

ADMISSION REGULATIONS 2024

In exercise of the powers conferred under Article 40 (2) of the Constitution of the International Islamic University Malaysia, the Senate hereby makes the following regulations.

PART I: PRELIMINARY

Citation

1. These Regulations shall be known as the **International Islamic University Malaysia Admission Regulations 2024**.

Application

2. These Regulations shall apply to all candidates for admission into the International Islamic University Malaysia.

Date of Implementation

3. These Regulations shall come into force upon approval by the Senate of the University.

Interpretation

4. In these Regulations, unless otherwise stated:

“**AC**” refers to Admission Committee established by Senate for the purpose of evaluation, selection and approval for admission.

“**Academic Calendar**” refers to one (1) academic year, consisting of two (2) regular semesters and one (1) short semester (optional); or any other academic sessions as approved by the Senate.

“**AMAD**” refers to the Academic Management and Admission Division of the University.

“**APEL**” is defined as a systematic process that involves the identification, documentation and evaluation of learning based on previous experience, such as knowledge, skills, and attitudes to determine the level at which an individual has achieved the desired learning outcomes, as access to a study program and/ or the award of credit.

“**Arabic Proficiency Test (APT)**” refers to the prescribed test by the Centre for Languages and Pre-University Academic Development (CELPAD) of the University to determine the student’s Arabic Language proficiency.

“**Candidate**” refers to a person who applies for admission into the academic programme of the University through the prescribed procedures.

“**CFS**” refers to the Centre for Foundation Studies of the University.

“**CPS**” refers to the Centre for Postgraduate Studies of the University.

“**Constitution**” refers to the Constitution of the International Islamic University Malaysia.

“**CoS**” refers to a kulliyah, faculty, centre or an institute, which may or may not offer a programme of study.

“**Cumulative Grade Point Average (CGPA)**” refers to the sum of the products of the credits and the quality point equivalent of the grade for all courses taken divided by the sum of all their

credits in all semesters up to a point in time. Computation of CGPA includes only courses within the programme requirements as approved by the Senate.

“**Deferment**” refers to the postponement of registration to a later semester beyond what is stipulated in the offer letter.

“**Diploma**” refers to level 4 academic qualifications or equivalent with minimum credit requirement is 90 credits and minimum duration is two years study or as determined by the discipline or professional requirements.

“**Double Degree**” refers to a programme where two degrees are undertaken concurrently or sequentially.

“**DVM**” refers to Diploma Vokasional Malaysia obtained from vocational institutions in Malaysia.

“**EAS**” refers to the Electronic Admission System of IIUM used for admission application process to the University.

“**English Proficiency Test (EPT)**” refers to the test administered by the Centre for Languages and Pre-University Academic Development (CELPAD) of the University to determine the student’s English Language proficiency.

“**Registration**” refers to the process when a candidate registers as a student.

“**Registered**” refers to the time when a person who is offered admission reports to the University to commence his studies as a registered student.

“**Exemption**” refers to the exclusion from registering into a specific course.

“**Grade**” refers to the final grade of a course based on the total scores awarded.

“**IELTS**” refers to the International English Language Testing System.

“**Interview**” refers to a verbal assessment conducted by the University for admission into a specific programme of study.

“**IQ**” refers to qualifications such as O Level, A Level, IB & equivalent.

“**MOHE**” refers to the Ministry of Higher Education Malaysia.

“**MUET**” refers to the Malaysian University English Test.

“**MQ**” refers to qualifications such as SPM, *Asasi*/Foundation/ Matriculation, STPM, STAM, & Diploma or equivalent.

“**MQA**” refers to the Malaysian Qualifications Agency.

“**PG Regulations**” refers to the Postgraduate rules and regulations endorsed by the Senate.

“**University**” refers to the International Islamic University Malaysia.

“**UPU**” refers to the admission portal for IPTAs under the Ministry in charge of higher education in Malaysia.

“**Research Proposal**” is a document comprising research objectives, literature review, methodology, hypothesis and problem statement.

“**SAC**” refers to the Student Admission Committee established by the Senate for the purpose of governing, planning and strategizing for admission.

