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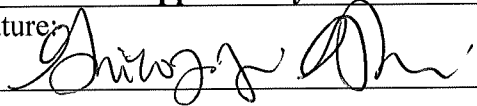
DOCUMENT TITLE:
UNDERGRADUATE ADMISSION
PROCEDURES FOR MALAYSIANS
WITH MALAYSIAN QUALIFICATIONS
VIA UPU CHANNEL

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UNDERGRADUATE ADMISSION PROCEDURES FOR MALAYSIANS WITH MALAYSIAN QUALIFICATIONS VIA UPU CHANNEL

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1. OBJECTIVE

The objective of this procedure is to guide in the process of receiving, screening and selecting applicants with Malaysian qualifications, offering for admission to the undergraduate programmes.

2. SCOPE

The procedure covers process of receiving data, screening, evaluating and offering the qualified candidates with Malaysian qualifications for admission to undergraduate programmes in line with the University admission requirements.

3. DEFINITION / ABBREVIATION

3.1 Malaysian Qualifications refers to Sijil Tinggi Pendidikan Malaysia(STPM), Sijil Tinggi Agama Malaysia(STAM), Asasi TESL/Undang-Undang/Kejuruteraan UiTM, Asasi Sains Universiti Malaya(PASUM), Matrikulasi Kementerian Pendidikan Malaysian (KPM), Diploma or its equivalent that approved by the Senate of IIUM

3.2 Students Admission Committee (SAC) refers to the authorized body appointed by the Senate and is chaired by the Deputy Rector in charge of academic matters or as delegated to decide, regulate and approve matters related to admission of students.

3.3 Admission Committee (AC) 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.

3.4 e-MAS refers to Electronic Management Admission System developed by Bahagian Kemasukan Pelajar IPTA (BKPA), Ministry of Education (MOE)

3.5 Responsible Persons in Admission Process

| | |
|---------------|--|
| D | Director |
| DD | Deputy Director (Admissions and General Admin) |
| AO | Administrative Officer |
| ITO | Information Technology Officer |
| AITO | Assistant Information Technology Officer |
| AAO | Assistant Administrative Officer |
| AA | Administrative Assistant |
| Members of AC | Members of Admission Committee |

3.6 Abbreviations

| | |
|------|--|
| AMAD | Academic Management and Admission Division |
| IIUM | International Islamic University Malaysia |
| ITD | Information Technology Division of IIUM |
| MoE | Ministry of Education |
| BKPA | Bahagian Kemasukan Pelajar IPTA |

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| | |
|-------------|--|
| UPU | Unit Pusat Universiti |
| SAC | Student Admission Committee |
| AC | Admission Committee |
| IPTA | Institusi Pengajian Tinggi Awam |
| PRA-JAYA | List of potential qualified candidates from UPU |
| AS | Admission System |
| LEVAS | Local Admission Evaluation System |
| MPB | Mesyuarat Pemilihan Bersama |
| e-MAS | Electronic Management of Admission System, UPU |
| JMI | Jom Masuk IPT |
| STAD | Student Affairs Division |
| Laluan Khas | Special consideration for candidates who meet the minimum entry requirements but fall under special categories as specified by BKPA (i.e. B40, OKU, Orang Asli, Athletes & etc.) |
| E-Rayuan | Process of on-line application for candidates who are unsuccessful in the 1 st application through UPUOnline |
| UPUOnline | |
| KCDI | Kulliyah(s), Centre(s), Division(s), Institute(s) |

4. REFERENCE

- 4.1 Recent Admissions Regulations as endorsed by the Senate.
4.2 Recent Minimum Entrance Requirement Table as endorsed by the Senate.

5. RESPONSIBILITY AND DETAILED PROCEDURES

| RESPONSIBILITY | DETAILED PROCEDURES | |
|----------------|---|--|
| | RECEIVING DATA, SCREENING, EVALUATING AND OFFERING FOR MALAYSIAN QUALIFICATIONS | |
| AO/AAO | 5.1 | To submit projection number of students to BKPA through e-MAS website: https://online.moe.gov.my/upu/emas/ |
| DD/AO/AAO | 5.2 | To attend “Mesyuarat Panduan Dasar dan Prosedur Kemasukan Pelajar” with all IPTAs organised by BKPA to finalise the followings: i. admission policies and procedures ii. work schedule |
| AO/AAO/AA | 5.3 | To attend workshop on e-MAS (if any) with all IPTAs for i. Briefing on using the e-MAS ii. Updating of information i.e. entry requirements iii. Projection number of intakes |
| AO/AAO | 5.4 | To update e-MAS on the following information: i. Projection number of intake & Jack up number. |

