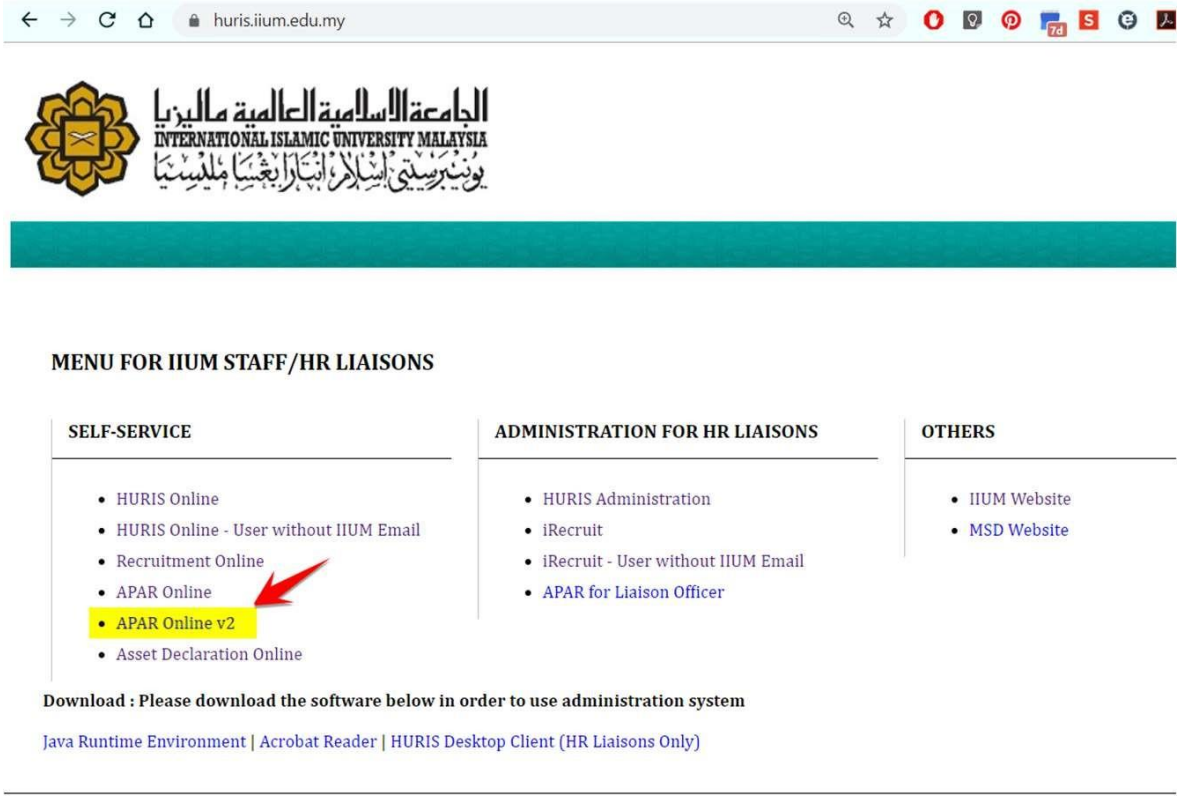
ACADEMIC APAR

USER MANUAL

MANAGEMENT SERVICES DIVISION
FEBRUARY 2021

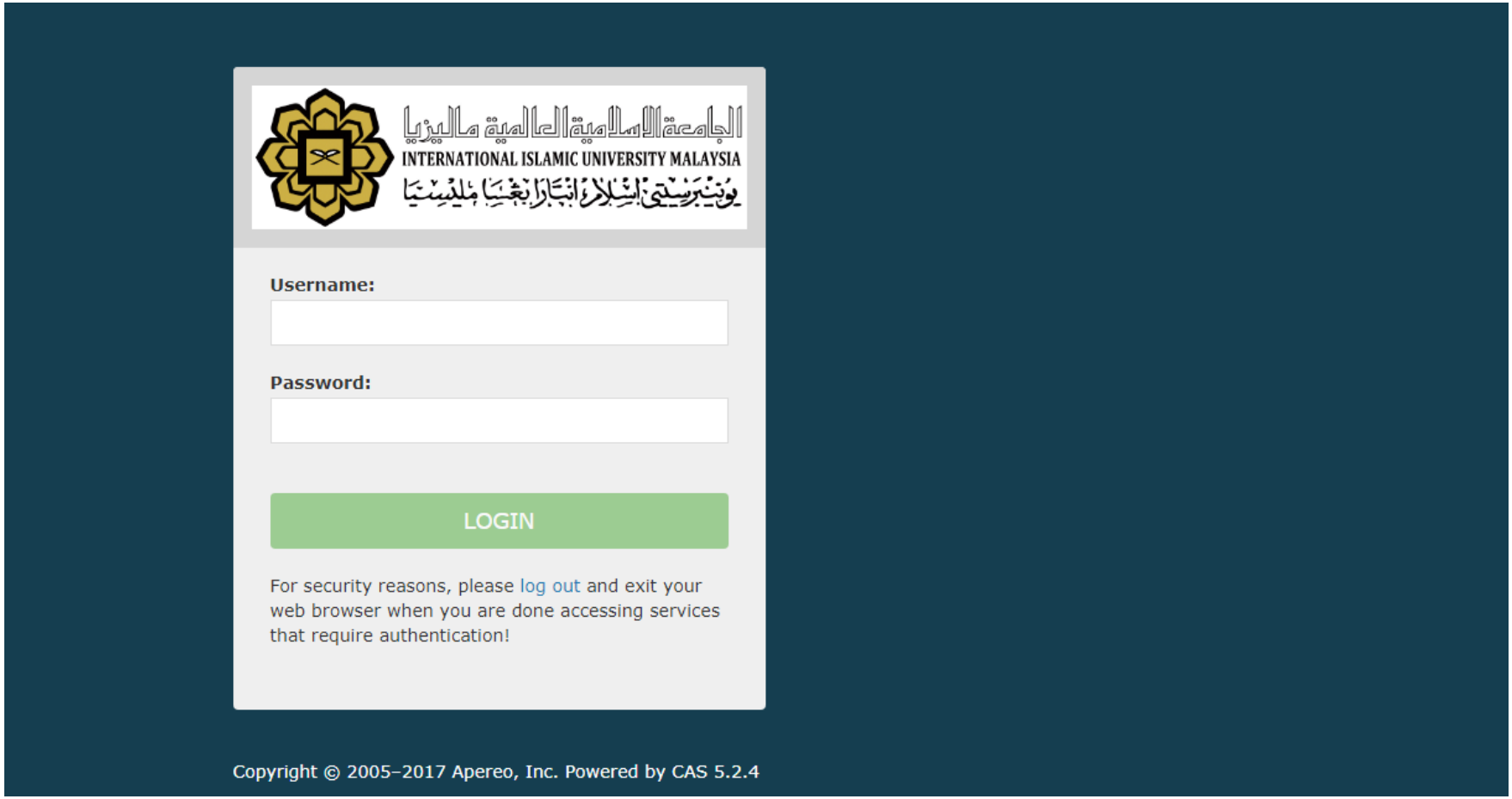
ACCESSING NEW APAR SYSTEM



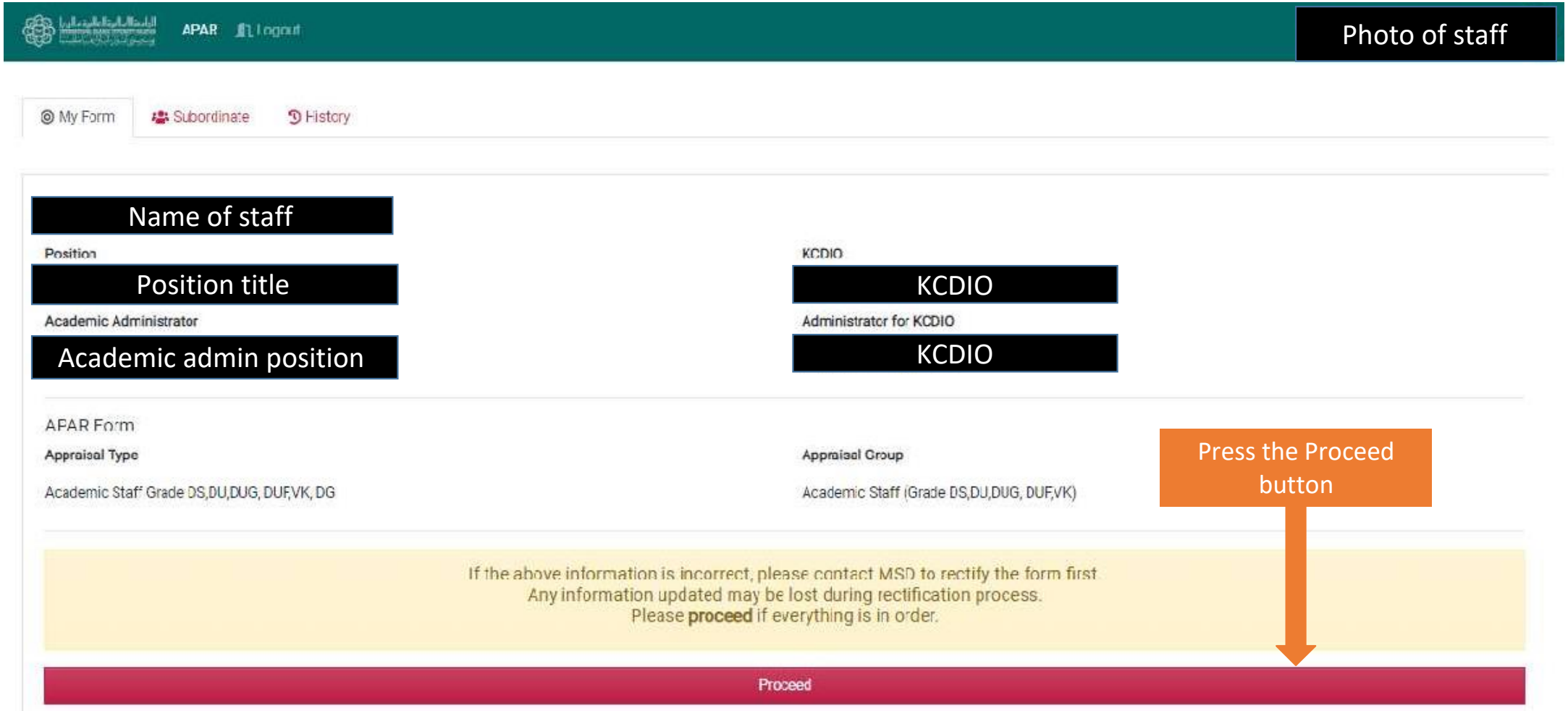
Direct Link to the new APAR System : https://hrservice.iium.edu.my/apariium/

or click the APAR Online V 2 in the https://huris.iium.edu.my/

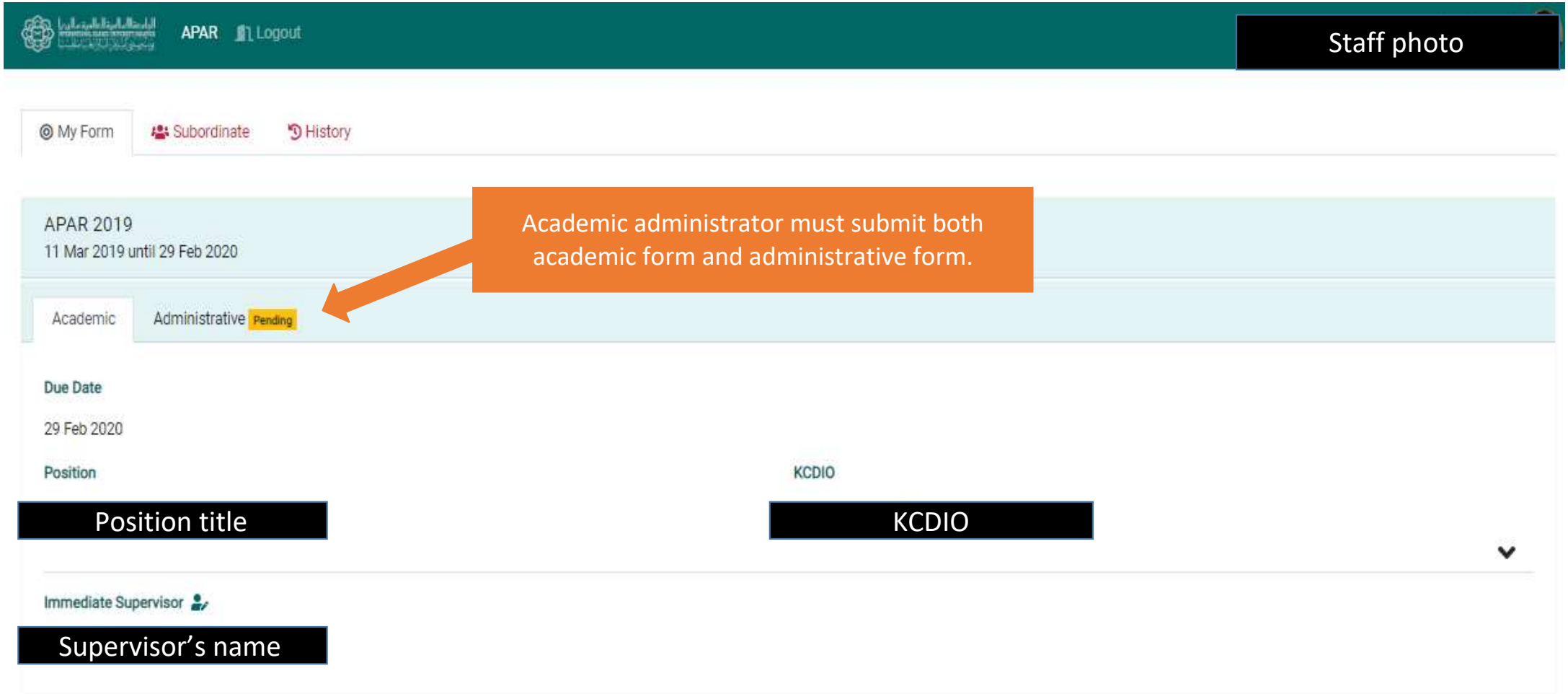
LOG IN PAGE


الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
Username:
Password:
LOGIN
For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!
Copyright © 2005–2017 Apereo, Inc. Powered by CAS 5.2.4

MAIN PAGE


APAR
Logout
Photo of staff
My Form
Subordinate
History
Name of staff
Position
Position title
Academic Administrator
Academic admin position
KCDIO
KCDIO
Administrator for KCDIO
KCDIO
APAR Form
Appraisal Type
Academic Staff Grade DS,DU,DUG, DUF,VK, DG
Appraisal Group
Academic Staff (Grade DS,DU,DUG, DUF,VK)
Press the Proceed button
If the above information is incorrect, please contact MSD to rectify the form first
Any information updated may be lost during rectification process.
Please proceed if everything is in order.
Proceed

