

## COMPLETION OF FOUNDATION PROGRAMMES

| Prepared By:  | Approved By:   |
|---|--|
| (Signature)  | (Signature)  |
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| Position: Assistant Director<br>Office of the Deputy Dean<br>Academic and Internationalisation  | Position: Dean<br>Centre for Foundation Studies,<br>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

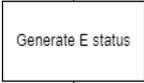
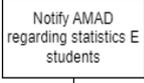
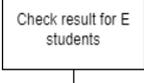
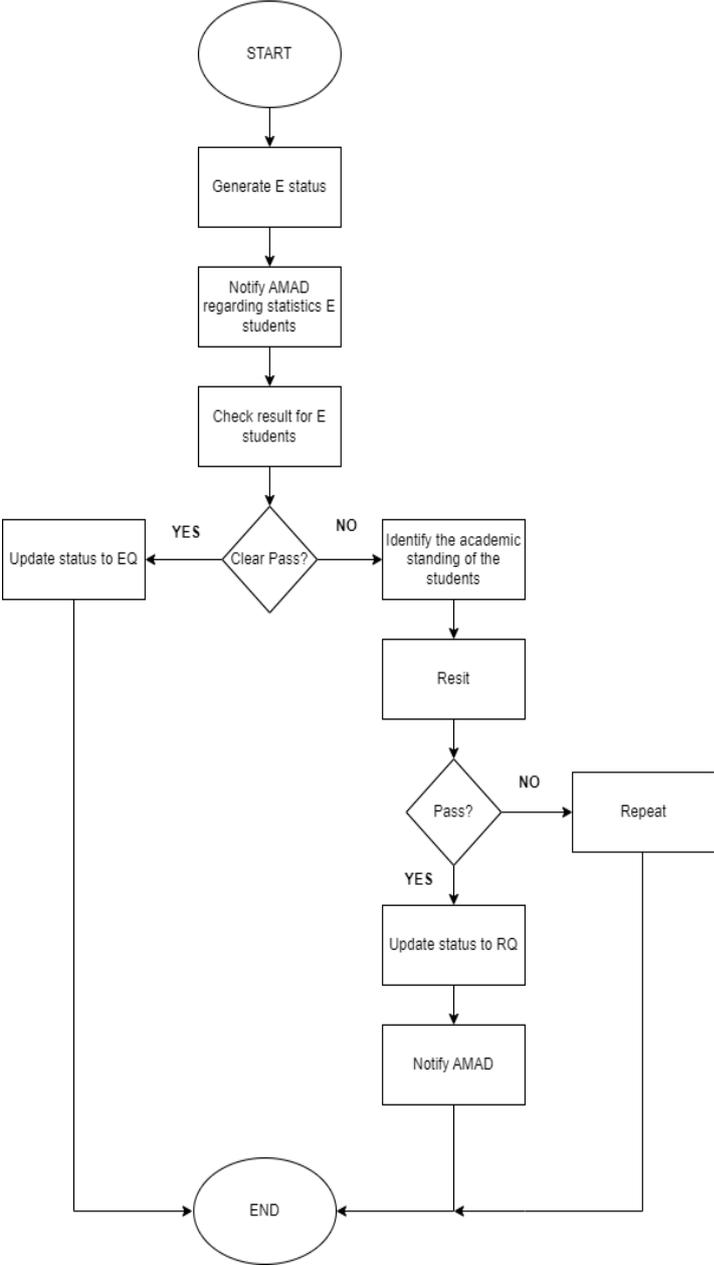
- 5.1 Student Academic Performance Evaluation Regulations - SAPER 2021

## 6.0 RECORD RETENTION PERIOD

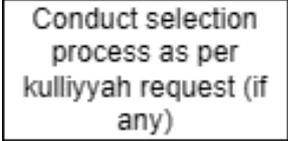
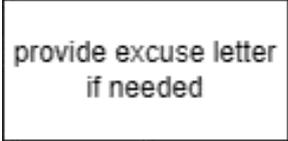
| NO. | QUALITY RECORDS                    | RETENTION PERIOD | LOCATION       | RESPONSIBILITY |
|-----|------------------------------------|------------------|----------------|----------------|
| 1.  | Master list of graduating students | 1 Semester       | Digital filing | AAO/AA         |

## 7.0 PROCESS FLOW

### 7.1 Completion of study

| Responsibility | Flow Chart  | Remarks  |
|----------------|---|--|
| AD/ITD         |    |  |
| AD/ITD         |    | Instruct ITD to update status of Clear Pass from “E” to “EQ” & “EQ1” for NMR                   |
| AAO            |    |  |
| AAO            |   | Instruct ITD to update status for who passed all Resit Papers from “E” to “RQ” & “RQ1” for NMR |
| AAO            |  | Instruct ITD to update status for student who failed from “E” to Active                        |
| AAO            |   | Update the status of student to GR   |

### 7.2 Streamlining Process

| Responsibility | Flow Chart  | Remarks   |
|----------------|---|---|
| ODDAI          |  <pre> graph TD     Start([START]) --&gt; Step1[Blast the link to students once received from AMAD]           </pre>   | <p>Kulliyyah need to provide the details of the selection process such as date, time etc.</p> |
| ODDAI          |  <pre> graph TD     Step1 --&gt; Step2[Conduct selection process as per kulliyyah request (if any)]           </pre> |   |
| ODDAI          |  <pre> graph TD     Step2 --&gt; Step3[provide excuse letter if needed]           </pre>                             |   |
|                |  <pre> graph TD     Step3 --&gt; End[End]           </pre>   |   |

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**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 |