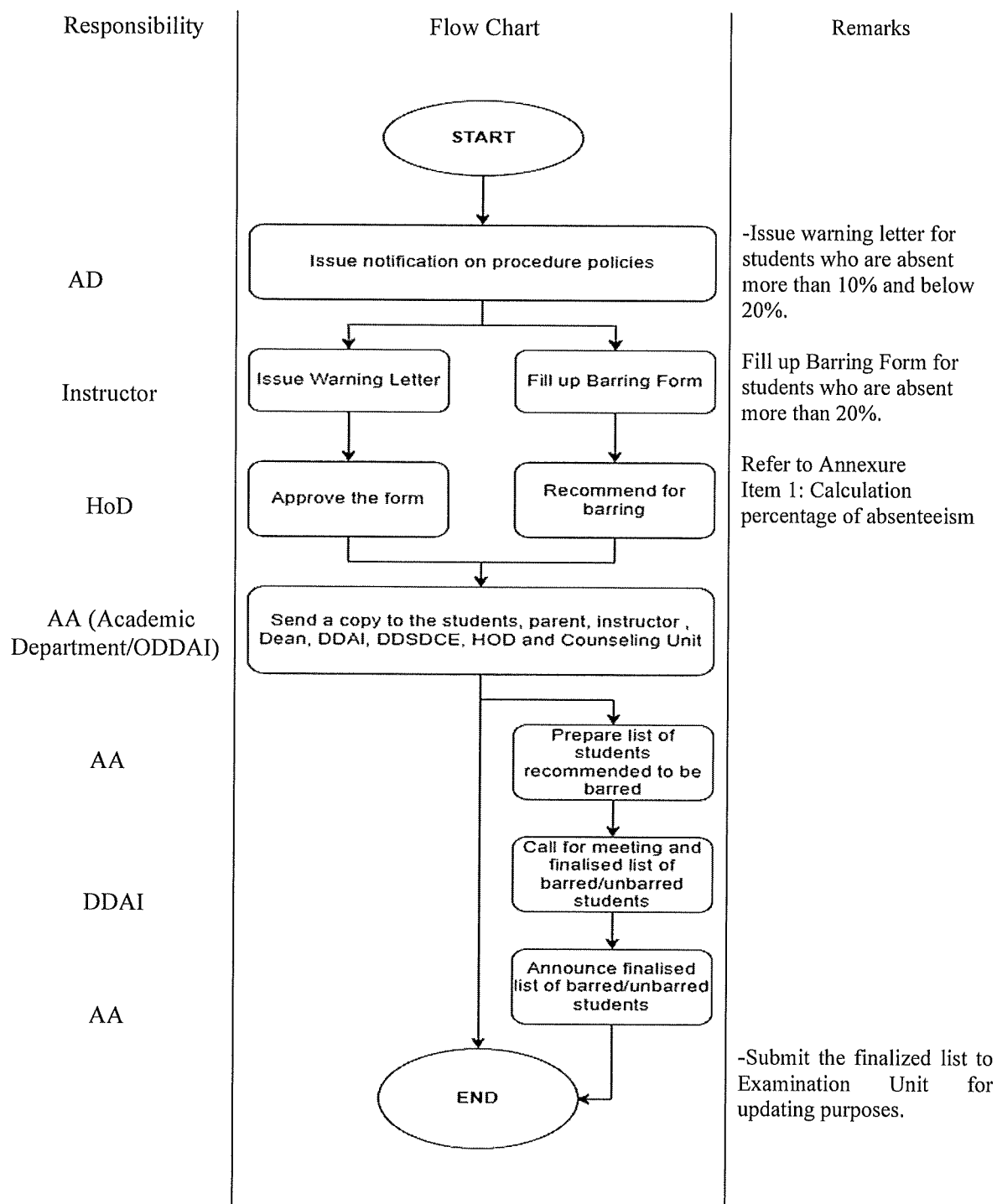
5.0 REFERENCE

- 5.1 Student Academic Performance Evaluation (Foundation) Regulations 2021 – SAPER (Foundation)

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1.	Warning form/Letters IIUM/501/C/13/15/3/1	Filing Cabinet at ODDAI and at respective departments	I Year	AA
2.	Recommendation to be barred form/Letters/List of Barring IIUM/501/C/13/15/3/1	Filing cabinet at ODDAI and at respective department	1 Year	AA

7.0 PROCESS FLOW (WARNING PROCESS)



ANNEXURE

Item I: Calculation percentage of absenteeism

Number of absenteeism (hours) x 100

Total hours per semester (based on 12 weeks of regular semester)

Example:

If there are 4 contact hours per week; therefore, the total of contact hours per semester is $4 \times 12 = 48$

If a student missed 8 contact hours, the percentage of absenteeism is $\frac{8 \times 100}{48} = 16.66\%$.

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