APAR FORM - SECTION



SECTION - ACADEMIC

ACADEMIC ANNUAL ACHIEVEMENTS

VIEW/DECLARE ACHIEVEMENTS

A - Teaching and Supervision | B - Research | C - Publication | D - Community Engagement / Flagship Project / SDG | E - Innovation | F - Networking | G - Services and Consultancy

H - Awards and Recognitions | Summary

Please make sure to scroll to the end of the items for each sections

	Item	Computed	Self Declared	Remark	Mark
1	Teaching/Clinical Credit Hours per year (Total Credit Hours in a Year or 2 Semesters)	15.00	15 (15.00 / 1.00) x 1.00		15.00
2	No. of PhD/Master Clinical Students Graduated	1.00	1 (1.00 / 1.00) x 10.00		10.00
3	No. of Master Students Graduated		0 (0.00 / 1.00) x 9.00		0.00
4	No. of PhD/Master Clinical Students (Ongoing Supervision)	1.00	1 (1.00 / 1.00) x 8.00		8.00
5	No. of Master Students (Ongoing Supervision)		0 (0.00 / 1.00) x 7.00		0.00
6	No. of Supervision - Post-Doc		0 (0.00 / 1.00) x 3.00		0.00
7	Co-Supervisor - No. of PhD/Master Clinical Students		0		0.00

SECTION TOTAL AND OVERALL MARKS

13	Post Viva Supervisor	0 (0.00 / 1.00) x 1.00	Remark	0.00
14	Final Year Project Supervision	0 (0.00 / 1.00) x 0.50	Remark	0.00
15	Other Teaching or Supervisory Activities, not mentioned above (1)	No (0.00 / 1.00) x 1.00 Max 1	Remark	0.00
16	Other Teaching or Supervisory Activities, not mentioned above (2)	No (0.00 / 1.00) x 1.00 Max 1	Remark	0.00
17	Other Teaching or Supervisory Activities, not mentioned above (3)	No (0.00 / 1.00) x 1.00 Max 1	Remark	0.00
Section Total				45.00
Overall Mark (All Sections)				**492.35**

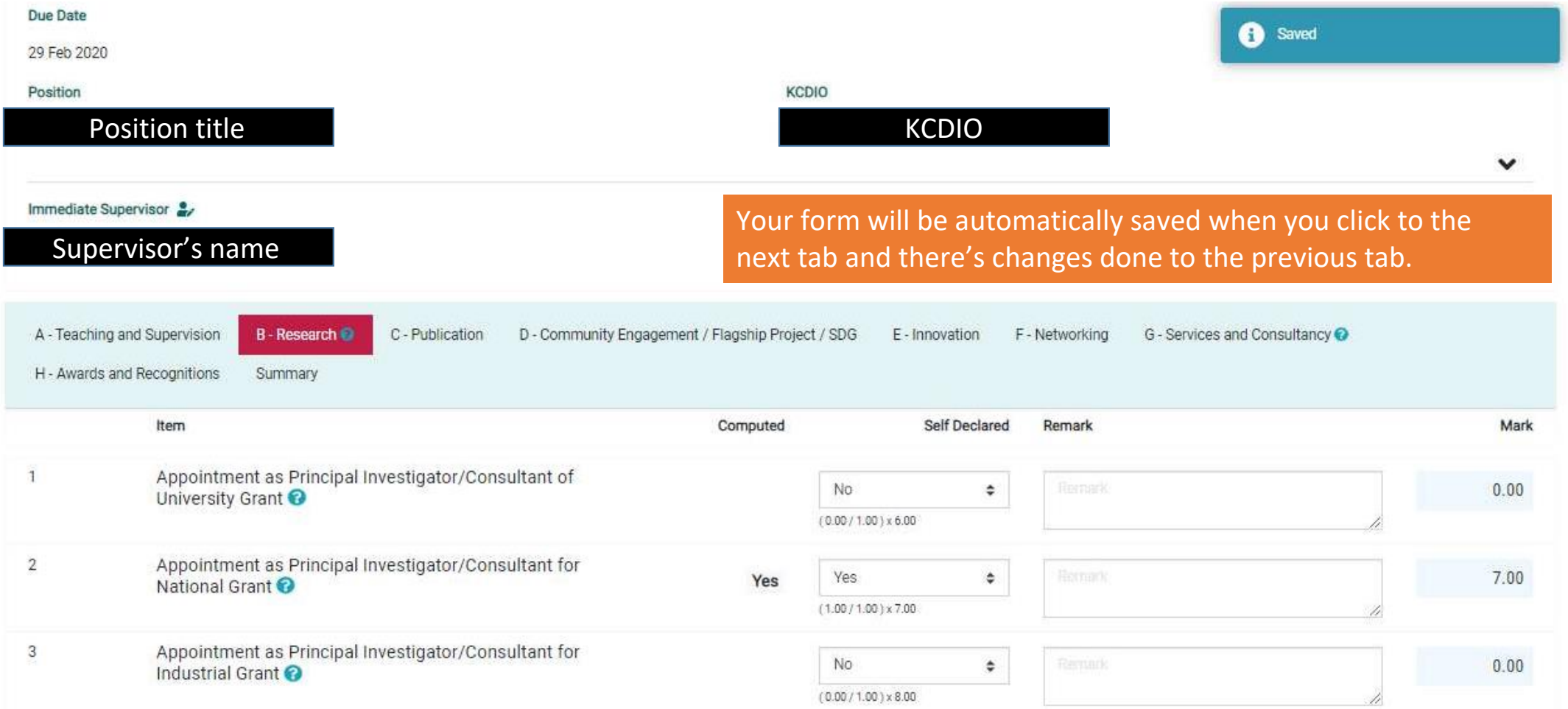
Each sections will display the **Section Total** and **the Overall Marks**

Print

You can manually insert your contributions and press the **SAVE** button.

