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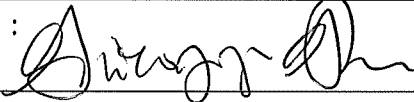
DOCUMENT TITLE :
ADMISSION PROCEDURES INTO
UNDERGRADUATE PROGRAMME FOR
DOUBLE DEGREE

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ADMISSION PROCEDURES INTO UNDERGRADUATE PROGRAMME FOR DOUBLE DEGREE

Prepared by :-	Approved by :-
Signature : 	Signature : 
Name : Jamilah Saidin	Name : Assoc. Prof. Dr. Gairuzazmi bin Mat Ghani
Position : Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 02/03/2020	Date : 02/03/2020

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1. OBJECTIVE

The objective of this procedure is to guide in the process of admission into the double degree programme.

2. SCOPE

The procedure covers process of receiving the applications, sorting and offering the qualified candidates for admission into the double degree programme.

3. DEFINITION / ABBREVIATION

3.1 Double Degree Programme in this context refers to the Sequential Double Degree programme where the students have to fulfil certain credits required for graduation of a Double Degree programme after the exemption / transfer of credits from their first degree programme. The normal duration of study is one year. The kulliyah that offer such double degree programme is Ahmad Ibrahim Kulliyah of Laws.

3.2 Admission Committee refers to the authorized body appointed by the Students Admission Committee to evaluate and decide on status of offer.

3.3 Responsible Persons in Admission Process

D	Director
DD	Deputy Director (Admission Section)
AO	Administrative Officer
ITO	Information Technology Officer
AITO	Assistant Information Technology Officer
AA	Administrative Assistant
Members of AC	Members of Admission Committee

3.4 Abbreviations

AMAD	Academic Management and Admission Division
IIUM	International Islamic University Malaysia
ITD	Information Technology Division of IIUM
AC	Admission Committee
AS	Admission System
AITO	Assistant Information Technology Officer
IDMS	IIUM Electronic Document Management System
SAC	Standing Admission Committee

4. REFERENCE

4.1 Admission Regulations (undergraduates) 2015 (Endorsed in the 413th Senate meeting)

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5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES	
	RECEIVING, SCREENING AND SELECTING OF APPLICATIONS	
AO/AA	5.1	To update the date of open and close session in the admission system
Applicants	5.2	To apply for admission through online application
AO/AA	5.3	To notify Kulliyyahs on matters regarding double degree i.e important dates of the processes involved
AO/AITO/AA	5.4	To prepare the report i.e list of applicants and send via email to Kulliyyah for recommendation
	5.5	To update status of in AS once received from Kulliyyah
	5.6	To report on necessary statistics to AC/SAC
	5.7	To upload offer letter of successful candidates according to <u>Programmes</u> for copy of IDMS.
RECOMMENDATION FROM THE KULLIYYAH		
AO/AA	5.8	To compile all applications that requires Kulliyyah's recommendation.
	5.9	To send to the respective Kulliyyah for further evaluation and recommendation within the stipulated period.
	5.10	To update the recommendation in the Admission system after receiving feedback from the Kulliyyahs.
ADMISSION COMMITTEE (AC) MEETING		
AO/AITO/AA	5.11	To prepare report for the AC decision and endorsement on the Kulliyyah's recommendation

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AO/AA	5.12	To ensure rejection status is updated in EAS. Applicants will receive the notification via email (auto reply by EAS).
ADMISSION COMMITTEE (AC) MEETING		
AO/AA	5.13	To prepare a report for the AC to decide on Kulliyyah's recommendation.
Members of AC	5.14	To verify application reports/details.
	5.15	To agree or disagreed the Kulliyyah's recommendation.
	5.16	To update the AC's decisions in the Admission system. System will auto notify the candidates of their status via email
AO/AA	5.17	To act upon the AC's decision (KIV/KR) within 2 weeks
ISSUANCE OF OFFER LETTER		
AO/AA	5.18	To prepare/update Admission Booklet. To generate matric no, generate pin number and QR code. To generate on-line Offer Letter to the successful candidates stating the followings: <ul style="list-style-type: none"> i. Programme offered ii. Enrolment date & venue iii. Payment of stipulated fees iv. Term and conditions of offer
ENROLMENT		
AA/AO	5.19	To update the activation of student's status during enrolment day (if any)
DEFERMENT		
AO/AA	5.20	To receive letter/form from the candidates.
	5.21	To compile and record the Deferment status (DF) in the system.
	5.22	To prepare the list of candidates who applied for deferment.

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	5.23	To notify the list of deferment in the AC meeting.
	5.24	To notify the candidates of the new enrolment date
	5.25	To report on relevant statistics to AC/SAC

6.0 QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Applicants Database - Online Application Forms	University's life	Main server	ITD
3.	Softcopy of offer letters	As student graduated or terminated	IIUM Documents Management System(IDMS)	AA, AMAD
5.	Deferment letter	1 year	Deferment File, Filing Room	AA, AMAD

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7.0 FLOW CHART

