

FORM IEM (S)

**APPLICATION FOR ADMISSION AS STUDENT**

**INSTRUCTIONS TO APPLICANT**

**Please read this and comply before completing Form IEM (S)**

1. Please fill in all particulars in the form. This form can be **typewritten** or **handwritten** in **neat block letters**.
2. Applicant must be above 18 years of age and not more than 30 years of age.
3. Only **ONE** copy of the Form and one copy of each document duly **CERTIFIED** need to be supplied. Copies of the required documents are as follows:
  - i) Birth Certificate.
  - ii) Approval letter from Vice Chancellor in accordance to the University & University College Act 1971.
  - iii) All documents and transcript (if any) attained for entry to Institution of Higher Learning, from the time the applicant completes SPM / STPM.
  - iv) SPM / STPM or relevant certificates
4. The Proposer need not necessarily be a member of the IEM. The Professor or Head of Engineering Department can propose your application.
5. A Student upon graduation may opt to join the IEM Training Scheme so as to avail himself a time of four years for Professional Interview of IEM. A copy of the regulation is attached. He can register even before he is admitted/transferred as a graduate member.

A Copy of the Professional Interview regulation is available from IEM upon request.

**ALL CERTIFICATES, DOCUMENTS, ETC., SUBMITTED MUST BE CERTIFIED BY YOUR PROPOSER/SECONDER.**

**DO NOT ENCLOSE PAYMENT. APPLICANTS WILL BE BILLED UPON APPROVAL OF MEMBERSHIP.**

**FAILURE TO COMPLY WITH ABOVE WILL RESULT IN THE DELAY IN PROCESSING OF YOUR APPLICATION.**

<p>The Institution of Engineers, Malaysia is aware of a clause in the Universities and University/Colleges (Amendment) 1975 which prohibits students of the university to be members of any Society unless they have obtained a prior approval in writing from the Vice Chancellor. In view of this, IEM shall be pleased if the student could kindly obtain in writing the approval from the Vice Chancellor of the University/ College permitting the applicant to be a member of the Institution. Until IEM receive this letter from the applicant, the IEM would not be able to process the form.</p>	<p><b>APPLICATION CHECKLIST</b></p> <p>Please check the following to ensure that all documents are available before sending together with the application form duly certified by your proposer or seconder.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Form IEM (S) - 1 copy</li><li><input type="checkbox"/> • Signature of Proposer</li><li><input type="checkbox"/> • Signature of Applicant</li><li><input type="checkbox"/> • 1 passport size photo</li><li><input type="checkbox"/> Birth Certificate</li><li><input type="checkbox"/> Approval letter from Vice Chancellor of your University / College permitting you to be a member of the Institution (for local universities / college only)</li><li><input type="checkbox"/> Approval letter to sit for IEM/BEM Graduate Examination (if any)</li><li><input type="checkbox"/> Diploma certificates</li><li><input type="checkbox"/> Diploma transcript</li><li><input type="checkbox"/> STPM / SPM / GCE (or any other relevant certificates)</li><li><input type="checkbox"/> All photocopies documents duly <b>certified</b> by proposer or seconder</li><li><input type="checkbox"/> Payment of first year annual subscription amounting to RM20.00 in the form of postal order or cheque payable to <b>"The Institution of Engineers, Malaysia.</b></li></ul>
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## BORANG IEM (S)

### PERMOHONAN UNTUK KEMASUKAN SEBAGAI SISWA

#### ARAHAN KEPADA PEMOHON

##### Sila baca dengan teliti sebelum mengisi borang IEM (S)

1. Sila isi borang dengan lengkap. Borang ini boleh **ditaip** atau **ditulis** dalam **huruf besar**.
2. Pemohon hendaklah berumur lebih daripada 18 tahun tetapi kurang daripada 30 tahun.
3. Hanya **SATU SALINAN BORANG** dan satu salinan setiap dokumen yang **DISAHKAN** perlu dikirimkan. Salinan dokumen yang diperlukan adalah seperti berikut:
  - i) Sijil Beranak.
  - ii) Surat Kebenaran daripada Naib Canselor menurut Akta Universiti dan Universiti Kolej 1971 bagi siswa dari Kolej / Universiti Tempatan
  - iii) Semua dokumen dan transkrip (sekiranya ada) yang diperolehi untuk kelayakan kemasukan ke Pusat Pengajian Tinggi, bermula dari SPM/STPM.
  - iv) SPM / STPM atau yang setaraf
4. Pencadang tidak semestinya Ahli IJM. Profesor atau Ketua Jabatan Kejuruteraan boleh menjadi pencadang untuk permohonan anda.
5. Siswa yang telah tamat kursus ijazah hendaklah menyertai skim latihan IJM untuk membolehkannya menghadiri Temuduga Profesional dalam tempoh 4 tahun. Satu salinan peraturan ada dilampirkan bersama. Pemohon boleh mendaftar dalam skim tersebut sebelum dilantik sebagai ahli siswazah.