Save

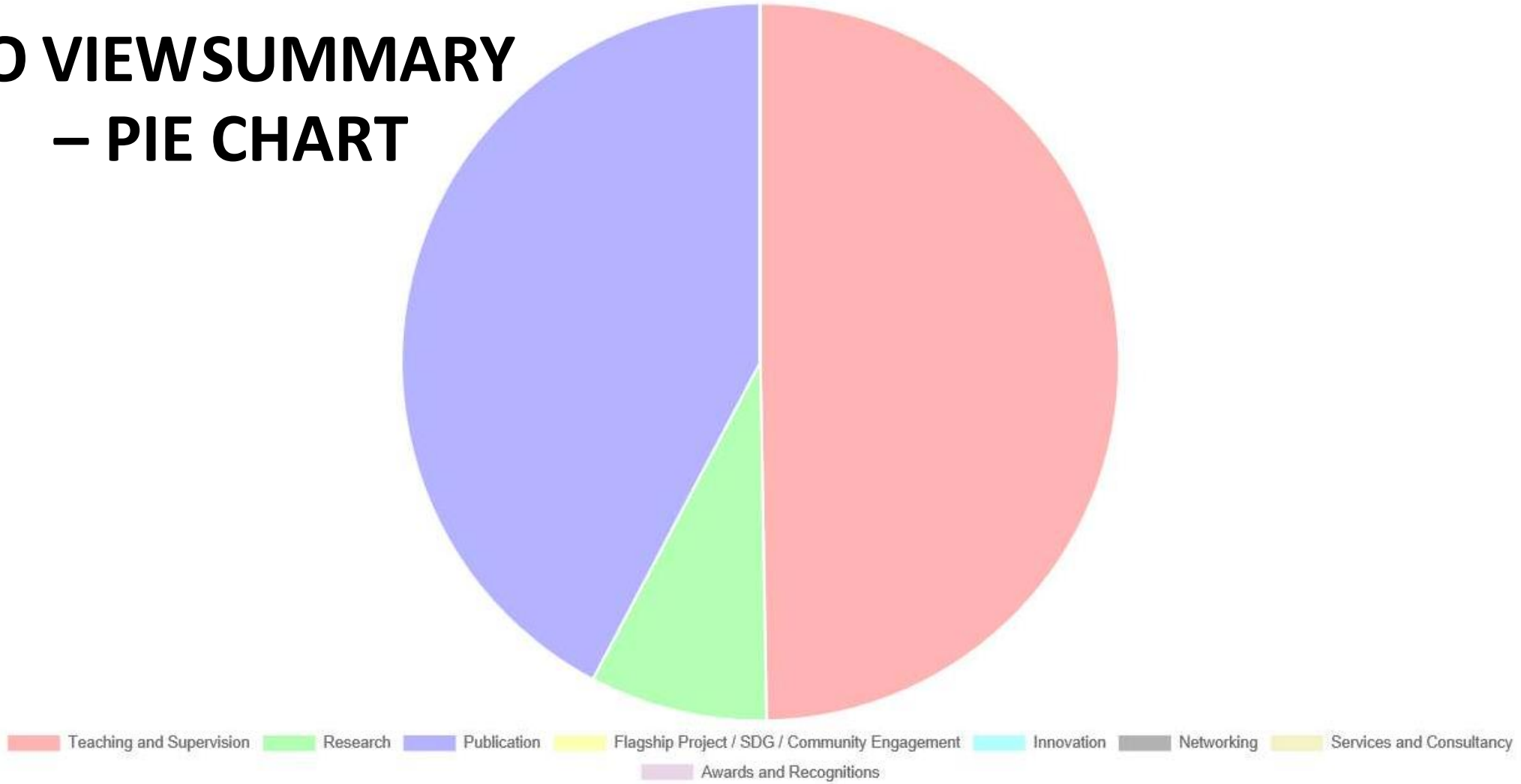
AUTOMATICALLY SAVED FORM



A - Teaching and Supervision | B - Research | C - Publication | D - Flagship Project / SDG / Community Engagement | E - Innovation | F - Networking | G - Services and Consultancy

H - Awards and Recognitions | Summary

TO VIEWSUMMARY – PIE CHART



SUMMARY OF ACHIEVEMENTS BY SECTION

	Section	Total
1	A - Teaching and Supervision	60.00
2	B - Research	9.67
3	C - Publication	51.00
4	D - Flagship Project / SDG / Community Engagement	0.00
5	E - Innovation	0.00
6	F - Networking	0.00
7	G - Services and Consultancy	0.00
8	H - Awards and Recognitions	0.00
	Overall Mark	120.67

PRINT THE APAR FORM

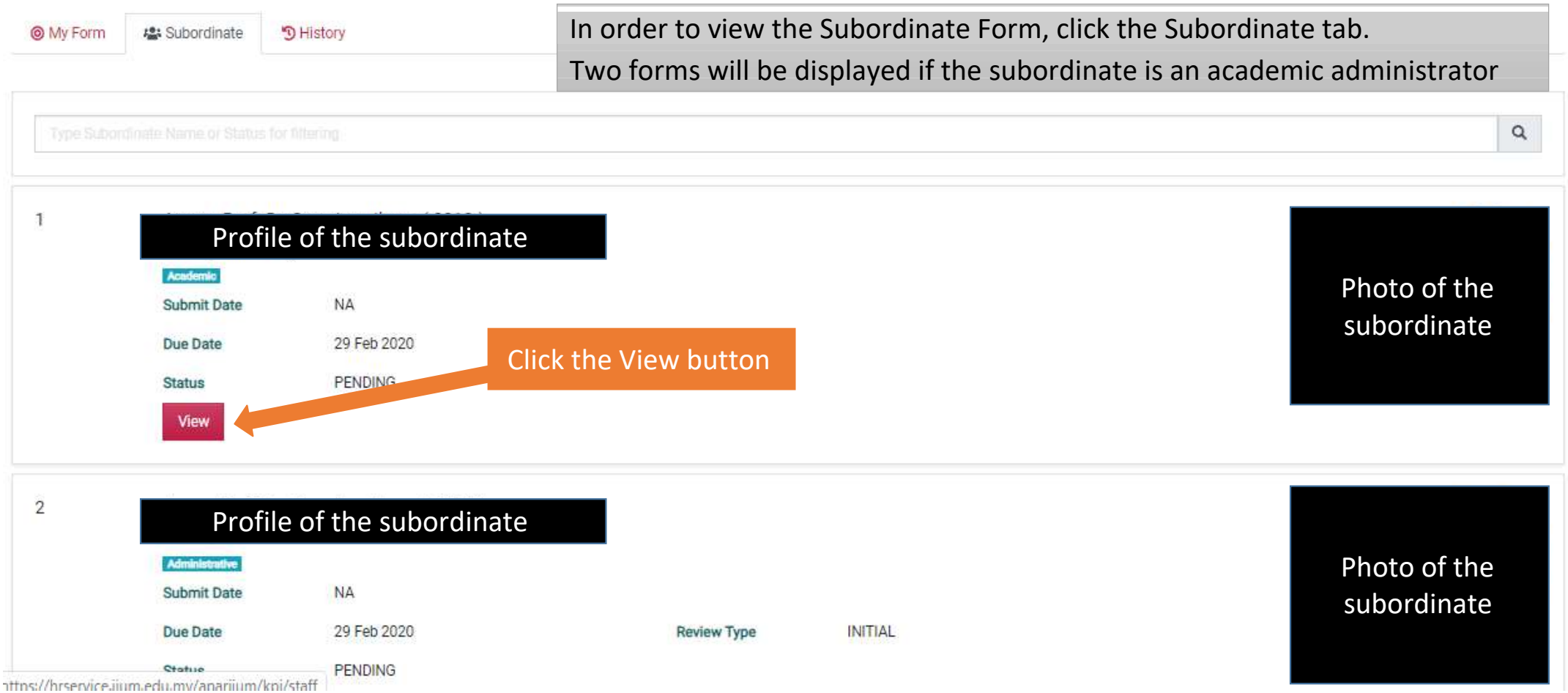
13	Post Viva Supervisor	0 (0.00 / 1.00) x 1.00	Remark	0.00
14	Final Year Project Supervision	0 (0.00 / 1.00) x 0.50	Remark	0.00
15	Other Teaching or Supervisory Activities, not mentioned above (1)	No (0.00 / 1.00) x 1.00 Max 1	Remark	0.00
16	Other Teaching or Supervisory Activities, not mentioned above (2)	No (0.00 / 1.00) x 1.00 Max 1	Remark	0.00
17	Other Teaching or Supervisory Activities, not mentioned above (3)	No (0.00 / 1.00) x 1.00 Max 1	Remark	0.00
Section Total				45.00
Overall Mark (All Sections)				**492.35**

