



**INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

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ADMISSION INTO IIUM POSTGRADUATE

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ADMISSION INTO IIUM POSTGRADUATE

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Position : Administrative Officer	Position : Dean
Date : 01/06/2015	Date : 01/06/2015

1. OBJECTIVE

The objective of this procedure is to guide and ensure the efficiency of the process of receiving, screening and selecting applicants and offering for admission into the postgraduate programme using various academic qualifications.

2. SCOPE

The procedure covers receiving application forms, sorting, and screening, replying (*where applicable*), and offering the qualified candidates for admission into postgraduate programmes in line with the University admission requirements.

3. DEFINITION / ABBREVIATION

3.1 **International Qualification** refers to any Higher qualification recognized by the home country or the Senate of IIUM.

3.2 **Applicant with International Qualifications** refers to those who apply into the postgraduate programme using the internationally recognized qualification.

3.3 **Postgraduate Students Admission Committee** refers to the authorized body appointed by the Board of Admission and is chaired by the Deputy Rector (Academic and Planning) or as delegated to decide, regulate and approve matters related to admission of students.

3.4 **Kulliyah Postgraduate Committee** refers a committee chaired by the Dean CoS or as delegated to decide, regulate and approve matters related to postgraduate students.

3.5 **Admission Committee** refers to the authorized body appointed by the Students Admission Committee to evaluate and decide on status of offer. The SAC will be notified of the decision.

3.6 **Responsible Persons in Admission Processes**

DR (AP)	Deputy Rector (Academic & Planning)
Dean CoS	Deans, Centre of Studies
Dean CPS	Dean, Centre for Postgraduate Studies
AD	Assistant Director, CPS
EO	Executive Officer, CPS
AA	Administrative Assistant, CPS

3.7 **Abbreviations**

CPS	Centre for Postgraduate Studies
CoS	Centre of Studies
PG SAC	Postgraduate Student Admission Committee
KPGC/AC	Kulliyah Postgraduate Committee/Admission Committee
KBM	Kulliyah Board Meeting
KKM	Kementerian Kesihatan Malaysia
KOM	Kulliyah of Medicine

4. REFERENCES

- 4.1 Postgraduate Policies and Regulations (Revised 2009)
- 4.2 The National Agency responsible for providing information, advice and expert opinion on qualifications worldwide (subscribed for online database)
- 4.3 Qualification Accreditations, Jabatan Perkhidmatan Awam (<http://pengiktirafan.jpa.gov.my/>)
- 4.4 Malaysian Qualification Agency (MQA)
- 4.5 Department of Higher Education, Ministry of Education, Malaysia
- 4.6 Conversion Table for Various Scale of Qualification (Senate Meeting No. 373)

5. RESPONSIBILITIES AND PROCEDURES

Receiving, Screening and Sorting of Applications

EO/ AA CPS	5.1.1	<u>New Application (Manual)</u> To issue an acknowledgement letter to applicant upon assigning auto-generated reference number.
	5.1.2	To sort the relevant applications documents. The application is considered complete if the following documents are attached: <ul style="list-style-type: none"> a. Application form (CPS/ADMS/2014 (1))/ KKM application form (KOM only) b. A copy of Scroll/Degree Certificate (Bachelor and/or Master) or its equivalent (Original and English version) c. A copy of Transcript (Bachelor and/or Master) or its equivalent. (Original and English version) d. A certified copies of passport e. Four (4) passport size photos f. A copy of IELTS/TOEFL (compulsory for applicants who intend to pursue programme specialize in English Language) g. Proof of payment (bank slip, etc.) of application processing fee of USD100 for International or RM100 for Malaysian (non-refundable) h. Preliminary research proposal, applicable for all PhD applications and Masters (by research mode) i. Recommendation from two (2) academic referees
	5.1.3	To assign 'R' status to incomplete applications. Auto-generated rejection letter is downloadable at Check Online Status.
AD/EO CPS	5.2.1	<u>New Application (Online)</u> Access the system and login ID at http://eadmission.iium.edu.my/index.php/eas_admin/eas_adm_login
	5.2.2	Pre-evaluate online application and transfer data into PG Admission System. Update incomplete for Incomplete information/ documents.
	5.2.3	Transferred complete online applications to PG Report for Kulliyah System for evaluation process.
AD CPS		<u>Appeal/Documents (Incomplete Form)</u>

