INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 04
	REVISION NO. : 00
DOCUMENT TITLE : EVALUATION AND VERIFICATION OF GRADUATING STUDENTS	EFFECTIVE DATE : 08/2024
DOCUMENT NO. : IIUM/TNL/AMAD/14	PAGE : 01/05

EVALUATION AND VERIFICATION OF GRADUATING STUDENTS

Prepared by :-	Approved by :-
Signature :	Signature :
Name : Nuraqmar Az binti Amirudin	Name : Assoc. Prof. Dr. Haslina binti Hassan
Position : Senior Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 30th July 2024	Date : 30th July 2024

1. OBJECTIVE

The objective of this Evaluation and Verification of Graduating Students procedure is to ascertain the fulfillment of the courses required by the department in the K/C/D/I and to identify the list of students who are eligible for graduation.

2. SCOPE

The procedure is used by the K/C/D/I to verify and approve the final year undergraduate students' status upon completing graduation requirements.

3. DEFINITION / ABBREVIATION

DD (AA)	Deputy Dean (Academic Affairs)
HOD	Head of Department
AO	Administrative Officer
SAO	Senior Administrative Officer
SAAO	Senior Assistant Administrative Officer
AAO	Assistant Administrative Officer
AA	Administrative Assistant
SAA	Senior Administrative Assistant
AMAD	Academic Management and Admissions Division
COS	Centre of Studies
COE	The Centre of Studies Committee of Examiners
EGR	Expected to Graduate
GR	Graduated
K	Kulliyyah
C	Centre
D	Division
I	Institute

4. REFERENCE

Student Academic Performance and Evaluation (Undergraduate) Regulation 2021.

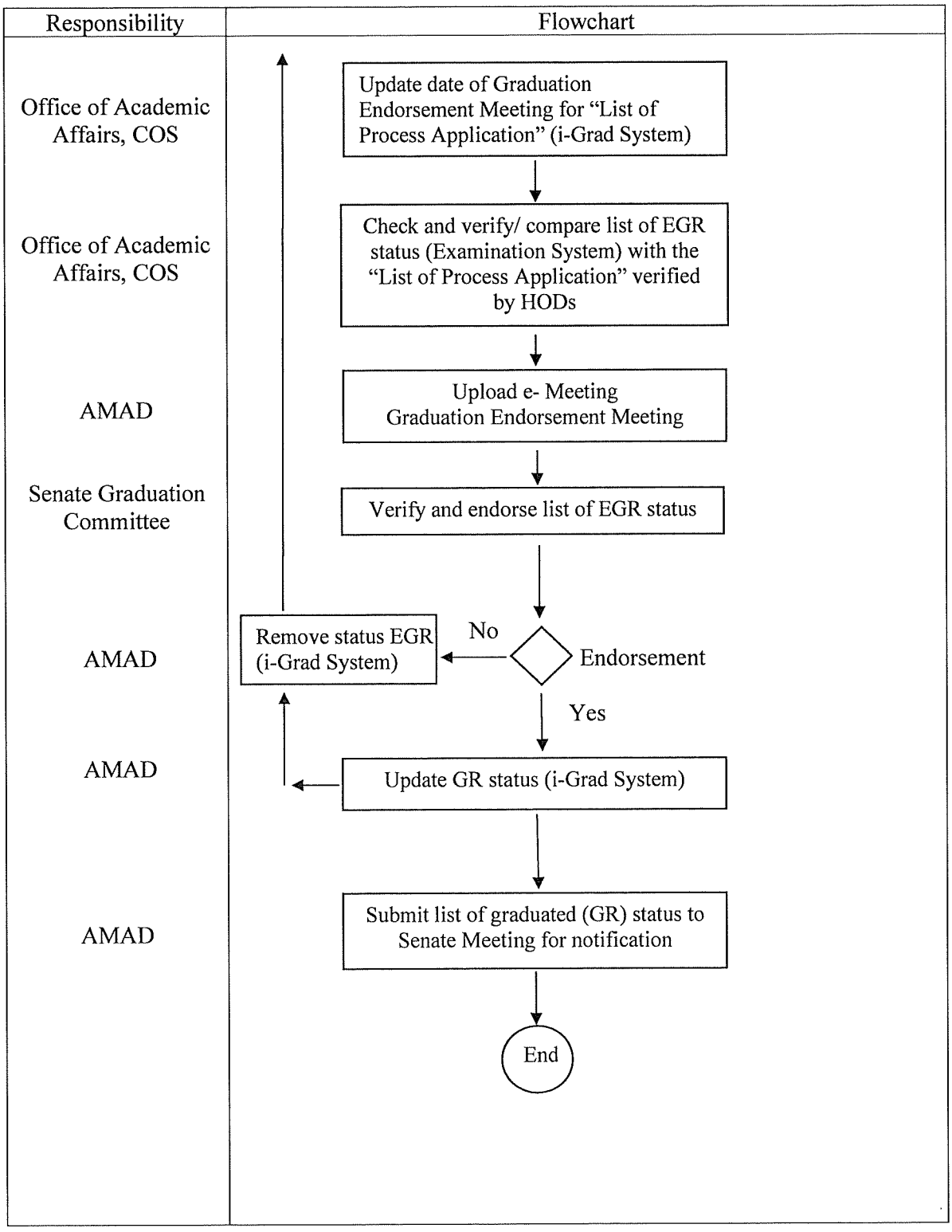
5. RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Minutes of Graduation Endorsement Meeting	7 Years	FILE, AMAD	SAA/AA