Press the PRINT button in order to get printable copy of the form

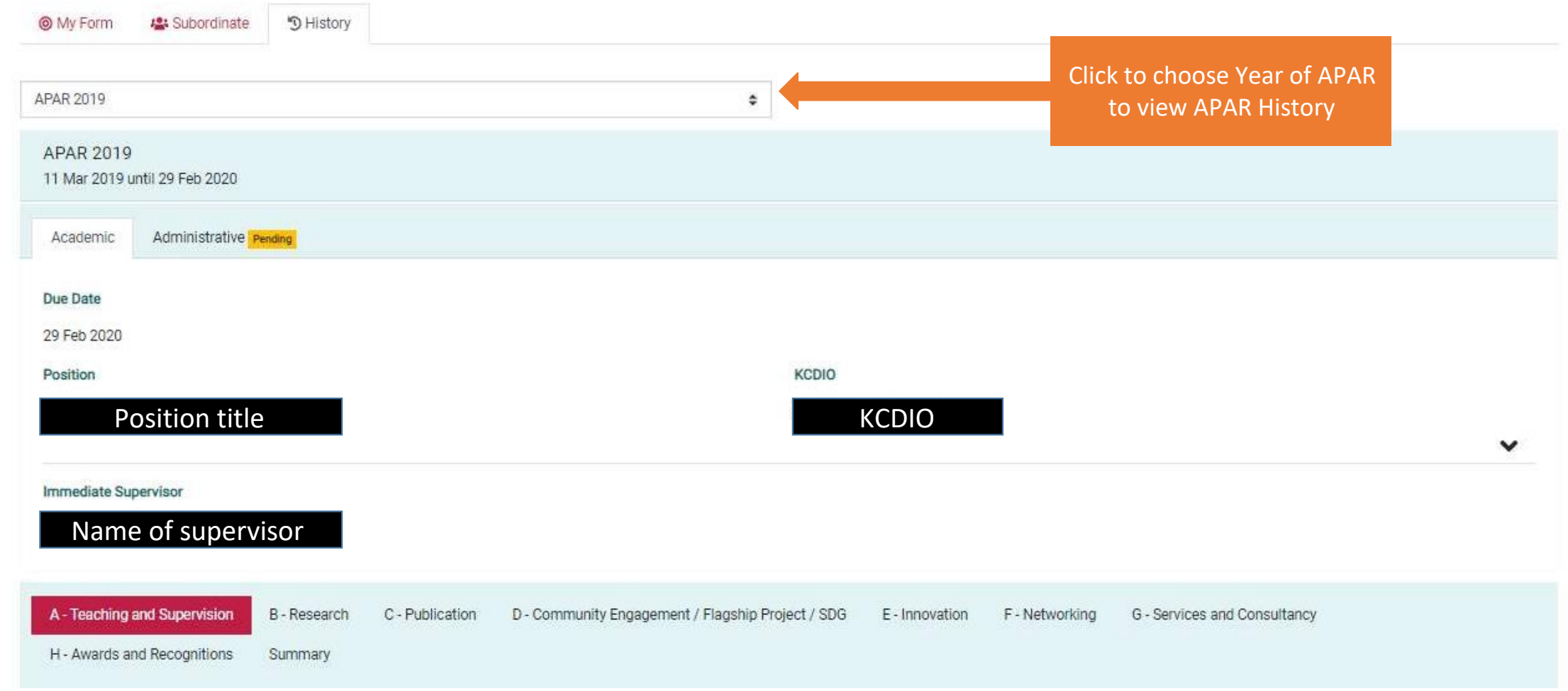
Print

Save

SUBORDINATE FORM



HISTORY TAB

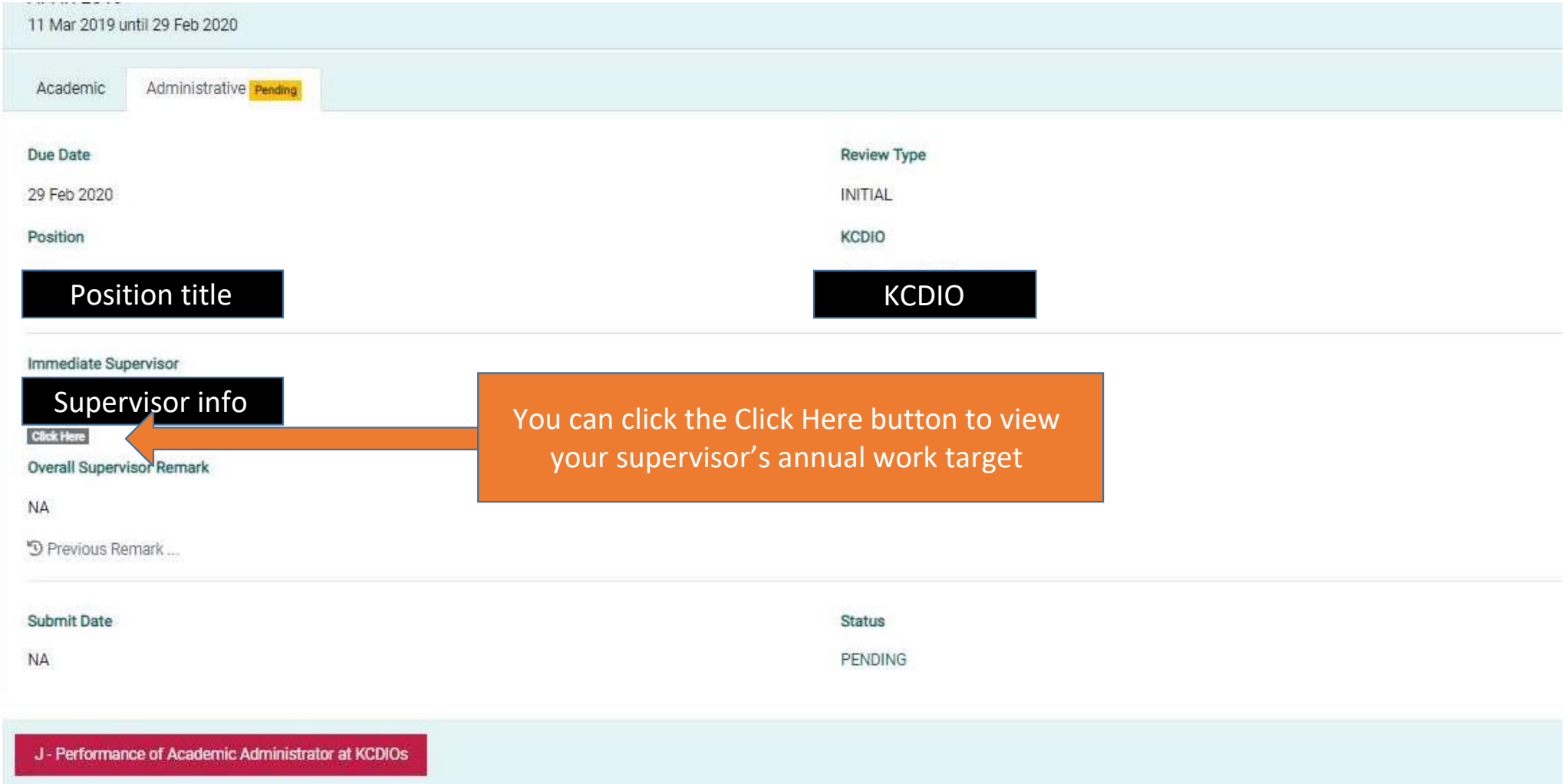

My Form
Subordinate
History
APAR 2019
Click to choose Year of APAR to view APAR History
APAR 2019
11 Mar 2019 until 29 Feb 2020
Academic
Administrative
Pending
Due Date
29 Feb 2020
Position
Position title
KCDIO
KCDIO
Immediate Supervisor
Name of supervisor
A - Teaching and Supervision
B - Research
C - Publication
D - Community Engagement / Flagship Project / SDG
E - Innovation
F - Networking
G - Services and Consultancy
H - Awards and Recognitions
Summary

