GUIDELINES FOR ADMISSIONS

Introduction

University College of Islam Melaka (Kolej Universiti Islam Melaka – KUIM) is a provider of higher education that is owned by Melaka State Government. Over the past few years, the institution has achieved extraordinary accomplishments especially in 2009, where its status of a College, as a higher education institute was upgraded to a University College. Now, it offers over 30 programmes including 21 Diplomas, 1 Foundation Studies, 6 Bachelor’s Degrees, 6 Master’s Degrees and two Doctor of Philosophy programmes, equipped with 6 faculties and one Institute for Graduate Studies.

The aptitude of KUIM to construct a series of academic networking on an international level has become quite a reputation, allowing its graduates to be offered jobs from massive companies and firms overseas. A significant number of cooperative measures and collaborations have been made with other institutions abroad such as Universiti Sri Vijaya Palembang Indonesia, College Of Management And Technology Sri Lanka, International Peace University South Africa, Pembrokeshire College, DMDI Kemboja, Universiti Brunei Darussalam, University of Ballarat Australia, The Islamic University - Baghdad, Universiti Al-Azhar - Mesir, Universiti Al-Bayt - Jordan, Jamiyyah Business School - Singapore and few others. Such proactive alliances provide a win-win situation for each institutions that in turn cater for a global development of knowledge, proliferation of ideas and continuous advancement for various field of studies.

Since opening, more than 6,000 students have graduated from the University College of Islam Melaka (KUIM) in a diversified field of studies which are Social Science, Hospitality, Nursing, Islamic Studies, Business Studies, Science and Technology, Information System, Engineering, Biotechnology and Accounting. Numerous efforts have been made by KUIM’s top management to ensure the marketability of its graduates, and to be similarly equivalent to other private and public institutes of higher education in Malaysia. One of them is the commitment of Academic Affairs Division to make certain that each and every programmes offered are certified by the Ministry of Higher Education and qualified by Malaysians Qualifications Agency (MQA).
Faculties

Institute for Graduate Studies
Academy of Islamic Studies
Faculty of Business Innovation and Accounting
Faculty of Nursing
Faculty of Hospitality Management
Faculty of Science and Technology
Faculty of Arts and Social Science

Facilities

Student Affairs Division
Student Affairs and Alumni Division
Finance Department
Hostels (RUMSIS)
Library
Computer Lab
Mosque (Masjid Al-Ilmi)
Auditorium
ICT Complex
Sports Complex
Health Clinic
Cafeteria and Mini Market
Campus Wifi Hotspot
Transportation
ATM machines
Financial Aids
Educational Loans (administered by KUIM)
**Programmes Offered**

**Post-Graduate Programmes**
- Doctor of Philosophy In History (Phd.) 3 to 5 Years
- Doctor of Philosophy In Leadership and Management Of Education (Phd.) 3 to 5 Years
- Master of History 1½ to 3 Years
- Master of Leadership And Management Of Education 1½ to 3 Years
- Master of Management Science 1½ to 3 Years
- Master of Islamic Dakwah Studies 1½ to 3 Years
- Master of Syariah 1½ to 3 Years
- Master of Communication 1½ to 3 Years

**Bachelor’s Degree**
- Bachelor of Islamic Banking and Finance (Hons.) 3½ Years
- Bachelor of Islamic Management and Development (Hons.) 3½ Years
- Bachelor of Psychology (Hons.) 3½ Years
- Bachelor of Business Administration (Entrepreneurship ) (Hons.) 4 Years
- Bachelor of Business Administration (Finance) (Hons.) 4 Years
- Bachelor of Hospitality Management (Hons.) 4 Years

**Foundation Studies**
- Foundation Studies In Business 1 Year (3 Semester)

**Diploma**
- Diploma In Islamic Management and Administration 3 Years
- Diploma In Islamic Studies With Human Resource Development 3 Years
- Diploma In Law and Syariah 3 Years
- Diploma In Syariah Finance 3 Years
- Diploma In Syariah Islamiyyah 3 Years
- Diploma In Usuluddin 3 Years
- Diploma In Tahfiz Al-Quran Wal Qiraat 3 Years
- Diploma In Nursing 3 Years
- Diploma In Counselling 3 Years
- Diploma In Innovation Management 3 Years
- Diploma In Mass Communication 3 Years
- Diploma In Marketing 3 Years
- Diploma In Finance 3 Years
- Diploma In Business Information System 3 Years
- Diploma In Accounting 3 Years
- Diploma In Hotel Management 3 Years
- Diploma In Tourism Management 3 Years
- Diploma In Event Management 3 Years
- Diploma In Biotechnology 3 Years
- Diploma In Electrical Engineering 3 Years
- Diploma In Automotive Engineering 3 Years
Guidelines for Registration

Preparations to be done prior to the registration day are as follow:

Health Status Report

- Candidates are required to undergo a medical checkup in any public or private clinics or hospitals, based on the attached form (Form BB02-5 Health Status Report) and to be brought together with the completed form (by medical examiners) is the X-ray film, during registration. If there is time constraint or other restrictions occurred, candidates are allowed to register first without the medical checkup, and will be given a month after registration to fulfill this requirement.