6. PROCESS FLOW

Evaluation and Verification of Graduating Students

Responsibility	Flowchart
Office of Academic Affairs, COS	Start → Announcement of End of Semester Examination Results → Crosscheck list of expected to graduate (Examination System) & "List of Application" (i-Grad System)
Office of Academic Affairs, COS	Check and verify "List of Application" (i-Grad System)
Office of Academic Affairs, COS	Check and verify "List of Process Application", partial transcript and graduation audit (i-Grad System)
Office of Academic Affairs, COS	Verification → No: Check "List of Expected to Graduate" (i-Grad System) → back to Check and verify "List of Process Application", partial transcript and graduation audit (i-Grad System)
Office of Academic Affairs, COS	Verification → Yes: Submit to HOD
HOD of COS	Check and verify "List of Process Application", partial transcript and graduation audit. (i-Grad System)
HOD of COS	Verification → No: back to Check and verify "List of Process Application", partial transcript and graduation audit (i-Grad System) → Yes: Cont


Responsibility
Flowchart
Office of Academic Affairs, COS
Update date of Graduation Endorsement Meeting for "List of Process Application" (i-Grad System)
Office of Academic Affairs, COS
Check and verify/ compare list of EGR status (Examination System) with the "List of Process Application" verified by HODs
AMAD
Upload e- Meeting Graduation Endorsement Meeting
Senate Graduation Committee
Verify and endorse list of EGR status
AMAD
Remove status EGR (i-Grad System)
No
Endorsement
Yes
AMAD
Update GR status (i-Grad System)
AMAD
Submit list of graduated (GR) status to Senate Meeting for notification
End

7. RESPONSIBILITY AND DETAILS PROCEDURES

Responsibility	Details Procedures	
		Announcement of End of Semester Examination Results
Office of Academic Affairs, COS	4.1	Crosscheck list of expected to graduate (Examination System) & "List of Application" (i-Grad System)
Office of Academic Affairs, COS	4.2	Check and verify "List of Application" (i-Grad system)
Office of Academic Affairs, COS	4.3	Check and verify "List of Process Application", partial transcript and graduation audit (i-Grad System)
Office of Academic Affairs, COS	4.4	If Yes/ Verified; Submit to HOD If No, refer to 4.4
HOD of COS	4.5	Check and verify "List of Process Application", partial transcript and graduation audit. (i-Grad System)
Office of Academic Affairs, COS	4.6	If Yes; Update date of Graduation Endorsement Meeting for "List of Process Application" (i-Grad System) If No, refer to 4.4
Office of Academic Affairs, COS	4.7	Check and verify/ compare list of EGR status (Examination System) with the "List of Process Application" verified by HODs
AMAD	4.8	Upload e-Meeting (Graduation Endorsement Meeting).
Senate Graduation Committee	4.9	Verify and endorse list of EGR status.
AMAD	5.0	If Yes / Endorsed; Update GR status after endorsement (i-Grad System). If No/ Not Endorsed, remove status EGR status (i-Grad System) and refer to. 4.4
AMAD	5.1	Submit list of graduated (GR) status to Senate Meeting for notification
AMAD	5.2	End