

(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونِيسَيتِي اِسْلَامِي اِنْتَارَابَغْسِيَا مَلِيسِيَا

Garden of Knowledge and Virtue

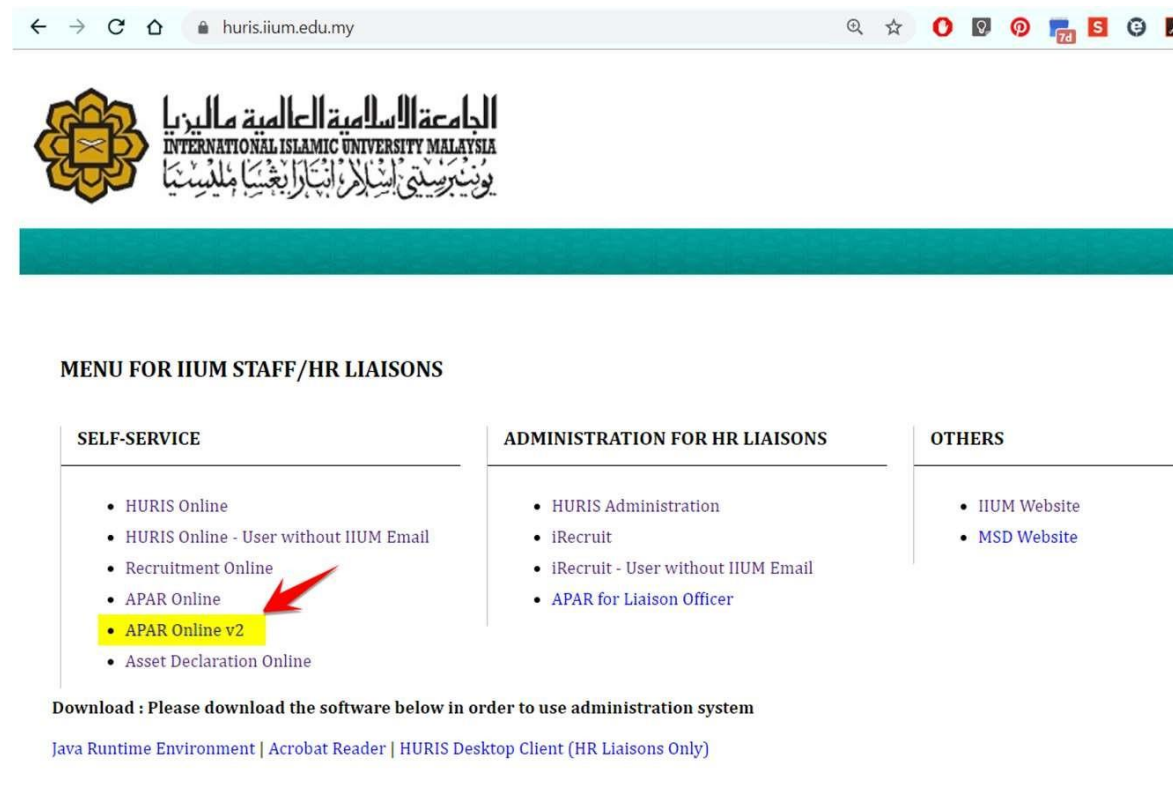
ACADEMIC APAR

USER MANUAL

MANAGEMENT SERVICES DIVISION

FEBRUARY 2021

ACCESSING NEW APAR SYSTEM



The screenshot shows a web browser at the URL huris.iium.edu.my. The page features the IUM logo and name in Arabic and English. Below the header is a teal bar. The main content area is titled "MENU FOR IIUM STAFF/HR LIAISONS" and is divided into three columns: "SELF-SERVICE", "ADMINISTRATION FOR HR LIAISONS", and "OTHERS".

