INSANIAH UNIVERSITY COLLEGE (IUC)

ADMISSION GUIDELINES

ACADEMIC AFFAIRS DEPARTMENT
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ACTION TO BE TAKEN AFTER RECEIVING OFFER LETTER OF ADMISSION

If you decide to accept this offer, please take the following actions:

1. Candidates must reply to the offer letter by accepting or rejecting the offer at least 10 days before the date of registration via our formal website: (http://ecampus.insaniah.edu.my/frm)

2. PRINT THE OFFER LETTER OF ADMISSION.

3. PRINT AND COMPLETE ALL THE INFORMATION included in the admission guideline before the date of registration via our formal website: (http://ecampus.insaniah.edu.my/frm)

4. Please make FULL PAYMENT for the following:
   a) Estimate tuition fees and the registration fees before the date of registration. (Please refer to Fees Structure Schedules and Payment Guidelines)

5. Please bring the ORIGINAL CERTIFICATES AND CERTIFIED COPIES during the registration.

6. Bring 5 COPIES OF YOUR LATEST PASSPORT SIZE PHOTO (BLUE BACKGROUND) during registration.

7. Register on the stipulated time and date.

8. Arrange your travel to arrive in Malaysia between 09th June until 12th June 2015 and inform the University (7) days prior to your arrival via email (immigration@insaniah.edu.my).
## CHECK LIST DURING REGISTRATION

- **Original**
- **Certified True Copies**

*Please bring all documents on this check list.*
*Please tick (√) the box for all the items that you have in the checklist.*

<table>
<thead>
<tr>
<th>No.</th>
<th>Documents</th>
<th>Original</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Payment Receipt</td>
<td>J</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Copy of Offer of Admission Letter</td>
<td>J</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Full copy of passport pages</td>
<td>J</td>
<td>J</td>
</tr>
<tr>
<td>4</td>
<td>Academic Certificates</td>
<td>J</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Translation of Academic Certificates (in English)</td>
<td>J</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Academic Transcript Certificates</td>
<td>J</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Translation of Academic Transcript Certificates (in English)</td>
<td>J</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Other related Certificates</td>
<td>J</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>5 copies of your latest Passport Size Photo (Blue Background)</td>
<td>J</td>
<td></td>
</tr>
</tbody>
</table>

| Copy is not required |

* Students are required to submit these documents to the officer at the registration counter during the Silaturrahim Week.*
IMPORTANT REMINDER

1. You are required to sit for the Language Evaluation Placement Test provided by INSANIAH. (Attachment: Language Evaluation Placement Test).

2. Please bring along original certificates and certified copies during the registration.

3. Candidates must reply to the offer letter by accepting or rejecting the offer at least 10 days before the registration date or on 14th June 2015 via our formal website. (http://ecampus.insaniah.edu.my/frm)

4. If any information/documents provided by the candidate are found to be false, this offer will automatically be null and void.

5. This offer will automatically be null and void if any information/documents provided by candidate are found to be false and fraudulent.

6. If, for any reason you are unable to register on the above-mentioned date, please inform the Academic Affairs Department at least seven (7) days prior to the registration date.

7. This offer will automatically be retracted if you fail to register on or within 14 days of the registration date (with permission from IUC).

8. Please arrange your travel to arrive in Malaysia on any of the dates listed below and inform the University (7) days prior to your arrival via email (immigration@insaniah.edu.my). If you do not arrive on any of the specified dates as listed, our officer will not be able to assist your release from the Malaysian Airport. (The dates are from 09th June 2015 until 12th June 2015)

9. Please make ready a Personal Bond in Ringgit Malaysia (MYR) and pay to our officer before leaving Malaysian Airport. Failing to do so, we will not be able to release you from the custody of the Malaysian Airport. (Attachment: Personal Bond)

10. You MUST PRINT THE ADMISSION GUIDELINE as part of the offer letter of admission. Read it carefully, and fill in the relevant forms.

