



UNIVERSITY COLLEGE OF ISLAM MELAKA

KOLEJ UNIVERSITI ISLAM MELAKA (KUIM)

Admission and Records Unit

KUALA SUNGAI BARU, 78200 MELAKA

Tel : 06-3878417 / 8420 Fax : 06-3878368

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, Pembrokehire 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 (Semester)	1 Year (3)
--	------------

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:

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

- 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:

Programmes	Registration Fee (MYR)	Intake Fee (MYR)	TOTAL AMOUNT (MYR)
Doctor of Philosophy	600.00	50.00	650.00
Master's Degree	700.00	50.00	750.00
Bachelor's Degree	315.00	50.00	365.00
Foundation Studies	215.00	50.00	265.00
Diploma	315.00	50.00	365.00

*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:

<u>Bank Account Details</u>	
Bank Name	: BANK ISLAM MALAYSIA BERHAD (BIMB) BHD
Account Name	: KOLEJ TEKNOLOGI ISLAM MELAKA
Account Number	: 04024010001000

- 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:

Current Semester	Withdrawal / Deferring before 2 Weeks from Registration		Withdrawal / Deferring on 3 to 5 weeks from registration		Withdrawal / Deferring after 5 weeks onwards	
	Fees Charged	Fees Refunded	Fees Charged	Fees Refunded	Fees Charged	Fees Refunded
Semester 2 - 6	Registration Fees	Hostel Deposit	Registration Fees	Hostel Deposit	All Semester Fees	None
	Recurring Fees	Library Deposit	Recurring Fees	Library Deposit		
	Insurance	Convocation Fee	Insurance	Convocation Fee		
	Hostel Fee (1 Month)	Hostel fee (4 Months)	Hostel Fee (1 Month)	Hostel fee (4 Months)		
		Tuition Fees (100%)	Tuition Fees (25%)	Tuition Fees (75%)		
Semester 1	Registration Fees	Hostel Deposit	Registration Fees	Hostel Deposit	All Semester Fees	None
	Intake Fee	Library Deposit	Intake Fee	Library Deposit		
	Hostel Fee (1 Month)	Hostel fee (4 Months)	Hostel Fee (1 Month)	Hostel fee (4 Months)		
		Tuition Fees (100%)	Tuition Fees (25%)	Tuition Fees (75%)		
		Recurring Fees	Recurring Fees			
		Insurance	Insurance			

- 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 (TAPEN), 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.**



Student Representative Council

Student and Alumni Affairs
University College of Islam Melaka
Kuala Sungai Baru, 78200
TEL: 06-3878382/8412 FAKS: 06-3878986



Membership Fee

DETAILS	AMOUNT
COUNCIL MEMBERSHIP FEE	MYR 50.00

- 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.

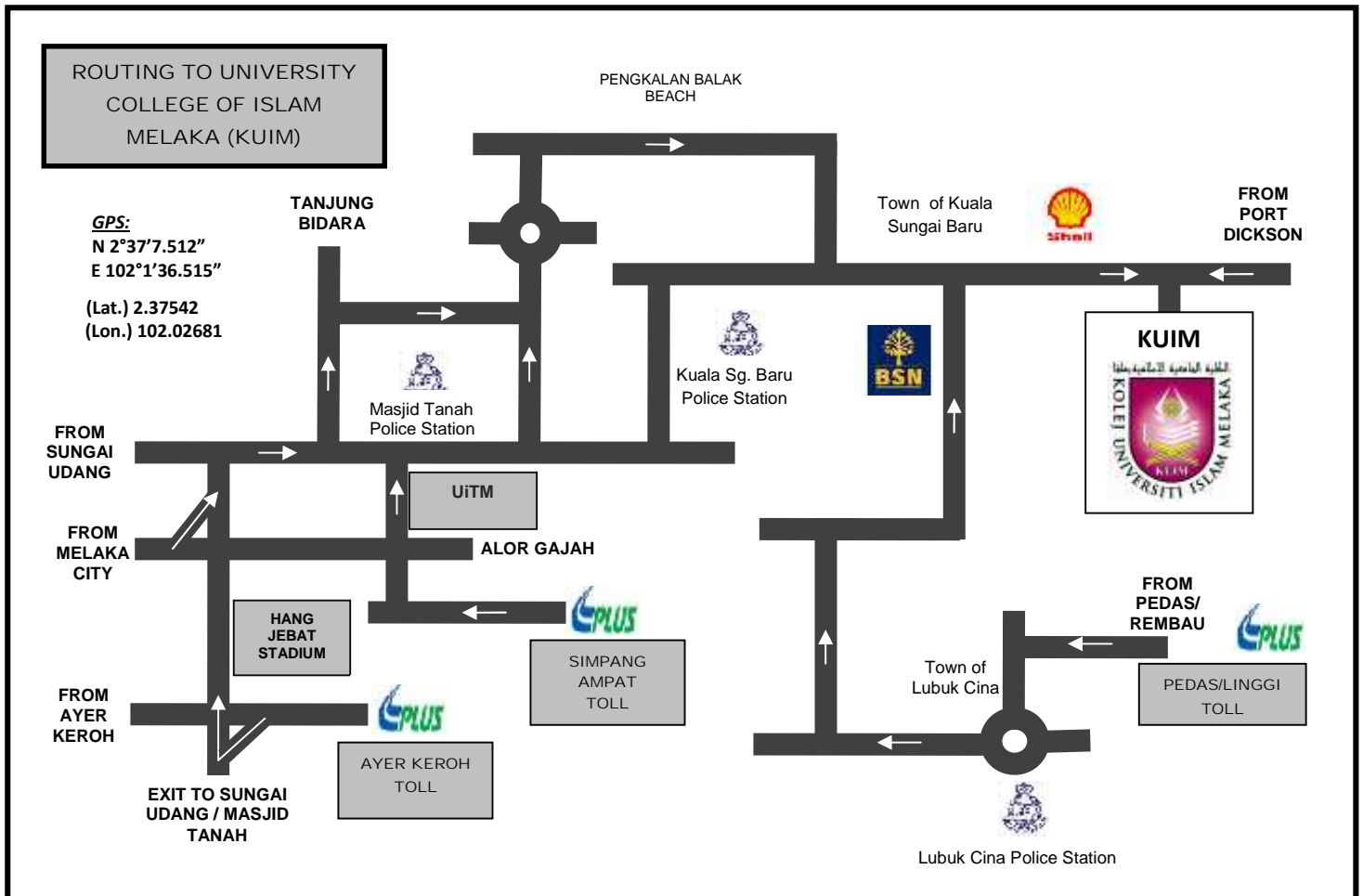
Checklist for Registration

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

No.	Counter	Documents	Checked
1.	Registration Counter	<ul style="list-style-type: none"> ✓ 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) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.	Payment Counter	<ul style="list-style-type: none"> ✓ 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. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	Counter of Faculties	<ul style="list-style-type: none"> ✓ 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.	Counter of HEM and MPM	<ul style="list-style-type: none"> ✓ Payment receipts or payment slip or; ✓ MYR50.00 for Student Representative Council membership fee 	<input type="checkbox"/> <input type="checkbox"/>

Campus Location

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



Contact us:

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

Official Web Portal : www.kuim.edu.my / Email : webmaster@kuim.edu.my

Guidelines for Admissions (Dec 2013)
 Admission and Records Unit