

	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK SELECTION AND ADMISSION OF STUDENTS	Doc. No:	UniKL/RCMP/MeSRA-01
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Prepared by:  Name : Nor Shuhila Muhammad Yusup Position : Senior Executive of MeSRA Date : 15/06/2017	Approved by:  Name : Prof. Dr. Noorzaid bin Mohammad Position : Deputy Director Student Dev. & Campus Lifestyle Date : 15/06/2017
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	03/05/2014	Establishment	00	Dean, FOM
2	1/7/2017	Amendment	01	Dep. Director, SDCL

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1.0 OBJECTIVE

The objective of this SOP is to provide a clear guideline for the selection and admission of applicants to MBBS and BPharm programmes according to merits and entry requirements.

2.0 SCOPE

The procedures covers all processing of selection and admission for all new students to the FOM and FPHS.

3.0 REFERENCES

- 3.1 Guideline from Malaysia Medical Council (MMC).
- 3.2 Guideline from Pharmacy Board of Malaysia (PBM).
- 3.3 Approval letter from Ministry of Education
- 3.4 University Rules and Regulations Handbook

4.0 DEFINITIONS/ABBREVIATIONS

- i. FOM – Faculty of Medicine
- ii. FPHS – Faculty of Pharmacy & Health Sciences
- iii. MBBS – Bachelor of Medicine and Bachelor of Surgery
- iv. BPharm – Bachelor of Pharmacy (Hons)
- v. UniKL RCMP – Universiti Kuala Lumpur Royal College of Medicine Perak
- vi. DD – Deputy Dean
- vii. HOD – Head of Department
- viii. ASD – Academic Services Department
- ix. FSC – Faculty Selection Committee
- x. PI – Panel Interviewer
- xi. ECITIE – Electronic Campus Information Exchange
- xii. MeSRA – Marketing, Student Recruitment and Admission

5.0 RESPONSIBILITY

- 5.1 The HOD is responsible for ensuring that this procedure is adhered to.
- 5.2 The Dean of FOM and Dean of FPHS are responsible that this procedure is adhered at the Faculty level.
- 5.3 HOD of MeSRA and HOD of ASD are responsible to monitor and ensure that this procedure is adhered with the assistance of QA.
- 5.4 QA are responsible to assist in compiling related documentation.

6.0 PROCEDURE

- 6.1 Refer to the process flow chart as in the next page.



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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Receive application from candidates and update applicants data into ECITIE	MeSRA	E-CITIE List of applicants	One week before date of registration
2	Verification of qualifications and update the status of application	MeSRA	-	One week before date of registration
3	<p>Call for Interview: Candidates who qualified for interview will be notified by MeSRA.</p> <p>PI has been appointed by the Dean to interview the candidates</p> <p>(written test and question paper is only for MBBS candidates)</p>	<p>MeSRA</p> <p>Dean, ASD, PI</p>	<p>Invitation Letter for interview</p> <p>Interview Score Sheet</p> <p>Question Paper</p> <p>Work Instruction – Interview Process</p>	One week before date of registration
4	List of candidates with individual marks present to FSC	<p>ASD / HOD</p> <p>DD / Dean</p> <p>FSC</p>	List of candidates with individual marks	Before date of registration
5	FSC verified list of successful candidates according to ranking	Dean, DD, ASD	List of successful candidates according to ranking	-
6	Issue letter of offer to successful candidates according to ranking and quota approved by MOE	MeSRA	List of successful candidates according to ranking and approved by the Faculty	Before date of registration



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7	Students Register at UniKL RCMP	ASD	Registered List	Intake Registration date
8	Candidates not qualified for admission, will release to other campuses	MeSRA	ECITIE	Ongoing



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8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	List of candidates with entry qualifications	MeSRA	1 year
2	List of selected candidates for interview	MeSRA	1 year
3	List of successful candidates	MeSRA	1 year