

## OBJECTIVE

The Admissions Policy applies to the admission of foundation, undergraduate and postgraduate students to the International Medical University (IMU).

## PRINCIPLES

The University is committed to ensure that its admission process is fair and transparent. In addition, the University aims to recruit high-quality students by:

1. Encouraging applications from students with excellent academic potential regardless of social, cultural or educational background.
2. Offering equality of opportunity to all applicants by giving careful and holistic consideration on the individual's academic achievements and potential.
3. Increasing the diversity of its student population as we believe that diversity is educationally as well as socially desirable in a civilized society and enriching the educational experience for all.

## GOVERNANCE

Senate is the highest governing authority of the University in all academic matters and has the specific responsibility to regulate the admission of persons into the programme of study.

Policy in respect of admission is monitored and developed through the Admissions Committee and Senate.

Admissions Committee is chaired by the President and is responsible for:

1. Ensuring compliance with the Education Acts and Regulations in Malaysia.
2. Formulating and reviewing the admissions policy for the University.
3. Overseeing the implementation of the admissions policy for the University.

The Admissions Committee may appoint its Sub-committee(s), if deemed necessary, to perform specific duties on its behalf subject to the entry standards as might be imposed by the Admissions Committee and Senate.

The Admissions Department works in partnership with the Schools to provide effective admission services and has the responsibility for:

1. Managing the University's Student Admissions Policy and procedures;
2. Providing advice and support to the Schools on admissions;
3. Assessing applications and making offers on behalf of the Schools;
4. Developing and managing effective systems for admissions.

## INFORMATION FOR ENQUIRERS AND APPLICANTS

The University is committed to the provision of accurate and appropriate admission and programme information which is easily accessible for enquirers and applicants in order to ensure that they are enabled to make an informed decision to proceed with their application to the University.

We make every effort to ensure that the information provided is accurate when it is published. However, as we publish the printed materials such as the programme prospectus, minimum entry requirements, fees structure and

other University literatures at least 12 months before the programme begins, applicants are therefore advised to refer to the University website for the most up-to-date information.

## APPLICATION PROCESS

### How to apply?

All applications (foundation, undergraduate and postgraduate) into the University are to be submitted online at <http://www.imu.edu.my/>.

### When to apply?

The operational deadline for the programme is usually 2 months before the start date of the intake. However, if there are places available, we are still able to consider application from eligible candidates until the start date of the intake.

### What to submit?

The applicants are required to pay the application fee for the chosen programme (further information can be obtained at [www.imu.edu.my](http://www.imu.edu.my)) and submit the following documents (either softcopy or hardcopy) in support of their application to the University:

1. NRIC (Malaysians) or Passport (International Students);
2. SPM/O Level/Year 11 equivalent transcripts;
3. STPM/A Level/Year 12 equivalent transcripts and certification of completion;
4. Degree/Master Degree transcripts and certification of completion (only applicable to postgraduate application);
5. English proficiency (IELTS/MUET) results.

### Payment of application fee

The applicants are required to ensure that they have checked thoroughly if they have met the necessary requirements at [www.imu.edu.my](http://www.imu.edu.my) before submission of an application to the University and subsequently make the payment of application fee. Therefore, the application fee is non-refundable regardless of the outcome of the applicants' application to the University.

### Time taken to consider an application

The University does not process the application if the application fee and documentations are not received from the applicants. Upon receiving the application fee and documentations, the University targets to consider all applications and to make the decisions as quickly as possible. However, given the volume, range and quality of applications, we are not always able to make an admissions decision immediately and potentially lead to delays in our response to the applicants.

### Communication with the applicants

The University normally communicates via email with the applicants. We send a wide range of communications to applicants which include the following:

1. Acknowledgement of the receipt of application;
2. Confirmation that a decision has been made on the application;
3. Confirmation of the offer of entry and the terms and conditions for offer holders;
4. Introductory and registration information;
5. Course specific information.

# EQUAL OPPORTUNITIES

## **Fair admissions**

The University believes that the diversity of its student community is an essential part of enriching the study and learning experience. Therefore, the University is committed to providing a fair admission system that admits students of outstanding achievement and potential regardless of inappropriate distinctions, such as:

1. Gender;
2. Race;
3. Age;
4. Nationality;
5. Ethnicity identity or national origin;
6. Socio-economic status;
7. Religious beliefs;
8. Political beliefs;
9. Disability;
10. Marital status;
11. Family circumstance;
12. Sexual orientation.

In so doing, we are committed to:

1. Provide transparency in our admissions process;
2. Minimizing barriers to entry;
3. Selection on merit, potential and diversity;
4. Professionalism;
5. Using assessment tools that are reliable.

## **Applicants with disability**

The University welcomes applications from people with additional support needs or disabilities. We operate procedures to ensure that these applications will be considered appropriately and that applicants with additional support needs will be provided with appropriate support in the application process and subsequent study in the University. Please refer to the '*Procedure for Applicants with Additional Support Needs or Disabilities*'.

