






**Universiti Islam Sultan Sharif Ali
(UNISSA)**

PROCEDURES MANUAL

Subject	GRADUATE REGISTRATION PROCEDURES
Section:	CENTRE FOR GRADUATE STUDIES

	NAME	POSITION	SIGNATURE
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1 Introduction

This manual describes the procedure of registration of graduate student.

1.1 Purpose

The purpose of this procedure is to ensure that the registration is done properly.

1.2 Scope

The scope of this manual is only about the role of the Centre in the process of registration. (note: most of the parts of registration are done on the Faculty/ Centre level)

1.3 Responsibilities

Responsibility	Description
Assistant Registrar	<ul style="list-style-type: none"> ● holds meeting ● become Liaison between CGS and Faculty ● Informs student on the registration period. ● prepare agenda for meeting ● forward document to CTM ● key-in data in UMS
Clerk	<ul style="list-style-type: none"> ● Draft a letter ● Photocopy / scan documents


2 Definitions and Abbreviations

2.1 Definitions

Senate:
Senate of UNISSA.

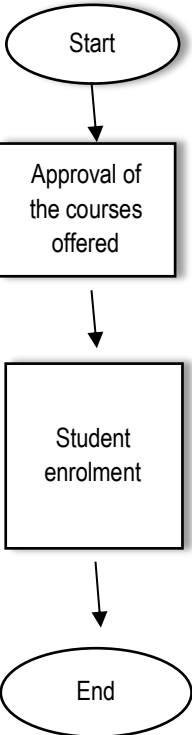
2.2 Abbreviations


CGS	Centre for Graduate Studies
GSC Meeting	Graduate Studies Committee Meeting
Faculty/ Centre	Respective Faculty / Centre
AR	Assistant Registrar
CTM	Centre for Technology Multimedia

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UMS	University Management System
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3 Procedure Details

Activity	Details	Responsible Person	Documented Information	Duration
 <pre> graph TD Start([Start]) --> Approval[Approval of the courses offered] Approval --> Enrolment[Student enrolment] Enrolment --> End([End]) </pre>	1.0 Course offering			
	1.1 Receive the list of courses offered from the Faculty/ Centre	AR / Director		3 weeks before the beginning of the semester
	1.2 Hold GCS Meeting for approval	Clerk / AR		3 Days
	1.3 Submit the approved list of the courses offered to CTM	AR / CTM		1 Day
	2.0 Students enrolment			
	2.1 Assign name of students in UMS according to the year and programme	AR		3 Days
	2.2 Inform student to enrol course in UMS	AR		2 Week
	Total Duration			6 Weeks

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4 References