

## INSTRUCTION SHEET

### I DOCUMENTS FOR SUBMISSION (ACCEPTANCE OF OFFER)

You are required to complete and upload the following forms and documents to this link: <https://www.imu.edu.my/document-submission/> by the **deadline** stated in your Offer of Admission:

1. Acceptance of Offer Form;
2. Fee Payment Policy;
3. Registration Package;
4. Actual Academic Results Transcript and Certificate of Completion;
5. English Proficiency Certificate (*MUET/IELTS/TOEFL*); (refer to the Offer Letter)
6. Blood Test Report:
  - Hepatitis B (antigen & antibody), Hepatitis C and HIV (*only applicable to the medical, dental, nursing programmes*); or
  - Hepatitis B (antigen & antibody) (*applicable to Chiropractic, Chinese Medicine, Biomedical Science, Dietetics with Nutrition, Pharmacy, Nursing ODL, Diabetes Management, Pharmacy Practice, Acupuncture, Prosthodontics, Endodontics and Implant Dentistry*)
7. Hepatitis B Immunization Card / Letter (*applicable to antibody level below 10 mIU/mL*).
8. Parental Consent Form for Student Counselling (*applicable to applicants below the age of 18 years old*)

Failing which, the IMU University reserves the right to withdraw your Offer of Admission.

### II ENROLMENT DAY SCHEDULE

You will be able to download the schedule for your Enrolment Day at <http://www.imu.edu.my/imu/downloads/> under the title “**ENROLMENT DAY**” the week before the commencement date stated in your Offer of Admission. Parents are invited to attend the Welcome Address scheduled on the Enrolment Day.

### III PREPARATION FOR ENROLMENT DAY

You are required to bring the **original** and **photocopy** of the following documents for verification by the IMU University Admissions by the Enrolment Day:

1. Actual Academic Transcripts (*SPM/O Level/equivalent, STPM/A Level/equivalent and other academic documents*);
2. English Proficiency Certificate (*MUET/IELTS/TOEFL*); (refer to the Offer Letter)
3. Blood Test Report:
  - Hepatitis B (antigen & antibody), Hepatitis C and HIV (*only applicable to the medical, dental, nursing programmes*); or
  - Hepatitis B (antigen & antibody) (*applicable to Chiropractic, Chinese Medicine, Biomedical Science, Dietetics with Nutrition, Pharmacy, Nursing ODL, Diabetes Management, Pharmacy Practice, Acupuncture, Prosthodontics, Endodontics and Implant Dentistry*)
4. Hepatitis B Immunization Card / Letter (*applicable to antibody level below 10 mIU/mL*).
5. Parental Consent Form for Student Counselling (*applicable to applicants below the age of 18 years old*)

## IV OTHERS

**Please consider the environment before printing the following documents.**

### **Policy on Dress Code**

Students must dress properly and decently on campus and on any official outings. You can view the Dress Code requirements at <https://www.imu.edu.my/wp-content/uploads/2021/06/Student-Dress-Code-Notice.pdf>.

### **IMU IT Policies**

You will be able to view the various IT policies at <https://www.imu.edu.my/downloads/>.

### **Social Media Guidelines for IMU University Students**

Social media sites such as Facebook, X and Blogger have become popular content sharing and communication tools over the past several years. These forums offer unique opportunities for people to share, interact and keep in contact, and have great potential to nurture friendships and professional interactions. As professionals with a unique social contract and obligation, the IMU students must be mindful of the public nature of these forums and the permanent nature of postings therein. You can view the guidelines at <https://www.imu.edu.my/downloads/>.

### **Student Insurance Policy**

All IMU University students are covered by an insurance policy while studying at IMU University. You can view the details of the insurance coverage at <https://www.imu.edu.my/downloads/>. For the procedures to submit an insurance claim, kindly refer to **Appendix 1**.

### **NHEF (PTPTN) Loan Information**

If you are interested to apply for the NHEF (PTPTN) loan, please refer to <http://www.imu.edu.my/imu/admissions/financial-aid/> for the terms and conditions, eligibility and application process.

### **Student Handbook and Academic Related Information**

You will be able to download the Student Handbook and other academic related information from your IMU University e-Learning Portal account. Your account access to the IMU University e-Learning Portal will be assigned to you after you have physically registered in IMU University.

