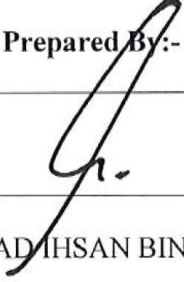
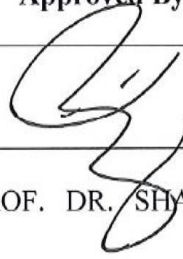




STAGGERED INTAKE

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 : 21/5/2024	Date : 19 / 07/ 2024

1.0 OBJECTIVE

This procedure aims to ensure that the online enrollment for Postgraduate admission Staggered Intake is systematically conducted.

2.0 SCOPE

The procedure covers all Students and CPS in Handling the process of student staggered intake enrollment into IIUM via online application (EAS System).

3.0 ACCOUNTABILITY

RESPONSIBILITY	DETAILED PROCEDURE
STUDENT	3.1 STUDENT REGISTER LATE INTO THE SEMESTER
VISA UNIT	3.2 VERIFYING EVAL APPLICATION FOR THE NEW STUDENTS
FINANCE DIVISION	3.3 VERIFYING / MONITORING PAYMENT FOR THE NEW STUDENTS
CPS	3.4 ACTIVATION OF STUDENT CANDIDATURE
CELPAD	3.5 PREPARATION FOR EPT AND APT EXAMINATION FOR NEW STUDENTS
SMART CARD / KOPERASI BERHAD	3.6 PREPARATION FOR STUDENT MATRIC CARD
IIUM SEJAHTERA CLINIC	3.7 NEW STUDENTS MEDICAL CHECK UP
MAHALLAH	3.8 MAHALLAH REGISTRATION FOR THE NEW STUDENTS

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

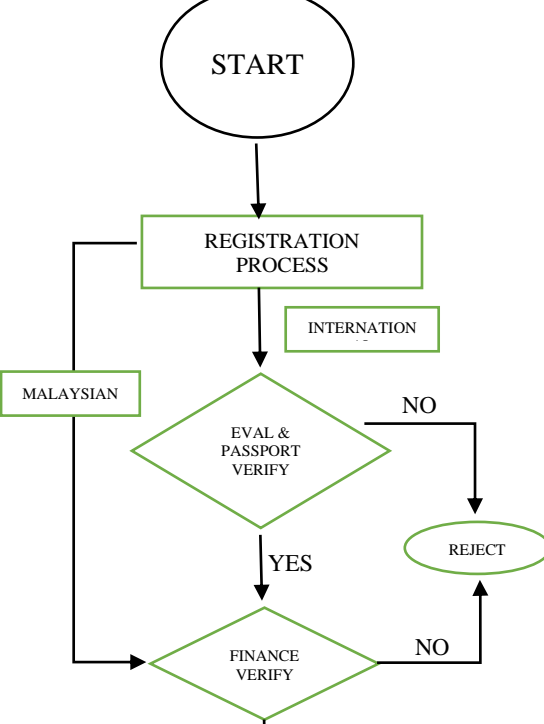
PG Regulation revise 2022.

