

FAST TRACK APPLICATION

Prepared By:-	Approved By:-
(Signature)	(Signature)
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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 application for Postgraduate FastTrack admission is systematically conducted. The Fast track is direct application from Bachelor degree to PhD Degree for excellent students based on the interview from Kulliyyah.

2.0 SCOPE

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

3.0 ACCOUNTABILITY

RESPONSIBILITY	DETAILED PROCEDURE
APPLICANT	3.1 APPLICATION FOR ADMISSION FROM STUDENT
CPS	3.2 PROCESSING THE APPLICATION
COS	3.3 EVALUATION FROM KULLIYYAH
AC	3.4 ENDORSEMENT FOR FASTTRACK APPLICATION

4.0 ABBREVIATION (If any)

DDPG	Deputy Dean Postgraduate
HOD	Head of Department
PG Kull	Postgraduate Office at Kulliyyah
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 (Kulliyyahs/Centres/Institutes)

5.0 REFERENCE

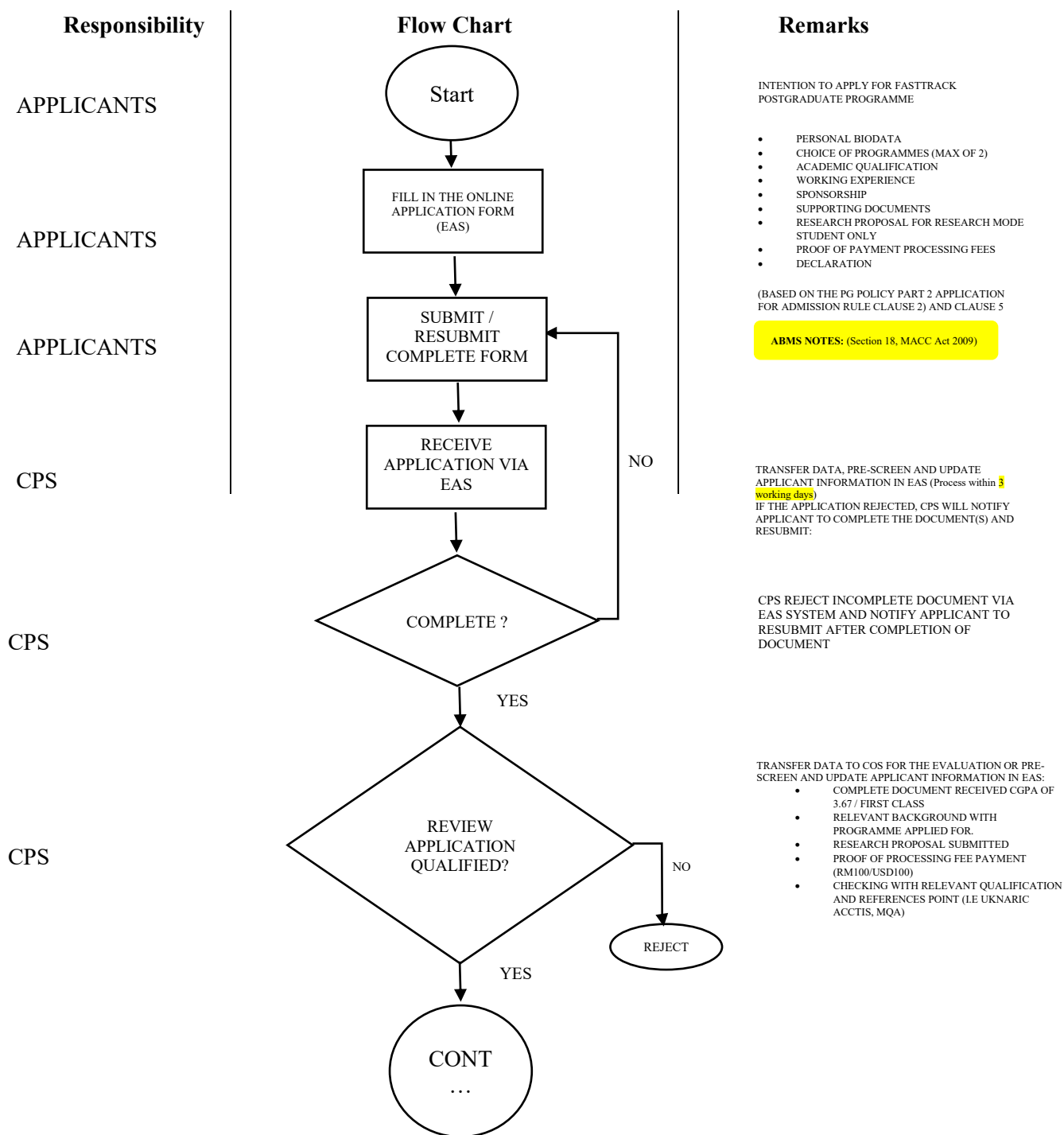
PG Regulation REVISE 2022.