Registration

- In a case where the offer to study at KUIM is accepted by a candidate, documents need to be completed and brought together during registration day are:

<table>
<thead>
<tr>
<th>Form BB02-3</th>
<th>Acceptance of Offer Verification Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form BB02-4</td>
<td>Background Details attached with a copy of SPM/STPM/STAM, Diploma/Degree Certificate and Transcript, School Leaving Certificate and Curriculum Certificate</td>
</tr>
<tr>
<td>Form BB02-5</td>
<td>Health Status Report attached with X-ray</td>
</tr>
<tr>
<td>Form BB02-6</td>
<td>Parents/Guardian Declaration Form</td>
</tr>
<tr>
<td>Form BB02-7</td>
<td>Affidavit Form</td>
</tr>
</tbody>
</table>

- Date of registration is as stated in the offer letter. If a candidate were not able to register on time (later than the date), please do not hesitate to refer to Admission and Records Unit or Academic Affairs Division immediately. The offer to study at the campus is only valid for the Academic Intake Sessions mentioned. All of the forms listed above are required to be completed before the registration date.
Registration Fees

- During registration, it is necessary for a candidate to pay a registration fee specified by KUIM (please refer to the table below). The rest of the semester fees such as tuition and hostel fees are allowed to be paid within a period of three months after registration. However, all candidates are advised to settle the payment during registration to prevent problems to occur afterwards, throughout the study.

Registration Fees Details:

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Registration Fee (MYR)</th>
<th>Intake Fee (MYR)</th>
<th>TOTAL AMOUNT (MYR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Philosophy</td>
<td>600.00</td>
<td>50.00</td>
<td>650.00</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>700.00</td>
<td>50.00</td>
<td>750.00</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>315.00</td>
<td>50.00</td>
<td>365.00</td>
</tr>
<tr>
<td>Foundation Studies</td>
<td>215.00</td>
<td>50.00</td>
<td>265.00</td>
</tr>
<tr>
<td>Diploma</td>
<td>315.00</td>
<td>50.00</td>
<td>365.00</td>
</tr>
</tbody>
</table>

*Fees shown are NOT inclusive of MYR50.00 for Student Representative Council that requires different transaction to be made to a different account number.

Methods of Payment

- Candidates are required to settle the payment of registration fees before or during registration. Payment method before registration date is by transferring, bank in making payment directly to KUIM’s Bank Islam Malaysia Berhad account as follows:

  Bank Account Details
  
<table>
<thead>
<tr>
<th>Bank Name</th>
<th>BANK ISLAM MALAYSIA BERHAD (BIMB) BHD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accoutn Name</td>
<td>KOLEJ TEKNOLOGI ISLAM MELAKA</td>
</tr>
<tr>
<td>Account Number</td>
<td>0402401000100</td>
</tr>
</tbody>
</table>

- For payment made to KUIM’s bank account, please bring the original bank in slip, or transfer/payment details during registration.
- KUIM will NOT accept any payments made by Cheque (individual/company).
- The rest of the semester fees are to be settled directly at KUIM’s Finance Department. In the occurrence of any outstanding amount due for the semester, students will not be allowed to seat for final examinations.
Changing Course of Study

- Candidates are allowed to request for a change of programmes offered, based on below terms and conditions:
  1) Request must be made before the date of registration.
  2) Meet the minimum entry requirements for the new programme.
  3) Applies to only programmes involving NO interviews.

- New current students may also be applying for a change of programmes. However, this applications need to be addressed to Deans of Faculties, and acquire a written permission by the Dean, with the supporting recommendations from course coordinator, and to fill up a Changing Course of Study Form, obtained from Academic Affairs.

Withdrawal of Study

- Students who wish to withdraw from a study at KUIM are required to fill up Withdrawal Form which can be obtained from Academic Affairs Division and to be submitted back at the same office after completed. The form must be filled up by students or family members, and incomplete forms will not be accepted by the management.

- On the contrary, in emergency cases where a student is away from the campus, and not able to come to fulfill this requirement, he or she may write an application letter for withdrawal of study addressed to the Director Academic Affairs, University College of Islam Melaka.

