

## 1.0 MANUAL PROCEDURE

**TITLE** : Admission of Student for Postgraduate Programmes by Research

**OBJECTIVE** : Process of Application for Admission into Sunway University for Postgraduate Programmes by Research (PhD and Master Structure A Programme)

**SCOPE** : Postgraduate Programme by Research

**DEFINITION** : CDD : Candidate  
 ADM : Admission  
 PC/PL : Program Coordinator/Program Leader  
 HOD : Head of Department  
 PVO : PROVOST  
 REO : Research & Enterprise Office  
 ADM/IO: Admission Office / International Office

PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY AND TIME-LINE	Academic Regulations
1.1	1. Candidate must submit: i) Application Form ii) A non refundable processing fee of RM300 (for Malaysian applicant) and RM500 (for International applicant) iii) Research Statement iv) Certified true copies of examinations results, transcripts and certificates v) 1 copy of Identity Card (NRIC) (for Malaysian applicant) and 3 copies of passport (for International applicant) vi) 6 passport-size photographs (for Malaysian applicant) and 12 passport-size photographs (International applicant) vii) Curriculum Vitae viii) Letter from Sponsor (if applicable) ix) Supporting documents for exemptions (if applicable) x) Health examination report	Application Form and required documents	CDD	E1
1.2	Checks the application form and all other relevant documents. i) For complete documents, go to 1.3 ii) For incomplete documents, go to 1.1 (Candidate supplies missing information or validation)	Application Form and required documents	PC	
1.3	The mechanism for admission is as follows: i) Applications are made to the PC, which will refer the application to relevant Program Leader of Department for review for considerations based on criteria approved by the Academic Senate.	Completed application form and required documents	PC/PL	E4.3.2

1.4	<p>PL :</p> <ol style="list-style-type: none"> <li>1. Nominate supervisor and co-supervisor</li> <li>2. Revise on the Research Statement if necessary. <ul style="list-style-type: none"> <li>• For rejection, reason(s) must be stated</li> <li>• Workload of the supervisor should be in compliance with MQA guidelines.</li> </ul> </li> </ol>	Agenda paper and supporting documents	PL	
1.5	<p>HOD provides recommendation to URDC to support the application:</p> <ul style="list-style-type: none"> <li>• If recommend full admission or conditional admission go to 1.6</li> <li>• Otherwise, go to 1.8 (REO issues reject letter)</li> </ul>	Agenda paper and supporting documents	HOD	
1.6	<p>PVO considers HOD recommendation.</p> <ol style="list-style-type: none"> <li>a) If admission is recommended, follow process 1.7</li> <li>b) If conditional admission is recommended, then duration need to be included before following process 1.7</li> <li>c) If admission is not recommended, follow process 1.4</li> </ol>	Agenda paper and supporting documents	PVO	
1.7	Decides whether to award admission or conditional admission	Agenda paper and supporting documents	PVO	
1.8	<p>REO submit approved application to ADM/IO to prepares &amp; forwards letter to candidate according to PVO decisions in 1.7. and places a photocopy of offer letter in APP's file:</p> <ol style="list-style-type: none"> <li>a) Admission Office for Local Students</li> <li>b) International Office for International Students</li> </ol>	Offer Letters	REO / ADM / IO	

REGISTRATION

Flow Chart	Departments	Notes
<pre> graph TD     Start([Potential candidate approaches School Program Coordinator to identify supervisor and topic]) --&gt; Step1[Candidate to work on initial research proposal with supervisor]     Step1 --&gt; Step2[Candidate to apply and submit research proposal with names of nominated supervisors]     Step2 --&gt; Dec1{Recommended by School}     Dec1 -- no --&gt; Step2     Dec1 -- yes --&gt; Dec2{Approved by LU for joint-programmes}     Dec2 -- no --&gt; Dec1     Dec2 -- yes --&gt; Dec3{Approval by Provost}     Dec3 -- no --&gt; Dec2     Dec3 -- yes --&gt; Step3[Issuance of Official Offer Letter]     Step3 --&gt; End([Candidate to proceed with Registration])         </pre>	<p>School</p> <hr/> <p>Provost (Research and Enterprise) Office</p> <hr/> <p>Admission / International Office</p>	<p>Candidates must meet minimum requirements for entry as approved by LAN/MQA.</p> <hr/> <p><u>Form(s)</u> <a href="#">Application Form</a></p>