	5.3	To receive appeal letter/additional documentation and attach to the application form.
	5.4	To pre-evaluate the academic qualification of applicants.
	5.5	To key-in the academic qualification upon pre-evaluation.
	5.6	To forward all applications (complete forms and appeals) to CoS for evaluation and recommendations.
	5.7	To receive decision made by the CoS on the appeal/applications and update into the PG system.
	5.8	To prepare related reports to facilitate members of PG SAC in deciding, regulating and endorsing the applications.
		<u>Conditional Offer to Excellent IIUM Graduates</u>
	5.9	To request list of recommended Excellent IIUM Graduates for conditional admission into IIUM PG programmes from CoS (except KOM).
	5.10	To record the list into the system and auto-generate the reference number.
EO CPS	5.11	To pre-evaluate the academic qualification of applicants.
AA CPS	5.12	To key-in the academic qualification upon pre-evaluation.
	5.13	To prepare related reports/ list of IIUM's Excellent Graduates to facilitate members of PG SAC in deciding, regulating and endorsing the applications.
<i>Students Admission Committee</i>		
PG SAC	5.14	To decide on the applications tabled in the meeting: <ol style="list-style-type: none"> a. To accept/reject the applications b. To request further justification towards certain recommendation from the respective CoS
AA CPS	5.15	To issue letter based on the decision made by the PG SAC. <ol style="list-style-type: none"> a. Offer an admission into PG programmes b. Reject c. Conditional Offer: <ul style="list-style-type: none"> • Full Transcript; and • Completion Letter d. Conditional Offer for Excellent Student: <ul style="list-style-type: none"> • Complete Application Form; • Full Transcript; and • Completion Letter
EO/AA CPS	5.16	To ensure all applicants received feedbacks within the semester apply.
	5.17	To monitor the response of accepting, rejecting or deferring the admission.
	5.18	To update "WM" once the candidate rejects the offer.
	5.19	To dispose application forms with status "R" after retention period of one (1) year ended.

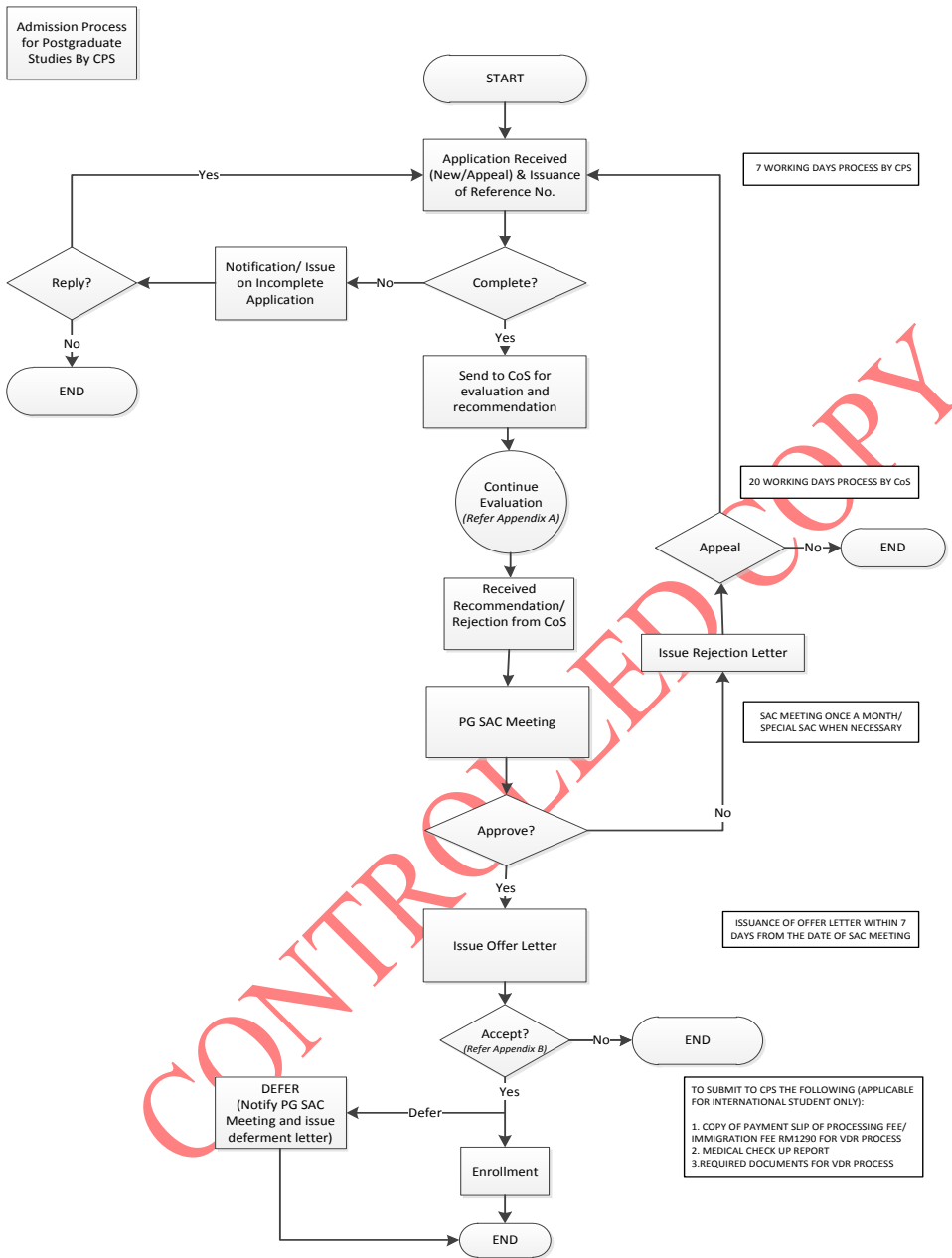
	5.20	To update "DF" once the candidate obtained an approval to defer his studies.
AD CPS	5.21	To prepare report on pending application forms at CoS to the PG SAC for notification.
<i>Processing at the Postgraduate office , CoS</i>		
EO/ AA CoS	5.22	Receive applications from CPS (Manual/Online)
	5.23	Update date received from CPS into PG Report for Kulliyah System.
	5.24	Print CPS Evaluation form from PG Report for Kulliyah system and send applications forms and CPS Evaluation form to HoD/Coordinator/Kulliyah Admission Committee for evaluation process
PG Coordinator/ HoD/ CoS Admission Committee	5.25	Received completed CPS Evaluation form from HoD/Coordinator/Kulliyah Admission Committee and update decision into PG Report for Kulliyah system (to notify KPGRC)
EO/ AA CoS	5.26	Print Kulliyah Evaluation form from PG Report for Kulliyah system and send to DDPGR for approval/ signature.
DDPGR	5.27	Send recommendations to CPS (Manual/ Online)