11. If the programme offered does not achieve the minimum number of students, the University reserves the right to withhold the programme for this semester or you will apply the programme qualified.

ENQUIRIES AND FURTHER INFORMATION

Should you have any question regarding student’s admission, do not hesitate to contact any of these officers as listed:

Student’s Admission
Mr Mohd Nurulhiyam bin Mustapa
Assistant Registrar
Academic Affairs Department
Tel: 04-4155056
Email: hea@insaniah.edu.my

Silaturrahim Week
Mr Liwauddin bin Abu Bakar
Officer of Student Affairs Department
Tel.: 04-4155059
Email: liwabakarbth77@yahoo.com.my

Student’s Welfare, Payment and Fees
Madam Azmin Fadhilah binti Ahmad Puat
Bursary Department
Tel: 04-4155043
Email: azminfadila@insaniah.edu.my
POLICE OFFICE

POLICE HEADQUARTERS
DISTRICT OF KOTA SETAR
Polis Diraja Malaysia
Jalan Raja, 05560 Alor Setar,
Kedah, Malaysia.
Tel: 04-7321222
Faks: 04-7347499
Email: kpdksetar@mmp.gov.my

IMMIGRATION OFFICE

MALAYSIA IMMIGRATION DEPARTMENT
STATE OF KEDAH DARUL AMAN
Kementerian Dalam Negeri
Tingkat 1-2, Bangunan KDN
Pusat Pentadbiran Kerajaan Persekutuan
06550 Bandar Muadzam Shah
Alor Setar, Kedah Darul Aman
Tel: 04-7333302
Tel: 04-7317854
Tel: 04-7305602
Faks: 04-7331752
Email: pro_kedah@imi.gov.my

BANK

BANK ISLAM
Insaniah University College
09300 Kuala Ketil, Kedah

BANK ISLAM (KULIM)
No 23 & 24, Persiaran 1
Taman Kulim Avenue, Kulim Hi-tech
09000 Kulim, Kedah
Tel: 04-4033300

HOTEL OR MOTEL

HOTEL SERI MALAYSIA SUNGAI PETANI
Seksyen 21, jalan Pasar,
08000 Sungai Petani, Kedah, Malaysia
Tel: 04-4234060
Fax: 04-4234106

HOMESTAY FOR MUSLIM
110 Lorong Insaniah 1/11
Taman Insaniah, 09300 Kuala Ketil, Kedah
Tel: 019-4587812/019-5456689

CLINIC

KLINIK KESIHATAN KUALA KETIL
09300 Kuala Ketil, Kedah
Tel: 04-4163355

POLIKLINIK DR. AZHAR & RAKAN-RAKAN
B10, Pekan Baru, 09300 Kuala Ketil, Kedah
Tel: 04-4162307

KLINIK JOE
36, Jalan Ibrahim, 08000 Sungai Petani, Kedah
Tel: 04-4214061
ADMISSION GUIDELINES

INTRODUCTION

Insaniah University College (IUC) is owned by the Kedah State Government and is registered with the Ministry of Higher Education [KPT/JPS/DFT/US/K03].

IUC was formerly known as Institut Agama Islam Negeri Kedah Darul Aman (INSANIAH) and was upgraded to Insaniah University College on 15th May 2006.

IUC aspires to be a center of knowledge of international standard in its effort to produce graduates who are able to acquire knowledge in the religious and professional fields towards achieving excellence in this world and the hereafter.

Integration between academics from abroad and within the country attracts many local as well as international students from the Republic of China, Iraq, Cambodia, Thailand, Indonesia, Singapore, Brunei, India and others.