### **Sending of Invoices and Notices on Payment of Fees through E-Mails (“E-Invoicing”)**

IMU University will send all invoices and notices on payment of fees **to your official IMU University student email** from Semester 2 onwards which will be given at the start of the first semester. Please take note that there will **NOT** be another hard copy sent by post to your correspondence address hence it is important that all relevant parties who are responsible for paying the student’s tuition fees are informed of the e-invoicing procedure. We may also send the invoices and other finance related documents to your personal email address if the need arises. Please ensure that your personal information in our System is always up to date.

## V. ENQUIRIES

Please contact the IMU University Admissions at [admissions@imu.edu.my](mailto:admissions@imu.edu.my) or 03-2727 7566 if you require any further clarifications.

## VI. Laptop Specifications for IMU BYOD (Bring Your Own Device)

To support your academic journey at IMU, it is essential to use a laptop that aligns with our technical specifications. This guide ensures compatibility with IMU's digital resources and provides a smooth user experience.

- i) **Existing Laptop** – If your current laptop meets the **Minimum Specifications** below, it will be suitable for use throughout your studies at IMU.
- ii) **New Purchase** – For optimal performance and to ensure your laptop remains effective, we recommend purchasing a device that meets the **Recommended Specifications** listed below.
- iii) **Security** – Ensure your laptop has updated antivirus software and full disk encryption.

### Programme-Specific Recommendations

For **Bachelor of Communication and Bachelor of Digital Health** students:

- We strongly recommend that your laptop meets the **Recommended Specifications**. These programmes may require advanced software and resources that are best supported by higher-specification devices.

#### Windows Operating Systems (Minimum Windows 10 with latest updates)

|                     | Minimum Specifications  | Recommended Specifications  |
|---------------------|---|---|
| <b>CPU</b>          | INTEL Core i5 10 <sup>th</sup> gen & above,<br>AMD Ryzen 5 1400 & above | INTEL Core i5 10 <sup>th</sup> gen & above,<br>AMD Ryzen 5 1400 & above |
| <b>Cores</b>        | 4   | 4   |
| <b>Memory</b>       | 8 GB  | 16 GB   |
| <b>Storage</b>      | 256 GB  | 512 GB  |
| <b>Wi-Fi</b>        | 802.11ax Wi-Fi 6,<br>802.11n 5 GHz                                      | 802.11ax Wi-Fi 6,<br>802.11n 5 GHz                                      |
| <b>Graphics</b>     | Integrated built in   | Nvidia 4GB or Higher,<br>ATI Radeon RX 470 & above                      |
| <b>Input/Output</b> | USB port 2.0 or 3.0.<br>Webcam,<br>Built-in Microphone & Speakers       | USB port 2.0 or 3.0.<br>Webcam,<br>Built-in Microphone & Speakers       |
| <b>Display</b>      | 14 inches and above   | 14 inches and above   |
| <b>Battery Life</b> | 3 Hours and above   | 6 Hours and above   |

#### MAC Operating Systems

|                     | Minimum Specifications<br>(Mac OS 10.12 Sierra)                   | Recommended Specifications<br>(Mac OS 14 – Sonoma)                |
|---------------------|---|---|
| <b>CPU</b>          | Core i5 & above,<br>M1 & above                                    | M2 or M3  |
| <b>Cores</b>        | 4 Core to 8 Core  | 10 Core to 12 Core  |
| <b>Memory</b>       | 8 GB  | 16 GB   |
| <b>Storage</b>      | 256 GB  | 512 GB  |
| <b>Wi-Fi</b>        | 802.11ax Wi-Fi 6,<br>802.11n 5 GHz                                | 802.11ax Wi-Fi6,<br>802.11n 5 GHz                                 |
| <b>Graphics</b>     | 8 Core GPU or higher  | 12 Core to 18 Core GPU  |
| <b>Input/Output</b> | USB port 2.0 or 3.0.<br>Webcam,<br>Built-in Microphone & Speakers | USB port 2.0 or 3.0.<br>Webcam,<br>Built-in Microphone & Speakers |
| <b>Display</b>      | 13, 15 inches and above   | 14, 16 inches and above   |
| <b>Battery Life</b> | 3 Hours and above   | 6 Hours and above   |

This guide is designed to ensure that you have the necessary tools to excel in your studies.

