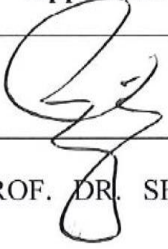




APPLICATION FOR ADMISSION INTO IIUM POSTGRADUATE PROGRAMME

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : MUHAMMAD IHSAN BIN ABDUL RAZAK	Name : PROF. DR. SHAHRUL NA'IM SIDEK
Position : SENIOR ASSISTANT DIRECTOR	Position : DEAN, CPS
Date : 21 /05/2024	Date : 19 / 07/ 2024

1.0 OBJECTIVE

This procedure aims to ensure that the application for Postgraduate admission is systematically conducted.

2.0 SCOPE

The procedure covers all CPS and COS in Handling the process of student admission into IIUM via online application (EAS System).

3.0 ACCOUNTABILITY

RESPONSIBILITY	DETAILED PROCEDURE
APPLICANT	3.1 APPLICATION FOR ADMISSION SUBMISSION
CPS	3.2 PROCESSING APPLICATION FOR ADMISSION
COS	3.3 EVALUATION PROCESS BY COS
AC	3.4 ENDORSEMENT PROCESS BY AC MEMBERS

4.0 ABBREVIATION (If any)

DDPG	Deputy Dean Postgraduate
HOD	Head of Department
PG Kull	Postgraduate Office at Kulliyah
AD	Assistant Director (N41 / N44)
AAO	Assistant Administrative Officer (N29 / N32/ N36)
AC	Admission Committee
AA	Administrative Assistant (N19/ N22 / N26)
CoS	Centre of Studies (Kulliyahs/Centres/Institutes)

5.0 REFERENCE

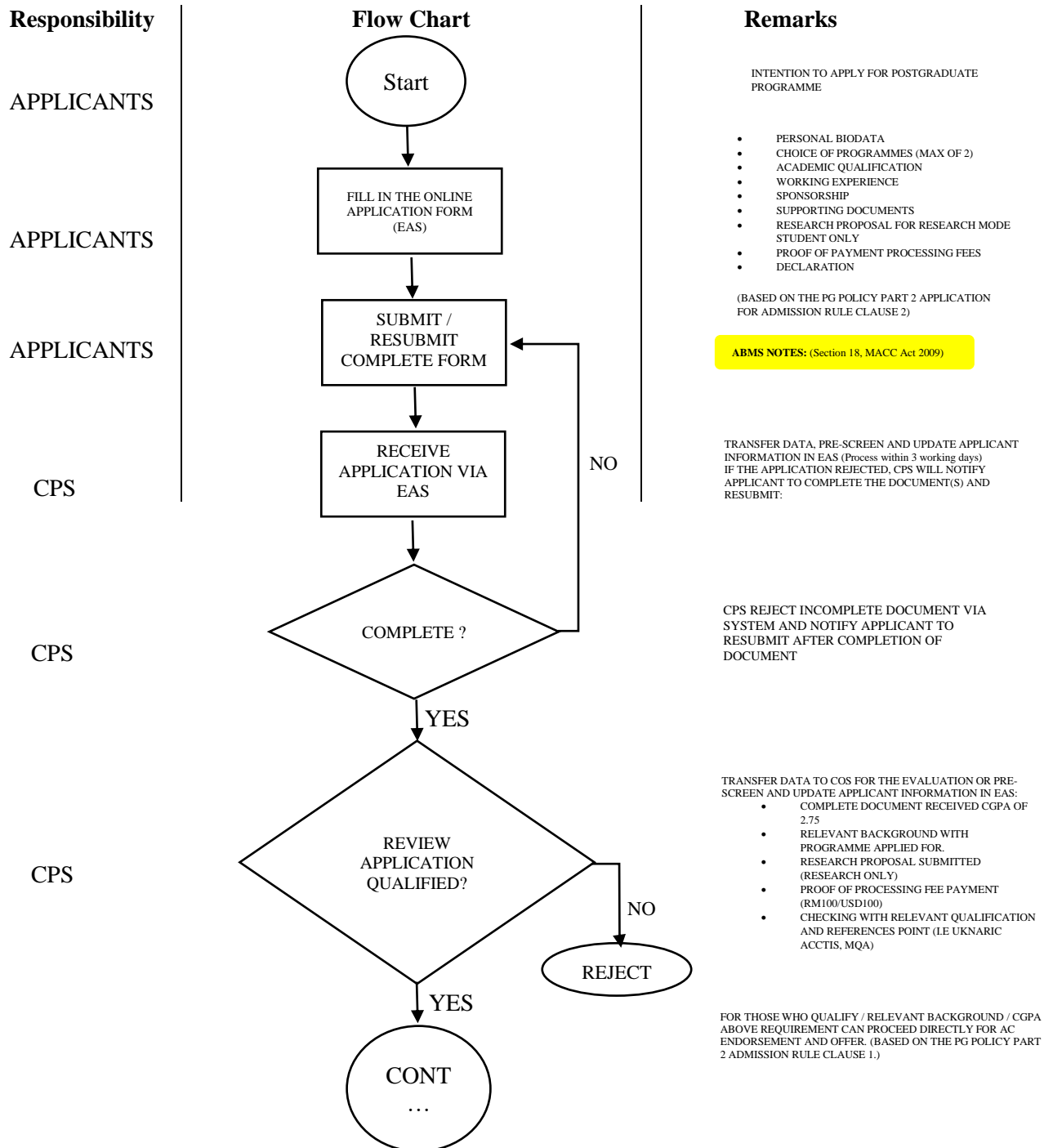
PG Regulation revise 2022.

