



EVALUATION AND VERIFICATION OF GRADUATING STUDENTS

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1.0 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.

2.0 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.

3.0 ACCOUNTABILITY

Dean, Deputy Dean, Academic Office, COS
Senate Graduation Committee

4.0 ABBREVIATION

DD (AA)	Deputy Dean (Academic Affairs)
HOD	Head of Department
AMAD	Academic Management and Admissions Division
COS	Centre of Studies
COE	The Centre of Studies Committee of Examiners
EGR	Expected to Graduate
GR	Graduated

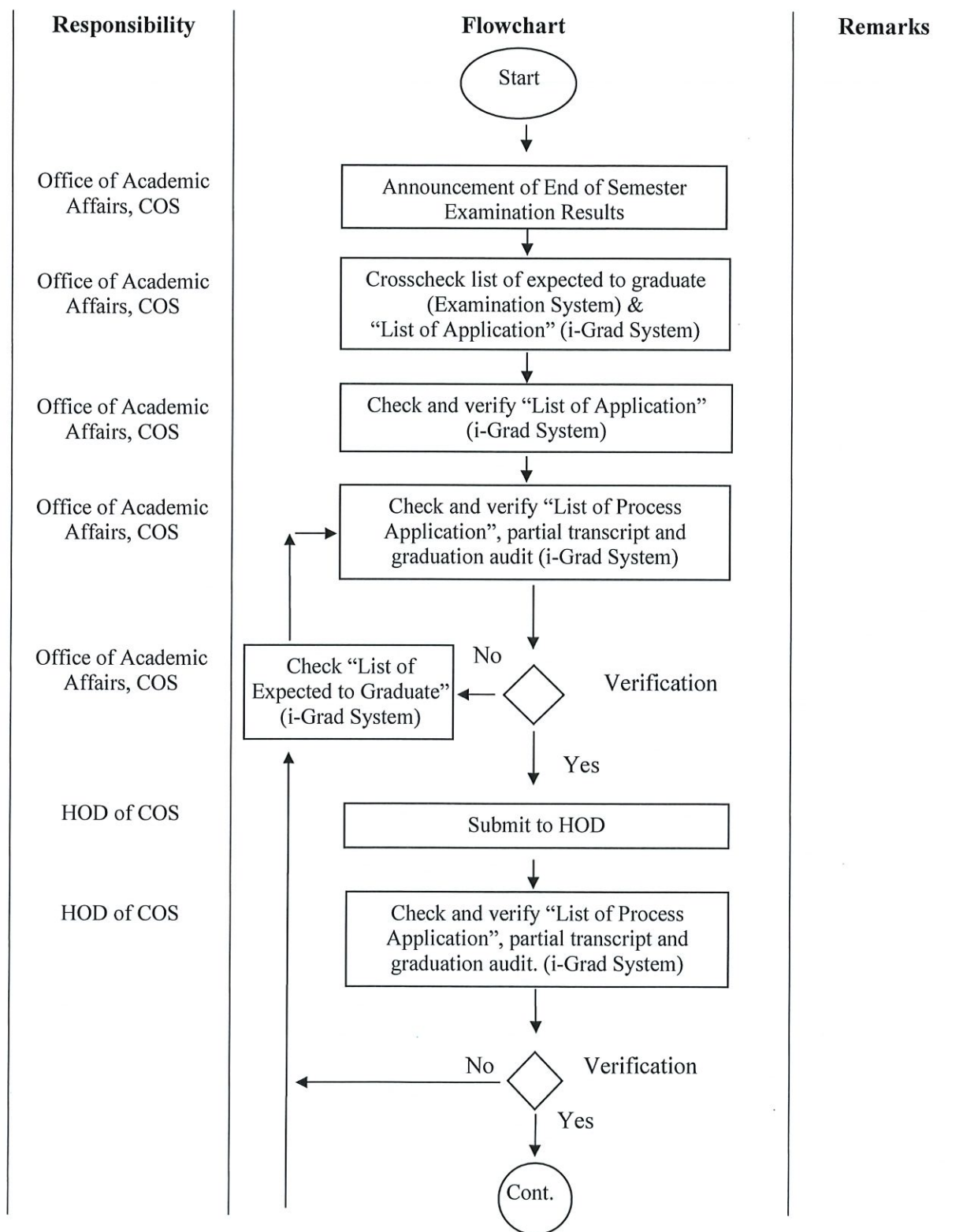
5.0 REFERENCE

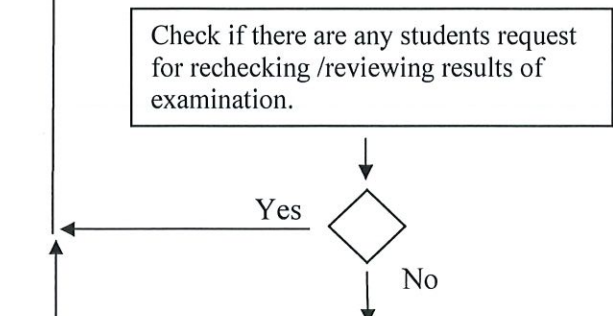
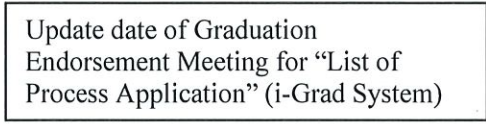
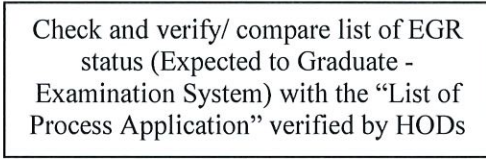

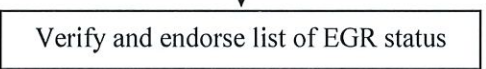
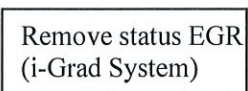
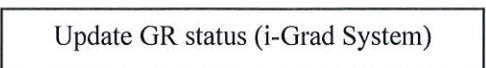
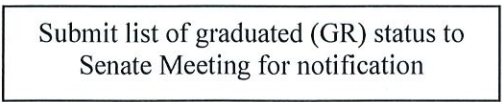
Student Academic Performance and Evaluation (Undergraduate) Regulation 2021.

6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Minutes of Graduation Endorsement Meeting	7 Years	AMAD	AMAD

7.0 PROCESS FLOW



Responsibility	Flowchart	Remarks
Office of Academic Affairs, COS	 <pre> graph TD A[Check if there are any students request for rechecking /reviewing results of examination.] --> B{ } B -- Yes --> C[Office of Academic Affairs, COS] B -- No --> D[Update date of Graduation Endorsement Meeting for "List of Process Application" (i-Grad System)] </pre>	IIUM ABAC Para 9