CONDITIONS FOR THE OFFER OF ADMISSION

THIS OFFER OF ADMISSION IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. Confirmation by the University Senate.
2. IUC has the right to conduct any drug test at any time during your term as a student of IUC. If you are found positive for drugs, either during registration or study period, your status as an IUC student will automatically be terminated.
3. There should be no mistakes made on your minimum qualifications for admittance into IUC.
4. No false information should be given or hidden when application to enter IUC is made.
5. As a student of IUC, you MUST:
   a) Adhere to the law of the country and IUC legal rules in-force at all times.
   b) Always maintain the good reputation of IUC, its properties and facilities from being damaged by anyone.
   c) Respect IUC officers and lecturers.
   d) Avoid from getting involved in any activities that impedes the daily running and affairs of IUC, such as staying away from lectures and etc.
   e) Cooperate with the Hostel Supervisor and obey the hostel rules and regulations.
   f) Take part in all academic and non-academic activities organized by IUC such as sports, social and community service and etc.
   g) Settle all fees charged by IUC.
   h) Adhere to the dress code and other limitations according to the syaria’.
   i) **IUC reserves the right to withdraw this offer or dismiss you as IUC student at any period and/or level of study.**
6. Should you wish to withdraw as a student after the registration process is completed, all refunds are subject to the Tuition Fees Refund Policy.

7. If you accept this offer, please take appropriate actions and register at the
   Insaniah University College (IUC)
   09300 Kuala Ketil
   Kedah
   on the stipulated date as indicated in the offer letter. Registration starts from 8.30 a.m until 11.00 a.m.

8. If you fail to register during the allotted time as in item 7 and fail to inform the Student's Admissions Unit, Academic Affairs Department with a written valid reason within 14 days of the registration date, your name will be taken off from the students' list.

9. If you accept this offer, you are not allowed to change your assigned programme as this offer is final.

10. You are required to attend the Silaturrahim Week and sit for the Language Placement Evaluation Test as scheduled.
REGISTRATION GUIDELINES

a. DURING REGISTRATION

1. You are required to register on the stipulated date starting from 8.30am until 10.30am.
2. Submit the Original Passport and Offer of Admission Letter.
3. Attend the Briefing at the Hall by the management of IUC.
4. Guardians will be allowed to send the students to their hostel after the briefing.
5. Student must return to the registration venue at the specified time.

b. AFTER REGISTRATION

i) Silaturrahim Week Programme
1. All undergraduate students are made COMPULSORY to attend every session organized by IUC during the Silaturrahim Week.
2. If you fail to attend the programme in full, you will not be allowed to continue your study in the first Semester.
3. Accommodation, food and drinks will be provided throughout the Silaturrahim Week.

ii) Language Placement Evaluation TEST
1. All bachelor are made COMPULSORY to sit for the Language Placement Test.
2. The test consists of two (2) language test namely English (EPT) and Arabic (APT). You will be given 3 hours for each test which will cover reading comprehension, grammar and writing.
3. Students who do not achieve band 4 (band 1, 2 & 3) need extra help with their language. These students will be sent for intensive language programme (25 hours per week or a total of 350 hours) for one semester. Students whose Kulliyyah courses are conducted in Arabic shall go for Arabic language intensive programme and those whose Kulliyyah courses are conducted in English shall go for English language intensive programme. Students will undergo two levels of language programme after which they will be ready to join their regular programmes.
Attachment: Language Placement Evaluation TEST

INSANIAH UNIVERSITY COLLEGE
LANGUAGE ENTRANCE AND GRADUATION REQUIREMENTS

Insaniah University College students study their Kulliyyah programmes in either Arabic (Usuluddin, Syariah, Arabic) or in English (Muamalat, Medicine, Engineering, Hospitality and Multimedia). Therefore, they must have a good command of their language of instruction and a basic knowledge of their second foreign language.

Insaniah, therefore, conducts a placement assessment in both Arabic (APT) and English (EPT) to assess the levels of language proficiency. These levels are based on a banding system (1 – 9). For degree level students to enter their kuliyyah, they must achieve a Band 4 in the language of instruction. If they obtain less than Band 4, they have to undergo an intensive 1-semester programme in their major language. Students who do not achieve Band 4 (Band 1, 2 & 3) need extra help with their language. This will be given in intensive (25 hours per week) programme. Students will complete 2 levels of language in 1 semester. They will then be ready to join regular language programmes and the selected kuliyyah. The cost of the intensive programme is **RM600 per level** or **RM1200 per semester**.

