
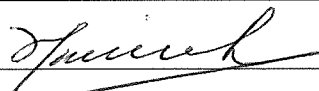


ADMISSION PROCEDURES INTO UNDERGRADUATE PROGRAMME FOR DOUBLE DEGREE

Prepared By: -	Approved By: -
	
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Position: Senior Assistant Director Academic Management and Admission Division (AMAD)	Position: Director Academic Management and Admission Division (AMAD)
Date: 10/7/2025	Date: 10/7/2025

1.0 OBJECTIVE

The objective of this procedure is to guide in the process of admission into the double degree programme.

2.0 SCOPE

The procedure covers processes of receiving the applications, sorting and offering the qualified candidates for admission into the double degree programme.

3.0 ACCOUNTABILITY

Deputy Rector (Academic and Internationalisation)

Dean/Director COS

DIR Director, Academic Management and Admissions Division

AC Admission Committee

4.0 ABBREVIATION

AMAD	Academic Management and Admissions Division
IO	Office of International Affairs
CELPAD	Centre for Language and Pre-University Academic Development
SAC	Students 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.
AC	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 of the decision.
ITD	Information Technology Division
DD	Double Degree Programme in this context refers to the Sequential Double Degree programme where the students have to fulfil certain credits required for graduation of a Double Degree programme after the exemption / transfer of credits from their first degree programme. The normal duration of study is one year. The kulliyah that offer such double degree programme is Ahmad Ibrahim Kulliyah of Laws.

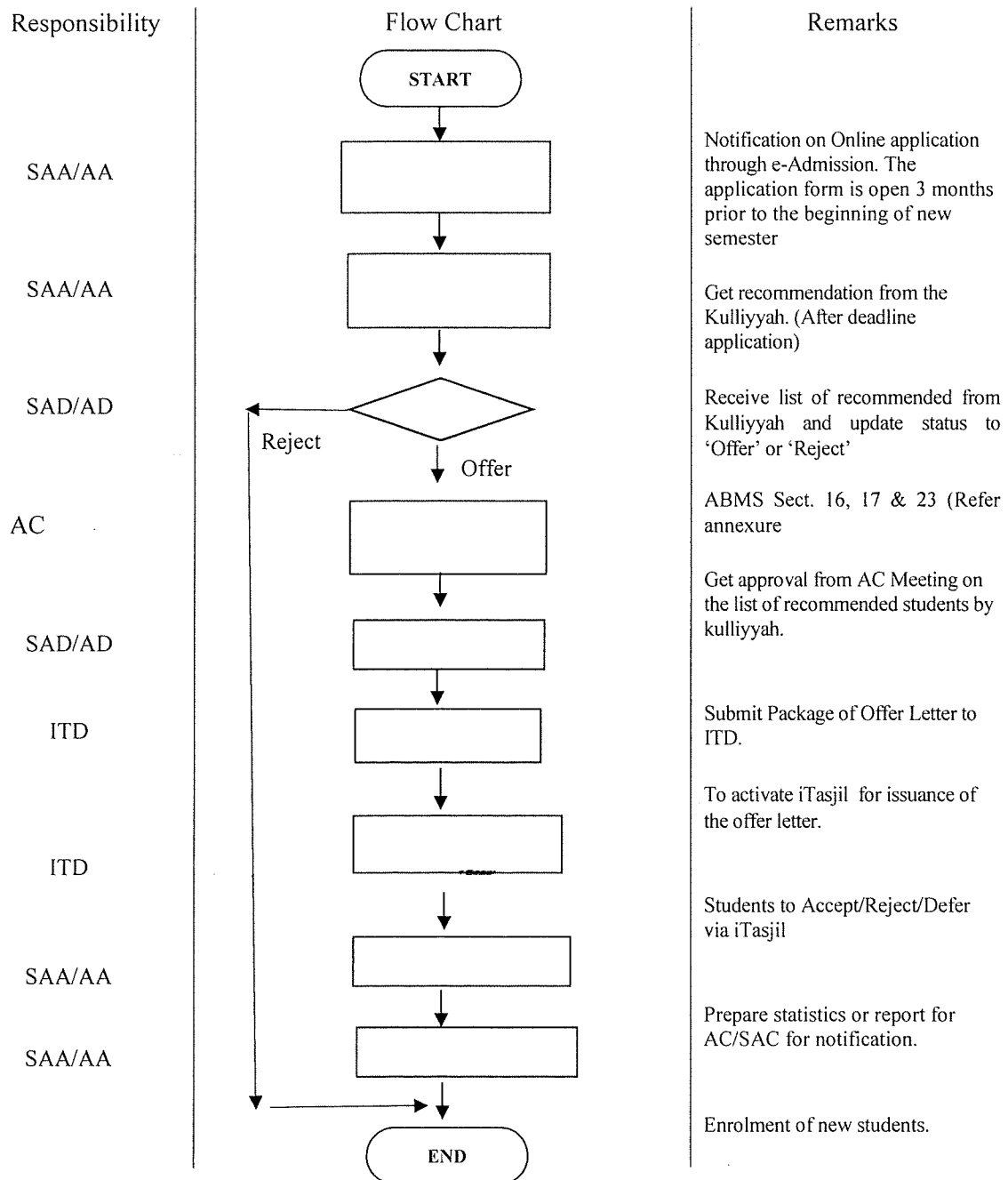
5.0 REFERENCE

- 5.1 International Islamic University Malaysia Admission Regulations 2024
(Endorsed in the 512th Senate meeting)

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Applicants Database	University's life	Main server	ITD
2.	Biodata	University's life	EDMS	ITD
3.	Deferment letter	University's life	Main Server	ITD
4.	List Of Programme Offered	University's life	Main Server	ITD
5.	Offer Letter	University's life	EDMS	ITD

7.0 PROCESS FLOW



10. ABMS NOTES

Two (2) main offences stipulated in the Anti-Corruption Act 2009 (MACC Act 2009) Act 964:

1. Soliciting/Receiving Gratification (Bribe) [Section 16 & 17(a) MACC Act 2009]
2. Abuse of Power (Bribe) [Section 23 MACC Act 2009]