“**Senate**” refers to the University Authority which is responsible for the management of a student’s academic affairs.

“**Semester**” refers to a duration specified by the Senate allocated for lectures, examinations and similar instructional activities.

“**Skills**” refers to language skills in English, Arabic & Bahasa Melayu language, i.e., Reading, Writing, Speaking and Listening.

“**SPM**” refers to *Sijil Pelajaran Malaysia*.

“**STAM**” refers to *Sijil Tinggi Agama Malaysia*.

“**STPM**” refers to *Sijil Tinggi Persekolahan Malaysia*.

“**Student**” refers to a candidate enrolled into the University for a programme of study.

“**Study Period**” refers to a duration of study which is prescribed for a specific programme.

“**TOEFL**” refers to the Test of English as a Foreign Language.

“**Transfer of Credit**” refers to the candidate’s academic credits for courses taken at other higher institutions, or center of studies which are transferred to his current academic records for the purpose of fulfilling his graduation requirements.

“**IGCSE**” refers to the **International General Certificate of Secondary Education (IGCSE)**, which is an English Language based examination similar to GCSE and is recognised in the United Kingdom.

“**Visiting Student**” refers to any students from other institutions registered in mobility programmes at the University for a minimum of one (1) regular semester.

PART II: TERM OF REFERENCE FOR ADMISSION

1. Establishment of Student Admission Committee (SAC)

- i. For the purpose of admission to the University for foundation, undergraduate and postgraduate programmes offered by the University, there shall be a Student Admission Committee established by the Senate.
- ii. The Student Admission Committee (SAC) shall consist of
 - a. The Deputy Rector in charge of the academic affairs of the University as the Chairman;
 - b. Deans of Centre of Studies;
 - c. Executive Director of Finance;
 - d. Directors of Strategic Business Unit;
 - e. Director of office in charge of the international affairs;
 - f. The Chairman may appoint any other officer to be a member of the Student Admission Committee.
- iii. The Director in charge of the undergraduate admission shall be the secretary of the committee.
- iv. In the event the Chairman of the Student Admission Committee is unavailable to preside a meeting, he may assign another member of the Committee to preside the meeting.
- v. The Chairman may invite any other officers to attend the meeting of the Committee.

2. Terms of Reference of SAC

Functions of the Committee shall include the followings:

- i. To recommend the Senate to any policies and procedures pertaining to the admission of students;
- ii. To receive notification list of candidates approved by the Admission Committee (AC);
- iii. To advise the Admission Committee (AC) on the issues related to appeals;
- iv. To deliberate and discuss other matters pertaining to students' admission;
- v. To get endorsement from the Senate on the approved list of application.

3. Establishment of Admission Committee (AC)

- a) The Admission Committee shall evaluate, select and approve applications for admission into the IIUM foundation, undergraduate & postgraduate programmes.
- b) The Admission Committee (AC) shall consist of
 1. The Director in charge of the undergraduate admission as the Chairman;
 2. Dean of CPS;
 3. Dean of IIUM Academy;
 4. Directors of Strategic Business Unit;

5. The Chairman may appoint any other officer to be a member of the Admission Committee
- c) The Secretary of the Committee shall be any officer in charge of the admission.
- d) In the event the Chairman of the Admission Committee is unavailable to preside a meeting, he may assign another member of the Committee to preside the meeting.
- e) The Chairman may invite any other officers to attend the meeting of the Committee.
- f) For the purpose of admission to CFS which is not through the UPU channel, there shall be a selection process performed by the office in charge of admission and CFS.
- g) For the purpose of admission from CFS, there shall be an admission process performed by the office in charge of admission, relevant CoS and CFS.
- h) Any decision or approval made by the AC shall be reported to the SAC for notification.

4. Terms of Reference of AC

- i. To decide on the applications received;
- ii. To report to the SAC on matters related to admission;
- iii. To notify the SAC on the list of approved application;
- iv. To consult the SAC on issues related to admission;
- v. To improve the admission-related process such as issuance of offer letter, deferment, change of programme, change of offer, verification of institutions and supporting documents etc;
- vi. To discuss other related matters including visa matters.