SELF-SERVICE	ADMINISTRATION FOR HR LIAISONS	OTHERS
<ul style="list-style-type: none">HURIS OnlineHURIS Online - User without IIUM EmailRecruitment OnlineAPAR OnlineAPAR Online v2Asset Declaration Online	<ul style="list-style-type: none">HURIS AdministrationiRecruitiRecruit - User without IIUM EmailAPAR for Liaison Officer	<ul style="list-style-type: none">IIUM WebsiteMSD Website

Download : Please download the software below in order to use administration system

[Java Runtime Environment](#) | [Acrobat Reader](#) | [HURIS Desktop Client \(HR Liaisons Only\)](#)

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
يُونُسُ بَرَسِيْتِي: اِسْلَامُهُ اَنْبَارًا يَعْشِبُ مِلْدِيْسِيَا

Username:

Password:

LOGIN

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

MAIN PAGE



APAR

Logout

Photo of staff

My Form

Subordinate

History

Name of staff

Position

Position title

Academic Administrator

Academic admin position

KCDIO

KCDIO

Administratrcr 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

APAR 1 Logout

Staff photo

My Form Subordinate History

APAR 2019
11 Mar 2019 until 29 Feb 2020

Academic Administrative Pending

Due Date
29 Feb 2020

Position
KCDIO

Position title KCDIO

Immediate Supervisor

Supervisor's name

Academic administrator must submit both academic form and administrative form.

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	<input type="text" value="15"/> <small>(15.00 / 1.00) x 1.00</small>	<input type="text" value="Remark"/>	15.00
2 No. of PhD/Master Clinical Students Graduated ?	1.00	<input type="text" value="1"/> <small>(1.00 / 1.00) x 10.00</small>	<input type="text" value="Remark"/>	10.00
3 No. of Master Students Graduated ?		<input type="text" value="0"/> <small>(0.00 / 1.00) x 9.00</small>	<input type="text" value="Remark"/>	0.00
4 No. of PhD/Master Clinical Students (Ongoing Supervision) ?	1.00	<input type="text" value="1"/> <small>(1.00 / 1.00) x 8.00</small>	<input type="text" value="Remark"/>	8.00
5 No. of Master Students (Ongoing Supervision) ?		<input type="text" value="0"/> <small>(0.00 / 1.00) x 7.00</small>	<input type="text" value="Remark"/>	0.00
6 No. of Supervision - Post-Doc ?		<input type="text" value="0"/> <small>(0.00 / 1.00) x 3.00</small>	<input type="text" value="Remark"/>	0.00
7 Co-Supervisor - No. of PhD/Master Clinical Students ?		<input type="text" value="0"/>	<input type="text" value="Remark"/>	0.00

SECTION TOTAL AND OVERALL MARKS

13	Post Viva Supervisor ?	<input type="text" value="0"/> <small>(0.00 / 1.00) x 1.00</small>	<input type="text" value="Remark"/>	0.00
14	Final Year Project Supervision ?	<input type="text" value="0"/> <small>(0.00 / 1.00) x 0.50</small>	<input type="text" value="Remark"/>	0.00
15	Other Teaching or Supervisory Activities, not mentioned above (1)	<input type="text" value="No"/> <small>(0.00 / 1.00) x 1.00 Max 1</small>	<input type="text" value="Remark"/>	0.00
16	Other Teaching or Supervisory Activities, not mentioned above (2)	<input type="text" value="No"/> <small>(0.00 / 1.00) x 1.00 Max 1</small>	<input type="text" value="Remark"/>	0.00
17	Other Teaching or Supervisory Activities, not mentioned above (3)	<input type="text" value="No"/> <small>(0.00 / 1.00) x 1.00 Max 1</small>	<input type="text" value="Remark"/>	0.00
Section Total				45.00
Overall Mark (All Sections)				492.35

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

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

 Print

 Save

AUTOMATICALLY SAVED FORM

Due Date

29 Feb 2020

Position

Position title

KCDIO

KCDIO

Saved

Immediate Supervisor

Supervisor's name

Your form will be automatically saved when you click to the next tab and there's changes done to the previous tab.

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

	Item	Computed	Self Declared	Remark	Mark
1	Appointment as Principal Investigator/Consultant of University Grant ?		No (0.00 / 1.00) x 6.00	Remark	0.00
2	Appointment as Principal Investigator/Consultant for National Grant ?	Yes	Yes (1.00 / 1.00) x 7.00	Remark	7.00
3	Appointment as Principal Investigator/Consultant for Industrial Grant ?		No (0.00 / 1.00) x 8.00	Remark	0.00

A - Teaching and Supervision

B - Research ?

