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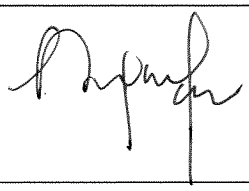
READMISSION PROCESS

Prepared by :-	Approved by :-
Signature : 	Signature :
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Position : Senior Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 2/3/2020	Date : 2/3/2020

1. OBJECTIVE

The objective of this procedure is to facilitate Kulliyyahs and Institutes in handling re-admission cases in line with the University's policy and procedures.

2. DEFINITION / ABBREVIATION

DD (SA)	Deputy Dean (Student Affairs)
HOD	Head of Department
AO	Administrative Officer
SAO	Senior Administrative Officer
AAO	Assistant Administrative Officer
SAAO	Senior Assistant Administrative Officer
AA	Administrative Assistant
SAA	Senior Administrative Assistant
COS	Centre of Studies
RC	Conditionally registered
PA	Personal Assistant
BOA	Board of Appeal
ITD	Information Technology Division

3. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES	
DD (SA)	3.1	To process the application for readmission based on eligibility.
PA of DD (SA)/ AAO/ SAAO/ SAA/AA of COS	3.2	To give the readmission form to eligible students.
	3.3	To collect the processing fee of RM300.00 from the student.
	3.4	To inform the student to submit the application for readmission NO LATER THAN the first week of the semester of readmission. Applications submitted in the second week shall incur a penalty of RM300.00 on top of the normal processing fee.
	3.5	To arrange a meeting for the students with the Deputy Dean (Student Affairs) of the Kulliyyah for verification of course registration.
	3.6	To check with Legal Adviser Office on the student's

		disciplinary.
DD (SA) of COS	3.7	To facilitate the interview process for the students within the first two weeks of the semester.
	3.8	To instruct the PA to register the courses in the Registration Module system.
	3.9	To facilitate the students to Register Conditionally (RC) courses in the first or second week of the semester.
	3.10	To submit a summary of his assessment of all readmission applications to the Kulliyyah Board of Appeal.
BOA of COS	3.11	To decide on the application and forward the decision to the Senate for endorsement.
PA of DD (SA)/ AAO/ SAAO/ SAA/AA of COS	3.12	To update the student status after senate endorsement.
	3.13	Prepare letter to the students based on the decision made by the senate.

4. QUALITY RECORDS

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	SASC System	University's life	Main server	ITD
2.	Registration System	University's life	Main server	ITD
3.	Readmission Form	Student's tenure in the university	Filing Room	Respective Kulliyyah
4.	Summary on Readmission Applications	1 year	Filing Room	Respective Kulliyyah
5.	Rejected for Readmission	1 year	Filing Room	Respective Kulliyyah
6.	BOE / BOA Minutes	1 year	Filing Room	AO/SAO/ Respective Kulliyyah
7.	Approved on Clean Slate letter	Student's tenure in the university	Students Filing Room	Respective Kulliyyah
8.	Approved on Good Standing letter	Student's tenure in the university	Students Filing Room	Respective Kulliyyah