The University’s Entrance and Graduation Requirements are as follows:

### Language Entrance Requirements

<table>
<thead>
<tr>
<th>Programme Type</th>
<th>English</th>
<th>Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate (English medium)</td>
<td>Band 6</td>
<td>None</td>
</tr>
<tr>
<td>Postgraduate (Arabic medium)</td>
<td>None</td>
<td>Band 6</td>
</tr>
<tr>
<td>Degree (English medium)</td>
<td>Band 4 (Band 5 – Medicine)</td>
<td>None</td>
</tr>
<tr>
<td>Degree (Arabic medium)</td>
<td>None</td>
<td>Band 4</td>
</tr>
<tr>
<td>Diploma</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

### Language Graduation Requirements

By the end of the university programme, students must achieve the following band scores to graduate:

<table>
<thead>
<tr>
<th>Programme Type</th>
<th>English</th>
<th>Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree (English medium)</td>
<td>Band 6</td>
<td>Band 4</td>
</tr>
<tr>
<td>Degree (Arabic medium)</td>
<td>Band 4</td>
<td>Band 6</td>
</tr>
<tr>
<td>Diploma (English medium)</td>
<td>Band 5</td>
<td>Band 4</td>
</tr>
<tr>
<td>Diploma (Arabic medium)</td>
<td>Band 4</td>
<td>Band 5</td>
</tr>
<tr>
<td>Postgraduate</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
TUITION FEES PAYMENT POLICY
INSANIAH UNIVERSITY COLLEGE (KUIN)

1.0 SELF SPONSORED

International Students

a) For the self-sponsored international students, they are required to fulfill a Guarantee Letter that can be obtain from the Bursary Department and this letter shall require a declaration from the Commissioner of Oaths and must be stamped to guarantee payment by students within stipulated date.

b) Students are required to fulfill the total payment of tuition fees and at least 70% from the remaining balance. The payment must be made before the final exam or course registration.

c) Failure to meet the payment of tuition fees, the administration of IUC will not approve the students to sit for final exam and obtain their examination result for each semester.

d) Any delay in payment will not be entertained.

2.0 TUITION FEES PAYMENT POLICY INSANIAH

<table>
<thead>
<tr>
<th>(a) Course Registration</th>
<th>(b) Final Examination (Slip)</th>
<th>(c) Examination Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are <strong>COMPULSORY</strong> to pay their overdue fees in full and at least RM500 for course registration.</td>
<td>Students are <strong>COMPULSORY</strong> to pay their overdue fees in full and 70% of current remaining fees balance.</td>
<td>Students are <strong>COMPULSORY</strong> to pay their overdue fees in full and 100% of current remaining fees balance.</td>
</tr>
</tbody>
</table>

(Source : Tuition Fees Policy, Bursary Department INSANIAH, 2013)

Students who **FAILED** to clear the overdue fees, we (IUC) have the right to take the following actions:

a) **INSANIAH** will **not approved the students** from

  - Sit for the final examination / print the examination slip
  - Print the examination results
  - Registering subject for the next semester

b) Any request of appeal delaying tuition fees payment will not be entertained by IUC.
TUITION FEE REFUND POLICIES FOR STUDENTS WHO WITHDRAW / QUIT AFTER REGISTERING
(SECTION 3.11 ACADEMIC REGULATION)

<table>
<thead>
<tr>
<th>DURATION</th>
<th>RATE OF REFUND (For Tuition Fees Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNTIL THE END OF SECOND WEEK IN SEMESTER STUDY (14 DAYS)</td>
<td>100%</td>
</tr>
<tr>
<td>STARTING FROM THE THIRD WEEK UNTIL SEVENTH WEEK IN SEMESTER STUDY</td>
<td>50%</td>
</tr>
<tr>
<td>STARTING FROM EIGHTH WEEK IN SEMESTER STUDY</td>
<td>0%</td>
</tr>
</tbody>
</table>