SECTION - ADMINISTRATIVE

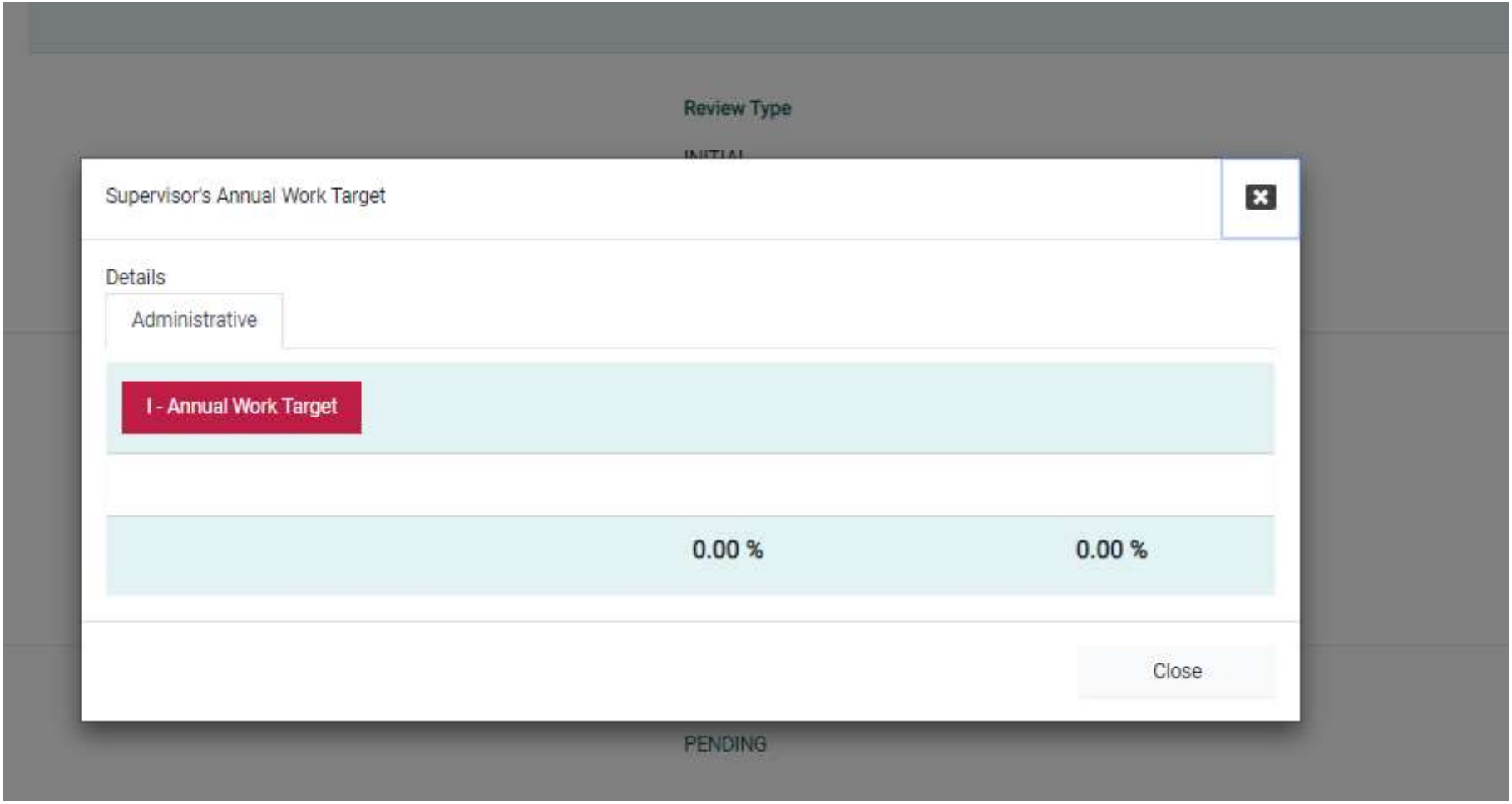
ADMINISTRATIVE ANNUAL WORK TARGET FORM

(FOR ACADEMIC ADMINISTRATORS)

