

GRADUATING PROCEDURES
END OF SEMESTER 2, 2020/2021
OFFICE OF THE DEPUTY DEAN
ACADEMIC & INDUSTRIAL LINKAGES

STEP SHOULD BE TAKEN BY EXPECTED GRADUATE STUDENTS

STEP 1

- **COLLECT One (1) copy of Course Summary Statement (CSS) and Graduating Procedures** from your ODDAIL office
- **CHECK** – CSS & get the signed by the Head of Dept/ Course Coordinator/ Academic Advisor of your respective department
- **CHECK** - Please ensure that all courses taken and registered throughout your study period at CFS are stated in your CSS (any mistake or missing courses, please come immediately to General Office of the Deputy Dean and Academic Linkages
- Fail to do so, your name will not be listed & submitted to Main Campus.

STEP 2

CHECKING FINAL MASTERLIST – (COMPULSORY)

- Venue: Counter your Dept / ODDAIL
- All students expected to graduate **must recheck your details and sign in the master list** provided
- Please write your up to date **hand phone number and email address**. Any changes of data please do the amendment in the Master List (Book) provided.

PROGRAMMES OF STUDIES

- Every students enrolled to the CFS must follow a specific programme of studies offered by department i.e MEDIC and LAWS.
- **Students who have been approved to change programme must follow the curriculum of the new programme**

STEP 3

Attend Briefing (if any) by Academic Management and Admission Division Staff (AMAD), main campus regarding the procedures and process of offer letter. Course registration at Kulliyah, payment of Registration Fees and etc. Please refer to AMAD website during your vacation for admission process:

[http: www.iium.edu.my/anr](http://www.iium.edu.my/anr)

[http: www.iium.edu.my/kemasukan/tawaran](http://www.iium.edu.my/kemasukan/tawaran)

CANDIDATES FOR GRADUATIONS

- Students who has meet all the requirements as prescribed in the curriculum of the CFS IUM shall be considered as a candidate for graduation.

MINIMUM GRADUATIONS REQUIREMENTS

- Fulfill all required course and passed as stated in the programme curriculum.
- Meet CGPA as required by each of Kulliyah.

PROGRAMMES:

BIOSC, PHYSC , ALLHS, NUS) – CGPA of at least 2.50.

AED – CGPA of at least 2.50

ICT – CGPA of at least 2.30

MEDIC, DENTI, & PHARMACY – CGPA of at least 3.50

ENGIN – CGPA of at least 2.50 (with an average of grade “B” in Mathematics, Physics and Chemistry at CFS)

ARCOM, ENCOM, MACOM & TPHM – CGPA of at least 2.50

HS, BEN, BAR – CGPA of at least 2.30

IRK – CGPA of at least 2.25

LAWS – CGPA of at least 2.50

ECONS - CGPA of at least 2.50

ENGIN – Enrollment into Kulliyah is subject to Kulliyah’s ranking, Kulliyah’s projection and availability of place for each programme. Students may be **CHANGE TO** Kulliyah of ICT if the total number of students’ intake at the Kulliyah of Engineering is full.

FOR STUDENTS WHO DO NOT MEET CGPA AS STATED BY KULLIYAH, you may appeal to enroll into other Kulliyah which CGPA required is lower than the current programmed. However, the decisions are **subject to the availability of space and approval by the Dean of the respective Kulliyah and Director of AMAD / OR** you may apply to enroll to other institutions.

- **CLEAR from SUMMONS and NO DISCIPLINARY ACTION** against you from the **Centre Disciplinary Authority or Residential, Discipline and Welfare Unit (RDW)**

STEP 4

CHECKLIST GRADUATIONS REQUIREMENTS

AED

- Passed all six (6) core courses – AED for batch (20xxxx)
- Passed all required levels of English & Arabic courses – LEM0608 & LQM0206
- Passed intro to Computer 1 course – ICT0513
- Passed all two (2) RKA courses - RKF0443 & RKF0453

ENGINEERING & PHYSICAL SC.

- Passed all (10) core courses – (CHE, PHY, MAT & ICT0513)
- Passed all required levels of English & Arabic courses – LEM0608 & LQM0206

- Passed Intro to computer 1 course – ICT0513 Passed all two (2) RKF courses - RKF0443 & RKF0453

BIOLOGICAL MODULE, - ALLHS, BIOSC, DENTI, MEDIC, NUS & PMACY

- Passed all eleven (11) core courses – (BIO, CHEM, MATH & PHYS)
- Passed all required levels of English & Arabic courses – LEM0608 & LQM0206
- Passed intro to Computer 1 course – ICT0513
- Passed all two (2) RKA courses – RKF0443 & RKF0453

ICT

- Passed all (10) core courses – (ICT0544, MAT & PHY)
- Passed all required levels of English & Arabic courses – LEM0608 & LQM0206
- Passed Computer subject – ICT0513
- Passed all two (2) RKA courses - RKF0443 & RKF0453

STEP 5

AFTER FINAL EXAM RESULTS ARE RELEASED

- Please collect your OFFICIAL ACADEMIC TRANSCRIPT CERTIFICATE at the Office of the Deputy Dean Academic and Industrial Linkages.
- For those who failed subject(s) in Final Examination you are required to **re-sit** the paper as announce ODDAIL

RE - SIT EXAMS

- Offered only to graduating students
- Maximum Credit Hour is 18
- Grade appear as Pass/Fail – not affect CGPA
- Not offered to those with **Dismissal status or CGPA below 2.00**

REMINDER

- Please submit a CLEARANCE form to ODDAIL office;
- [CLEARANCE FROM THE CENTRE FOR FOUNDATION STUDIES \(GRADUATING STUDENT ONLY\)](#)
- Any courses failed must be repeated
- i.e: Grade D, D, -E, F, X, Y

ACADEMIC ADVISING CONSULTATIONS FOR

- Any problem related to the graduating process, kindly consult:
- Encik Amir Zahiruddin b. Kamal Pasha / Br. Asrul Haniff bin Yahya (Contact No: 09 – 5183400 Ext: 3437/2519)
ODDAIL, CFS, IUM Gambang Campus
Time of Consultation – Office hour or by appointment.