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**Universiti Islam Sultan Sharif Ali  
(UNISSA)**

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**PROCEDURES MANUAL**

Subject	<b>GRADUATE ADMISSION PROCEDURES</b>
Section:	<b>CENTRE FOR GRADUATE STUDIES</b>


	NAME	POSITION	SIGNATURE
PREPARED BY:	Ak Muhd Rusydi Bin Pg Badaruddin	i-Ready Officer	
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**Revision History**


	<b>Universiti Islam Sultan Sharif Ali (UNISSA)</b>	Doc. No.: SOP-CGS-001
		Rev. No.: 01
	<b>PROCEDURES MANUAL</b>	Effective Date: 03/08/2022
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Date	Rev No.	Details of Changes	Owner
03/08/2020		The name of the Centre changed from "Centre for Postgraduate Studies" to "Centre for Graduate Studies"	
03/08/2022	Rev. No. 01	Procedure details	Ak Muhd Rusydi

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## 1 Introduction

This manual describes the procedure of processing applications for admission in graduate programme.

### 1.1 Purpose

The purpose of this procedure is to ensure that the process of admission is done effectively within reasonable time

### 1.2 Scope

The scope of this manual is regulating the process of admission.

### 1.3 Responsibilities

Responsibility	Description
Director	To ensure processes are following the admission procedure and to align with University SOP.  To supervise all the steps and to confirm and to settle any issues arise.  Secretary to the Admission Committee Meeting of University.
IR	Liaise between CGS and Faculties in UNISSA. Coordinate administrative matters related to admission. As Secretariat to the Admission Committee Meeting of University
Clerk	Update student data.  To assist I-Ready Officer in-charged sorting the applications according to the programmes applied Prepare and distribute CGS mailing and memo / minutes. Assist in the process of admission.

## 2 Definitions and Abbreviations

### 2.1 Definitions

**Application:**


The provided form that contains detailed information about the applicant.

**Offer Letter:**


A document issued by the Centre that indicates the acceptance of the applicant with details of the programme offered and its requirements.

### 2.2 Abbreviations

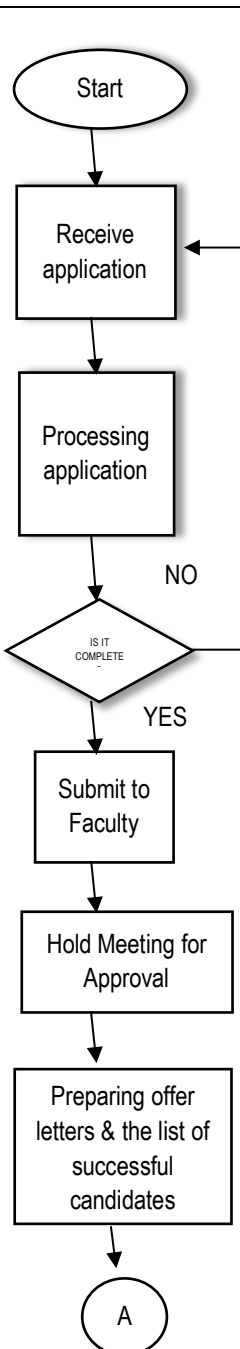
IR	i-Ready Officer
Faculty/ Centre	Respective Faculty/ Centre

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MOFA	Ministry of Foreign Affairs
MOE	Ministry of Education