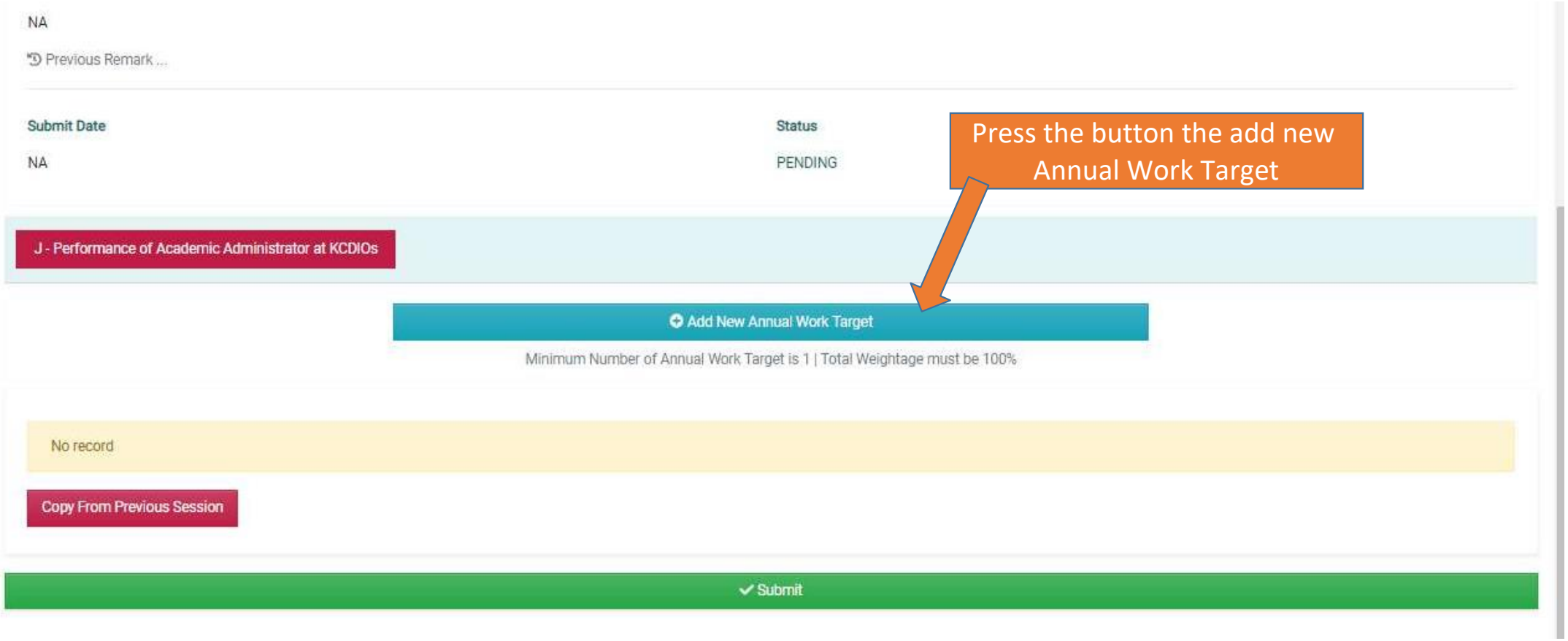
ADMINISTRATIVE ANNUAL WORK TARGET



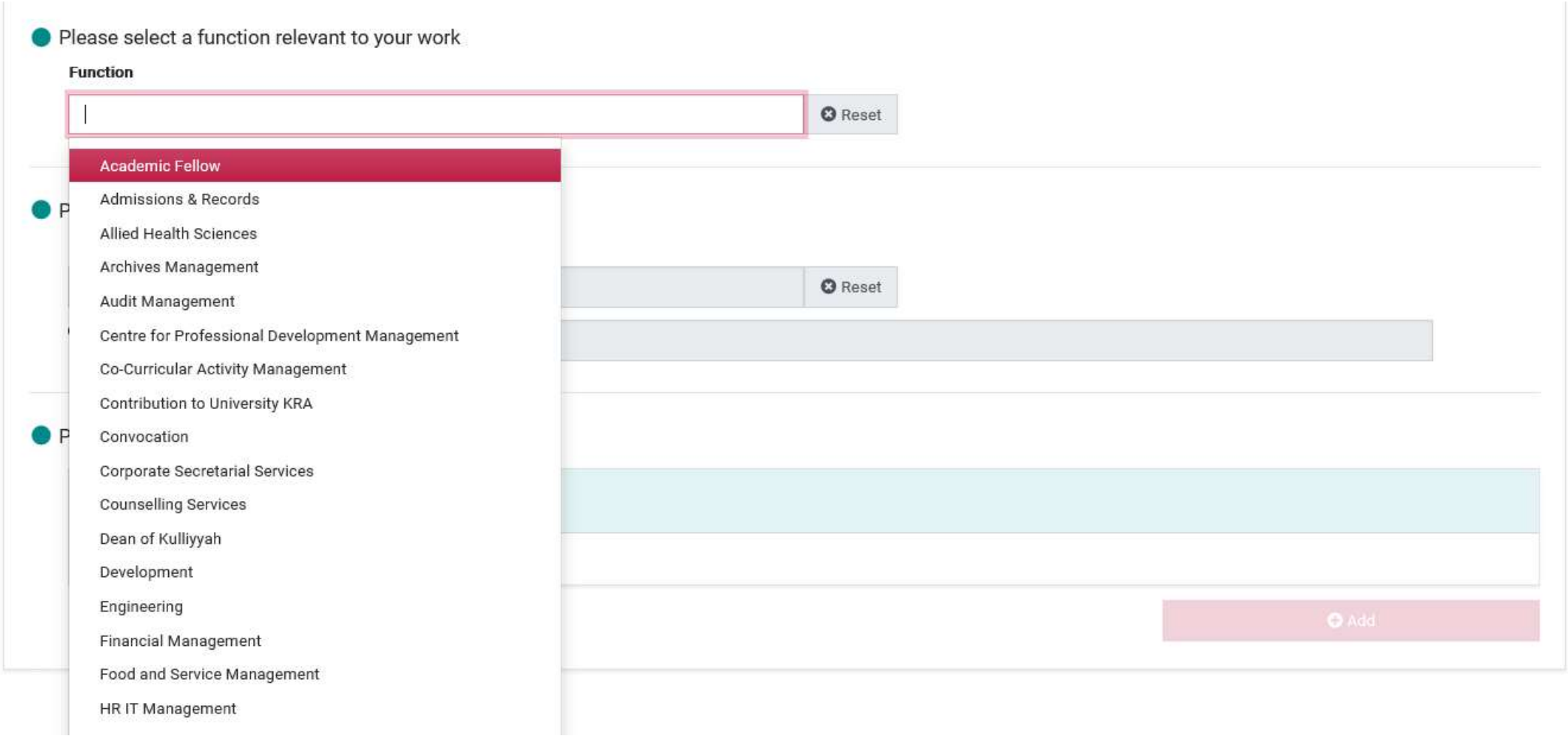
SUPERVISOR'S ANNUAL WORK TARGET



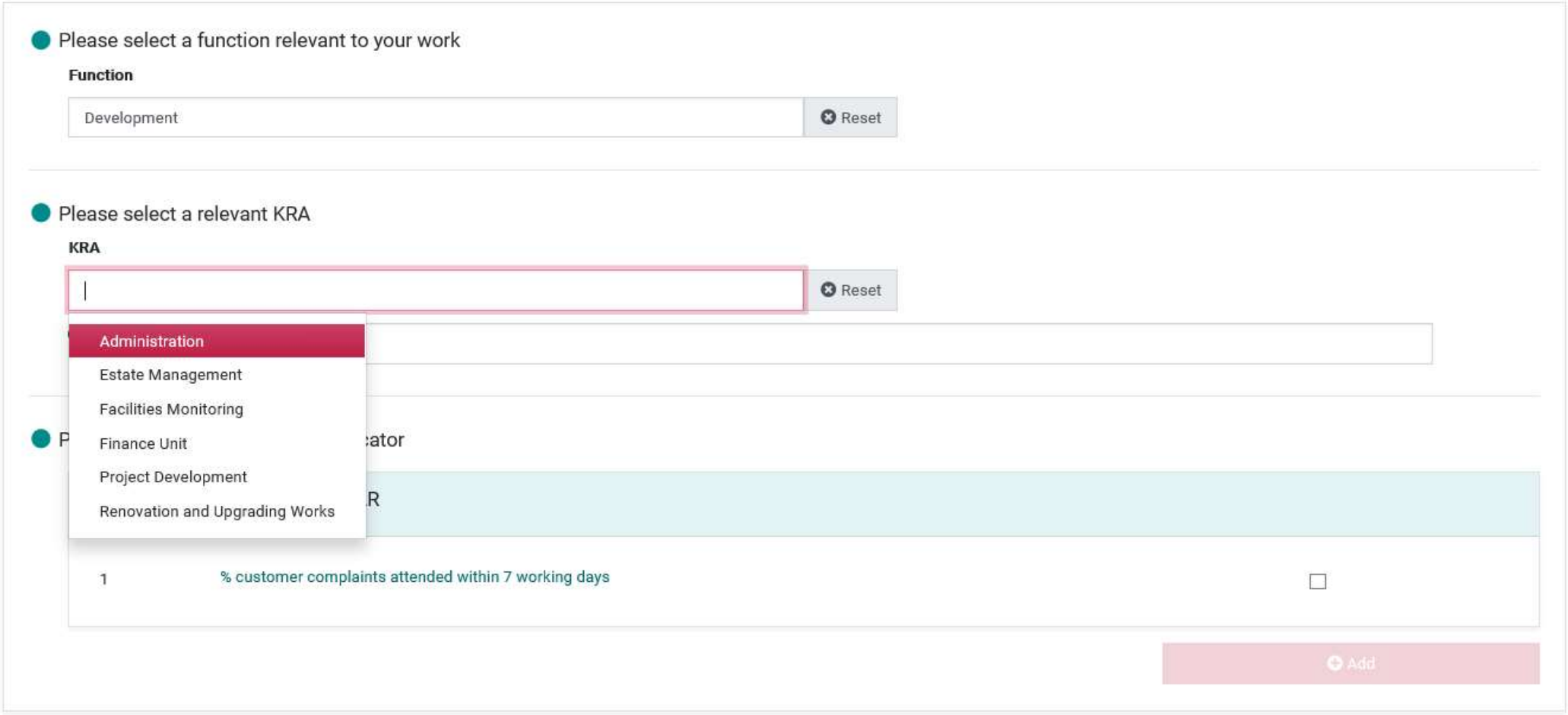
ADD NEW ANNUAL WORKTARGET



NEW ANNUAL WORK TARGET- SELECT FUNCTION



NEW ANNUAL WORK TARGET- SELECT KRA



SELECT ANNUAL WORK TARGET

1 Please select a function relevant to your work

Function

Admissions & Records — Reset

2 Please select a relevant KRA

KRA

Admission — Reset

OR Propose a New KRA

3 Please select a relevant Annual Work Target

APAR

1	Average time taken to submit kulliyyah's recommendation for admissions into UG and Double degree programmes	☐
2	No of promotional activities conducted per month (N48)	☐