# **DECLARATION BY STUDENT**

## **ACADEMIC RECORDS**

I give permission to IMU University as long as I remain a student of IMU University and the Partner University to which I will be eventually transferred (if applicable), to have access to the following data:

1. Name; and
2. Contact details; and
3. Academic record; and
4. Any medical/personal information which may affect my studies or fitness to practice after graduation.

This permission is granted for the duration of my studies at IMU University and the Partner University (if applicable), and for my pre-registration training.

## **CONSENT FOR THE PROCESSING OF PERSONAL DATA**

I have read the Privacy Notice in **Appendix 2** and consent to the processing by IMU University of my personal data, including sensitive personal data as defined in the Personal Data Protection Act 2010, for all purposes stated in the Privacy Notice.

## **POLICY ON PAYMENT OF FEES**

I have read and understood and have agreed to content stipulated in the Fee Payment Policy.

## **TUITION AND OTHER FEES**

I understand that tuition and other fees are subject to change and may change during my duration of study in IMU University.

## **IMU STUDENTS' PROFESSIONAL ETHICAL CODE**

I have read and understand the following Professional Ethical Code for IMU students. As a student at IMU University, I will:

1. Treat every patient politely and with consideration
2. Treat my colleagues with professional courtesy and respect
3. Respect patients' privacy and dignity
4. Listen to patients and respect their views
5. Not give patients information that I am not qualified to give
6. Endeavour to do no harm to patients either by word, deed or omission
7. Develop and practice the use of my skills and knowledge to the best of my ability
8. Recognize the limits of my competence
9. Be honest and trustworthy
10. Respect and protect confidential information
11. Make sure that my personal beliefs do not prejudice my dealings with patients
12. Avoid abusing my position as an IMU University student

## **STATEMENT OF PATIENT CONFIDENTIALITY**

I accept my ethical obligations as a student member of the health care team and to hold all information provided by patients, their families, my teachers or other members of the health care team in strictest confidence.

I understand that another important issue is regarding infectious diseases. Any patient may have an infectious disease and I am required to deal with our patients according to their needs. When patients do have an infectious disease, I must not exhibit prejudice because of the disease or how it was acquired. In addition, I understand that there are hospital policies in place to protect care givers from transmissible diseases and I am required to abide by these policies.

## **MEDICAL AND DENTAL CLINICAL TRAINING OPTION**

I understand that if I have been identified for the credit transfer option to the Partner School, I am required to ensure that I have sufficient funds to finance my studies abroad, taking into consideration that the tuition fees may increase at a rate of 4 to 5 % per annum subject to the changes by the Partner School.

*Only Applicable to IMU Medical Programme:*

I understand I may not be allowed to change the option (either local or Partner Medical School (PMS)) that I have gained admission into throughout my studies at IMU University. In the event that I would like to appeal for such change, I understand that this is not guaranteed, and it is subject to approval from the School of Medicine of IMU University.

I understand that if I am matched to a Canadian PMS, I will not be allowed to remain in Canada following completion of the medical training for any purpose, including postgraduate medical training in Canada.

*Only Applicable to IMU Dentistry Programme:*

I understand that I will not be allowed to change the option (either local or Partner Dental School (PDS)) that I have gained admission into throughout my studies in IMU University.

I understand that IMU University and/or the Partner School is/are not responsible for securing my housemanship training.

## **NATIONALITY, PERMANENT RESIDENCY STATUS AND DUAL PASSPORTS** (*Only Applicable to the Medical / Dentistry Programmes*)

I, hereby declare that my Nationality and Permanent Residency Status are as stated on my application form for entry into IMU University.

I hereby accept and declare that it is my full and sole responsibility to inform IMU University in writing of the following:

1. Any change in my Nationality and/or Permanent Residency (PR) Status; and
2. The fact that I am a holder of more than one passport issued by different countries.

I understand that there are restrictions imposed on applicants in the following categories, subject to other restrictions imposed by the Partner Schools:

Applicants who are citizens or with a PR status from countries where our Partner Medical Schools (PMS) or our Partner Dental Schools (PDS) are located may apply to the PMS or PDS option, but the choice will be restricted as follow:

1. Citizens or PR holders of Australia or New Zealand will not be matched to any of the PMS or PDS in Australia and New Zealand.
2. Citizens or PR holders of United Kingdom, Ireland, or members of the European Union will not be matched to any of the PMS in the UK and Ireland.
3. Citizens or PR holders of USA will not be matched to any of the PMS in USA.
4. Citizens or PR holders of Canada will not be matched to any of the PMS in Canada.