C - Publication

D - Flagship Project / SDG / Community Engagement

E - Innovation

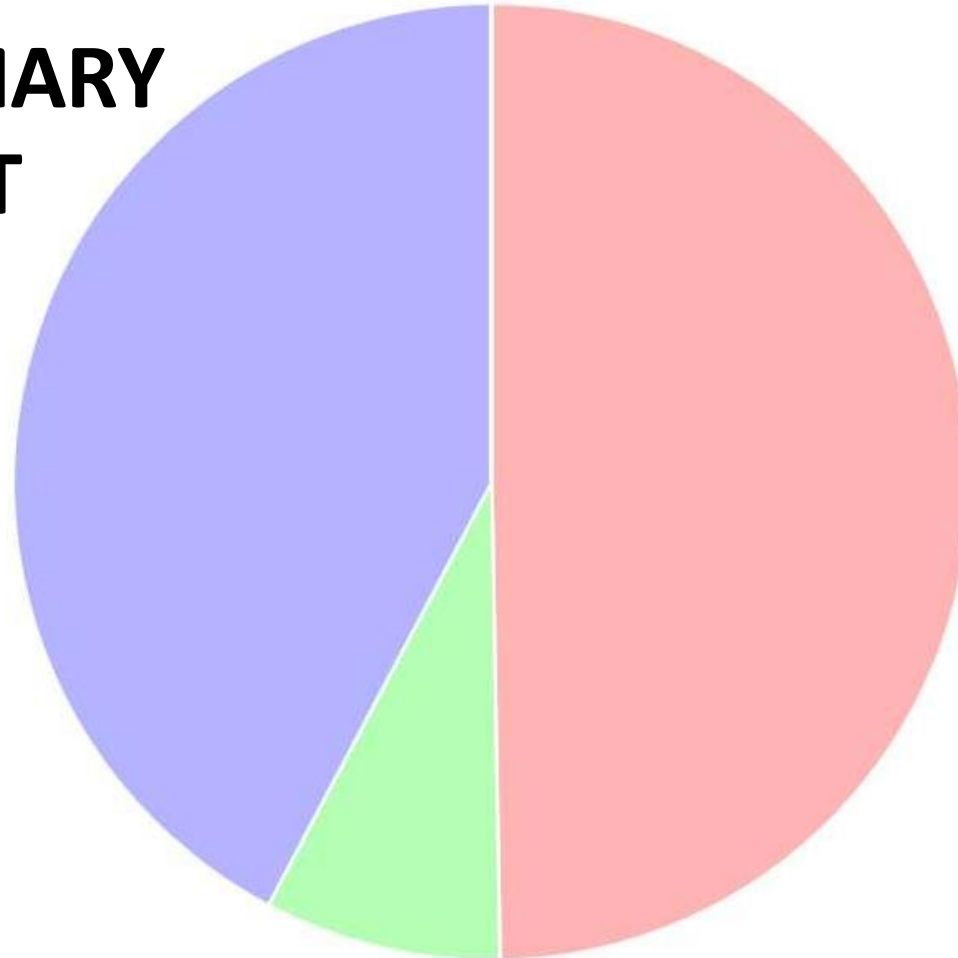
F - Networking

G - Services and Consultancy ?

H - Awards and Recognitions

Summary

TO VIEW SUMMARY – PIE CHART



Teaching and Supervision Research Publication Flagship Project / SDG / Community Engagement Innovation Networking Services and Consultancy Awards and Recognitions

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 ?	<input type="text" value="0"/> <small>(0.00 / 1.00) x 1.00</small>	<input type="text" value="Remark"/>	0.00
14	Final Year Project Supervision ?	<input type="text" value="0"/> <small>(0.00 / 1.00) x 0.50</small>	<input type="text" value="Remark"/>	0.00
15	Other Teaching or Supervisory Activities, not mentioned above (1)	<input type="text" value="No"/> <small>(0.00 / 1.00) x 1.00 Max 1</small>	<input type="text" value="Remark"/>	0.00
16	Other Teaching or Supervisory Activities, not mentioned above (2)	<input type="text" value="No"/> <small>(0.00 / 1.00) x 1.00 Max 1</small>	<input type="text" value="Remark"/>	0.00
17	Other Teaching or Supervisory Activities, not mentioned above (3)	<input type="text" value="No"/> <small>(0.00 / 1.00) x 1.00 Max 1</small>	<input type="text" value="Remark"/>	0.00
Section Total				45.00