PART III: ADMISSION REQUIREMENTS TO UNDERGRADUATE PROGRAMMES

1. Admission Requirements for Candidates with IIUM foundation qualification

A candidate with the IIUM foundation qualification shall fulfill the admission requirements as endorsed by the Senate of the University and he shall be subjected to the following:

- a) The candidate must meet the minimum (Exit) CGPA for admission to the bachelor degree as determined by the Centre of Foundation Studies and endorsed by the Senate;
- b) Any other requirements as prescribed by the Senate.

2. Admission Requirements for Candidate with Malaysian Qualification

The Senate shall determine the admission requirements for candidates with Malaysian qualification which include the followings:

- a) STPM;
 - b) STAM;
 - c) Diploma;
 - d) Asasi/Foundation/Matriculation;
 - e) Certificates issued by other Malaysian institutions that are equivalent to or higher than the certificate mentioned above;
 - f) APEL A.
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- i. A candidate with STPM qualification must obtain the minimum requirements as prescribed and endorsed by the Senate.
 - ii. A candidate with STAM qualification must obtain the minimum entry requirements as prescribed and endorsed by the Senate.
 - iii. A candidate with a Diploma qualification must obtain the minimum entry requirements as prescribed and endorsed by the Senate.
 - iv. A candidate with Asasi/Foundation/Matriculation or equivalent qualification must obtain the minimum entry requirements as prescribed and endorsed by the Senate.
 - v. A candidate with APEL A qualification must obtain the minimum requirements set by the MQA and the minimum entry as endorsed by the Senate.

3. Admission requirements for candidate with SPM Qualification to CFS

The admission requirements for candidates with Sijil Pelajaran Malaysia or its equivalent are as determined by the Senate.

4. Admission requirements for candidate with International Qualification

The Senate shall determine the admission requirements for candidate with international qualification which include the followings:

- a. General Certificate of Education (GCE) Advanced Level (A Level); or
- b. International Baccalaureate (IB); or
- c. High School Certificates or any other equivalent certificates.

5. Admission requirements for Double Degree Programmes

- a) Double Degree is a programme where two degrees are undertaken concurrently or sequentially;

- b) The application for a double degree programme has to be submitted to the office in-charge of the undergraduate admission within two years after completion of the first degree.

6. Admission requirements for Master and Ph.D degree programmes

- a) A candidate must have obtained a relevant Bachelor's degree (honours) from IIUM or any other accredited higher learning institutions; or
- b) Any certificate that is recognized as equivalent to a Bachelor's degree (honours) or other relevant professional qualifications and experiences that are recognized by the Senate of the University; or
- c) Has fulfilled the necessary requirements and obtained a certificate of APEL C issued by the Malaysian Qualification Agency (MQA); or
Has fulfilled the necessary requirements and obtained a certificate of APEL issued by the Malaysian Qualification Agency (MQA).
- d) A suitable Research Proposal is required for Master and Ph.D degree by research.
- e) Any other requirements as prescribed in Postgraduate Regulations endorsed by the Senate.

7. Language Requirements for an Undergraduate

- a) A candidate must fulfill the language requirements based on the medium of instruction of the programme offered as endorsed by the Senate.
- b) A candidate who does not meet the language requirements must undergo the pre-session programme (PRSS) before proceeding to the respective programme of studies and pay the tuition fee and academic administrative fee while in the programme. The maximum duration of the Pre-Sessional Programme (PRSS) is two (2) years.
- c) Exemption may be given to students who have undertaken IELTS, TOEFL, MUET or equivalent which does not exceed 2 years from the date stated on the certificate and meet the required band/level as endorsed by the Senate.
- d) Exemption may be given to students who have graduated/completed their secondary/tertiary education from English/Arabic speaking countries.
- e) Candidates may be exempted if they have undertaken a regular programme of study that uses English as the medium of instruction.
- f) Other accepted certificates are as follows;
 - i. Cambridge Certificate of Proficiency in English (CPE): Minimum Grade C
 - ii. Cambridge Certificate of Advanced English (CAE): Minimum Grade B
 - iii. English Language GCSE, IGCSE or O-Level: English as First Language- Grade C English as Second Language - Grade B
 - iv. International Baccalaureate Standard Level (SL & HL): Score of 5 in English
 - v. European Baccalaureate: Score of 70% in English
 - vi. IDEXCEL PTE: Scores of 50 and above
 - vii. MUET – as endorsed by the Senate
- g) Any other countries/certificates may be given exemption as endorsed by the Senate.