I declare that I shall at no time hold IMU University and/or any PMS or PDS liable for any matter in the event of my being required to leave IMU University or any PMS or PDS due to my wrongful, mistaken disclosure or non-disclosure of the above matters.

I understand that IMU University and/or the Partner School is/are not responsible for the visa approval (for all Credit Transfer programmes)

### **POLICY ON DRESS CODE**

I have read and have agreed to the Policy on Dress Code. I understand that if I do not conform to the Dress Code, I will be denied entry to any teaching or learning activities, examination halls and library and may be subject to disciplinary action. I will not be allowed to sit for examinations if I am inappropriately dressed.

### **IMU UNIVERSITY IT POLICIES**

I have read and have fully understood the IT Policies. I hereby agree to comply with these Policies and to accept any consequence that may result from my non-compliance.

### **SOCIAL MEDIA GUIDELINES FOR IMU UNIVERSITY STUDENTS**

I have read and have fully understood the Social Media Guidelines for the IMU University Students. I hereby agree to comply with the Guidelines and to accept any consequence that may result from my non-compliance.

### **ENGLISH PROFICIENCY**

I understand that I am required to fulfill the prevailing minimum English requirements at the point of my admission into IMU University, during the course of my study in IMU University and in order for me to graduate from IMU University.

### **HEALTH SCREENING**

#### **(Medical, Dental and Nursing, Pharmacy, Chiropractic and Chinese Medicine Programme)**

I understand that 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.

Students who acquired the blood borne viruses 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.

#### **(Medical, Dental, Nursing, Chiropractic, Chinese Medicine, Biomedical Science, Dietetics with Nutrition, Pharmacy, Nursing ODL, Diabetes Management, Pharmacy Practice, Acupuncture, Prosthodontics, Endodontics and Implant Dentistry)**

I understand that students who are applying for IMU University programmes should have been vaccinated for Hepatitis B antibody.

### **SUBMISSION OF DOCUMENTS**

I understand that I am required to submit ALL of the following documents by the **deadline** stated in my Offer of Admission. Failing which, IMU University reserve the right to withdraw my Offer of Admission:

1. Acceptance of Offer Form; and
2. Policy on Payment of Fees; and
3. Registration Package; and
4. Actual Academic Results Transcript and Certificate of Completion; and
5. English Proficiency Certificate (*MUET/IELTS/TOEFL*); (refer to the Offer Letter)
6. Blood Test Report
  - Hepatitis B (antigen & antibody), Hepatitis C and HIV (*only applicable to the medical, dental, nursing programmes*); or
  - Hepatitis B (antigen & antibody) (*applicable to Chiropractic, Chinese Medicine, Biomedical Science, Dietetics with Nutrition, Pharmacy, Nursing ODL, Diabetes Management, Pharmacy Practice, Acupuncture, Prosthodontics, Endodontics and Implant Dentistry*).
7. Hepatitis B Immunization Card / Letter (*applicable to antibody level below 10 mIU/mL*).
8. Parental Consent Form for Student Counselling (*applicable to applicants below the age of 18 years old*)

# MENTOR-MENTEE CONFIDENTIALITY FORM

The mentor-mentee system is a formal mandatory programme involving staff members and students of IMU. Each student is normally assigned to a full-time staff member at the start of their programme of study to serve as mentor. The purpose of this confidentiality document is to manage confidentiality of information shared during the mentoring process.

Your mentor is committed to maintaining your privacy. Any discussions during the mentoring sessions will be strictly confidential with the exception of the following:

- Information regarding improper conduct
- Concerns of unsafe behaviour or conduct that is unsafe or detrimental to the mentee, mentor, any third party, and/or the International Medical University
- Conduct that violates the IMU policies, guidelines, and/or code of conduct
- Any other circumstance where an exception to confidentiality is deemed necessary to protect the safety and wellbeing of yourself and/or that of some other party
- Permission if granted by you for the mentor to disclose the information
- The mentor having obtained the information outside of the mentor-mentee relationship

Your mentor may discuss any concerns he/she has about your mentoring experience with the Mentor- mentee Coordinator. The Mentor-mentee Coordinator will maintain confidentiality unless an exception mentioned above applies, or an exception to confidentiality is deemed necessary to protect yours and/or some other party's wellbeing.