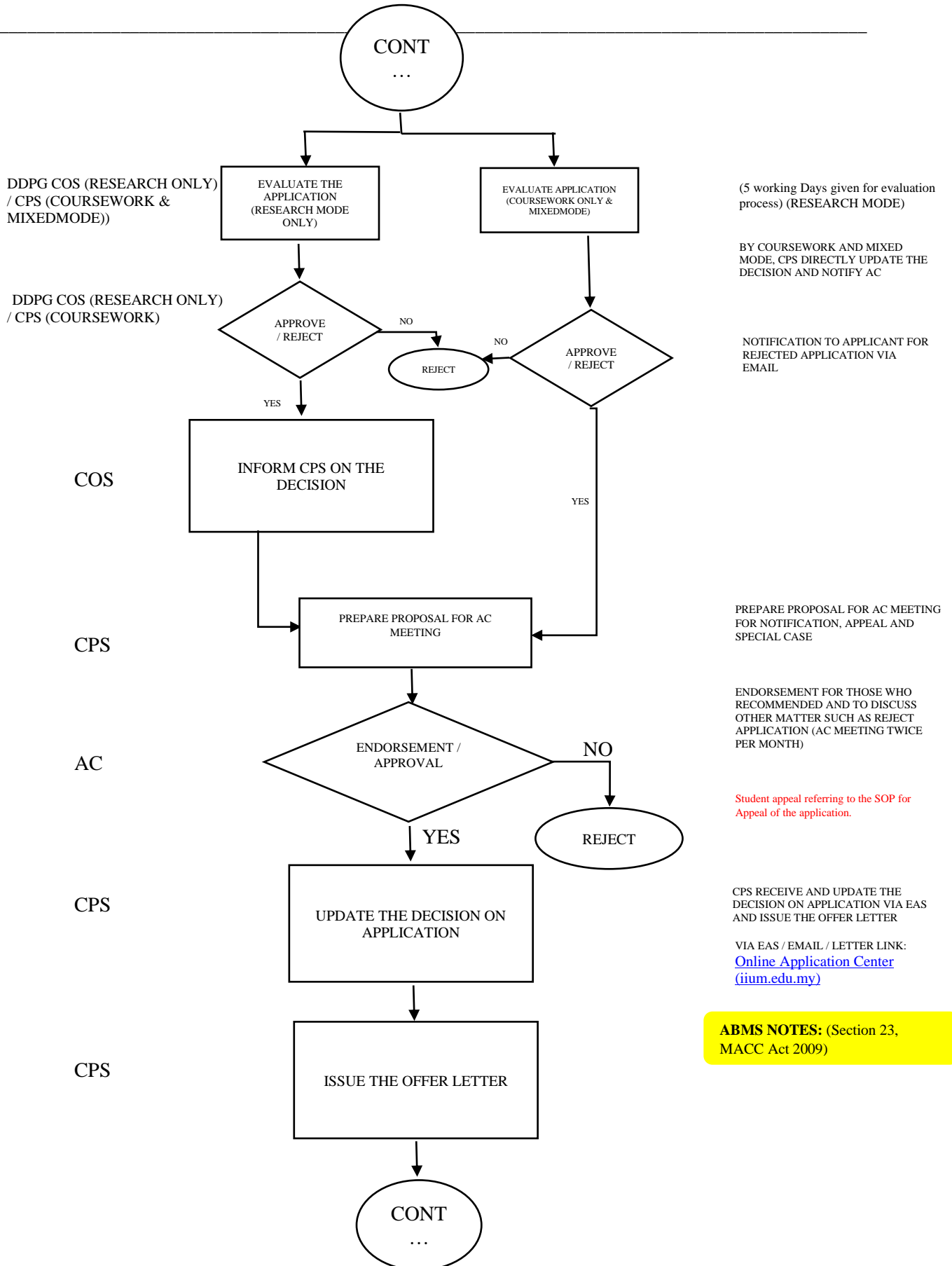
EAS user guidelines for PG Applicants

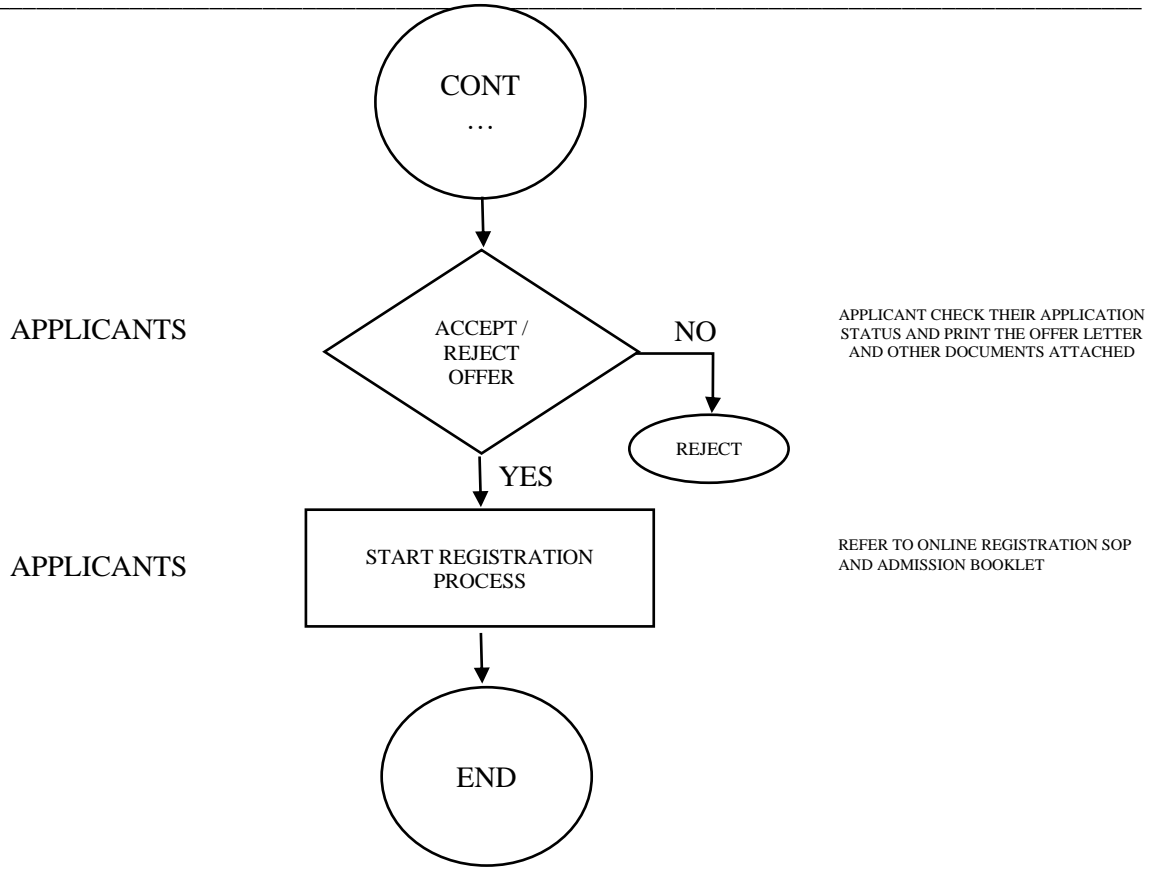
6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	STUDENT APPLICATION DOCUMENTS	NA	EAS system & E-Meeting	CPS

7.0 PROCESS FLOW







ANNEXURE

8.0 COMMUNICATION TOOLS

- **EMAIL ADMISSION:**
International Applicant: pgint_admissions@iium.edu.my
Local Applicant: pgadmissions@iium.edu.my
- **WHATSAPP GROUP:**
Kulliyah Reps Group
DDPG Group
Universiti Awam Group
MDPS Group
- **UNIVERSITY WEBSITE AND ONLINE PORTAL**
CPS Website
i-Maalum
EAS system
i-Tasjil
- **SOCIAL MEDIA PLATFORM**
Facebook CPS
Instagram IIUM Official
Tiktok IIUM Official

9.0 ABMS NOTES:

(Section 18, MACC Act 2009) Any person providing documents such as receipts / invoices that are false or contains false details with the intention to deceive the principle (office).

(Section 23, MACC Act 2009) The abuse of power takes place when a person who is a member of a public or government body uses his position or the office in making a decision or taking action for the benefit of himself, his relative or associate.

Four (4) main offences stipulated in the Malaysian Anti-Corruption Act 2009 (MACC Act 2009) (Act 694) : Soliciting/Receiving Gratification (Bribe) [section 16 & 17(a) MACC Act 2009] Offering/Giving Gratification (Bribe) [section 17(b) MACC Act 2009] Intending to Deceive (False Claim) [Section 18 MACC Act 2009]

Due diligence checklist

- Ensure fulfillment of entry requirement
- Proper mechanism and committees to handle admission process
- Verification of document by ministerial, embassy, UK Naric