



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 003

REVISION NO : 01



UPDATING GRADUATION STATUS FOR MODE
OF BY COURSEWORK AND RESEARCH AND BY
RESEARCH ONLY AND PREPARATION FOR
CONVOCATION CEREMONY

EFFECTIVE DATE : 27/05/2019

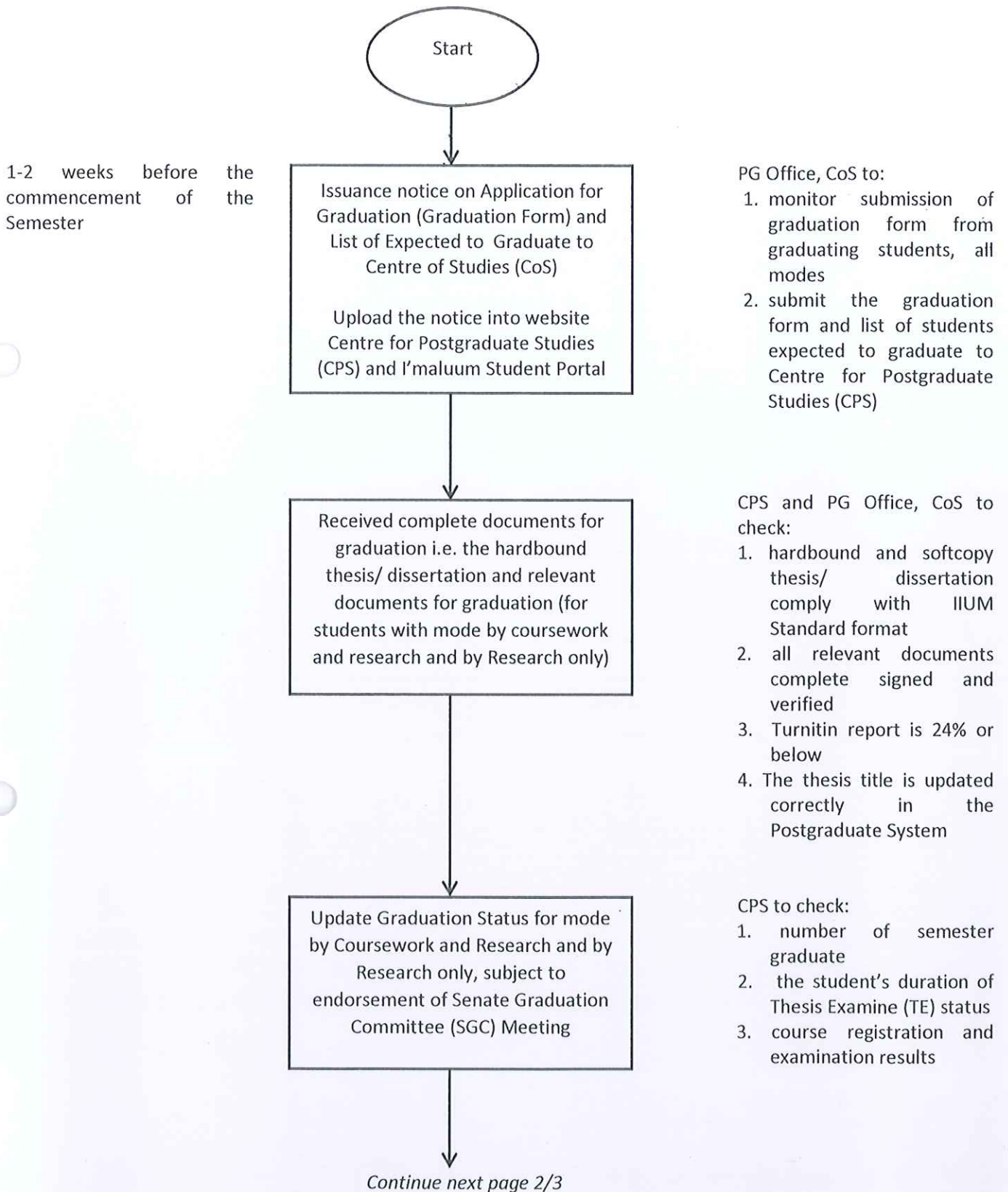
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| Position : Administrative Officer | Position : Dean |
| Date : 27/05/2019 | Date : 27/05/2019 |

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Prepare list of graduation and relevant analysis and statistic for endorsement of the SGC (all modes)

CPS to issue invitation to attend the meeting to all CPS officers and two (2) Postgraduate representative from CoS

Endorsement of Graduation Status at SGC (all modes)

Note:
SGC is to be held two (2) times per month

Checking and Printing :
Letter of Completion of Studies;
Academic Transcript;
Scroll.

Notify Graduands of their Graduation Status and Issuance of Certificates subject to Clearance

CPS to release the certificates to graduand with clear status only with IIUM

Notify Senate on List of Graduation endorsed by SGC

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Invitation and Registration of
graduands for :
Takreem Al-Khirrijeen
Convocation Ceremony



Takreem Al-Khirrijeen (for PhDs)



IIUM Convocation Ceremony



End Process

CPS to:

1. conduct committee meeting for Takreem Al-Khirrijeen
2. appoint list of committee members for Takreem Al-Khirrijeen
3. Arrange multimedia and invitation card for Convocation Ceremony
4. Arrange the letter of completion, academic transcript and scroll to distribute to graduands during and after the Convocation Ceremony

Note:

Takreem Al-Khirrijeen to be held two (2) day before the Convocation Ceremony

Note:

Distribution of certificates to all graduands subject to clearance