You also understand that if any information involving danger to the safety or wellbeing of others (and/or to yourself) is shared, this must be reported by your mentor to the Mentor-mentee Coordinator and appropriate assistance from other parties may be involved.

**Signature (Mentee)**

\_\_\_\_\_

**Name:**

**Date:**

## **DECLARATION BY PARENT**

### **PERMISSION ON HOSPITAL REFERRAL**

I hereby give IMU University permission to take my \*son / daughter to the nearest public hospital or clinic in case of any medical emergencies. In the event the student does not have sufficient funds to pay the medical bills, **IMU Education Sdn Bhd** will pay on his/ her behalf, and I will reimburse these costs not later than two (2) weeks from the date of receipt from the hospital.

### **PERMISSION ON UNIVERSITY PUBLICITY**

I have no objection to the use of the photographs of my \*son / daughter for publicity purposes of IMU University. The photographs taken in connection with university activities may appear in IMU University advertisements, prospectus, newsletters, website and any other university publications or multimedia presentations.

I agree that all photographs used shall remain the property of IMU University and that I waive any claims, if any, on any material where the photographs may appear.

## **DECLARATION BY STUDENT AND PARENT**

We the undersigns, declare that we understand and agree to all the regulations and conditions stated in this Registration Package.

In addition, we declare that ALL information provided by me to IMU University (including continuing and new information given throughout my candidacy at IMU University) are true, accurate and complete to the best of my knowledge and belief.

We understand that it is our responsibility to inform IMU University of any modifications, additions or deletions to the said information, as necessary.

We further consent that all information provided to IMU University may be used by IMU University for its own management purposes, e.g.: to identify, collate or aggregate information or to perform statistical analysis.

We also agree and acknowledge that such information may be occasionally shared with other organizations in line with legal compliance including disclosure obligations with relevant partner universities and institutions.

We understand that IMU University reserves the right to vary or reverse any decision.

We authorize IMU University to obtain further documentation and information where necessary.

We further understand that the relevant professional bodies / jurisdictions in which me / my child / ward intends to ultimately practice / work under / in or otherwise intend to be subjected to, will have their respective age, academic, health requirements, guidelines and regulations. We understand that it is our sole responsibility and undertake to familiarize ourselves with and to abide by all these requirements, guidelines and regulations.

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**Signature of student**

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**Signature of parent/guardian**

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**Name of student**

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**Name of parent/guardian**

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**NRIC / Passport No. of student**

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**NRIC / Passport No. of parent/guardian**

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**Date**

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**Date**

# STUDENT'S ADDITIONAL INFORMATION

## MEDICAL RECORD

Do you have any history of mental illness? If yes, please submit a medical report.  Yes  No

Do you have any physical disabilities? If yes, please submit a medical report.  Yes  No

Do you have any visual defects (not correctable by glasses or lenses), color-blindness or hearing defects? If yes, please submit a medical report.  Yes  No

Do you currently suffer from any illnesses that may affect your ability to complete your study at the University? If yes, please submit a medical report.  Yes  No

## IMMUNISATION RECORD (optional)

State as applicable

### Tests

Mantoux / Tuberculin\*

Chest X-ray

### Immunization

BCG

Chicken Pox

Cholera

Diphtheria

Hepatitis A

Hepatitis B

Measles

Meningococcus

Mumps

OPV/IPV (Polio)

Pertussis

Rubella

Tetanus

Typhoid

*Date Completed*

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\* Chest x-ray required if tuberculosis test is positive or student has history of positive tuberculin test.

Note: Failure to declare any disability or medical condition may result in the student not obtaining sufficient support from IMU University. If a problem arises due to such undisclosed disability or medical condition, the student will be referred to a health practitioner for assessment and/or be placed under IMU University's assessment for fitness to practice.

