





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

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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 Non- Former CFS : Student who register at IIUM Main Campus without taking foundation courses at the Centre for Foundation Studies IIUM
- 4.3 International Students : Non-Malaysian Student
- 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.

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
4.21	STUDC	:	Student Committee

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
- 5.4 Advertisement Form
- 5.5 Application Form (Student committee)

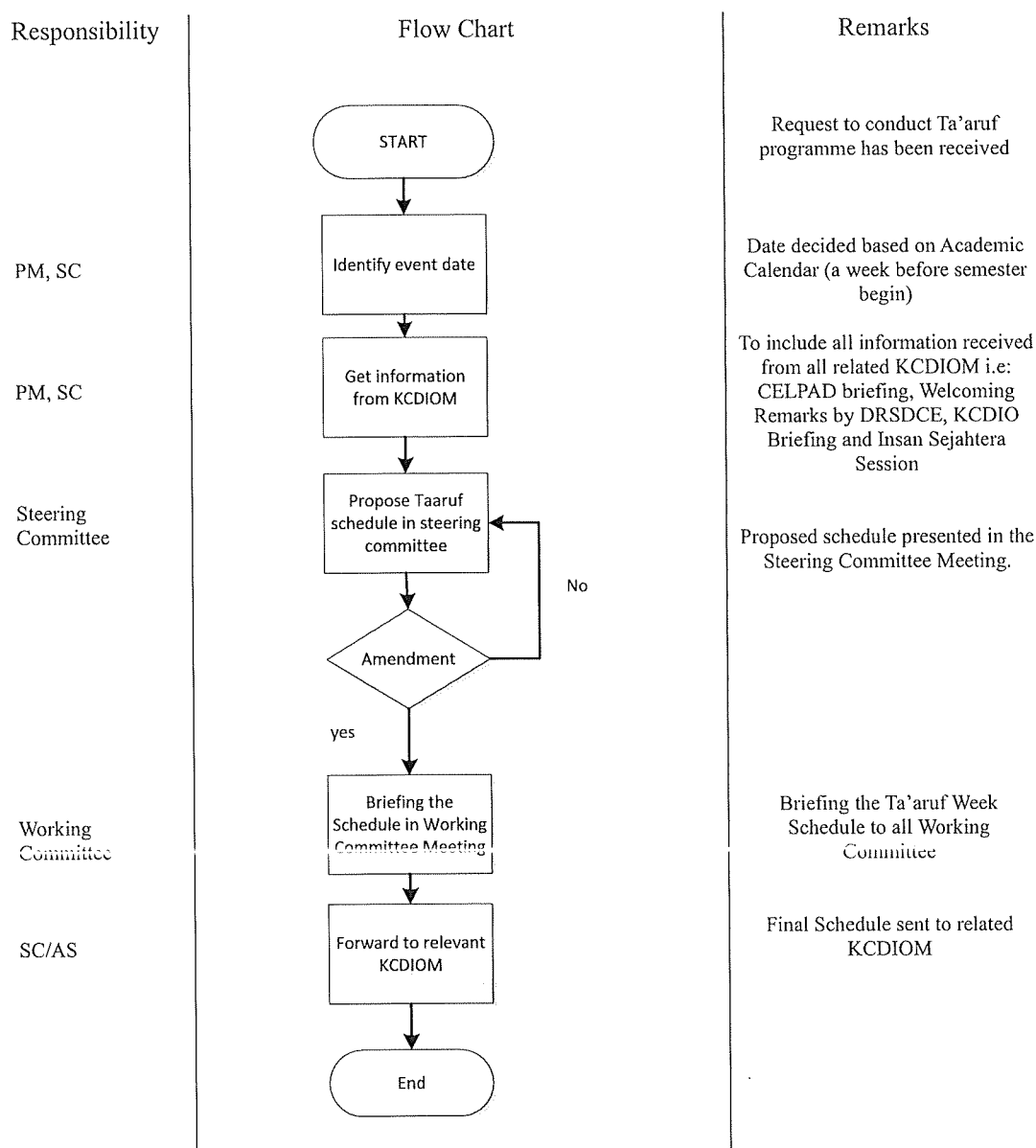
6.0 RECORD RETENTION PERIOD

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

PROCESS FLOW

BEFORE TA'ARUF WEEK: PHYSICAL/FACE TO FACE/ONLINE

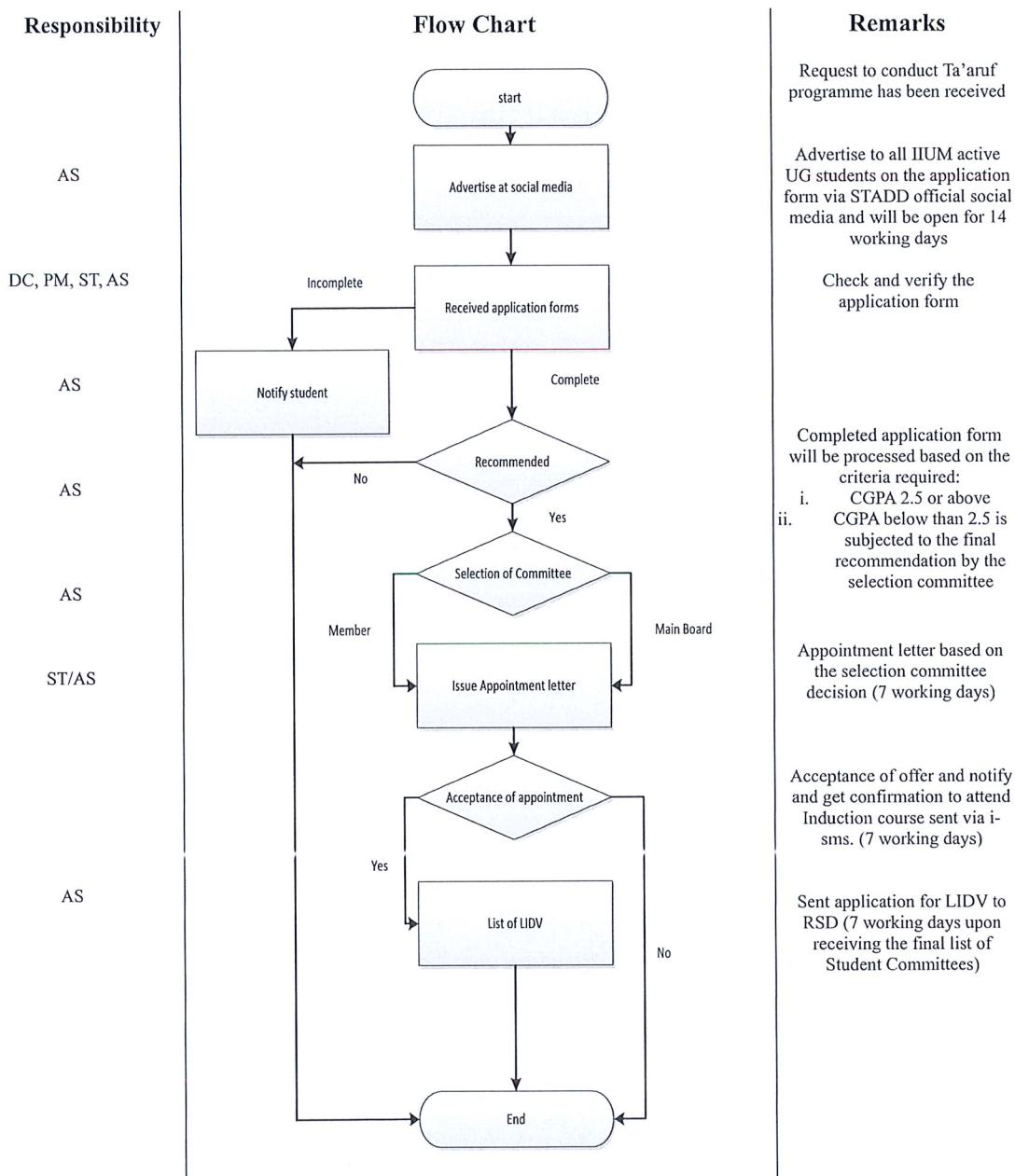
PREPARATION OF TA'ARUF SCHEDULE



PROCESS FLOW

BEFORE TA'ARUF WEEK: PHYSICAL/FACE TO FACE/ONLINE

TA'ARUF WEEK STUDENT COMMITTEE SELECTION PROCESS



PROCESS FLOW

DURING TA'ARUF WEEK: PHYSICAL/FACE TO FACE/ONLINE

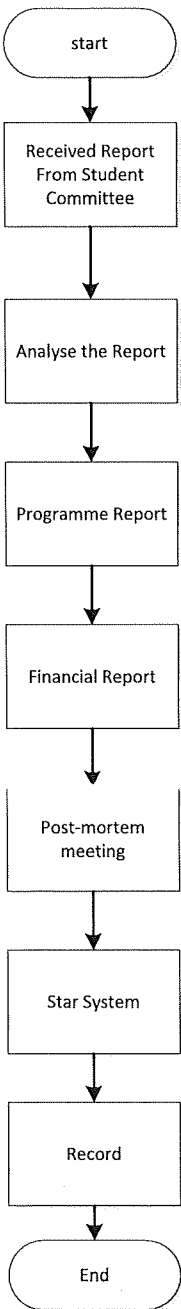
TAARUF WEEK PROGRAMME PROCESSES

Responsibility	Flow Chart	Remarks
DC, PM, ST, All Committee includes STUDC	Start	
	Ensure overall programme are in order	All committees to ensure the programme run according to Ta'aruf Week schedule i.e Insan Sejahtera, Media & IT, Discipline, Welfare, Food, Accommodation.
