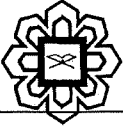
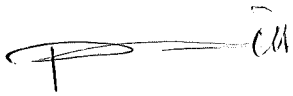
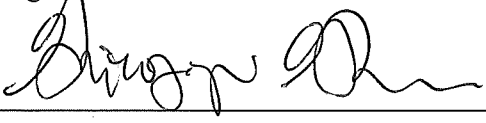


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**ADMISSION PROCEDURES INTO
UNDERGRADUATE PROGRAMME
FOR INTERNATIONAL STUDENTS**

| Prepared By :- | Approved By :- |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Signature :  | Signature :  |
| Name : Robita binti Khalid | Name : Assoc. Prof. Dr. Gairuzazmi Mat Ghani |
| Position : Senior Assistant Director, Academic Management and Admissions Division | Position : Director Academic Management and Admissions Division |
| Date : 18//02/2020 | Date : 18//02/2020 |

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1. OBJECTIVE

The objective of this procedure is as a guidance to ensure the efficiency of the process of receiving, verifying, evaluating and offering for international student admission into the undergraduate programmes.

2. SCOPE

The procedure covers receiving through online application (<https://eadmission.iium.edu.my>), verifying of documents, evaluating and offering the qualified candidates for admission into undergraduate programmes in line with the University admission requirements.

3. DEFINITION / ABBREVIATION

3.1 **International Qualification** refers to any secondary school level / higher qualification recognized by the home country or the Senate of IIUM.

3.2 **Applicants with International Qualifications** refers to those who apply into the undergraduate programme using the international recognized qualification.

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

3.4 **Admission Committee** refers to the authorized body appointed by the Senate (Senate 444th, 30th March 2018) to decide on status of offer. The SAC will be notified on the decision.

3.5 Responsible Person in International Admission Process

DRAIL Deputy Rector (Academic and Industrial Linkages)

D Dean/Director KCDIO

DIR Director, Academic Management and Admissions Division



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SAD Senior Assistant Director
SAA Senior Administrative Assistant
ALL All staff (Academic Management and Admissions Division)

3.6 Abbreviations

AMAD Academic Management and Admissions Division
IO Office of International Affairs
CELPAD Centre for Language and Pre-University Academic Development
IIUM International Islamic University Malaysia
SAC Students Admission Committee
AC Admission Committee
ITD Information Technology Division
KULL Kulliyah
KR Kulliyah recommendation
NORMAL Qualification which exceed the minimum entry of admission
B4AC Qualification below the minimum entry of admission

4. REFERENCE

- 4.1 Admission Regulations (Undergraduate) 2015
- 4.2 The National Academic Recognition Information Centre for the United Kingdom (UK NARIC)
- 4.3 Minimum Entrance Requirement Table (Endorsed in the 413th Senate meeting which was held on 24th April 2015)

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5. RESPONSIBILITY AND DETAILED PROCEDURE

| RESPONSIBILITY | DETAILED PROCEDURES | |
|----------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | RECEIVING AND VERIFYING ONLINE APPLICATION |
| SAA/AA | 5.1 | To acknowledge receipt of the application. |
| | 5.2 | To verify and update information of applicants in the e admission system. |
| | 5.3 | The system will automatically notify the applicants through email on receiving status. |
| | | INCOMPLETE APPLICATION |
| SAA | 5.4 | To check on the completeness of the documents submit |
| | 5.5 | If the documents do not satisfying the admission procedures, the “incomplete” status will be updated. To email and monitor the “incomplete” application |
| | 5.6 | To verify once the student “resubmit” application. |
| | 5.7 | To evaluate “resubmit” application for admission and update status as NORMAL or B4AC or INCOMPLETE. |
| | 5.8 | To compile list of incomplete applications to the meeting after 6 months for rejection and update status as “reject”. |



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| RESPONSIBILITY | | DETAILED PROCEDURES | |
|-----------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | EVALUATION | |
| SAA/AA | 5.10 | To categories the applications into the following: - a) Applicants who are above the minimum cut-off point for admission (NORMAL). b) Applicants who do not meet the minimum entry requirement as set by the University (Before Students Admission Committee Meeting (B4AC)); | |
| | 5.11 | The system will automatically notify through email on evaluation status. | |
| | | INTERNATIONAL ADMISSION COMMITTEE (AC) MEETING | |
| SAA | 5.12 | To prepare reports for AC to decide on normal, below requirement and appeal applications. | |
| AD | 5.13 | To verify reports. | |
| Members of AC | 5.14 | The members of AC decide to offer/reject/KIV/KR the applications received for Undergraduate programmes. The applications will be based on below requirements; Undergraduate (i) Qualification meets above or minimum requirement – Offer (ii) Qualification 5% below minimum requirement –AC to decide / KR (iii) Others – AC to decide | |