# ELIGIBILITY ASSESSMENT FOR ADMISSIONS

## **Assessment for admissions**

The University receives many applications for each available place, so regrettably we will not be able to offer places to all applicants although they have met the published minimum entry qualifications.

Our applicants for a programme are assessed against the selection criteria specific to the programme of study for which an application has been made which may include:

1. Prior and predicted academic achievements;
2. English language proficiency;
3. Interviews;
4. Aptitude tests;
5. References;
6. Personal or supporting documents;
7. Research proposal;
8. Work experience;
9. Valid professional certification(s).

Applicants are advised to check the entry and English requirements of the specific programme which are published on the University website at [www.imu.edu.my](http://www.imu.edu.my).

Where places are limited, we offer places to those eligible applicants who best meet our selection criteria.

We recognize that our applicants come from diverse educational, professional and personal backgrounds hence a course's standard procedure for assessing applications may not provide the admissions staff with an accurate understanding of an applicant's suitability. In such cases, we may ask applicants to provide us with additional or alternative evidence to support their applications.

### **Interviews**

For the majority of the programmes offered by the University, the applicants are not required to be interviewed as part of the assessment process. However, in certain cases, the University will warrant an interview with its applicants if it is felt that this is the best method of identifying potential applicants for study and/or where there is a relevant legal/regulatory requirement or guideline.

Applicants who have applied for the medicine and dental programmes will not be considered for admission unless they have attended an interview.

The University may conduct its interview sessions by mean of face-to-face, telephone or ZOOM in order to accommodate the geographical location of the applicants. Telephone or ZOOM interviews are only available for applicants residing outside of South East Asia and may not be able to travel to the University for the interview session. Telephone or ZOOM interviews should follow the same principles and guidance as face-to-face interviews.

During the interview, the following to be observed:

1. The applicants are required to register at the Admissions Department and to produce the original academic documentations for verification. In addition, the applicants are required to provide the appropriate identification for identity verification;

After the interview, the following to be observed:

1. Admissions Department will communicate the outcome of the interview to the applicants via email (*clear cut cases within 1 week whilst special cases may take 1 month or more*).
2. The formal records of the interview should be collated into the applicant's file and to be destroyed in accordance with the timelines specified by the Personal Data Protection Act (PDPA) and Admissions Department's SOP.

### **Gap year(s)**

The University requires applicants with gap year(s) from their latest entry qualification to the point of submitting application to the University to declare the reasons and written statement leading to the gap year(s).

### **Applicants who had withdrawn from or dismissed by other universities**

The University does not grant admission to students who have been dismissed by other universities on disciplinary ground.

Students who have previously withdrawn from other universities due to reasons not related to disciplinary matters may be considered for admission by the Admissions Committee on a case by case basis. If accepted, the student is, under usual circumstances, admitted into Semester 1 of the first year of the undergraduate programme.

### **Medical fitness assessment**

The University requires applicants for certain vocational or professional or research programmes to demonstrate medical fitness to practice in order to comply with the requirements of the relevant professional bodies applicants will be advised if there or any other conditions apply when an offer is made.

1. All students applying for all IMU programmes should have been vaccinated for Hepatitis B antibody.
2. Individuals who are positive for HIV or Hepatitis B or Hepatitis C shall not be admitted into the Medical, Dental, Nursing, Pharmacy, Chiropractic and Chinese Medicine programme and should be appropriately counselled about alternate courses.
3. Students who are found to be positive for HIV or Hepatitis B or Hepatitis C diagnosed while undergoing the Medical, Dental, Nursing, Pharmacy, Chiropractic and Chinese Medicine programme irrespective of the year of study, shall be counselled and may be required to withdraw from these programmes.

### **Credit transfer**

The University considers application to transfer credits into its non-professional programmes in accordance with the '*Credit Transfer Policy*'. The Admissions Department will submit the application for credits exemption to the admitting School for assessment and consideration. In the event if the admitting School finds the applicants' previous study sufficient to warrant the credits exemption, the admitting School will complete the curriculum mapping and will advise on the approved credits and subjects exemption. In the event if the admitting School finds the applicants' previous study to be insufficient to warrant any credits exemption, the applications for credits exemption is deemed to be unsuccessful. However, the applicants can be considered for admission without credits exemption into their chosen programme subject to fulfilling the criteria.

### **Acceptance of Accreditation on Prior Experiential Learning (APEL)**

IMU accepts applications of APEL for its programmes (except for those governed by Professional bodies). However, additional internal assessment may be required for certain programmes due to the nature of the programme and approval of the application will be subjected to meeting such conditions.

### **Availability of supervision (only applicable to the postgraduate by research programme)**

The University will only allow admission of students into the postgraduate by research programme only if we are able to provide appropriate specialist supervision and necessary resources for the duration of the study.

## **AGE LIMIT**

The minimum age for admission into an undergraduate programme (except for Medicine) of the University is 17 years old.