Office of Academic Affairs, COS	 <pre> graph TD D[Update date of Graduation Endorsement Meeting for "List of Process Application" (i-Grad System)] --> E[Check and verify/ compare list of EGR status (Expected to Graduate - Examination System) with the "List of Process Application" verified by HODs] </pre>	
Office of Academic Affairs, COS	 <pre> graph TD E[Check and verify/ compare list of EGR status (Expected to Graduate - Examination System) with the "List of Process Application" verified by HODs] --> F[Upload e- Meeting Graduation Endorsement Meeting] </pre>	
AMAD	 <pre> graph TD F[Upload e- Meeting Graduation Endorsement Meeting] --> G[Verify and endorse list of EGR status] </pre>	
Senate Graduation Committee	 <pre> graph TD G[Verify and endorse list of EGR status] --> H{ } H -- No --> I[Remove status EGR (i-Grad System)] H -- Yes --> J[Update GR status (i-Grad System)] </pre>	
AMAD	 <pre> graph TD I[Remove status EGR (i-Grad System)] --> C </pre>	
AMAD	 <pre> graph TD J[Update GR status (i-Grad System)] --> K[Submit list of graduated (GR) status to Senate Meeting for notification] </pre>	
AMAD	 <pre> graph TD K[Submit list of graduated (GR) status to Senate Meeting for notification] --> L([End]) </pre>	

8.0 ANNEXURE

8.1 IIUM Anti Bribery Corruption Policies- Para 9.

