UNDERGRADUATE ADMISSION PROCEDURES FOR MALAYSIANS WITH OTHER QUALIFICATIONS VIA EAS

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1. **OBJECTIVE**

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

2. **SCOPE**

   The procedure covers receiving application forms, sorting, screening, replying, interviewing *(where applicable)*, evaluating and offering the qualified candidates for admission into 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 Malaysia (KPM), Diploma or its equivalent and endorsed by the Senate of IIUM.

   3.2 International Qualifications refers to GCE 'A' Level Examination certificate or its equivalent that recognized internationally and endorsed by the Senate of IIUM.

   3.3 Students Admission Committee refers to the authorised 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.

   3.4 Admission Committee refers to the authorized body appointed by the Senate *(Senate minute 425.32/2016)* to evaluate and decide on status of offer. The SAC will be notified of the decision.

   3.5 Responsible Persons in Admission Process

Members of AC	Members of Admission Committee
	Director AMAD
	Deputy Director AMAD
	Administrative Officer
	Assistant Information Technology Officer
	Administrative Assistant

   3.6 Abbreviations

AMAD	Academic Management and Admission Division
IIUM	International Islamic University Malaysia
ITD	Information Technology Division of IIUM
MOE	Ministry of Education

SAC	Students Admission Committee
AC	Admission Committee
GCE	General Certificate of Education
EAS	E-Admission System

4. REFERENCE

4.1 Recent Admissions Regulations as endorsed by the Senate.

4.2 The National Academic Recognition Information Centre for the United Kingdom (UK NARIC) (subscribed web-site).

4.3 Recent Minimum Entrance Requirement as endorsed by the Senate.

5.0   RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES	
	RECEIVING, SCREENING AND SELECTING OF APPLICATIONS	
AA	5.1	To acknowledge online applications via EAS.
	5.2	To verify & transfer the details information of applicants from EAS to Admission System (temporary).
	5.3	The application is complete if the following documents are submitted: a. A copy of GCE 'A' Level Examination certificate or its equivalent; and/or b. University Entrance Examination result as required by the Senate as part of admission requirements, if applicable; and c. Non-refundable application processing fee of RM100
	5.4	To categorize the application documents into the followings: a. Complete application b. Incomplete application
	5.5	To evaluate the complete applications that fulfill the minimum entry requirement as set by the University and to be updated as follows: a. International Qualifications i. Above entry requirement (NORMAL) or;

		ii. Below entry requirement (B4AC)
		
		b. Malaysian Qualifications
		   i. Above entry requirement (SAC) or;
		   ii. Below entry requirement (B4BOA)

	5.6	To update status "Incomplete" for application if documents is incomplete
	5.7	To email the applicants to submit the required document(s) if the application is incomplete on/before the closing date of the particular semester otherwise the application will be rejected if there is no response received.
		ADMISSION COMMITTEE (AC) MEETING
AA/AO	5.8	To prepare a report for the AC to decide on applications.
Members of AC	5.9	To verify application reports/details.
	5.10	The AC decide on: i. to accept/reject/put on KIV the applications. ii. qualified applicants who require recommendation from the relevant Kulliyyah(s).

	5.11	The following guidelines may be adopted in making decision :
		
		a. To accept the application if the following criteria are met:
		   i. Minimum entry requirements
		   ii. Vacancy in the seat / quota
		   iii. Recommended by the respective kulliyyahs, if applicable
		   iv. Passed the interview / assessment as determined by the University
		   v. Any other conditions as set by the University
		
		b. To reject the application if :
		   i. Did not meet the entry requirements
		   ii. No vacancy in the seat / quota
		   iii. Not recommended by the respective kulliyyahs;
		   iv. Failed the interview / assessment as determined by the University
		   v. Any other conditions as set by the University
		