Students who are under 17 years old at the point of admission may be considered for admission subject to all necessary assessments (such as interviews, medical or psychological assessments, submission of relevant medical reports and/ or Deans' evaluations) having been conducted and/or fulfilled successfully.

## **FINANCIAL INFORMATION**

The University may require all applicants to provide evidence that they have access to sufficient funds to pay tuition fees and living expenses during their study.

## **CHANGE OF PROGRAMME/PLAN/INTAKE**

The University allows change of programme/plan/intake and will usually consider such requests after an application has been submitted. Applications for change of programme/plan/intake are assessed against the same entry requirements and considered equally to other applications. In addition, applications for change of programme/plan/intake are subject to any changes to the set selection criteria imposed by the University or relevant

governing authorities. Deferment is normally granted for a maximum of 1 year at the discretion of the Admissions Department.

The University allows applicants to request to change of programme/plan/intake only once hence any additional requests for change of programme/plan/intake will be charged the application fee for the new programme on a per request basis.

## **RE-APPLICATION**

Applicants who are unsuccessful may apply again in a subsequent year. Applications will be considered against the specific programme set selection criteria for that year of entry. The new application should demonstrate an improvement from the previous application. We may draw upon all information from previous applications or any previous registrations at the University as a student when assessing the applicants' suitability for the chosen programme.

Re-applications are assessed against the same entry requirements and considered equally to other applications. In addition, re-applications are subject to any changes to the set selection criteria imposed by the University or relevant governing authorities.

If the applicants have previously studied at the University, we require that they indicate this in their application. In addition, they are also required to declare if they have been excluded from the University and the reasons leading to the exclusion. If we decide to offer a previously excluded applicants a place, their readmission must be considered and approved by the admitting School.

The University reserves the right to deny admission to applicants who have failed to demonstrate an improvement to their previous application to the University or applicants who have been excluded from the University.

## **OFFER OF ADMISSION**

Successful applicants will receive an offer from the University, which may be Confirm or Conditional on the basis of requirements yet to be completed. Any applicant receiving an offer will also receive the Fees Structure for the specific programme, Registration Package and Fee Payment Policy in support of the offer issued.

## **ACCEPTANCE OF OFFER OF ADMISSION**

Successful applicants who have received an offer from the University are required to accept the offer within the deadline stipulated in the offer or the offer will be automatically withdrawn and offered to the next eligible applicant.

In order to accept the offer of admissions issued, the applicants are required to do the following to accept the offer:

1. Make the necessary payment of the 1<sup>st</sup> semester tuition fee as stipulated in the Fees Structure attached with the offer;
2. Submit the original signed copy of the Acceptance of Offer of Admission, Registration Package and Fee Payment Policy to the Admissions Department.

## **REGISTRATION**

Even though applicants are allowed to submit the application into a number of programmes offered by the University, they are, however, only allowed to register into one programme for the duration of their study in the University. The University encourages and allows its students to pursue other programmes upon graduation from the current programme of study.

## APPEALS

The University aims to consider all applications fairly and effectively in line with the Student Admissions Policy. However, we recognise that there may be occasions where applicants may request an appeal to review their application. If the applicants feel that they may have a cause for an appeal, please refer to the *'Procedure for Applicants Appeal for Admission'*.

## RETURNING STUDENTS FROM PARTNER SCHOOLS

The University does consider appeals from its ex-students who have transferred to the partner schools to return back into the University to complete their study, provided that they have not been terminated by the partner schools. Students in such category can submit an appeal as outlined in the *'Procedure for Applicants Appeal for Admission'*.

## FRAUD, OMISSION AND PLAGIARISM

The University reserves the right to dismiss an application, withdraw any offer made and/or revoke registration if it is found that the applicants have provided fraudulent information, omitted key information from their application and make any misrepresentation by way of plagiarism.

## CRIMINAL CONVICTIONS

As part of its duty of care to its staff, students and future patients of our graduates, the University will request for the applicants to disclose the necessary information about any past or current criminal convictions. This information is assessed before any offer of entry is made and this process is managed by the Head of Admissions. Having a criminal record(s) does/do not necessarily prevent applicants from pursuing their study at the University as this will depend on:

1. The circumstances and background of the criminal record(s);
2. The nature of the chosen programme.

The University reserves the right to dismiss an application, withdraw any offer made and/or revoke registration if it is found that the applicants who have been deemed unfit to practice by the professional bodies and University regulations.

## USE OF APPLICANT DATA

The information collected in support of the application to the University will be used primarily for the processing of the application and where the applicants are admitted, will form part of the applicants' student record with the University. If the students are partner school bound, their consent will be obtained at registration to allow the sharing of their information with the partner schools to facilitate the transfer process. All data will be held and processed in accordance with the requirements of the Personal Data Protection Act 2010.

Anonymised and aggregated applicants data are analysed by the University, for purposes including but not limited to, institutional and statutory monitoring, market research, teaching and learning to ensure that our processes are fair and effective.