

INTERNATIONAL ISLAMIC
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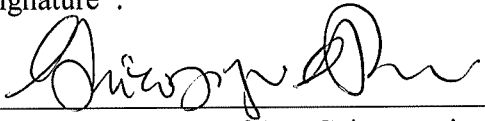
DOCUMENT TITLE:
ADMISSION PROCEDURES INTO
UNDERGRADUATE PROGRAMMES
FOR IIUM CFS STUDENTS

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ADMISSION PROCEDURES INTO UNDERGRADUATE PROGRAMMES FOR IIUM CFS STUDENTS

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Date : 2/03/2020	Date : 2/03/2020

1. OBJECTIVE

The objective of this procedure is to guide in the process of receiving and offering former IIUM CFS students for admission to the undergraduate programmes using the specified academic qualification.

2. SCOPE

The procedure covers offering the qualified candidates admission to undergraduate programmes.

3. DEFINITION / ABBREVIATION

3.1 **Former IIUM CFS students** refers to those who have completed the respective programme at the IIUM CFS with a minimum CGPA of 2.00 or as specified by the respective kulliyah.

3.2 **Responsible Persons in the Academic Management and Admission Division**

Dir.	Director
DD	Deputy Director
AO	Administrative Officer
ITO	Information Technology Officer
AITO	Assistant Information Technology Officer
AA	Administrative Assistant

3.3 **Abbreviations**

AMAD	Academic Management and Admission Division
IIUM	International Islamic University Malaysia
CFS	Centre for Foundation Studies
EQ	Students who have met all the graduation requirements of CFS
RQ	Resit Students who have met all the graduation requirements of CFS
K/C/D	Kulliyah/Centre/Division
AS	Admission System

4. REFERENCE

4.1 Admission Regulations (Undergraduate) 2015 - Endorsed in the Senate 413th Meeting

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES	
AO/AA	5.1	To plan important dates for the next Semester's activities.
	5.2	To notify K/C/D/I on important dates for the next Intake.
	5.3	To notify the students on schedule of Kulliyyah Briefing and flow of admission process to get register at Kulliyyah through website and notice board, CFS
AO	5.4	To notify ITO after getting confirmation from CFS on transferring of EQ & RQ data
ITO/AITO	5.5	To transfer the data of candidates into the Admission System
ISSUANCE OF OFFER LETTER		
AO/AITO/AA	5.6	To submit softcopy of the package of offer letter & admission booklet to made available on-line to AITO
AO/AA	5.7	To generate matric no, generate pin number and QR code.
AO/AA	5.8	To liaise with Mahallah's Officers for Mahallah Assignment
AO/AA	5.9	To liaise with Kulliyyah's Officers for Majoring Assignment
ITO/AITO	5.10	To generate on-line Offer Letter to the successful candidates stating the followings: a. Programme offered b. Enrolment date, time & venue c. Payment of stipulated fees d. Term and conditions of offer
AO/AITO/AA	5.11	To test the system of online offer letter on the followings:- a. the website url's for applicants' view is correct for usage b. all information and guidelines (if any) in the system are updated and applicable
ITO/AITO	5.12	To activate the Online Offer Letter via website

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ITO/AITO	5.13	To transfer the data of candidates who accepted the offer from temporary table to permanent table of AS and activate their status for the purpose of course Pre-registration exercise.
AA	5.14	To transfer data from temporary table to permanent table of AS two days before enrollment day.
ENROLMENT		
AA/AO	5.15	To update the activation of student's status during enrolment day (if any)
DEFERMENT		
AO/AC	5.16	To receive letter/form from the candidates.
AO/AA	5.17	To compile and record the Deferment status (DF) in the system.
	5.18	To prepare the list of candidates who applied for deferment.
Members of AC	5.19	To notify the list of deferment in the AC meeting.
	5.20	To notify the candidates of the new enrolment date.
AO	5.21	To notify SAC of the statistics and list of students offered.

6. QUALITY RECORDS

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Applicants Database	University's life	Main Server	ITD
3.	Copy of offer letters of successful candidate - All related documents	As a student graduated of terminated.	IDMS	AA

7. FLOW CHART OF ADMISSION PROCESS