- Students who have been attending classes are advised to seek consultations from Deans of Faculties or course coordinators first before deciding to withdraw.
**Procedures of Refund for Fees Paid**

- Refund to be made for withdrawal of study is based on the period of study itself from the registration date and are shown in the figure below:

<table>
<thead>
<tr>
<th>Current Semester</th>
<th>Withdrawal / Deferring before 2 Weeks from Registration</th>
<th>Withdrawal / Deferring on 3 to 5 weeks from registration</th>
<th>Withdrawal / Deferring after 5 weeks onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fees Charged</td>
<td>Fees Charged</td>
<td>Fees Charged</td>
</tr>
<tr>
<td></td>
<td>Fees Refunded</td>
<td>Fees Refunded</td>
<td>Fees Refunded</td>
</tr>
<tr>
<td>Semester 2 - 6</td>
<td>Registration Fees</td>
<td>Hostel Deposit</td>
<td>Hostel Deposit</td>
</tr>
<tr>
<td></td>
<td>Recurring Fees</td>
<td>Library Deposit</td>
<td>Recurring Fees</td>
</tr>
<tr>
<td></td>
<td>Insurance</td>
<td>Convocation Fee</td>
<td>Convocation Fee</td>
</tr>
<tr>
<td></td>
<td>Hostel Fee (1 Month)</td>
<td>Hostel Fee (4 Months)</td>
<td>Hostel Fee (1 Month)</td>
</tr>
<tr>
<td></td>
<td>Tuition Fees (100%)</td>
<td>Tuition Fees (25%)</td>
<td>Tuition Fees (75%)</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Registration Fees</td>
<td>Hostel Deposit</td>
<td>Hostel Deposit</td>
</tr>
<tr>
<td></td>
<td>Intake Fee</td>
<td>Library Deposit</td>
<td>Intake Fee</td>
</tr>
<tr>
<td></td>
<td>Hostel Fee (1 Month)</td>
<td>Hostel Fee (4 Months)</td>
<td>Hostel Fee (1 Month)</td>
</tr>
<tr>
<td></td>
<td>Tuition Fees (100%)</td>
<td>Tuition Fees (25%)</td>
<td>Tuition Fees (75%)</td>
</tr>
<tr>
<td></td>
<td>Recurring Fees</td>
<td>Recurring Fees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insurance</td>
<td>Insurance</td>
<td></td>
</tr>
</tbody>
</table>

- Refund only caters for a successful payment and will be made directly to a student’s CIMB or BIMB bank account.
Educational Loans and Financial Aids

- KUIM’s Finance Department will assist students for study loans application after the registration day. A briefing regarding financial solutions for the study will be held on or after orientation week. Among study loans administered by KUIM are from PTPTN, Tabung Pendidikan Negeri Melaka (TAPEM), and Majlis Amanah Rakyat (MARA).

- Students may also seek assistance from KUIM’s Finance Department to apply for financial aids from organizations like:
  - Employees’ Provident Form (EPF)
  - SOCSO
  - Local State Foundations (Eg: Yayasan Sabah)
  - Zakat Aids / States Baitulmal
  - Zakat Aids of Melaka

However, all arrangements must be made only by students/parents, and KUIM will only assist in verifying and preparing relevant supporting documents needed for the application.

- There will be NO study loans provided for international students.

- For parents/guardians of international students that hold a residency status as a Malaysian, they may refer directly to the financial loan/scholarship provider.

- Inquiries about financial aids or educational loans may directly be addressed to KUIM’s Finance Department at; Tel : 06-3878449 or 8443 / Fax : 06-3878440.

Orientation Week (Minggu Mesra Siswa – MMS)

- All students are obligated to attend the orientation week arranged by Student and Alumni Affairs Division (HEM)
Hostels Arrangement (RUMSIS)

- Students’ Hostels are within the jurisdiction of Student and Alumni Affairs Division (HEM)
- All arrangements of accommodating students with hostels are done during registration.
- Facilities provided in the hostels are beds, wardrobes, chairs and tables. Students must bring their own daily needs such as pillows, pillow case, blankets, bed sheets, and other personal needs.
- Hostel residents are bound to rules and regulations of the Hostel (RUMSIS), and failing to obey any of the rules will result in a strict discipline action taken upon them.
- Cooking is not allowed inside the hostel blocks or rooms.
- Newly joined students are obligated to stay at the hostels. However for certain cases, application to stay outside of the campus may be addressed to Student and Alumni Affairs Division (HEM), and subjected to approval from its director.

Ethical and Dress Codes during Classes and Lectures

Male Students
- Long/Short sleeve shirt (necktie is COMPULSORY on Mondays)
- Black long pant
- ‘Baju Melayu’ with Sampin ( on Fridays )
- Students from Faculty of Hospitality Management are required to prepare a white long-sleeved shirt, a black slack, and a pair of black shoes.