8. Language requirements for a Postgraduate

- a) A candidate must fulfill the language requirements based on the medium of instruction of the programme offered as endorsed by the Senate.
- b) A candidate is required to provide the evidence of having attained the minimum required score for:
 - i. Academic International English Language Testing System (IELTS);
 - ii. the Test of English as a Foreign Language (TOEFL), both iBT (internet based) or PBT (paper based);
 - iii. the IIUM-Administered English/Arabic Proficiency Tests (EPT/APT); or
 - iv. Malaysian University English Test (MUET)
- c) A candidate who has achieved the required score for IELTS or TOEFL must make sure that the results are still valid within the prescribed validity period of the relevant examination body.
- d) A candidate may be exempted if he/she has:
 - i. Undertaken a regular programme of study that uses English as the medium of instruction; or
 - ii. Completed their programme in English, or
 - iii. Proven their English proficiency through their experience to be decided and/or subject to rigorous evaluation by the Centre for Languages and PreAcademic Development (CELPAD), Centre of Studies (CoS) and Centre for Postgraduate Studies (CPS).
- e) Any other requirements as prescribed in Postgraduate Regulations endorsed by the Senate.

9. Additional requirements for admission

1. The Senate may impose other requirements for the purpose of such admission.
2. The University, if deemed necessary, may require a candidate to:
 - a) submit any additional certificates as a condition for admission;
 - b) attend an interview and/or sit for an entrance / selection test, conducted by the University or its agent; and
 - c) submit any other documents including a health declaration or portfolios as requested by the Centre of Studies.

10. Visiting students

- i. Visiting students must fulfill the mobility programme requirements as stipulated by the Centre of Studies;
- ii. An agreement between the two institutions must be obtained;
- iii. For cases without a valid agreement, the student must submit application through the office in-charge of the admission process and the financial obligation if any is to be borne by the student;
- iv. International students must fulfill the visa requirements.

PART IV: APPLICATION PROCEDURES

1. Channels of application

- a) The University accepts two channels of application:
 - i. UPU Portal by the Bahagian Kemasukan Pelajar IPTA (BKPA), MOHE;
 - ii. Electronic Admission System (EAS) administered by IIUM.
- b) Application made through the UPU channel must be completed and submitted to UPU portal within the duration stipulated by BKPA.
- c) Application made through the EAS channel must be completed and submitted online together with the required supporting documents within the duration stipulated by the AC.
- d) Any incomplete applications will be withdrawn from the EAS system after 6 months of submission.

2. Closing Date for An Application

The closing date for an application is as follows:

1. For UPU, it is as per announced by BKPA, MOHE.
2. For EAS system:
 - a) The closing date for a STPM, STAM, Diploma and equivalent application is no later than one (1) month prior to the commencement of the semester.
 - b) The closing date for international application is no later than two (2) months prior to the commencement of any regular semesters.
 - c) The closing date for an application into a Double Degree programme is no later than one (1) month prior to the commencement of the semester.
 - d) The closing date for a postgraduate application is no later than one (1) month prior to the commencement of any regular semester.
 - e) Any application received or put under evaluation after the closing date will be considered for admission into the following semester.

3. A Candidate with a Disability

A candidate with a disability should declare and notify in advance the offices in charge of the admission and disability, the nature and extent of their disability supported by documentation from the authorised body.