Overall Mark (All Sections)

492.35

 Print

 Save

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

SUBORDINATE FORM

My Form Subordinate History

In order to view the Subordinate Form, click the Subordinate tab.
Two forms will be displayed if the subordinate is an academic administrator

Type Subordinate Name or Status for filtering



1

Profile of the subordinate

Academic

Submit Date NA
Due Date 29 Feb 2020
Status PENDING

View

Click the View button

Photo of the subordinate

2

Profile of the subordinate

Administrative

Submit Date NA
Due Date 29 Feb 2020
Review Type INITIAL
Status PENDING

Photo of the subordinate

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

KCDIO

Position title

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

11 Mar 2019 until 29 Feb 2020

Academic Administrative **Pending**

Due Date
29 Feb 2020

Review Type
INITIAL

Position
KCDIO

Position title

KCDIO

Immediate Supervisor
Supervisor info

[Click Here](#)

Overall Supervisor Remark
NA

Previous Remark ...

Submit Date
NA

Status
PENDING

J - Performance of Academic Administrator at KCDIOs

You can click the Click Here button to view your supervisor's annual work target

SUPERVISOR'S ANNUAL WORK TARGET

Review Type
INITIAL

Supervisor's Annual Work Target ✕

Details

Administrative

I - Annual Work Target

0.00 %	0.00 %
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Close

PENDING

ADD NEW ANNUAL WORKTARGET

NA

Previous Remark ...

Submit Date

NA

Status

PENDING

Press the button the add new Annual Work Target

J - Performance of Academic Administrator at KCDIOs

+ Add New Annual Work Target

Minimum Number of Annual Work Target is 1 | Total Weightage must be 100%

No record

Copy From Previous Session

✓ Submit

NEW ANNUAL WORK TARGET- SELECT FUNCTION

Please select a function relevant to your work

Function

Reset

Academic Fellow

Admissions & Records

Allied Health Sciences

Archives Management

Audit Management

Centre for Professional Development Management

Co-Curricular Activity Management

Contribution to University KRA

Convocation

Corporate Secretarial Services

Counselling Services

Dean of Kulliyah

Development

Engineering

Financial Management

Food and Service Management

HR IT Management

Reset

Add

NEW ANNUAL WORK TARGET- SELECT KRA

● Please select a function relevant to your work

Function

Development

✕ Reset

● Please select a relevant KRA

KRA

|

✕ Reset

Administration

Estate Management

Facilities Monitoring

Finance Unit

Project Development

Renovation and Upgrading Works

● P

erator

R

1

% customer complaints attended within 7 working days

➕ Add

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 kulliyah's recommendation for admissions into UG and Double degree programmes | <input type="checkbox"/> |
| 2 | No of promotional activities conducted per month (N48) | <input type="checkbox"/> |

3 Please select a relevant Annual Work Target

APAR

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

OR Propose a New Annual Work Target

Tick to select
(Multiple Selection)

-
-
-
-
-
-
-
-
-

or PROPOSE NEW ANNUAL WORK TARGET

Function

Information Technology Management

Reset

2 Please select a relevant KRA

KRA

ICT Quality, Governance & Framework

Reset

OR Propose a New KRA

3 Please select a relevant Annual Work Target

APAR

No Record of Approved Annual Work Target
OR Propose a New Annual Work Target

Propose new annual
work target

Click the ADD Button

Test 123

Add

KEY IN THE TARGET AND WEIGHTAGE.

J - Performance of Academic Administrator at KCDIOs

[+ Add New Annual Work Target](#)

Minimum Number of Annual Work Target is 1 | Total Weightage must be 100%

Item	Target	Weightage
1 Test 123 ICT Quality, Governance & Framework Pending Supervisor Prof. Dr. Abdul Wahab Bin Abdul Rahman (6145)	<input type="text" value="100"/>	<input type="text" value="30"/> %
Total Percentage		0.00 %

[Print](#) [Save](#) [Delete](#)

[✓ Submit](#)

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