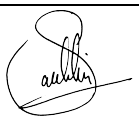
APPLICATION PROCESS FOR FAST TRACK ADMISSION TO THE KULLIYYAH OF NURSING POSTGRADUATE PROGRAMMES

Prepared By:	**Approved By:**
	
Name: Syamimi Nur Syuhadah Binti Sabri	Name: Prof. Dr. Salizar. Mohamed Ludin
Position: Assistant Administrative Officer	Position: Deputy Dean (Postgraduate & Responsible Research and Innovation)
Date: 19th May 2025	Date: 19th May 2025

1.0 OBJECTIVE

This procedure aims to ensure that the Kulliyyah postgraduate admission process for fast track application is conducted systematically and within the stipulated timeframe.

2.0 SCOPE

This procedure covers Kulliyyah's role in handling the student admission process for fast track application into IIUM through the online application system (EAS)

3.0 ACCOUNTABILITY

RESPONSIBILITY	DETAILED PROCEDURE
APPLICANT	3.1 Applicant for Admission Submission
CPS	3.2 Processing Application for Admission
COS	3.3 Evaluation Process by COS (Kulliyyah)
DDPGRRI	3.4 Evaluate the Application for Admission
ASSESSOR	3.5 Committee of interview

4.0 ABBREVIATION (If any)

4.1	DDPGRRI	Deputy Dean (Postgraduate & Responsible Research and Innovation)
4.2	PG Kull	Postgraduate Office Kulliyyah
4.3	COS	Centre of Studies (Kulliyyah)
4.4	KNPGRC	Kulliyyah of Nursing Postgraduate & Research Committee

5.0 REFERENCE

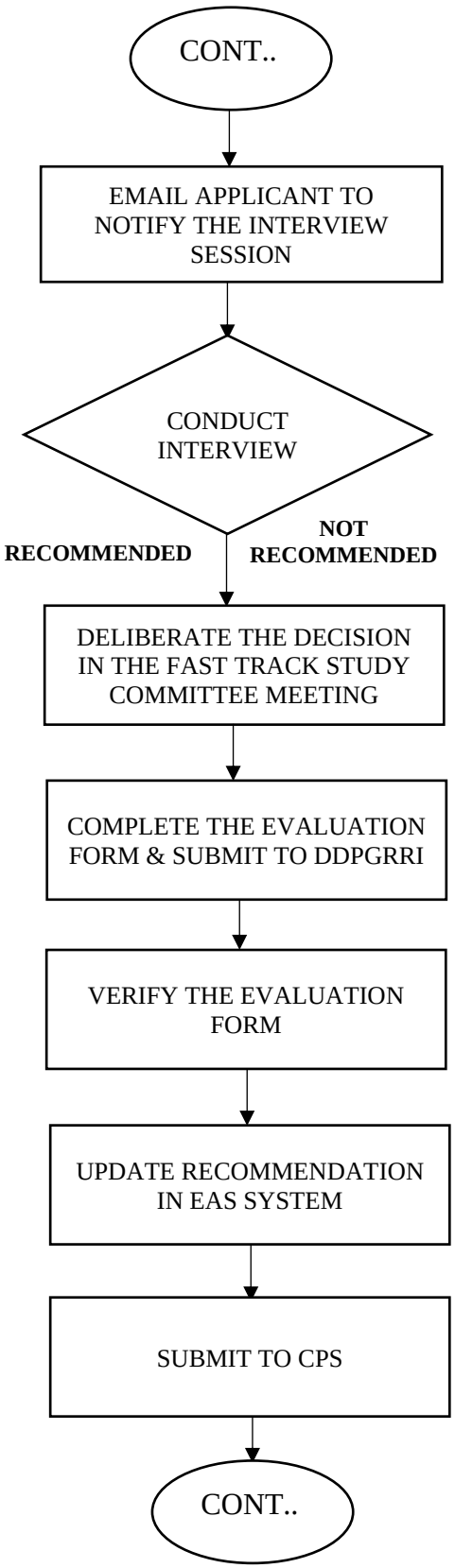
PG Regulation (Revised 2022)

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	PG Fast Track Admission	NA	EAS System & KON Postgraduate Office Filing	Postgraduate Office, KON

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	Start	
CPS	RECEIVED NEW APPLICATION TO BE EVALUATED BY KULIYYAH via EMAIL	The documents are uploaded by the applicant in the EAS system and checked by CPS before being sent to Kulliyyah for the evaluation process.
PG KULL	PG KULL DOWNLOAD ALL DOCUMENTS IN EAS SYSTEM	The documents based on the PG Policy PART 2 Application for Admission Rule (Clause 2).
PG KULL	EMAIL TO DDPGRRI	The documents are shared via email to DDPGRRI for notification and to be deliberate in the KNPGRC.
COS	KNPGRC	KNPGRC members to create Fast Tract Study Committee for the interview session. The evaluation process will be conducted through an interview session.
PG KULL	SCHEDULE THE INTERVIEW SESSION	The evaluation process is conducted to identify the suitability of the student's academic background before he/she been accepted for Fast Track admission to PhD programme. The final decision is made by DDPGRRI.
	CONT..	**ABMS NOTES: Section 23, MACC Act 2009)**



PG KULL

PG Kull will email the applicant for additional documents required by the DDPGRRI to complete the process. (Research Proposal & Presentation Slides)

PG KULL

ABMS NOTES: Section 16, MACC Act 2009)

ASSESSOR

The decision of assessors will be deliberated in the Fast-Track Study Committee meeting. The members of the meeting consist of:

a. Chairman
b. DDPGRRI
c. Assessors
d. Supervisor

ASSESSOR

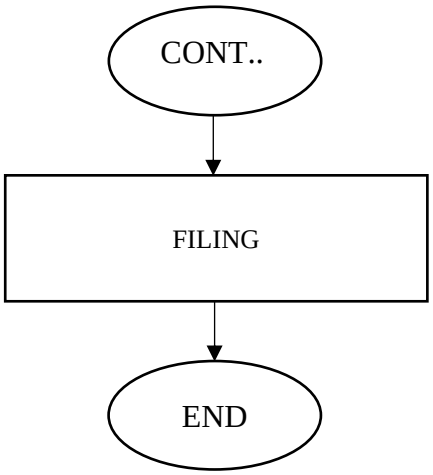
DDPGRRI

PG KULL

PG KULL

PG Kull will update the EAS system, checking the evaluation form based on the recommendation, and submitting it to CPS for further action.

ABMS NOTES: Section 23, MACC Act 2009)



PG KULL

The applicant's details and documents will be saved in the KON Postgraduate Office filing system under the 'PG New Application' folder.

ANNEXURE

8.0 COMMUNICATION TOOLS

- **EMAIL ADMISSION:**
  e-admissions@iium.edu.my
  International Application: pgint_admission@iium.edu.my
  Local: pgadmissions@iium.edu.my

- **KULLIYYAH EMAIL:**
  nursing_pg@iium.edu.my

- **ONLINE PORTAL/PLATFORM:**
  EAS System
  MSTeams
  Google Meet / Zoom Meeting

9.0 ABMS NOTES

(Section 16, MACC Act 2009) - Any person corruptly solicits or accepts or agrees to accept for himself or for any other person any gratification.

(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.