
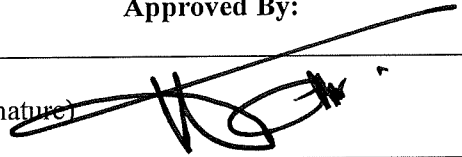


STUDENT FEEDBACK SURVEY (SFS)

Prepared By:	Approved By:
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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

This procedure is implemented in order to evaluate the teaching performance of all academic staff by students in order to motivate the to teach more efficiently and effectively.

2.0 SCOPE

This procedure applies in the Centre for Foundation studies to evaluate the quality and performance of academic staff in teaching and learning process.

3.0 ACCOUNTABILITY

- 3.1 Office of Deputy Dean Academic & Internationalisation (ODDAI)
- 3.2 Registration, Scheduling & Monitoring Department
- 3.3 Information technology Department (ITD)
- 3.4 Head of Department
- 3.5 Academic Quality Assurance Unit (AQil)

4.0 ABBREVIATION

- 4.1 DDAI : Deputy Dean of Academic and Internationalisation
- 4.2 AAO : Assistant Administrative Officer
- 4.3 AA : Administrative Assistant
- 4.4 ODDAI : Office of Deputy Dean Academic and Internationalisation
- 4.5 SFS : Student Feedback Survey
- 4.6 SITO : Senior Information System Officer
- 4.7 AITO : Assistant Information System Officer
- 4.8 Ac.Ad : Academic Advisor
- 4.9 SCC : Student

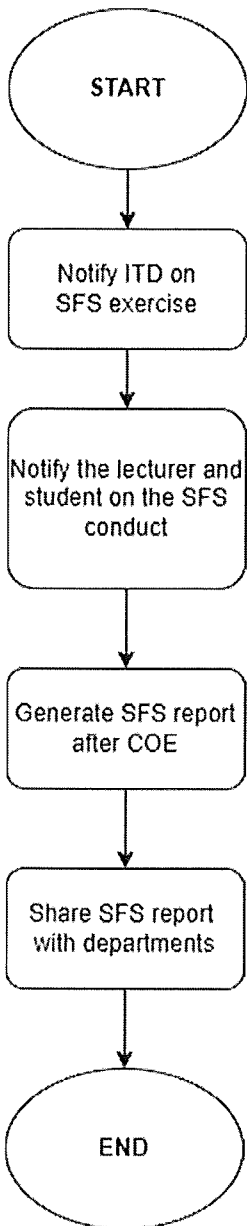
5.0 REFERENCE

- 5.1 SFS Report
- 5.2 Policy on Student Feedback on Teaching and Learning.
- 5.3 Academic Integrity Regulations (AIR)

6.0 RECORD RETENTION PERIOD

NO.	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1.	SFS Letter and Report of SFS	Filing Cabinet	1 Year	AAO/AA
2.	SFS report Department Report Individual Record	Filing Cabinet	1 Year	Academic Department

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	 <pre> graph TD START([START]) --> AAO1[Notify ITD on SFS exercise] AAO1 --> AAO2[Notify the lecturer and student on the SFS conduct] AAO2 --> AITO[Generate SFS report after COE] AITO --> AAO2[Share SFS report with departments] AAO2 --> END([END]) </pre>	
AAO		-SFS will be conducted on IIUM SFS website.
AAO		-Announcement will be issued to Ac.Ad and SCC.
AITO/SITO		
AAO/AQIL		-Print, compile and issue department summary report to respective HOD. -Notify HoD on Staff score below 80% - Refer to item 7.3 of SFS Policy