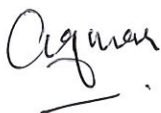
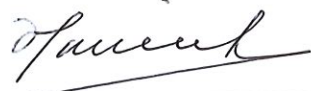




READMISSION PROCESS

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 : 28 th January 2025	Date : 28 th January 2025

1.0 OBJECTIVE

The objective of this procedure is to facilitate Kulliyahs and Institutes in handling readmission cases in line with the University's policy and procedures.

2.0 SCOPE

This procedure applies to all Kulliyahs, Centres and Institutes in handling the appeal for readmission for undergraduate students.

3.0 ACCOUNTABILITY

Dean of COS
 DD (SA) of COS

4.0 ABBREVIATION

HOD	Head of Department
DD(SA)	Deputy Dean (Student Affairs)
COE	Centre of Studies Committee of Examiners
COS	Centre of Studies
RC	Register Conditionally (RC) courses


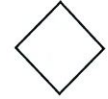

5.0 REFERENCE

Student Academic Performance Evaluation (Undergraduate) Regulations 2021

6.0 RECORD RETENTION PERIOD

	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	SASC System	University's life	Main server	ITD
2.	Registration System	University's life	Main server	ITD
3.	Readmission Form	Student's tenure in the university	COS	COS
4.	Approved on Clean Slate letter	Student's tenure in the university	COS	COS
5.	Approved on Good Standing letter	Student's tenure in the university	COS	COS

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
		
Office of Students Affairs, COS	To process the application form and collect the readmission's processing fees of RM300.00	
Office of Students Affairs, COS	To check with Legal Adviser Office on the student's disciplinary	
Office of Students Affairs, COS	To facilitate the interview process within the first two weeks of the semester	
Office of Academic Affairs, COS	To facilitate the student and Register Conditionally (RC) courses	Registration System
Office of Students Affairs, COS	To submit assessment of readmission applications to the Kulliyah's Meeting	
Dean through Kulliyah's Meeting of COS		
Office of Students Affairs, COS		



Responsibility	Flow Chart	Remarks
Office of Students Affairs, COS	To update the student's status in the system	
Office of Academic Affairs, COS	To change the course(s) status's RC to registered	
Office of Students Affairs, COS	To notify the Senate	
Office of Students Affairs, COS	To notify the student	
	End	

8.0 ANNEXURE

- 8.1 Centre of Studies to inform the student to submit the application for readmission NO LATER THAN the first week of the semester of readmission. Applications submitted in the second week shall incur a penalty of RM300.00 on top of the normal processing fee.