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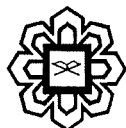
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| RESPONSIBILITY | DETAILED PROCEDURES | |
|-----------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | KULLIYAH RECOMMENDATION |
| SAA | 5.15 | To submit applications which require Kulliyah's recommendation. |
| SAA | 5.16 | To update and submit for Kulliyahs' evaluation and recommendation. |
| D | 5.17 | Kulliyah to feedback within 5 working days. |
| SAD | 5.18 | To update status in the eadmission system and to prepare report for AC notification. |
| | | REJECT APPLICATION |
| SAD | 5.19 | AC decides on the reject applications and it will update as reject after AC decision. System will be automatically notify the applicant through email on the status. |



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| RESPONSIBILITY | | DETAILED PROCEDURES | |
|-----------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | APPEAL CASE | |
| SAD | 5.20 | Rejected applicants may appeal if: <ul style="list-style-type: none"> (i) They have additional qualifications or information to be furnished to the International Student Admission; (ii) If they want to apply for a different programme To compile list of appeal and table it in AC meeting | |
| Members of AC | 5.21 | To decide on the appeal case. | |
| SAD | 5.22 | To update the decision in the eadmission system. | |
| | | OFFER APPLICATION | |
| SAD | 5.23 | <ul style="list-style-type: none"> (i) To update status of offer in the eadmission system. (ii) To generate matric no according to semester (iii) System will automatically notify through email and available at eadmission.iium.edu.my system. | |
| | | CONDITIONAL OFFER | |
| SAD | 5.24 | To update conditional offer to those applicant in the final year of the secondary high school/university | |
| | 5.25 | The system will notify applicants on the conditional offer. | |
| | 5.26 | To update as offer once the document completed and fulfill the requirements of the University | |
| | | STUDENT ADMISSION COMMITTEE (SAC) MEETING | |
| SAD | 5.27 | To prepare reports for the SAC to notify, regulate and endorse. | |



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| RESPONSIBILITY | DETAILED PROCEDURES | |
|-----------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | DEFERMENT |
| SAA/AA | 5.28 | <p>To receive deferment form from the candidates and check the validity of the offer letter.</p> <p>To update the status as defer within 5 working days after receiving the form and letter of deferment is available at eadmision.iium.edu.my</p> <p>To prepare report list of deferment to AC for notification and endorsement.</p> |
| | PREPARATION FOR ENROLMENT EXERCISE FOR INTERNATIONAL STUDENTS | |
| | BEFORE ENROLMENT DAY | |
| SAD/SAA | 5.29 | To transfer temporary data of new students to permanent record management at least before the enrollment day. |
| | 5.30 | To generate pin number for new students at least before the enrollment day. |
| | 5.31 | <p>To check the date of enrollment as determined by the university in academic calendar and to book the followings;</p> <ul style="list-style-type: none"> a) Booking of registration venue; b) Facilities for enrolment exercise to STADD,CPD, ITD and DBSB; c) Booking of transport to Kuantan and Pagoh with STADD (if necessary); to send those who passed the EPT/APT to Kuantan/Pagoh d) Notification on the date, time and venue of the Enrolment Day in the website. |
| | 5.32 | To prepare the layout of venue for enrolment. |

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| | 5.33 | To arrange for a coordination meeting or discussion between AMAD and relevant divisions on the preparation of enrolment exercise and delegation of tasks. |
| | 5.34 | To arrange for a coordination meeting or discussion among AMAD staff and any relevant division on the preparation of enrolment exercise and delegation of tasks. |
| | 5.35 | To forward the list of students and statistics to be distributed to the respective Kulliyah/Division/Centre. |
| ON ENROLMENT DAY | | |
| SAA/AA | 5.36 | To verify deferment cases, update biodata and check the documents of the students |
| | 5.37 | To provide stationeries, stamps and laptops at International verification counter. |
| SAA/AA | 5.38 | Visa Unit to verify the Visa Approval Letter. |
| | 5.39 | Finance Division to check the status of tuition fee payment |
| | 5.40 | To update the students status to matriculate and activate the candidature of a student in the system after verification from Visa Unit and Finance Division. |
| | 5.41 | To notify CELPAD on the the total number of students who will sit for EPT, APT and TPT. |
| LATE ENROLLMENT | | |
| SAD/AA | 5.42 | To notify Kulliyah/CELPAD on the list of late comers |
| | 5.43 | To verify deferment cases, update biodata and check the documents of the students |
| | 5.44 | Visa Unit to verify the Visa Approval Letter. |
| | 5.45 | Finance Division to check the status of tuition fee payment |

