

MINUTE 444.14 **PROPOSAL ON REVISED PROCEDURES FOR ENDORSEMENT OF GRADUATION STATUS, CENTRE FOR POSTGRADUATE STUDIES- S.P. NO. D1542/444/2018**

1.0 The Senate was presented with the following:

A proposal on revised procedures to enhance the current graduation status endorsement process by delegating the power to endorse the graduation status to the Center for Postgraduate Studies (CPS).

1.1 By delegating the power to endorse the graduation status to CPS, the completion of study letters, official academic transcripts and scrolls can be processed more effectively and released to students earlier.

1.2 The proposed revised procedures are as follows:

- a. CPS will prepare a list for endorsement after receiving a recommendation and complete submission for graduation, e.g. hardbound thesis, i.e., duly completed thesis binding along with other related documents from the Centres of Studies;
- b. A meeting on endorsement of graduation status will be conducted to endorse the graduate status together with, if any, the updated thesis title and supervisory committee members.
- c. CPS will update graduation status within one (1) week after the endorsement.
- d. Similar to current procedure, the completion of studies letters, official academic transcripts and scrolls can only be collected once the students have completed their university clearance process;
- e. The Senate will be notified of all the endorsements.

Details of the proposal are as appended in the 444th Senate e-Meeting system.

2.0 Senate decision

- 2.1 The Senate **endorsed** the revised procedures to enhance the current graduation status endorsement process by CPS as presented.

Action: Dean, CPS

MINUTE 444.15

**PROPOSAL FOR THE ESTABLISHMENT OF
INTERNATIONAL ADMISSION COMMITTEE,
INTERNATIONAL STUDENT ADMISSIONS- S.P. NO.
D1543/444/2018**

1.0 The Senate was presented with the following:

- A proposal for the establishment of an International Admission Committee for International Student Admissions. This matter was discussed in the Students Admission Committee meeting No.1/2018 held on 27th February 2018 and is now being brought for approval by Senate.
- 1.1 International Student Admission (INSAN) is handling the admission process for international undergraduate and postgraduate students. Effective from 1 September 2017, INSAN is under the purview of the International Office.
- 1.2 INSAN has conducted meetings on international applications with the Deputy Rector of Internationalization & Industry and Community Relations and selected members.
- 1.3 The establishment of the International Admission Committee will allow immediate offering of any international applications into IIUM undergraduate and postgraduate programmes.
- 1.4 It will also enhance the international student admission related processes such as offer, appeal and deferment.