



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 05

REVISION NO. : 01


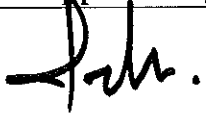
MODULE DEVELOPMENT & REVIEW

EFFECTIVE DATE : 15/05/2018

DOCUMENT NO. : IIUM/STADD/08

PAGE : 1/8

MODULE DEVELOPMENT & REVIEW

Prepared By :-	Approved By :-
Signature : 	Signature : 
Name : Faizal Kamal Mohamed	Name : Assoc. Prof. Dr. Noor 'Azlan Mohd. Noor
Position : Senior Assistant Director	Position : Director
Date : 03/05/2018	Date : 10/05/2018

CONTROLLED COPY NO. : -



1. OBJECTIVE

The objective of this procedure is to ensure that the current modules are reviewed accordingly and new modules comply with the standard guidelines.

2. SCOPE


This procedure is to be used by CLASS to review its existing modules and to develop new modules.

3. DEFINITION/ABBREVIATION

- | | |
|---------------|---|
| 3.1 DIR | Director |
| 3.2 HoD | Head of Department |
| 3.3 AO | Administrative Officer |
| 3.4 MRC | Module Review Committee |
| 3.5 MDC | Module Development Committee |
| 3.5 CLASS | Centre for Credited Leadership and Soft Skills |
| 3.6 OIAQM | Office of Institutional Academic Quality Management |
| 3.7 Reviewers | Internal Reviewer Experts among LTIF within CLASS &
External Reviewer Experts other than CLASS |

4. REFERENCES

- 4.1 Academic Quality Assurance Framework (AQAF)

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 05
	REVISION NO. : 01
MODULE DEVELOPMENT & REVIEW	EFFECTIVE DATE : 15/05/2018
DOCUMENT NO. : IUM/STADD/08	PAGE : 3/8

5. RESPONSIBILITY AND DETAILED PROCEDURE

A. MODULE REVIEW

RESPONSIBILITY	ITEM	DETAILED PROCEDURE
DIR	5.1	To identify modules to be reviewed and to issue written directive to HoD to review modules every four (4) academic years and/or when necessary
HoD/AO	5.2	To nominate Reviewers and submit to the DIR for approval
	5.3	To prepare appointment letters with terms of references for DIR's signature
Hod/Reviewers	5.4	HoD to conduct the review meeting with the MRC and the report of the module shall consist of the following: <ul style="list-style-type: none"> a) Strengths and Weaknesses b) Areas of Concern c) Opportunity for Improvement
	5.5	To submit report to the DIR



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 05

REVISION NO. : 01

MODULE DEVELOPMENT & REVIEW

EFFECTIVE DATE : 15/05/2018

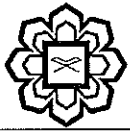
DOCUMENT NO. : IUM/STADD/08

PAGE : 4/8

DIR	5.6	To instruct the HoD to make any adjustments or amendments
HoD/AO	5.7	To make amendments as commented if any
	5.8	To present the review outcomes in the CLASS Executive Meeting.
DIR	5.9	To present the review outcomes in the Dean's Council for approval and to the Senate for endorsement.

B. MODULE DEVELOPMENT

RESPONSIBILITY	ITEM	DETAILED PROCEDURE
HoD	5.1	To receive instruction from DIR based on request from relevant authority or own initiative
	5.2	To conduct new course offering analysis survey
HoD/AO	5.3	If above 60% of takers from the survey analysis, to identify subject matter expert for new module development
	5.4	To prepare appointment letters with terms of references for DIR's signature
	5.5	To set up MDC for module structure and course outlines
	5.6	To present the course outlines in the CLASS Executive Meeting
	5.7	To submit the completed course outlines to DIR for recommendation
HoD/AO	5.8	To submit recommended course outline to OIAQM for format checking
	5.9	To do the amendment if there is any correction from OIAQM
	5.10	To submit to Dean's Council and subsequently to Senate for Endorsement



**INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

VERSION NO. : 05

REVISION NO. : 01

MODULE DEVELOPMENT & REVIEW

EFFECTIVE DATE : 15/05/2018

DOCUMENT NO. : IIUM/STADD/08

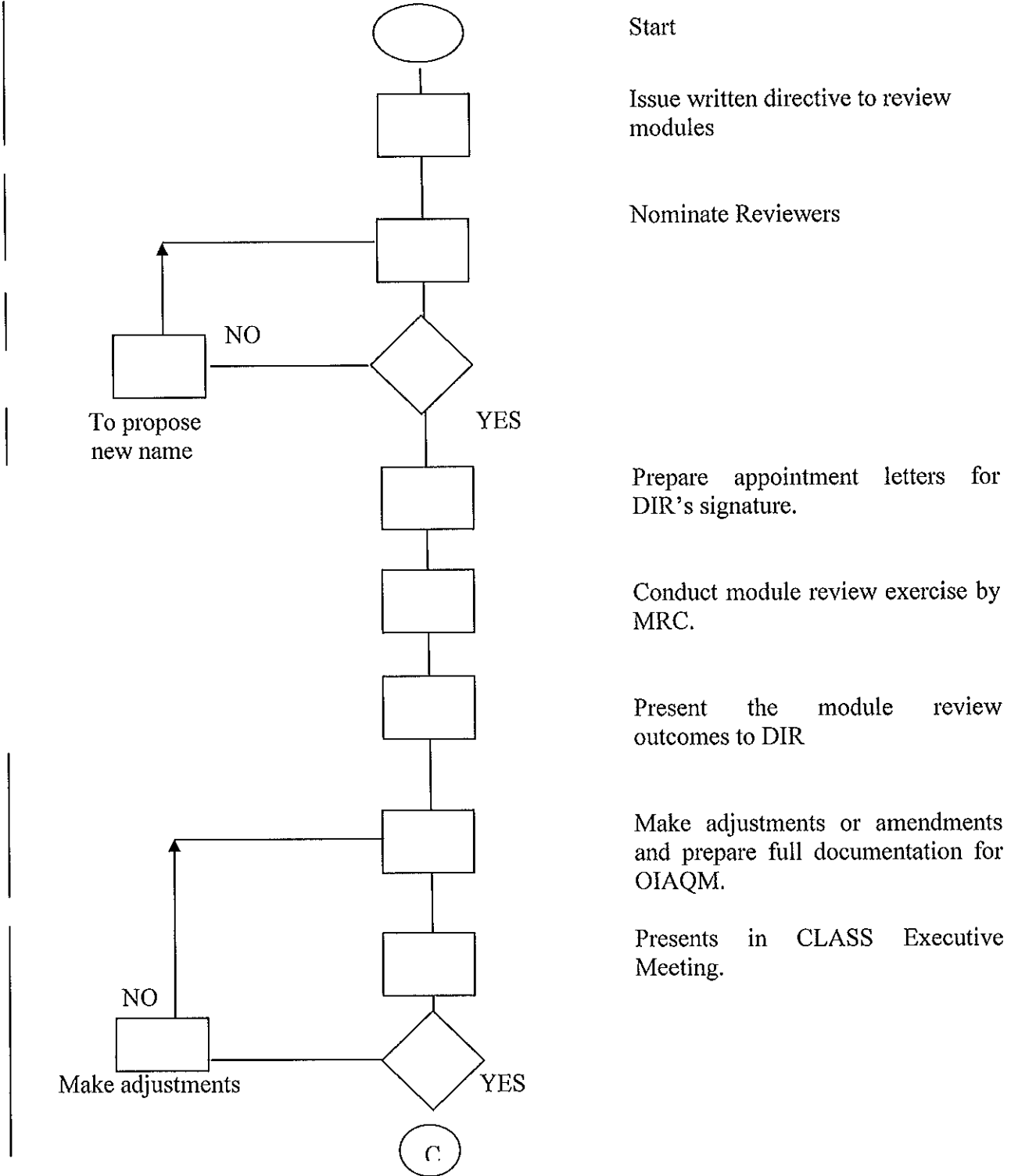
PAGE : 5/8

6. QUALITY RECORDS

NO.	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Minutes of Meeting/ Discussion on the MODULE REVIEW/MODULE DEVELOPMENT	5 Years	Filing Cabinet	Administrative Assistant
2	Reports from the MRC/MDC	5 Years	Filing Cabinet	Administrative Assistant
3	Reports on the Corrective Action Based on the Review Findings	5 Years	Filing Cabinet	Administrative Assistant



7. FLOWCHART
7.1 MODULE REVIEW





INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 05

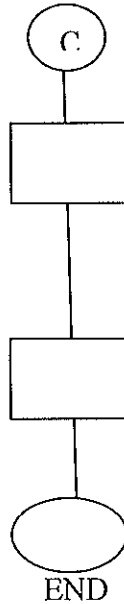
REVISION NO. : 01

MODULE DEVELOPMENT & REVIEW

EFFECTIVE DATE : 15/05/2018

DOCUMENT NO. : IUM/STADD08

PAGE : 7/8



Submit revised
documentation to OIAQM

Presents in Dean's Council
for approval and Senate
for endorsement.



7.2 MODULE DEVELOPMENT