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| | 5.46 | To activate the candidature of a student in the system after verification from Visa Unit and Finance Division. |
| AFTER ENROLLMENT | | |
| SAD | 5.47 | To prepare statistic and report on list of matriculated students to AC, SAC and Senate for notification and endorsement. |

6. QUALITY RECORDS

| NO. | QUALITY RECORDS | RETENTION PERIOD | LOCATION | RESPONSIBILITY |
|-----|---------------------|-------------------|---------------------------------------------------|----------------|
| 1. | Applicants Database | University's life | Main server | ITD |
| 2. | Deferment letter | 1 year | Relevant Individual Application form, Filing Room | AMAD |



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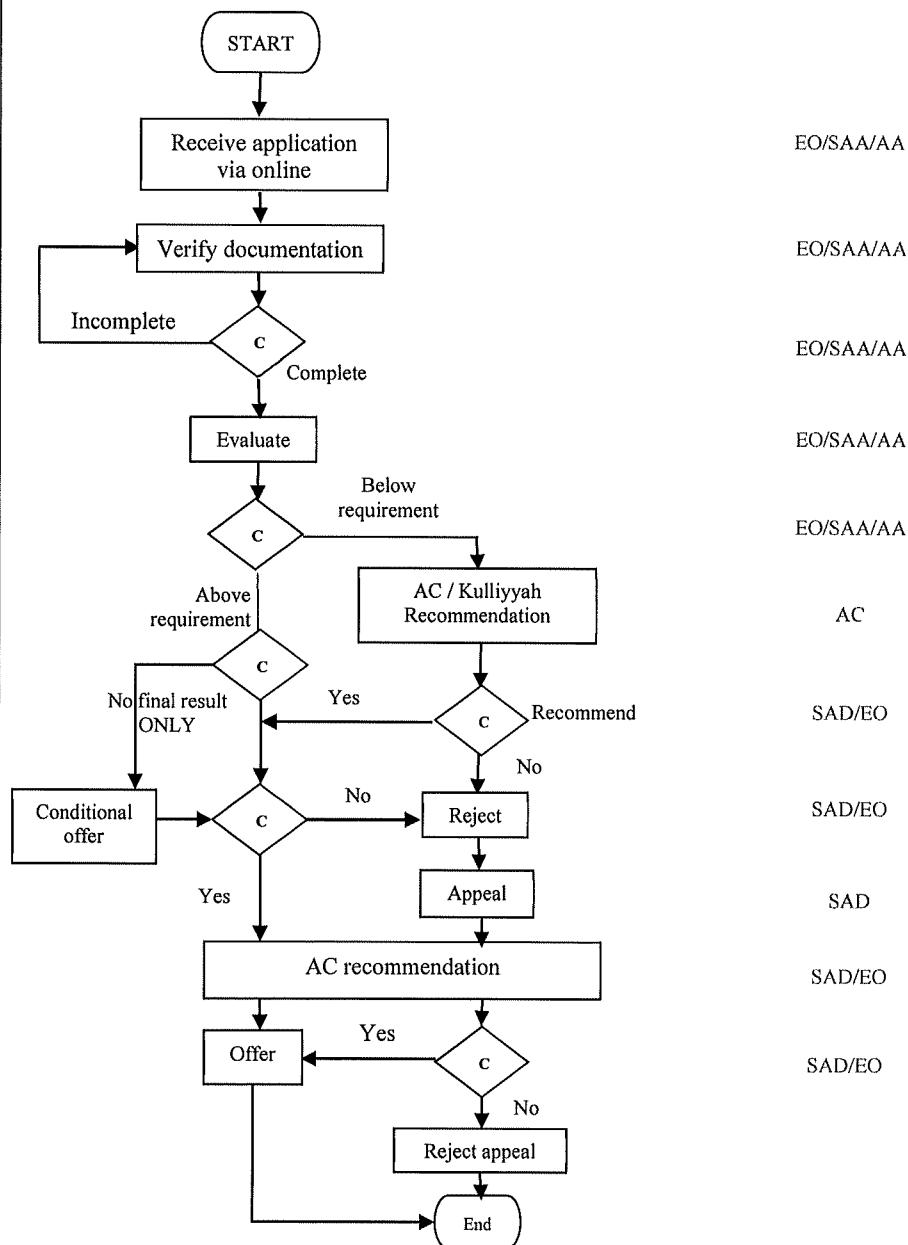
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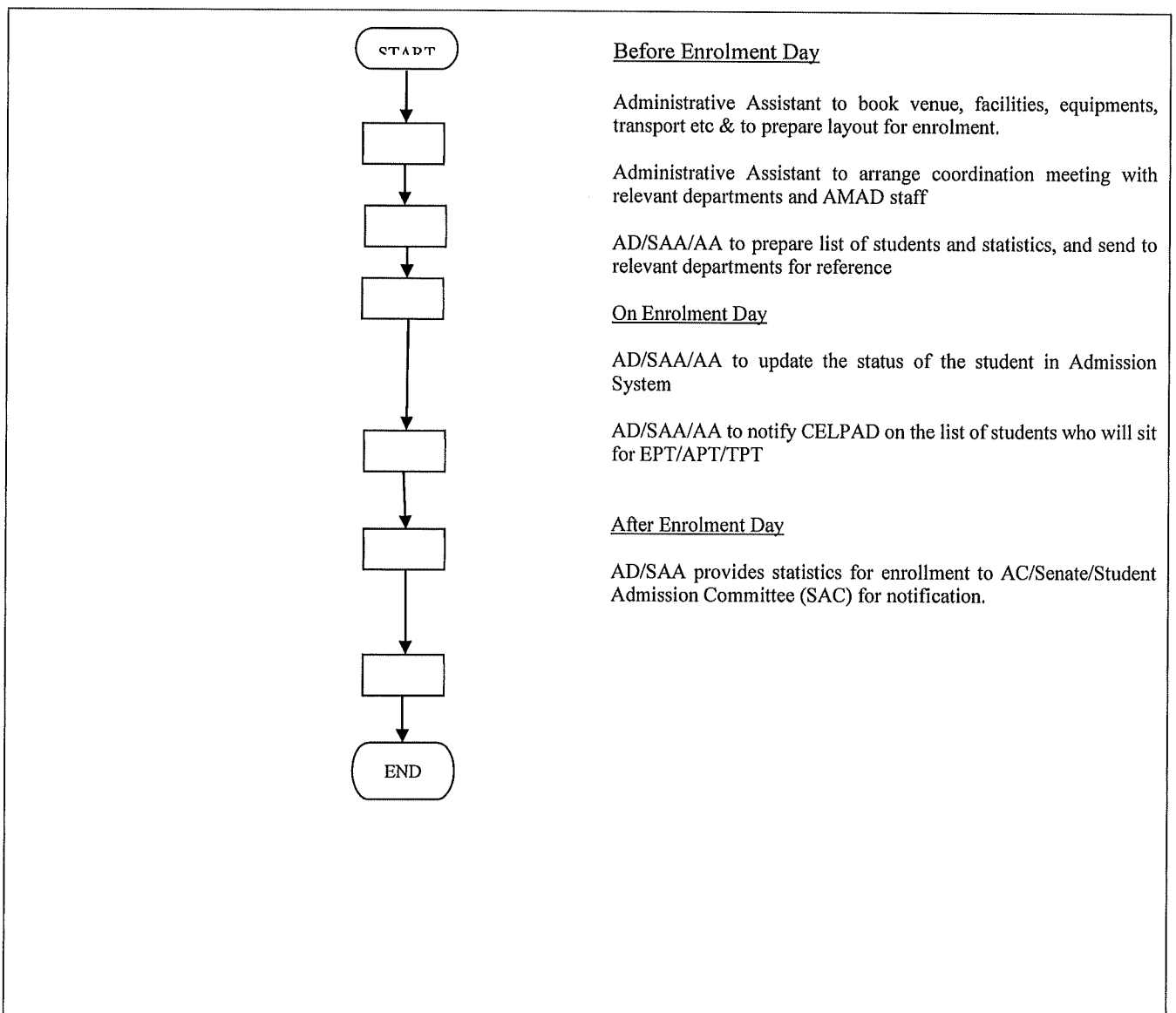
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FLOWCHART ON ENROLMENT DAY



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FLOW CHART FOR LATE ENROLMENT