PM, ST, All Committee includes STUDC	Rehearsal	Rehearsal on important session i.e Welcoming Remarks from Deputy Rector, CITRA Cultural night and Bai'ah
ST, STUDC	Confirmation of all invitees	To ensure the attendee (VIP and speakers present according to session)
STUDC	Collection of attendance	Sharing of QR Code for attendance at the end of each session
STUDC	Feedback Survey Form	Sharing of QR Code Feedback Survey at the end of each session
STUDC	Post-mortem among student committee	Student Committee conducted post-mortem every night
	End	

PROCESS FLOW

AFTER TA'ARUF WEEK: PHYSICAL/FACE TO FACE/ONLINE

REPORT PREPARATION AND POST-MORTEM PROCESS

Responsibility	Flow Chart	Remarks
	 <pre> graph TD Start([start]) --> A[Received Report From Student Committee] A --> B[Analyse the Report] B --> C[Programme Report] C --> D[Financial Report] D --> E[Post-mortem meeting] E --> F[Star System] F --> G[Record] G --> End([End]) </pre>	
PM, SC, SAC		Report of Student Satisfaction survey received from the Student Committee
PM, SC		Report received analyzed and summarized
C, PM, SC and all Steering Committee		Prepare Programme Report based on update from the Student Report and Working Committee
TRE		Prepare Financial Report for Ta'aruf Week Programme
SC/AS		Present Reports in the Post-mortem Meeting
AS		Key-in Attendance of students in STAR system based on attendance
AS		Filing of all documents