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### 3 Procedure Details

Activity	Details	Responsible Person	Documented Information	Duration
	1.0 Receiving application			
	1.1 Receive the application form with required documents	Clerk	Online Application	Deadline submission: <b>August Intake</b> (28 February) <b>January Intake</b> (31 July)
	2.0 Processing application			
	2.1 Check the application form and required documents	Clerk		3 Days
	2.1.1 Forward the complete application to the respective Faculty/Centre	Clerk		1 Day
	2.1.2 Notify the applicant for incomplete application to resubmit	Clerk		1 Day
	2.2 Submit the list of applicants to the respective Faculty/ Centre (Faculty/ Centre will be given 1 month)	IR		1 Day
	3.0 Hold meeting for approval			
	3.1 Receive the list of applicants from the Faculty/ Centre	IR		2 Days
	3.2 Set date for meeting, prepare and distribute the agenda for meeting	IR		
	3.3 Hold University Admission Committee Meeting for approval	IR/ Director		1 Day
	4.0 Preparing offer letters & the list of successful candidates			
	4.1 Prepare offer letters and the list of successful candidates	IR		2 Weeks
	4.2 Send offer letters to the successful candidates through email	IR		3 Days
	5.0 Preparing the list of confirmed candidates			
	5.1 Receive the acceptance form from applicants	Clerk/ IR		2 Weeks
	5.2 Prepare the list of confirmed candidates	Clerk/ IR		2 Days
	6.0 Submit the final list			
	6.1 Submit final lists to: - CTM - Students Affairs - Bursar - Faculty/ Centre - MOFA - MOE	IR		<b>August Intake</b> (by 14 July) <b>January Intake</b> (by 15 December)



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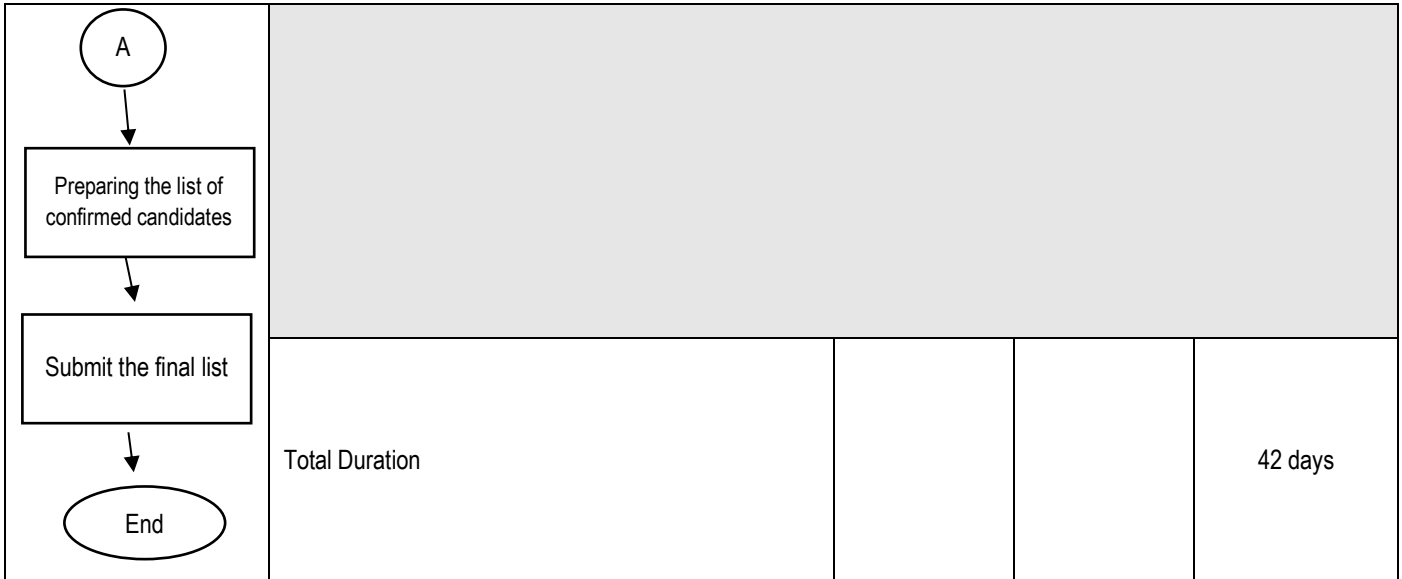
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#### 4 References