4. New application for dismissed/terminated/withdrawn students

- a) Upon dismissal due to a non-disciplinary reason, a dismissed or terminated student may apply for a readmission within a maximum of two (2) regular semesters.
- b) The semester in which the student is not enrolled into the University shall, however, not be taken as part of his period of studies.
- c) A student who has withdrawn from a programme may apply for a fresh admission to a different programme within a maximum period of two (2) regular semesters.
- d) A student may be allowed to transfer credit for Unicore and languages only.
- e) An International student who has been dismissed/terminated/withdrawn may apply

- for a new application after 6 months and fulfill the Immigration requirements.
- f) For all new applications, the students must complete the clearance procedures for their previous semester before their new admission process can resume. The issuance of an offer letter depends entirely on the student's clearance status from their previous semester. Students who have not obtained clearance will not receive an offer letter until all outstanding issues are resolved.

PART V: REGISTRATION

1. Registration

- a) A candidate must register during the time specified in the offer letter;
- b) A candidate must have paid fees as specified in the offer letter before registration as a student;
- c) The University reserves the right to revoke the admission offer to any candidate from the University or to take an appropriate legal action against them should he/she is found making any false declaration or using forged certificates or documents to gain entry into the University;
- d) The University reserves the right to revoke any offer of admission or cancel any registration based on the results of the health examination;
- e) Failure to register within the specified period may result in the revocation of the offer provided that a written application is received by the University prior to the registration period or any other matters as prescribed by the University;
 - f) The University, however, may allow a late registration or defer an admission on a case-by-case basis.

2. Deferral of Admission

- a) A candidate may apply to defer an admission for a maximum of one (1) academic year. The period of deferment will not be included in the total duration of studies.
- b) An application for a deferment is to be submitted to the offices in charge of the admission prior to the registration period. Failure to do so may result in revocation of the offer of admission.
- c) A candidate upon the deferment of his/her admission is subject to the latest updated fees by the Finance Division which may vary from the one stated in the offer letter.
- d) A candidate upon the deferment of his/her admission is subject to the rules and regulations of the university as endorsed by the Senate.

PART VI: TRANSFER OF CREDIT

1. A credit transfer application shall be done at the point of an application for admission or the first regular semester with the necessary documents to support the application.
2. Subject to the approval of the Dean of the Centre of Studies, a student may apply to have his/her academic credits in another institution be transferred to his current academic records for the purpose of fulfilling the graduation requirements as described in STUDENT ACADEMIC PERFORMANCE EVALUATION (UNDERGRADUATE) REGULATIONS 2021.

Vertical Transfer of Credit

- a) For courses that are previously taken at a lower qualification level, the maximum number of credits that can be transferred is up to thirty per cent (30%) of the total credit hour requirements of the programme of studies subject to the approval of the Centre of Studies.
- b) The minimum grade for credit transfer shall be “C”;
- c) The equivalency of the curriculum must be at least 80% and the Diploma must be accredited by the relevant authority;
- d) A credit transfer application shall be done at the point of an application for admission or the latest by the second week of the first regular semester with the necessary documents to support the application;
- e) A student shall be on a good overall academic standing in his previous candidature.

Horizontal Transfer of Credit

- a) For courses that are previously taken at the same qualification level (Horizontal Credit Transfer), the maximum number of credits that can be transferred is up to seventy-five per cent (75%) of the total credit hour requirements of the programme of studies subject to the approval of the Centre of Studies.
- b) The equivalency of the curriculum must be at least 80%;
- c) The minimum grade for credit transfer shall be “C”;
- d) A credit transfer application shall be done at the point of an application for admission or the latest by the second week of the first regular semester with the necessary documents to support the application;
- e) A student shall be on a good overall academic standing in his previous candidature.

PART VII: FEE

1. Malaysian students shall be required to pay all the fees as determined by the University Finance Committee;
2. International students are required to pay all the fees including the renewal of the student’s visa and medical assessment as determined by the University and published by the Finance Division;
3. The University reserves the right to adjust any semester’s tuition fees and related fees;
4. A student who fails to pay the fees within the stipulated period will be subjected to the penalties imposed by the IIUM authority.

AMENDMENT

The Senate may, from time to time, amend, alter, revise, vary or repeal any provision of these Regulations.

PREROGATIVE OF THE SENATE

Notwithstanding the admission requirements under these regulations, the Senate shall have the right to decide on the admission of students.