

Title

: Course Offering and Course

Scheduling

Ref. No.

: IIUM/TNL/PG/SAD/8 : 01

Version No: Revision No

Effective Date : 21/05/2024

GUIDELINES ON COURSE OFFERING AND COURSE SCHEDULING

Prepared By:-	Approved By:-
(Signature)	(Signature)
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Position: SENIOR ASSISTANT DIRECTOR	Position: DEAN, CPS
Date: 21 MAY 2024	Date:



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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

AD, AAO, AA Postgraduate Office, Centre of Studies

AD, AAO, AA Postgraduate Office, Centre of Studies

AD, AAO, AA

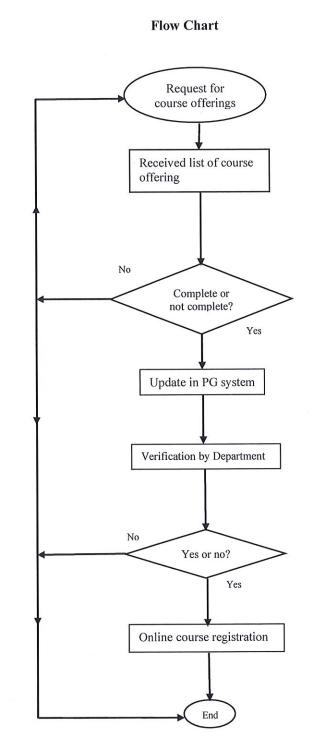
Postgraduate Office, Centre of Studies

AD, AAO, AA
Postgraduate
Office,
Centre of Studies

AD, AAO, AA Postgraduate Office, Centre of Studies

AA Department, Centre of Studies

Student



Remarks

Request for course offerings from the department

- Received list of course offering via email from the departments including sections and lecturer's names.
- PG Regulations (Revised 2022)

Check whether the information is complete/ not

Data entry – course title, course code, lecturer, day, time, venue, and class limit.

Send the class schedule to the departments for verification.

Checking by the department

Student to proceed with online course registration



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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.