ATTENTION

1. Registration Fee is **NOT REFUNDABLE**.

2. Fee refund policies are subject to **TUITION FEES ONLY**, excluding other fees.
## DRESS CODE FOR MALE AND FEMALE STUDENT

**STUDENT FORMAL ATTIRE DURING REGISTRATION DAY AND ALONG THE STUDY**

<table>
<thead>
<tr>
<th>MALE STUDENTS</th>
<th>FEMALE STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Sleeve Shirt (white)</td>
<td>White and Long Head Scarf</td>
</tr>
<tr>
<td>Neck Tie</td>
<td>Fully Covered shoes (court shoes)</td>
</tr>
<tr>
<td>Dark pants</td>
<td>Baju kurung(for Malaysian) @ jubah</td>
</tr>
<tr>
<td>Songkok (Head cover for male)</td>
<td></td>
</tr>
<tr>
<td>Dark Shoes &amp; Sock</td>
<td></td>
</tr>
</tbody>
</table>
## STUDENT ATTIRE AND OTHER NECESSITIES

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Formal Attire During Registration Day And Silaturrahim Week</strong></td>
<td><strong>Student Formal Attire During Registration Day And Silaturrahim Week</strong></td>
</tr>
<tr>
<td>1. Long Sleeves (White) With Neck Tie</td>
<td>1. Formal Baju Kurung / Jubah or Fully Covered</td>
</tr>
<tr>
<td>2. Long Pants (Dark Color)</td>
<td>2. White And Long Scarf</td>
</tr>
<tr>
<td>3. Formal Shoes (Dark Color)</td>
<td>3. Long Skirt</td>
</tr>
<tr>
<td>5. Black Songkok (Malay Headgear)</td>
<td>5. Stockings</td>
</tr>
<tr>
<td><strong>Academic (Lecture Rooms, Tutorial And Library)</strong></td>
<td><strong>Academic (Lecture Rooms, Tutorial And Library)</strong></td>
</tr>
<tr>
<td>1. Long Sleeves (With Neck Tie)</td>
<td>1. Formal Baju Kurung / Jubah or Fully Covered</td>
</tr>
<tr>
<td>2. Long Pants (Dark Color)</td>
<td>2. White And Long Scarf</td>
</tr>
<tr>
<td>3. Formal Shoes (Dark Color)</td>
<td>3. Long Skirt</td>
</tr>
<tr>
<td>5. Black Songkok (Malay Headgear)</td>
<td>5. Stockings</td>
</tr>
<tr>
<td><strong>Hostel Necessities</strong></td>
<td><strong>Hostel Necessities</strong></td>
</tr>
<tr>
<td>1. Pillowcase (2’22” X 1’5”’)</td>
<td>1. Pillowcase (2’22” X 1’5”’)</td>
</tr>
<tr>
<td>2. Black Songkok (Malay Head Gear)</td>
<td>2. Prayer Suit (Telekung)</td>
</tr>
<tr>
<td>3. Prayer Mat</td>
<td>3. Prayer Mat</td>
</tr>
<tr>
<td>4. Al-quran</td>
<td>4. Al-Quran</td>
</tr>
<tr>
<td>5. Al-ma’thurat</td>
<td>5. Al-ma’thurat</td>
</tr>
<tr>
<td>7. Pillow</td>
<td>7. Pillow</td>
</tr>
<tr>
<td>10. Other Personal Needs</td>
<td>10. Other Personal Needs</td>
</tr>
<tr>
<td><strong>Sports</strong></td>
<td><strong>Sports</strong></td>
</tr>
<tr>
<td>1. White T-shirt</td>
<td>1. White and Long Scarf</td>
</tr>
<tr>
<td>2. Long Sport Pants (Black)</td>
<td>2. White T-shirt (Long)</td>
</tr>
<tr>
<td>4. Sport Shoes</td>
<td>4. Sport Shoes</td>
</tr>
<tr>
<td>5. Socks</td>
<td>5. Socks</td>
</tr>
</tbody>
</table>