

# COURSE OFFERING & SCHEDULING

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 : 1 <sup>st</sup> May 2025	Date : 1 <sup>st</sup> May 2025

## 1.0 OBJECTIVE

The purpose of this document is to ensure that proper steps are taken in preparing the course offering and scheduling as outlined by the COS.

## 2.0 SCOPE

The procedure covers the course offering and scheduling at COS level.

## 3.0 ACCOUNTABILITY

AMAD

Academic Office of COS

HOD of COS

Deputy Dean (Academic Affairs) of COS

ITD

## 4.0 ABBREVIATION

DD (AA)	Deputy Dean (Academic Affairs)
HOD	Head of Department
COS	Centre of Studies
ITD	Information Technology Division
AMAD	Academic Management and Admission Division

## 5.0 REFERENCE

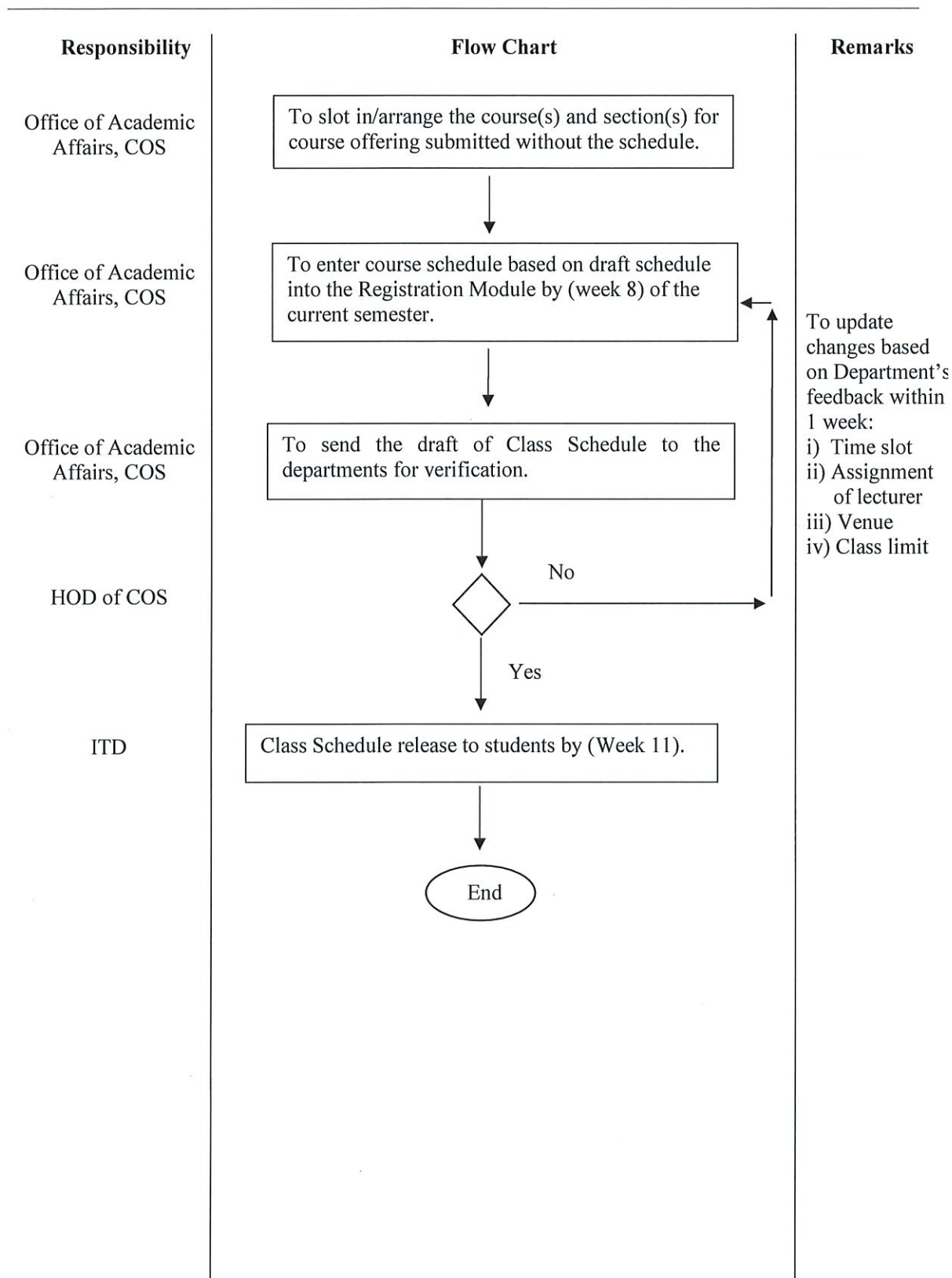
## 6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	List of course offering	5 year	COS	COS

## 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
AMAD (Admission Unit)	<p>Start</p> <p>To notify COS on the number of expected students from CFS and Direct Intake to register at Kulliyah</p>	CFS: Week 4- Semester 2 (CFS Calendar)/ Direct Intake: Week 4
AMAD (Admission Unit)	<p>To notify COS on the number of qualified students from CFS and Direct Intake to register at Kulliyah</p>	After COE, CFS of Semester 3(CF Calendar)/ Direct Intake: 2 weeks before upcoming Semester
Office of Academic Affairs, COS	<p>To prepare the following document:</p> <ul style="list-style-type: none"> <li>a) Statistics of currently registered students;</li> <li>b) Statistics on expected number from CFS and direct intake students who will join the Undergraduate Programme;</li> </ul>	
HOD of COS	<p>To assign lecturers to the courses.</p>	
HOD of COS	<p>To bring the proposed course offering to the Department Meeting or send letter of course assignment to all staff.</p> <p>Cont</p>	

Responsibility	Flow Chart	Remarks
HOD of COS	<p>To submit course offerings (by Week 7) to DD (AA) which include:</p> <ol style="list-style-type: none"> <li>The course title</li> <li>The course code</li> <li>The number of sections needed</li> <li>The names of lecturers assigned to each course</li> <li>Time and day/timetable (if applicable)</li> <li>Venue (if applicable)</li> <li>Class Limit</li> </ol>	
HOD of COS	<p>To slot in/arrange the course(s) and section(s) for course offering submitted.</p> <ol style="list-style-type: none"> <li>The courses are distributed among the slots to maximize the utilization of classrooms.</li> <li>Courses are grouped into respective categories that are core courses, specializations, languages, electives, minor etc and their levels to ensure that courses with same category and level are not scheduled at the same time.</li> <li>K/C/I Academic Administrators may be given the priority to get the desired time slot.</li> <li>Some courses may be offered in multiple sections.</li> <li>The courses are distributed among the slots to maximize the utilization of classrooms.</li> </ol> <p>Cont</p>	





---

## 8.0 ANNEXURE