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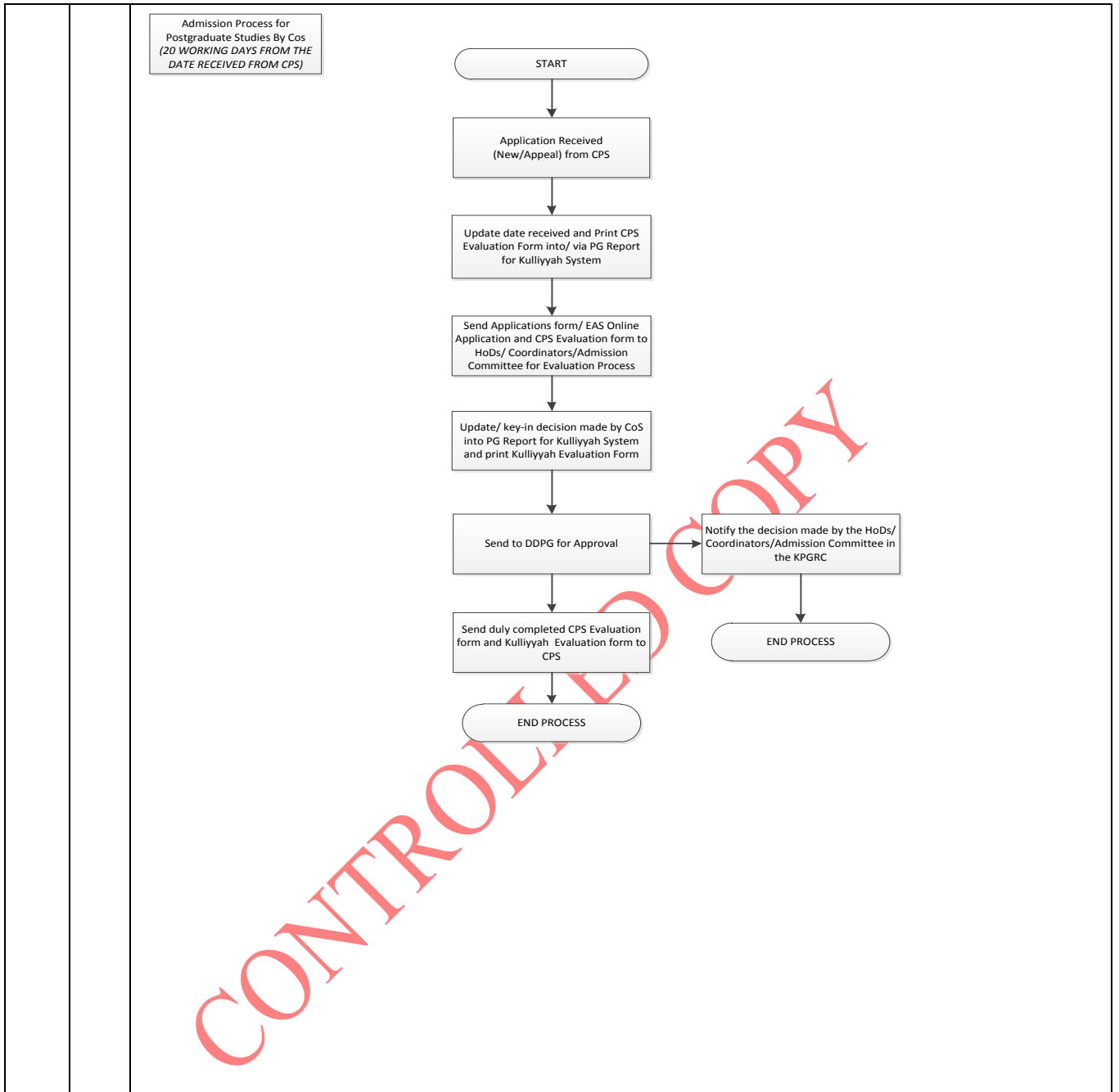
6. QUALITY RECORDS					
		QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
	6.1	Application Form (Incomplete/Rejected)	1 year	Filing Room	AA CPS
	6.2	Applicant's Database	University's Life	Main server	AD/ EO CPS
	6.3	Student Individual Files (Enrolled Students)	As student graduated/dismissed/candidature expired	Filing Room	AA CPS
	6.4	IELTS/ TOEFL	2 years validity	Applicants' Record/ Database	Applicants