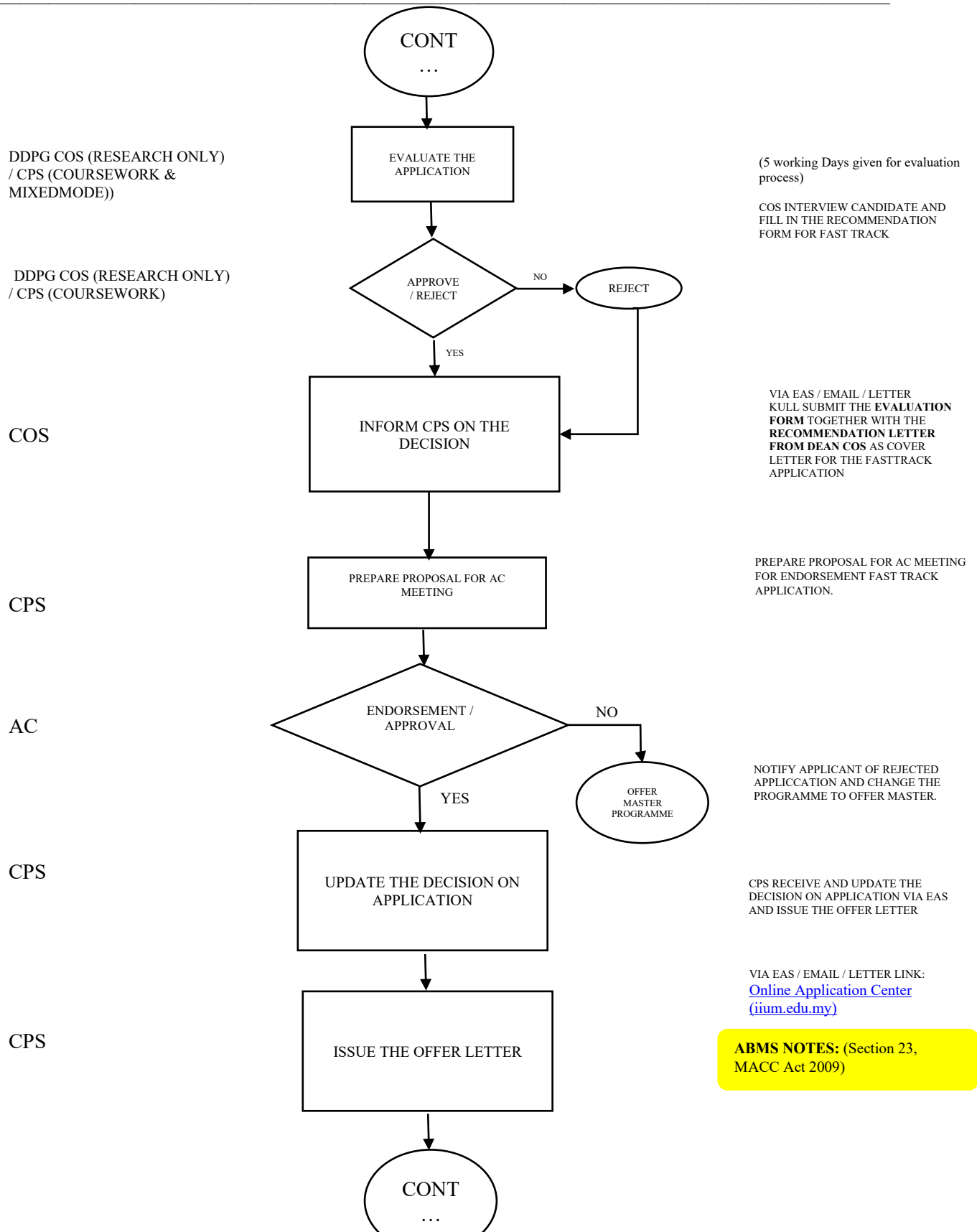
Report of Accessors

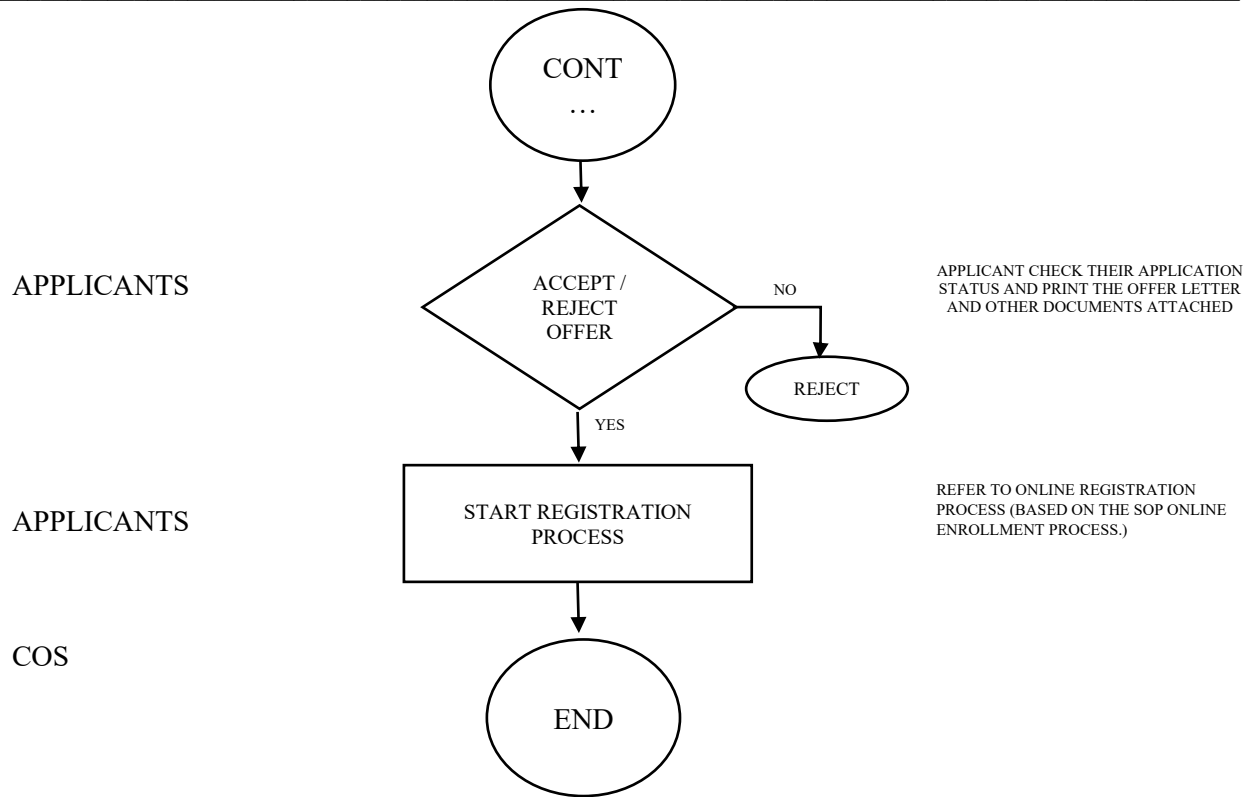
6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	STUDENT APPLICATION DOCUMENTS	NA	E-MEETING & EAS LOG	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:**
 Kulliyyah 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