3 Please select a relevant Annual Work Target

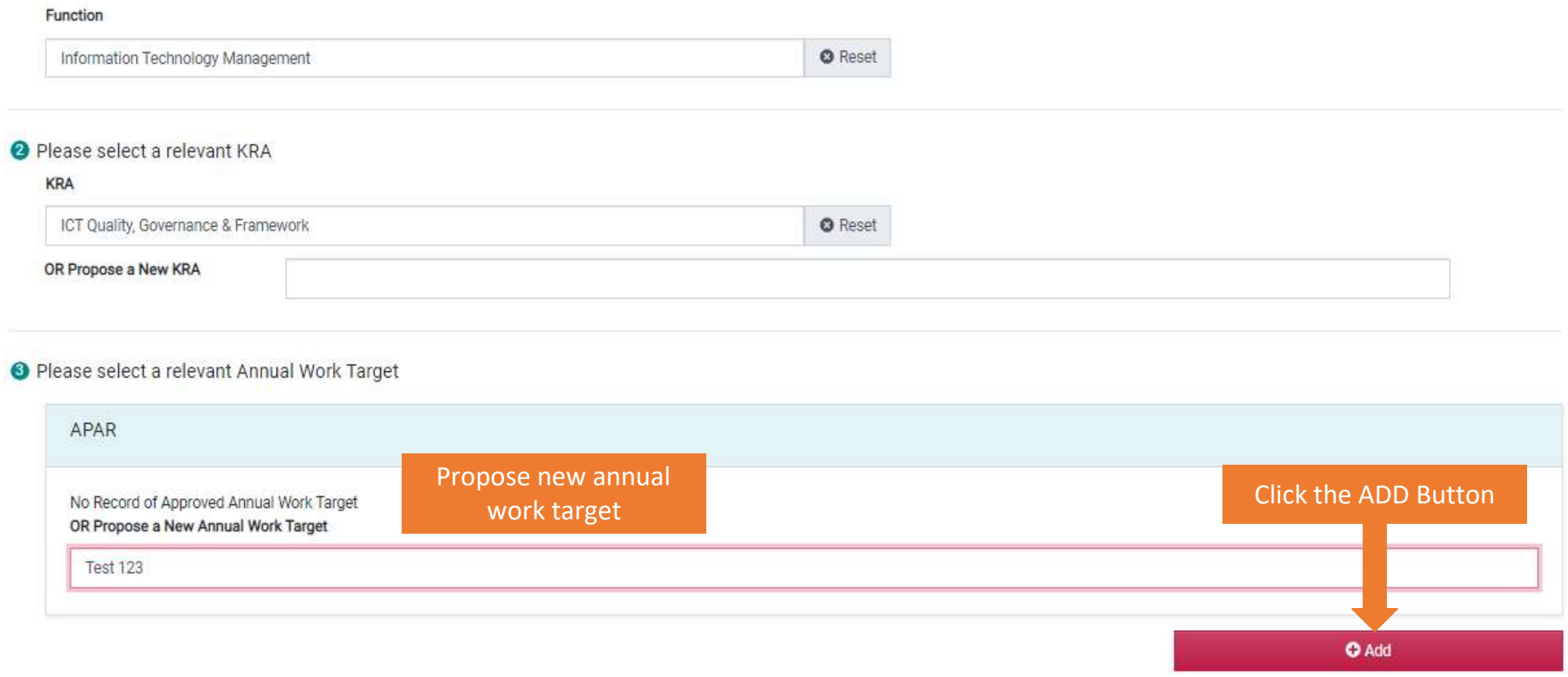
APAR

1	Average time taken to submit kulliyyah's recommendation for admissions into UG and Double degree programmes	☐
2	No of promotional activities conducted per month (N48)	☐
3	Number of AC meeting per month (N17)	☐
4	Time taken for data entry for admission application (N1 / N17)	☐
5	Time taken to issue offer / reject letter (N 32 / N22 / N17)	☐

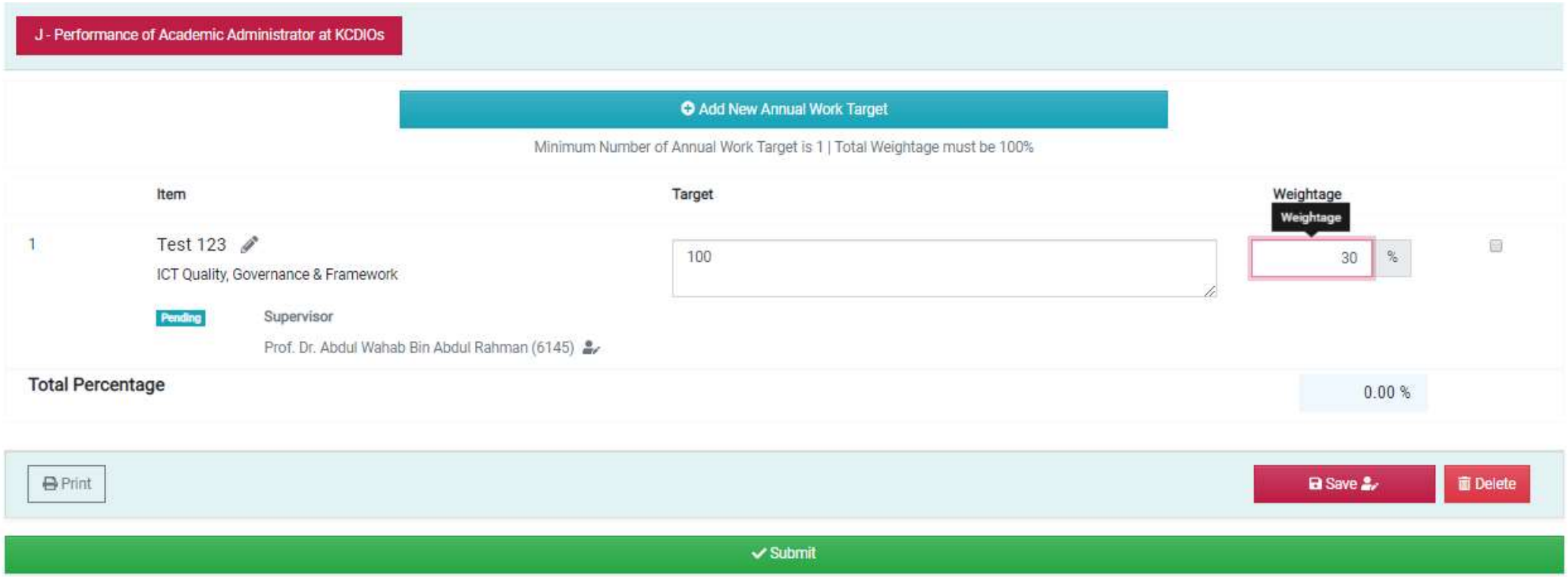
Tick to select
(Multiple Selection)

OR Propose a New Annual Work Target

or PROPOSE NEW ANNUAL WORK TARGET



KEY IN THE TARGET AND WEIGHTAGE.



Press the SUBMIT button after completing all the Annual Work Target

SUPPORT

FUNCTIONAL SUPPORT

PERFORMANCE MANAGEMENT UNIT
msd_performance@iium.edu.my

TECHNICAL SUPPORT

INFORMATION TECHNOLOGY UNIT
msd_it@iium.edu.my

MANAGEMENT SERVICES DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA