

Universiti Tunku Abdul Rahman			
Manual Title : Fulfillment of English Language Proficiency Requirement			
Procedure Number : QP-IPSR-PSU-003	Rev No: 7	Effective Date: 04/01/2018	Page No: 1 of 2

## PROCEDURE MANUAL (For process flow, see Flowchart03)

**OBJECTIVE** To outline the process of fulfillment of English Language Proficiency requirement for Admission into UTAR Postgraduate Programmes

**SCOPE** Cover all Postgraduate Programmes except MA(ChS) and PhD(ChS)

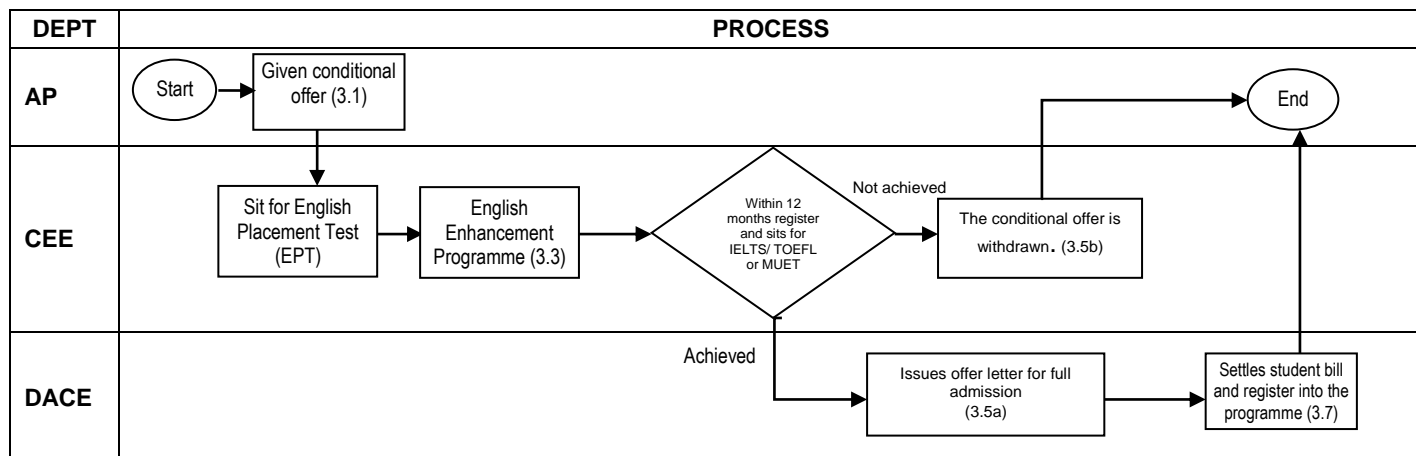
**DEFINITION**

- AP – Applicant
- PSU – Postgraduate Studies Unit in Institute of Postgraduate Studies and Research
- IPSR – Institute of Postgraduate Studies and Research
- DACE – Department of Admission and Credit Evaluation
- DISS – Department of International Student Services
- CEE – Centre of Extension Education

PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY
3.1	AP given conditional admission with requirement to meet the required English Language proficiency.	Offer letter	AP, and DISS
3.2	AP sits for English Placement Test (EPT) conducted by CEE, to to determine his/ her level of entry English Enhancement Programme (EEP)	Test paper	AP, IPSR and CEE
3.3	AP undergoes the Preparatory Course appropriate conducted by CEE according to the entry level indicated by the result of EPT.	Programme materials	AP and CEE
3.4	Within 12 months from the date of entry into Malaysia AP register and sits for either IELTS, TOEFL or MUET (i) If AP achieved score as per programme standard/ UTAR English requirement within 12 months from the date of entry into Malaysia, then full offer of admission is recommended; go to 3.5a (ii) If not achieved, then. go to 3.5b	Test result,  Full offer of admission or Withdrawal of conditional offer	AP, CEE
3.5a	DACE issue offer letter for full admission and student bill.	Offer letter for full admission	DACE
3.5b	The conditional offer is void. AP return to home country		AP
3.6	AP settles student bill (refer to QP-IPSR-PSU-004 for course registration)	student bill	AP

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Ref. No : IPSR/PSU/Flowchart03 Department : Institute of Postgraduate Studies And Research Process Title : <b>Fulfillment of English Language Requirement</b>	<b>CODES</b> AP – Applicant IPSR – Institute of Postgraduate Studies & Research CEE – Centre of Extension Education, UTAR DACE – Department of Admission and Credit Evaluation
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**Remark** Application can be processed for conditional offer if the applicant does not possess required English language proficiency but fulfilled all the other requirements. However, offer is made on condition that he/she must attain the required achieved score as per programme standard/ UTAR English requirement before registering for the programme offered.