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7. FLOWCHART ADMISSION PROCESS (CPS)

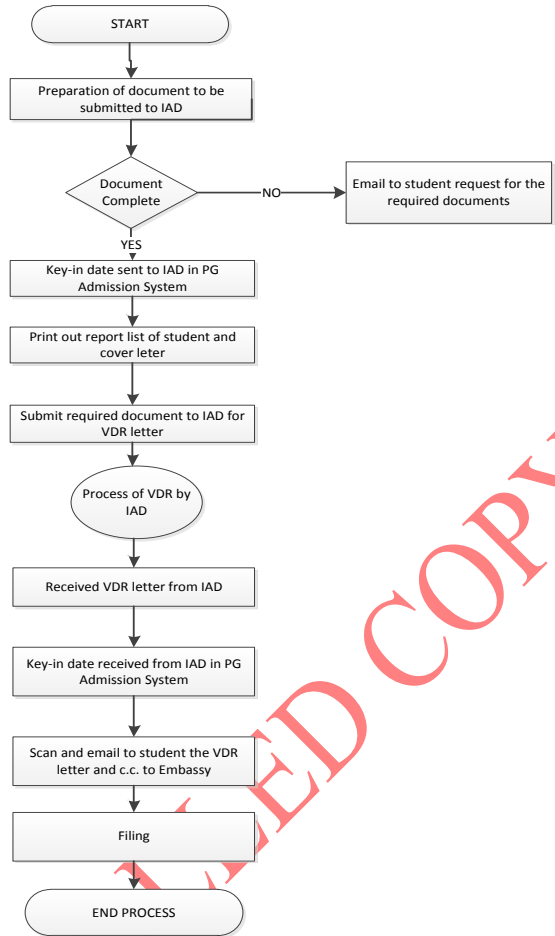


8. APPENDIX A: FLOWCHART ADMISSION PROCESS (CoS)



9.	APPENDIX B : FLOWCHART PROCESS FOR STUDENT PASS/ VDR
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- Checklist:
1. Copy slip payment of Immigration fee (RM1290)
 2. Copy of offer letter
 3. Copy of passport at least validity of 2 years (all pages)
 4. Personal bond
 5. Two (2) photos (blue background)
 6. Medical Report
 7. Copy of certificates (bachelor and/or master degrees)



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