		c. To put on KIV status if require :
		   i. Kulliyyahs recommendation

AO/AA		ii. Interview or any other further assessment as decided by the AC iii. Further verification from external agencies such as embassies, ministries, sponsors etc iv. Additional documents v. AC's decision vi. Any other requirements as deemed appropriate by the AC.
	5.12	To update the AC's decisions in the Admission system. System will auto notify the candidates of their status via email
	5.13	To act upon the AC's decision (KIV/KR) within 2 weeks
		RECOMMENDATION FROM THE KULLIYYAH
AA	5.14	To compile all applications that require Kulliyyah's recommendation.
	5.15	To send to the respective Kulliyyah for further evaluation and recommendation within the stipulated period.
	5.16	To update the recommendation in the Admission system after receiving feedback from the Kulliyyahs.
	5.17	To prepare a report for the AC to notify on the Kulliyyahs' decisions (see 5.8 to 5.13 for AC meeting processes).
		INTERVIEW
AA	5.17	To arrange date, time & venue for the interview session (if necessary). To notify applicants of the date, time & venue for the interview session. To prepare reports for the interview session. To prepare the results of the interview to be endorsed in AC Meeting (see 5.8 to 5.13 for AC meeting processes).
		REJECTION CASE

AO/AA	5.18	To ensure rejection status is updated in EAS. Applicants will receive the notification via email (auto reply by EAS)
		APPEAL CASE
AA	5.19	To process appeals for applicants as follows : i. To update status in the EAS of the appeal ii. To bring the appeals to AC for decisions (see 5.8 to 5.22).
		STUDENT ADMISSION COMMITTEE (SAC) MEETING
AA	5.20	To arrange date, time & venue for the SAC.
AA	5.21	To invite members as stipulated in the Admissions Regulations (Undergraduate) 2015.
AO/AA	5.22	To prepare report for the SAC to decide, regulate and endorse.
AO/AA	5.23	To update the SAC's decisions in the Admission system, if applicable.
AO	5.24	To prepare minutes of the SAC.
		ISSUANCE OF OFFER LETTER
AO/ITO/AITO/AA	5.25	To submit softcopy of the package of offer letter & admission booklet to made available on-line to AITO
	5.26	To generate matric no, generate pin number and QR code.
	5.27	To liaise with mahallah's Officers for Mahallah Assignment

	5.28	To generate on-line Offer Letter to the successful candidates **stating** the followings:
		    a. Programme offered
		    b. Enrolment date, time & venue
		    c. Payment of stipulated fees
		    d. Term and conditions of offer

	5.29	To test the system of online offer letter on the followings:- 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	5.30	To update the activation of student's status during enrolment day (if any)
		DEFERMENT
AO Members of AC AA	5.31	To receive letter/form from the candidates.
	5.32	To compile and record the Deferment status (DF) in the system.
	5.33	To prepare the list of candidates who applied for deferment.
	5.34	To notify the list of deferment in the AC meeting.
	5.35	To notify the candidates of the new enrolment date.

6.0   QUALITY RECORD

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

7.0   FLOW CHART

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                        START
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                          ▼
                    ┌──────────┐   AA acknowledge online application via EAS
                    └──────────┘
                          │
                          ▼
                    ┌──────────┐   AA verify & transfer the details information of applicants from EAS to
                    └──────────┘   Admission System (temporary).
                          │
                          ▼
                    ┌──────────┐   AA process the application documents
                    └──────────┘
                          │
                          ▼
                    ┌──────────┐   AO/ AA prepare the report and table in the AC for decisions.
                    └──────────┘
                          │
                          ▼
                    ┌──────────┐   AA update the AC's decisions in the Admission system accordingly.
                    └──────────┘
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                          ▼
                    ┌──────────┐   AAO/AA prepare the package of offer letter and Admission Booklet
                    └──────────┘
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                          ▼
                    ┌──────────┐   AO/AA generates the matric number and pin number
                    └──────────┘
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                          ▼
                    ┌──────────┐   ITO/AITO activate the URL for on-line offer letter
                    └──────────┘
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                          ▼
                    ┌──────────┐   AO/AAO issue an on-line offer letter
                    └──────────┘
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                          ▼
                    ┌──────────┐   AO/AAO notify no. of  offered  students  to  KCDI's for  necessary preparation i.e Mahallah
                    └──────────┘   assignment, EPT/TPT/Apt, Taaruf Programme, briefing etc
                          │
                          ▼
                    ┌──────────┐   AA record the softcopy offer letter of the successful candidates according to Programmes for copy
                    └──────────┘   of IDMS and student's file
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                          ▼
                    ┌──────────┐   AO/AA update the activation of student's status during enrolment day (if any)
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                    ┌──────────┐   AO/AA produce relevant statistics for notification and endorsement of SAC/AC meeting
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