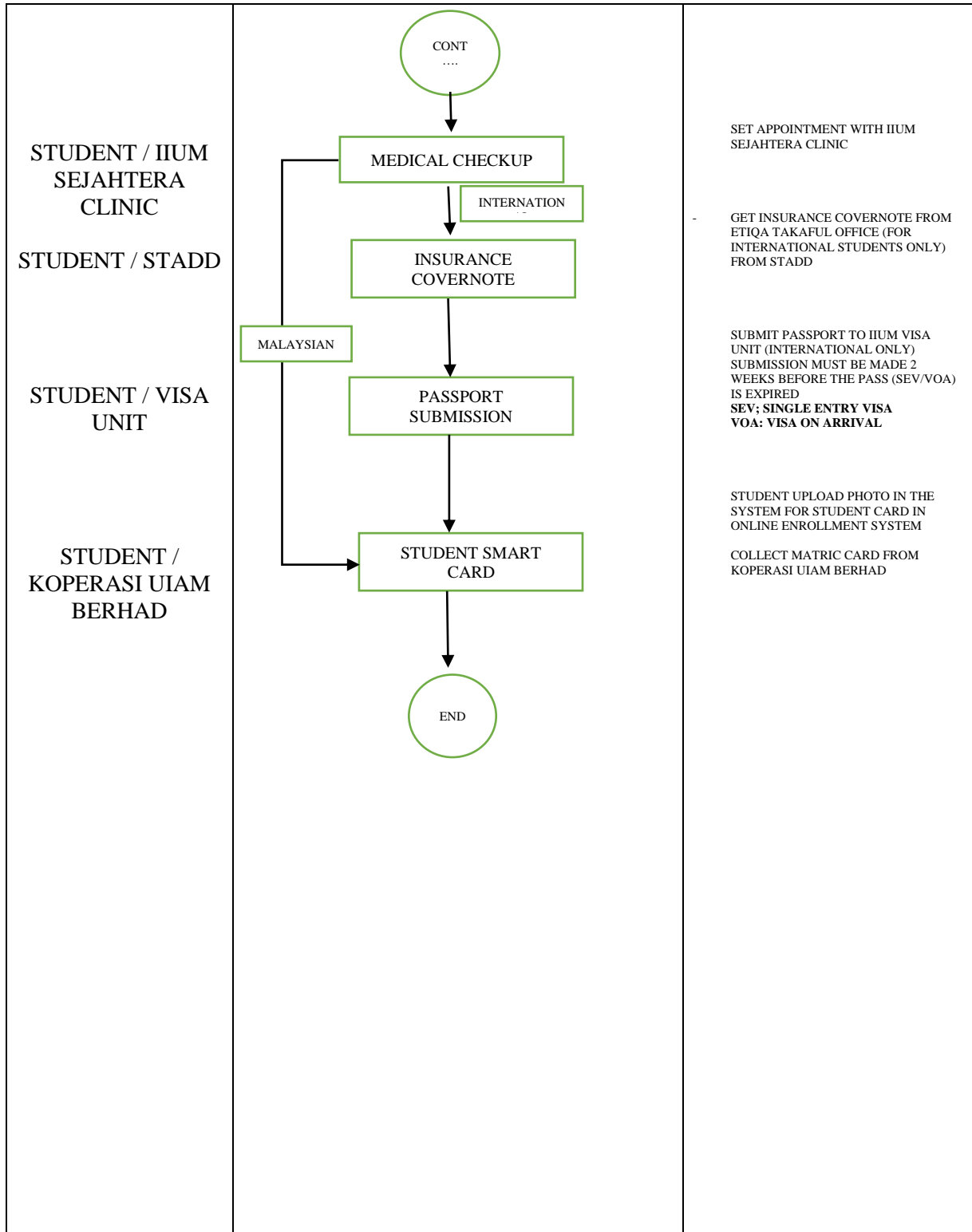
EAS user guidelines for PG Applicants

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	EVAL LETTER AND TUITION FEES RECEIPT	1 Year	EAS SYSTEM & PG SYSTEM	CPS

7.0 PROCESS FLOW

RESPONSIBILITY	FLOW CHART	REMARKS
STUDENT		<p>NEW RESEARCH STUDENT INTENTION TO STAGGERED ADMISSION AND REGISTRATION FOR THE SEMESTER.</p>
STUDENT		<p>STAGGERED ADMISSION OF POSTGRADUATE RESEARCH STUDENTS AT ANY GIVEN INTAKE OF THE SEMESTER FROM INTAKE 1 (WEEK 1 – 4) INTAKE 2 (WEEK 5 – 8) INTAKE 3 (WEEK 9 – 12) INTAKE 4 (WEEK 13-16)</p>
VISA UNIT		<p>SUBMIT TO CPS EVAL APPROVAL LETTER (FOR INTERNATIONAL ONLY) FOR IIUM VISA UNIT VERIFICATION</p>
FINANCE UNIT		<p>SUBMIT TO CPS PAYMENT RECEIPT OR PROOF OF REGISTRATION FEE PAYMENT TO BE VERIFIED BY THE FINANCE OFFICE</p>
CPS		<p>CPS UPDATE STUDENT MATRICULATION STATUS AND NOTIFY THE STUDENT VIA EMAIL</p>
STUDENT		<p>ONCE THE STATUS ACTIVATE, STUDENT CAN UPDATE THE NEW PASSWORD IN STUDENT PORTAL I-MA'LUUM USING THE PIN NUMBER GIVEN IN THE ATTACHMENT TOGETHER WITH THE OFFER LETTER.</p>
STUDENT / RSD		<p>STUDENT CAN READ THE USER GUIDELINE FOR THE I-MA'LUUM TO GET MORE DETAIL INFO ON THE SYSTEM USED.</p>
STUDENT / RSD		<p>STUDENT REGISTER ACCOMODATION (MAHALLAH) FOR ON CAMPUS STUDENT THROUGH RSD</p>
STUDENT / CELPAD		<p>INTAKE 2 AND ABOVE, STUDENT WILL SIT FOR UNOFFICIAL EPT TO DETERMINE THEIR ENGLISH LEVEL. THEY WILL ONLY SIT FOR OFFICIAL EPT AT THE END OF THE SEMESTER.</p>
		<p>IF EXEMPTED OR PASS THE EXAM, STUDENT CAN PROCEED TO REGISTER THE RESEARCH PROPOSAL AT COS FOR THE CURRENT SEMESTER.</p>



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:

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]