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| | | <ul style="list-style-type: none"> ii. Programmes to be offered. iii. Entry requirements. iv. General information on the University. |
| DD/AO/ITO/AAO/AA | 5.5 | <p>To attend the following meetings with BKPA, MOE:</p> <ul style="list-style-type: none"> i. “Tafsiran dan Penjelasan Syarat” - for user specification requirements on entry requirements. ii. “Mesyuarat Teknikal Kemasukan Pelajar”- for technical aspects on online application. iii. “Pre-council 1”- to confirm that the MOE's evaluation system is done according to University entry requirements. iv. “Pre-council 2” - to confirm that: <ul style="list-style-type: none"> a. Selection of candidates is based on " Pre-council 1". b. Assignment of “PRA-JAYA” status is based on meritocracy. c. Number of candidates on “PRA-JAYA” list. d. Number of seats to be filled-up. v. “Bengkel Sistem MPB” for MPB training. |
| | 5.6 | <p>To liaise with relevant KCDI’s for JMI on pamphlet/brochures of entry requirements and make it available via IIUM website.</p> <p><u>DURING PC-1</u></p> |
| DD/AO/AAO | 5.7 | <p>To confirm MOE's evaluation system is done according to specific University entry requirements</p> <p><u>DURING PC-2</u></p> |
| DD/AO/AAO | 5.8 | <p>To check and verify MOE's evaluation system is done according to specific University entry requirements</p> |
| AO/AAO | 5.9 | <p>To receive the relevant documents from BKPA</p> <p><u>PREPARATION BEFORE ATTENDING MPB</u></p> |
| DD/AO/AAO | 5.10 | <p>To finalise the package of offer letter & admission booklet before it will be made available on-line by AITO</p> |
| AO/AAO/AA | 5.11 | <p>To finalise the date, venue and time of enrolment</p> <p><u>DURING MPB</u></p> |
| D/DD/AO/ITO/AAO/AA | 5.12 | <p>To confirm the list of “Pra-Jaya”</p> |
| D/DD/AO | 5.13 | <p>To screen and select “laluan khas” candidates. The total</p> |

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| | | number of successful candidates is over and above the projected number. |
| D/DD | 5.14 | To confirm qualified successful applicants to be offered for admission as per Jack up number |
| AO/AAO/ITO/ AITO | 5.15 | To receive the relevant documents from BKPA |
| | | <u>AFTER MPB</u> |
| ITO / AITO | 5.16 | To transfer the data of successful candidates to the Admission System. |
| ITO / AITO | 5.17 | To generate matric no and pin no. |
| AO/AAO/ITO/ AITO | 5.18 | To activate and publish the URL for on-line offer letter as per notify in the MOE's web-site. |
| AO/AAO/ITO/ AITO | 5.19 | To release the on-line offer letter in the web-site as per BKPA's schedule |
| AAO/AA | 5.20 | To submit number of projections for ERayuan UPUOnline intake process in e-MAS based on on-line acceptance / rejection of offer based on vacancies of projected number |
| AO/AAO/AA | 5.21 | To inform no. of offered students to related KCDIs for necessary preparation i.e EPT/APT/TPT, Taaruf Programme, briefing etc. |
| AO/AAO | 5.22 | To prepares statistics and list for SAC notification. |
| | | ERAYUAN UPUOnline |
| D/DD/AO | 5.23 | To screen and select candidates from ERayuan UPUOnline . |
| D/DD | 5.24 | To confirm qualified successful applicants to be offered for admission as per Jack up number |
| AO/AAO/ITO/ AITO | 5.25 | To receive the relevant documents from BKPA |
| | | APPEAL CASE |
| AAO/AA | 5.26 | To record appeals for applicants and furnished additional qualifications or information |
| AO/AAO/AA | 5.27 | To bring the appeals to AC for decisions |

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| INTERVIEW | | |
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| AA | 5.17 | <p>To arrange date, time & venue for the interview session (if necessary).</p> <p>To notify applicants of the date, time & venue for the interview session.</p> <p>To prepare reports for the interview session.</p> <p>To prepare the results of the interview to be endorsed in AC Meeting (see 5.8 to 5.13 for AC meeting processes).</p> |
| STUDENT ADMISSION COMMITTEE (SAC) MEETING | | |
| AO/AA | 5.18 | To prepare report for the SAC for notification. |
| ISSUANCE OF OFFER LETTER | | |
| AO/ITO/AITO/AA | 5.19 | To submit softcopy of the package of offer letter & admission booklet to made available on-line to AITO |
| | 5.20 | To generate matric no, generate pin number and QR code. |
| | 5.21 | To liaise with mahallah's Officers for Mahallah Assignment |
| | 5.22 | <p>To generate on-line Offer Letter to the successful candidates stating the followings:</p> <ol style="list-style-type: none"> a. Programme offered b. Enrolment date, time & venue c. Payment of stipulated fees d. Term and conditions of offer |
| | 5.23 | <p>To test the system of online offer letter on the followings:-</p> <ol style="list-style-type: none"> a. the website url's for applicants' view is correct for usage b. all information and guidelines (if any) in the system are updated and applicable |
| ENROLMENT EXERCISE | | |
| AO/ITO/AITO/AA | 5.24 | To update the activation of student's status during enrolment day (if any) |
| DEFERMENT | | |
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| AO | 5.25 | To receive letter/form from the candidates. |
| Members of AC | 5.26 | To compile and record the Deferment status (DF) in the system. |
| AA | 5.27 | To prepare the list of candidates who applied for deferment. |
| | 5.28 | To notify the list of deferment in the AC meeting. |
| | 5.29 | To notify the candidates of the new enrolment date. |

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6.0 QUALITY RECORDS

| NO. | QUALITY RECORDS | RETENTION PERIOD | LOCATION | RESPONSIBILITY |
|------------|------------------------|------------------------------------|---|-----------------------|
| 1. | Applicants Database | University's life | Main server | ITD |
| 2. | Student Files | As student graduated or terminated | Filing Room / IDMS | AA |
| 3. | Deferment letter | I year | Filing Room (Local Unit) - (Deferment File) | AA |

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7.0 FLOW CHART