Female Students
- ‘Baju Kurung’ with Hijab (covering hair, chest and shoulders)
- Non-Muslims are not obligated to wear ‘Baju Kurung’/Hijab, but must dress appropriately and politely.
- Students from Faculty of Hospitality Management are required to prepare a specific Baju Kurung (with white top, black ‘sarung’), white Hijab and a pair of black shoes.
- Purdah (face covering that prevents recognition) are not allowed to be worn inside the Campus.

*Jeans are strictly NOT allowed to be worn anywhere inside the Campus.
Personal Photograph

Students are required to prepare 5 copies of their personal photograph for the registration purposes at the Campus. Students must appear appropriately in the photograph as the following guidelines:

Male Students

- Neat and tidy hair
- Shirts with collar

Female Students

- With Hijab covering hair and chest (Muslims)
- Polite and appropriate (Non-Muslims)

Rights to Revoke Offers

University College of Islam Melaka reserves the rights to revoke any offers made to candidates, or to expel any students at any times possible, with regards to a situation where; any information provided during applications are not genuine or involved in any means of fraud; or mistakes happened during the selection of candidates who made applications.

CANDIDATES ARE STRICTLY RECOMMENDED TO DRESS APPROPRIATELY AND POLITELY DURING REGISTRATION DAY.
Membership Fee

<table>
<thead>
<tr>
<th>DETAILS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNCIL MEMBERSHIP FEE</td>
<td>MYR 50.00</td>
</tr>
</tbody>
</table>

- Membership fee for Student Representative Council of KUIM is charged only once throughout the entire period of study.
- The fee is compulsory for ALL students enrolled at University College of Islam Melaka

Student Representative Council membership fee’s payment can be made via:

- Student Representative Council (MPMKUIM) counter (on registration day)
- Transfer or bank in directly to the council’s official bank account:

**MAJLIS PERWAKILAN MAHASISWA**
KOLEJ UNIVERSITI ISLAM MELAKA

**Account Number**
04-024-02-090113-6
BANK ISLAM MALAYSIA BERHAD (BIMB)

*Receipts/slip of payments made via money transfer/bank in/bank draft must be presented upon registration as a proof of payment.*
Checklist for Registration

The following are a complete list of preparations need to be done for the day of registration:

<table>
<thead>
<tr>
<th>No.</th>
<th>Counter</th>
<th>Documents</th>
<th>Checked</th>
</tr>
</thead>
</table>
| 1.  | Registration Counter           | ✓ Identity Card/Passport (original and a copy)  
✓ Offer Letter (original and a copy)  
✓ Form BB02-3 (original and a copy)  
✓ SPM/STPM/STAM certificate, Diploma/Degree Certificate and Transcript, School Leaving Certificate and Curriculum Certificate (original and a copy) |         |
| 2.  | Payment Counter                | ✓ Payment receipts or payment slip  
✓ Please write down your name, NRIC and programme behind the slip  
✓ Please make sure every payments made at the counter (if any) are issued with official receipts. |         |
| 3.  | Counter of Faculties           | ✓ 2 copies of personal photograph (passport size)  
✓ A copy of Offer Letter  
✓ All Forms: BB02-3, BB02-4, BB02-5, BB02-6, BB02-7  
✓ A copy of Identity Card/Passport, SPM/STPM/STAM certificate, Diploma/Degree Certificate and Transcript, School Leaving Certificate and Curriculum Certificate |         |
| 4.  | Counter of HEM and MPM         | ✓ Payment receipts or payment slip or:  
MYR50.00 for Student Representative Council membership fee |         |
Campus Location

A brief map to KUIM’s campus location, with Global Positioning System (GPS) coordinates:

Contact us:

<table>
<thead>
<tr>
<th>Division/Department/Unit</th>
<th>Telephone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUIM General Administration Office</td>
<td>06-3878382</td>
<td>06-3878411</td>
</tr>
<tr>
<td>Academic Affairs Division – General Office</td>
<td>06-3878420</td>
<td>06-3878368</td>
</tr>
<tr>
<td>- Academic Officer/Qualifications Unit</td>
<td>06-3878415</td>
<td></td>
</tr>
<tr>
<td>- Admission and Records Unit</td>
<td>06-3878417</td>
<td></td>
</tr>
<tr>
<td>- Examination Unit</td>
<td>06-3878416</td>
<td></td>
</tr>
<tr>
<td>Students and Alumni Affairs Division – General Office</td>
<td>06-3878412</td>
<td>06-3878986</td>
</tr>
<tr>
<td>Finance Department – General Office</td>
<td>06-3878449</td>
<td>06-3878440</td>
</tr>
</tbody>
</table>

Official Web Portal: [www.kuim.edu.my](http://www.kuim.edu.my) / Email: webmaster@kuim.edu.my

Guidelines for Admissions (Dec 2013)
Admission and Records Unit