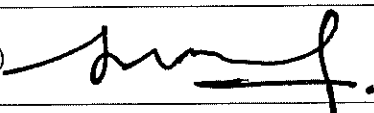
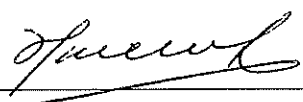


# ADMISSION PROCEDURES FOR MALAYSIANS WITH MALAYSIAN QUALIFICATIONS VIA BAHAGIAN KEMASUKAN PELAJAR IPTA (BKPA), JPT, KPT

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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Position : Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 01/08/2025	Date : 01/08/2025

#### 1.0 OBJECTIVE:

The objective of this procedure is to guide and ensure the efficiency of the process of receiving, screening and selecting applications, and in offering for admission into the foundation and undergraduate programmes using Malaysian qualifications in line with the University's policy and procedures.

#### 2.0 SCOPE:

The procedure covers process of receiving application forms/data, sorting, screening, interviewing (*where applicable*), evaluating and offering the qualified candidates for admission into foundation and undergraduate programmes in line with the University admission requirements.

#### 3.0 ACCOUNTABILITY:

Admission Unit, AMAD  
 BKPA  
 COS  
 KCDIOM  
 AC  
 SAC

#### 4.0 ABBREVIATION (If any):

DD (AI)	Deputy Dean (Academic & Internationalisation)
DD	Deputy Director
COS	Centre of Studies
AMAD	Academic Management and Admission Division
CFS	Centre for Foundation Studies
MEDSI	Malaysian Educators Selection Inventory Test
AC	Admission Committee
SAC	Student Admission Committee
IIUM	International Islamic University Malaysia
ITD	Information Technology Division
AS	Admission System
EAS	E-Admission System (Admin)
e-ADMISSION	Online Application System (Candidates)

KCDIO	Kuliyyah/Centre/Division/Institute/Office
MOHE	Ministry of Higher Education
BKPA	Bahagian Kemasukan Pelajar IPTA
EDMS	IUM Electronic Document Management System
UPU	Unit Pusat Universiti
SPM	Sijil Pelajaran Malaysia
STPM	Sijil Tinggi Persekolahan Malaysia
STAM	Sijil Tinggi Agama Malaysia
IPTA	Institusi Pengajian Tinggi Awam
PRA-JAYA	List of potential qualified candidates from UPU
MPB	Mesyuarat Pemilihan Bersama
Erayuan	Process of on-line application for candidates who are unsuccessful in the 1 <sup>st</sup> application through UPU system
UPU Centre	Electronic Management of Admission System
i-Tasjil	System of Online Registration for New Students

## 5.0 REFERENCES:

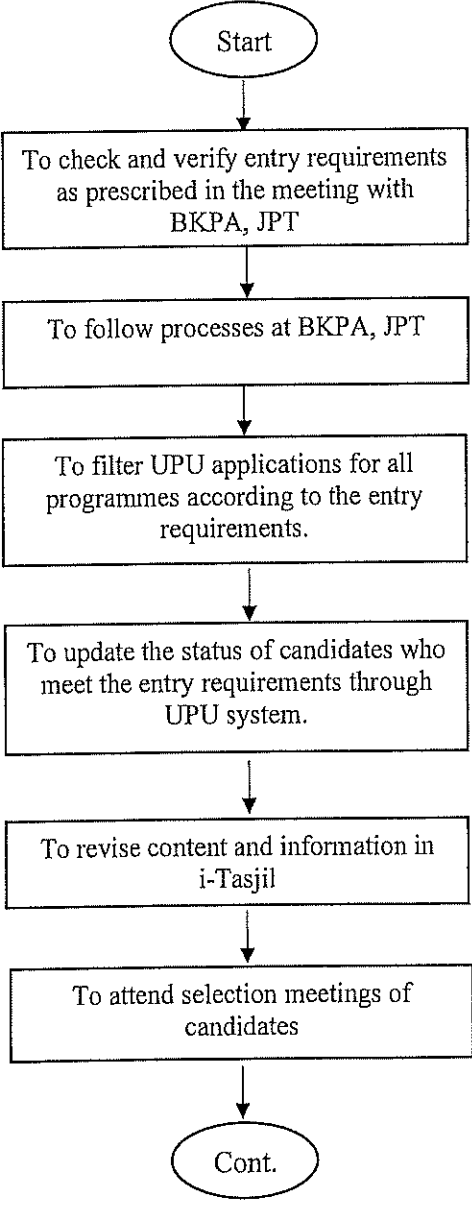
- Admission Regulations 2024 (Amendment, 518<sup>th</sup> Senate meeting)
- Admission Requirements for Foundation Programmes: Candidates with Malaysian Qualifications (Effective from 2024/2025)
- Admission Requirements for Undergraduate Programmes: Candidates with Malaysian Qualifications (Effective from 2025/2026)
- Personal Data Protection Act 2010

## 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Relevant Documents on Intake for UG Programmes	University Life Period	Admission System E-Admission System (Admin)	AMAD

## 7.0 FLOW CHART

### 7.1 Admission to CFS and Admission to Undergraduate

Responsibility	Flow Chart	Remarks
	 <pre> graph TD     Start([Start]) --&gt; Step1[To check and verify entry requirements as prescribed in the meeting with BKPA, JPT]     Step1 --&gt; Step2[To follow processes at BKPA, JPT]     Step2 --&gt; Step3[To filter UPU applications for all programmes according to the entry requirements.]     Step3 --&gt; Step4[To update the status of candidates who meet the entry requirements through UPU system.]     Step4 --&gt; Step5[To revise content and information in i-Tasjil]     Step5 --&gt; Step6[To attend selection meetings of candidates]     Step6 --&gt; Cont([Cont.])                     </pre>	
AMAD/BKPA	To check and verify entry requirements as prescribed in the meeting with BKPA, JPT	To collaborate with BKPA on the input of entry requirements in the BKPA evaluation system as endorsed by Senate.
AMAD/BKPA	To follow processes at BKPA, JPT	To meet the datelines as prescribed in its meetings.
AMAD	To filter UPU applications for all programmes according to the entry requirements.	The process only for the application for Malaysians with STPM and equivalent only. For SPM candidates, the selection automates by the UPU system.
AMAD	To update the status of candidates who meet the entry requirements through UPU system.	
AMAD/COS/ITD	To revise content and information in i-Tasjil	To prepare and update information in i-Tasjil system, ie package of Offer Letter, Registration Guidelines or relevant documents.
AMAD/BKPA	To attend selection meetings of candidates	Attend meetings at BKPA to verify, finalize and confirm the list of successful candidates.
	Cont.	

