	Title	: Course Offering and Course Scheduling
	Ref. No.	: IIUM/TNL/PG/SAD/8
	Version No:	: 01
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INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
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Garden of Knowledge and Virtue

GUIDELINES ON COURSE OFFERING AND COURSE SCHEDULING

Prepared By:-	Approved By:-
(Signature)	(Signature)
Name: ANIZA SHAHREEN BINTI MD ZAID	Name: PROF. DR. SHAHRUL NA'IM BIN SIDEK
Position: SENIOR ASSISTANT DIRECTOR	Position: DEAN, CPS
Date: 21 MAY 2024	Date:

1.0 OBJECTIVE

To ensure for the submission of course offering before preparation of the course scheduling every semester and that sufficient courses are offered to meet the students' workloads.

2.0 SCOPE

To standardize the process to all Centre of Studies.

3.0 ACCOUNTABILITY

3.1 AA (N19, N22, N26) Department, Centre of Studies
3.2 AAO (N29, N32, N36)/ AD (N41/N44) Postgraduate Office, Centre of Studies
3.3 AD (N41/N44) Centre for Postgraduate Studies

4.0 ABBREVIATION (If any)

4.1 AD   : Assistant Director
4.2 AAO   : Assistant Administrative Officer
4.3 AA   : Administrative Assistant

5.0 REFERENCE

5.1 Statistic of postgraduate students in the current semester
5.2 Online Course Registration Policies
5.3 Postgraduate Regulations

6.0 RECORD RETENTION PERIOD

6.1 Correspondence Letter   1 year
6.2 List of course offered   1 year

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7.0   PROCESS FLOW

Responsibility	Flow Chart	Remarks
AD, AAO, AA Postgraduate Office, Centre of Studies	**Request for course offerings**	Request for course offerings from the department
AD, AAO, AA Postgraduate Office, Centre of Studies	Received list of course offering	• Received list of course offering via email from the departments including sections and lecturer's names. • PG Regulations (Revised 2022)
AD, AAO, AA Postgraduate Office, Centre of Studies	Complete or not complete? — No / Yes	Check whether the information is complete/ not
AD, AAO, AA Postgraduate Office, Centre of Studies	Update in PG system	Data entry – course title, course code, lecturer, day, time, venue, and class limit.
AD, AAO, AA Postgraduate Office, Centre of Studies	Verification by Department	Send the class schedule to the departments for verification.
AA Department, Centre of Studies	Yes or no? — No / Yes	Checking by the department
Student	Online course registration	Student to proceed with online course registration
	End	

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ANNEXURE

1.0   ABMS: MACC ACT 694

Section 16: Offence of Accepting Gratification
Section 17: Offence of Giving or Accepting Gratification by Any Representative
Section 18: Offence of Intending to Deceive Employer or Principal
Section 23: Offence of Using Office or Position for Gratification
Section 25: Duty to Report Bribery Transactions

2.0   COMMUNICATION PLATFORM

Email, WhatsApp, the CPS website, official CPS YouTube channels, and IIUM's social media platforms.