# FAMILY INFORMATION

## 1. Father's Information (for Foundation and Undergraduate programmes)

Name :

Email Address :

Mobile No :

Occupation :

## 2. Mother's Information (for Foundation and Undergraduate programmes)

Name :

Email Address :

Mobile No :

Occupation :

## 3. Guardian's Information (for Postgraduate programmes)

Name :

Email Address :

Mobile No :

Occupation :

## STUDENT INSURANCE POLICY

We wish to inform you that all IMU University students are insured against personal accident, hospitalization and surgical procedures. For students who have clinical exposure, personal liability coverage is also taken. No payment is required for the insurance premium as IMU University purchases it for all enrolled students. Please find attached a copy of the schedule of benefits. A comprehensive briefing will be provided by our insurer, MSIG Insurance (Malaysia) Bhd, during the first week of Semester 1 as part of their orientation to make students aware of the insurance coverage.

We wish to draw to your attention the following Basic Guidelines when making a claim:

1. If any accident or illness should befall you, please **inform the Student Services Hub (SSH)** as soon as possible. This is important as IMU must inform MSIG within two weeks from the date of the accident / illness for the claim to be valid. The claim forms are available at the SSH.
2. Fill in the correct Claim Form:
  - a. In event of **accident**, e.g. fractured limbs, wound from sports injuries, car accidents, or any type of accident, the person making the claim is required to fill in the **Personal Accident Claim form**.
  - b. In event of **hospitalization**, e.g. illness due to viral fever, liver failure, or any other type of illness, the person making the claim is required to fill in the **Hospitalization and Surgical form**. To be able to make a claim under this policy, you must have stayed at the hospital for a minimum of 1 night.
3. Documents required for submission of a claim:
  - a. Correct claim form filled in
  - b. Hospital / Clinic original receipts
  - c. Copy of IC or passport and IMU student ID card
4. Claims would normally be refunded within 2 to 3 months.

You are advised to make your own arrangements for further coverage should you feel that these benefits are not adequate. If you require further clarification, please do not hesitate to contact IMU University Student Services Hub either at 03-2731 7272 or [ssdhelpdesk@imu.edu.my](mailto:ssdhelpdesk@imu.edu.my).

Kindly download the detailed insurance policy at <https://www.imu.edu.my/downloads/>.

## PRIVACY NOTICE

IMU Health Sdn Bhd, IMU Education Sdn Bhd, IMC Education Sdn Bhd together with their subsidiaries, associated, and related companies (collectively referred to herein as “IMU”) are committed to protecting your personal data in accordance with the applicable laws, rules and regulations currently in force.

If you are applying and/or registering for a programme with the following education institutions or a student of the following education institutions, the personal data that you provide may or will be processed by all, or any, of the following entities, including their advisors, service providers, and consultants, as described further below: -

| No. | Education Institution/Corporate Entity/Associated/Related Company  |
|-----|--|
| 1.  | IMU University (formerly known as International Medical University<br>IMU Education Sdn Bhd<br>(Company No. 199201005893/237397-W) |
| 2.  | International Medical College Melaka<br>IMC Education Sdn Bhd<br>(Company No. 199701015754/431251-W)                               |
| 3.  | International Medical College Subang Jaya<br>IMC Education Sdn Bhd<br>(Company No. 199701015754/431251-W)                          |
|     |  |

Any reference to the words “We”, “Us” and “Our” would refer to the above applicable entities.

Due to the fact that the above entities are within the same group of companies and also due to the nature of our business, your personal data will be shared between the above entities

Please read this notice to understand how we use and protect your personal data.

### Collection of Personal Data

When you apply and/or register for a programme, you will be required to provide certain personal data about yourself such as, name, particulars of identity document (NRIC or passport), ethnicity, gender, religion, marital status, pictures, nationality, date of birth, medical condition, particulars of family members, survey information, preference, and academic and skill information. IMU may also collect from you and your parents/guardian, credit card number or bank account details. To enable us to process your application and/or registration for a programme, we will need the information marked as mandatory.

If we accept your application, you will be to provide further and verifying information regarding your health (physical and mental) and academic information. If you have any objection to the collection of such information, please notify us immediately. Do however note that we may not be able to proceed with your application if you do not allow us to process your information.

We will also be processing other personal data relating to you, such as, transcripts, examination results and mentor’s feedback.

By providing the requested information, you hereby consent to us processing of your personal data. While you are not obligated to provide us with the non-mandatory data, your choice not to provide mandatory personal data may result in us being unable to provide you with the relevant services.

Your image may be recorded in a form of a photograph or video recording during your studies in IMU (IMU University and International Medical College) and it may appear in advertisements, prospectus, newsletters, website and any other publications or multimedia presentations. By registering in our programmes, you agree that such image belongs to us and you waive any claim, if any, on any material where such images may appear.

The accuracy of your personal data is important. As a student of IMU (IMU University and International Medical College), you are responsible for providing up to date, true, non-misleading, and accurate information to us and for promptly informing us of changes to your personal data so that the information are accurate, not misleading, complete and up-to-date.

#### Use and Disclosure of Personal Data

We use your personal data:-

- For assessing your application;
- For processing your application/registration for the programme;
- For verification purposes;
- Our mentor-mentee programme;
- To respond to your enquiries;
- To enable us to provide you with the services or facilities which you have requested;
- To contact you about the programme;
- To offer and update you on our products and/or services;
- For advertising and promotional purposes; and
- For research and statistical purposes.

#### Disclosure

We may disclose your personal data, including without limitation, your academic transcripts, examination results, disciplinary and/or other student proceeding documentation and/or reports to:-

- (1) our partner schools and other collaborative partners who work with us to provide the programme or otherwise;
- (2) licensing boards (whether in Malaysia or overseas);
- (3) our related, associated or affiliated entities
- (4) regulatory bodies, government department or agencies such as the Ministry of Higher Education and Malaysia Immigration Department (if you are a foreign student);
- (5) another tertiary institution if you apply to transfer your studies;
- (6) your scholarship or sponsorship providers;
- (7) another institution where you are enrolled under an official student exchange, cross-institutional study, dual degree, shared teaching, industry or clinical experience or multi-institutional arrangement with that institution to facilitate the collaboration or arrangement;
- (8) alumni association on your graduation and when you apply to join the said alumni.
- (9) any third party service provider, agent or contractor who have been appointed by IMU to provide services to IMU whether in or outside Malaysia subject to sufficient security controls over the information
- (10) (such as recruitment, data processing services, systems and website maintenance, media and marketing services, delivery services, audit, insurance);
- (11) our auditors, lawyers, consultants and other advisors;
- (12) your parent, parties authorised by you; and
- (13) any other party to whom such disclosure is required by law or regulatory requirement or pursuant to a Court order.

The partner schools, collaborative partners, representatives, advisor, agents and/or contractors may be located in countries other than Malaysia who may not have equivalent laws and rules regarding personal data protection.

As part of the application process, we may also:-

- collect personal data about you from; or
  - disclose such personal data to,
- other sources such as your college or other academic institutions you have attended to verify your information such as your examination results.

Your personal data may also be disclosed to the relevant government authorities (for the purposes of licensing, registration, rating system) or where required by law or where disclosure is necessary to comply with applicable laws, legal processes or queries from governmental authorities.

If we are merged or acquired by another entity, the personal data may be transferred to such entity as a part of the merger or acquisition.

#### Personal Data of Third Parties

If you provide us with personal data of third parties such as your parents or guardians, please do ensure that you have obtained their consent and bring this Privacy Notice to their attention.

#### Data Security

We take appropriate security measures to protect your personal data from unauthorised access, misuse, loss, alteration or destruction.

#### Data Access

If you would like to make any inquiries or complaints or request access or correction of the personal data, please contact us at:-

IMU University Admissions, Marketing and Enrolment Office  
Phone number: 03-2727 7566  
Email: [admissions@imu.edu.my](mailto:admissions@imu.edu.my)

Any request of access or correction of personal data may be subject to a fee and also to any privacy or data protection laws. You are required to complete our Personal Data Access Form in order to request access or correction of personal data.

However, we reserve the right to decline to process requests which jeopardize the security and privacy of the personal data of others as well as requests which are impractical or not made in good faith.

Where you elect to limit our right to process the personal data, you may contact us in writing. For avoidance of doubt, the limitation does not include processing of mandatory personal data.

#### How to contact us

If you have any question, comment, request or concern related to this Privacy Notice, or if you would like to opt out of future communications, please email to [admissions@imu.edu.my](mailto:admissions@imu.edu.my).