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ADMISSION PROCEDURES TO FOUDATION PROGRAMMES FOR SPM QUALIFICATION VIA UPU CHANNEL

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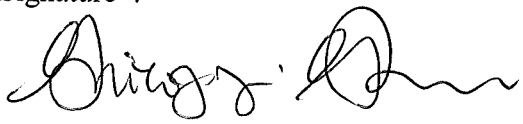
Signature :	Signature : 
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Date : 2/03/2020	Date : 2/03/2020

1. OBJECTIVE

The objective of this procedure is to guide in the process of receiving, screening and selecting applicants with SPM qualification, offering for admission to the foundation programmes.

2. SCOPE

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

3. DEFINITION / ABBREVIATION

3.1 **SPM** refers to Sijil Pelajaran Malaysia.

3.2 **Students Admission Committee** 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** 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

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
CFS	Centre for Foundation Studies
IIUM	International Islamic University Malaysia

ITD	Information Technology Division of IIUM
MoE	Ministry of Education
BKPA	Bahagian Kemasukan Pelajar IPTA
UPU	Unit Pusat Universiti
SAC	Student Admission Committee
AC	Admission Committee
SPM	Sijil Pelajaran Malaysia
IPTA	Institusi Pengajian Tinggi Awam
PRA-JAYA	List of potential qualified candidates from UPU
AS	Admission System
MPB	Mesyuarat Pemilihan Bersama
Erayuan	Process of on-line application for candidates who are unsuccessful in the 1st application through UPU system
LEVAS	Local Admission Evaluation System
E-mas	Electronic Management of Admission System
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 (ie. B40, OKU, Orang Asli, Athletes & etc.)

4. REFERENCE

4.1 Minimum Entrance Requirement Table (Endorsed in the 462nd Senate Meeting held on 27th December 2019)

5.0 RESPONSIBILITY AND DETAILED PROCEDURES

RESPONSIBILITY	DETAILED PROCEDURES	
	RECEIVING DATA, SCREENING, EVALUATING AND OFFERING FOR SPM QUALIFICATION	
DD/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
DD/AO/AAO	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 intake
DD/AO/AAO	5.4	To update **E-mas** on the following information: i. Projection number of intake & Jack up number ii. Programmes to be **offered** iii. entry requirements iv. general information on the University
DD/AO/AAO	5.5	To attend the following meetings with BKPA, MOE: 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: 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 vacancies to be filled-up v. "Bengkel Sistem MPB" for MPB training.

		DURING PC-1
	5.6	To confirm MOE's evaluation system is done according to specific University entry requirements
		DURING PC-2
DD/AO/AAO	5.7	To check and verify MOE's evaluation system is done according to specific University entry requirements
AO/AA	5.8	To receive the relevant documents from BKPA
		PREPARATION BEFORE ATTENDING MPB
AO/AAO	5.9	To submit softcopy of the package of offer letter & admission booklet to made available on-line to ITO
AO/AAO	5.10	To test the System of On-line update biodata
		DURING MPB
DD/AO/	5.11	To confirm the list of "Pra-Jaya"
DD/AO/	5.12	To screen and select "laluan khas" candidates. The total number of successful candidates is over and above the projected number.
	5.13	To confirm qualified successful applicants to be offered for admission as per Jack up number
	5.14	To receive the relevant documents from BKPA
		AFTER MPB
ITO/ AITO	5.15	To transfer the data of successful candidates to the Admission System.
	5.16	To generate matric no and pin no.
	5.17	To activate the URL for on-line offer letter as per notify in the MOE's web-site.

ITO / AITO	5.18	To release the on-line offer letter in the web-site as per BKPA's schedule
AO / AAO	5.19	To submit number of projection for erayuan intake process in E-mas based on on-line acceptance / rejection of offer based on vacancies of projected number
AO/AAO	5.20	To inform no. of offered students to CFS for necessary preparation i.e EPT/APT/TPT, Taaruf Programme, briefing etc.
AO/AAO	5.21	To prepares statistics and list for SAC notification.
		ERAYUAN
AO/AAO	5.22	To screen and select candidates from erayuan UPUOnline.
	5.23	To confirm qualified successful applicants to be offered for admission as per Jack up number
	5.24	To receive the relevant documents from BKPA
		APPEAL CASE
AO/AAO	5.25	To record appeals for applicants and furnished additional qualifications or information
AO/AAO /AA	5.26	To bring the appeals to AC for decisions
		ADMISSION COMMITTEE (AC) MEETING
AO/AAO /AA	5.27	To prepare report for the AC decision and endorsement.
		STUDENT ADMISSION COMMITTEE (SAC) MEETING
AO/AAO /AA	5.28	To prepare report for the SAC for notification.
		ISSUANCE OF OFFER LETTER
AO/AAO /AA	5.29	To issue the official Offer Letter to the successful candidates stating the followings: i. programme offered

		ii. enrolment date & Venue iii. Payment of stipulated fees iv. Term and conditions of offer
		DEFERMENT
AO/AAO /AA	5.30	To receive application from the candidates.
	5.31	To compile and prepare the list of candidates who applied for deferment.
AO/AAO /AA	5.32	To table the applications for the deferment in the AC meeting.
AC Members	5.33	To endorse and decide the applications
AO/AAO /AA	5.34	To record the Deferment status (DF) in the system for those approved by the AC.
	5.35	To inform the decision of the AC to the candidates.
	5.36	To notify the candidates of the new enrolment date.

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