Salinan peraturan Temuduga Profesional boleh didapati dari IJM.

**SEMUA SIJIL, DOKUMEN DLL. YANG DISERAHKAN MESTILAH DISAHKAN OLEH PENCADANG / PENYOKONG ANDA.**

**JANGAN SERTAKAN BAYARAN. PEMOHON AKAN DIKENAKAN BAYARAN SELEPAS KEAHLIAN MEREKA DILULUSKAN.**

**KEGAGALAN UNTUK MEMATUHI ARAHAN DI ATAS AKAN MENGAKIBATKAN KELEWATAN DALAM PEMROSESAN PEMOHONAN ANDA.**

(Nota : Sebarang keraguan jika ada; interpretasi dalam Bahasa Inggeris adalah muktamad)

<p>Institusi jurutera Malaysia menyedari akan satu perenggan dalam Akta Universiti dan Universiti/ Kolej (Pindaan) 1975 yang melarang pelajar-pelajar Universiti tempatan menganggotai mana-mana Persatuan sebelum mendapat kebenaran secara bertulis daripada Naib Canselor. Oleh itu, IEM berharap pelajar-pelajar mendapatkan persetujuan terlebih dahulu secara bertulis daripada Naib Canselor Universiti/Kolej untuk membenarkan mereka menjadi ahli institusi ini. Permohonan pelajar tidak dapat dipertimbangkan sehingga IEM menerima surat yang berkaitan.</p>	<h4>BORANG PERMOHONAN</h4> <p>Sila periksa dan pastikan dokumen-dokumen berikut telah lengkap dan disahkan oleh Penyokong / Pencadang sebelum dihantar bersama borang permohonan dihantar ke IEM.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> BORANG IEM (S) - 1 salinan</li><li><input type="checkbox"/> • Tandatangan pencadang</li><li><input type="checkbox"/> • Tandatangan pemohon</li><li><input type="checkbox"/> • 1 keping gambar ukuran paspot</li><li><input type="checkbox"/> Surat Beranak</li><li><input type="checkbox"/> Surat kebenaran daripada Naib Canselor menurut Akta Universiti &amp; Universiti Kolej 1971. (bagi siswa dari kolej / universiti tempatan sahaja)</li><li><input type="checkbox"/> Surat kebenaran menduduki peperiksaan Siswazah IEM/BEM (jika ada)</li><li><input type="checkbox"/> Sijil Diploma</li><li><input type="checkbox"/> Transkrip Rekod Diploma</li><li><input type="checkbox"/> STPM / SPM / SAP (atau yang setaraf)</li><li><input type="checkbox"/> Semua dokumen-dokumen berkenaan telah <b>disahkan</b> oleh penyokong atau pencadang</li><li><input type="checkbox"/> Bayaran yuran untuk tahun pertama dalam bentuk wang pos atau cek bernilai RM20.00 dibayar kepada "<b>The Institution of Engineers, Malaysia</b>".</li></ul>
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# INSTITUSI JURUTERA MALAYSIA

## The Institution of Engineers, Malaysia

Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223 (Jalan Sultan), 46720 Petaling Jaya, Selangor Darul Ehsan, Malaysia.  
Telephone : 603-79684001 / 79684002 Email : sec@iem.po.my Fax No : 603-79577678

### PERMOHONAN UNTUK KEMASUKAN SEBAGAI SISWA APPLICATION FOR ADMISSION AS STUDENT

Sila baca dan patuhi ARAHAN-ARAHAN KEPADA PEMOHON sebelum mengisi borang ini.  
Please read & comply with INSTRUCTION TO APPLICANTS before completing this form.

#### 1. BUTIR-BUTIR DIRI PERSONAL PARTICULARS

Nama Penuh : .....  
Name (Gunakan huruf besar dan gariskan nama keluarga/bapa)  
(Use block letters and underline family/ father's name)

(i) Alamat Tetap : .....  
Address in Full

(ii) Alamat Surat-menyurat : .....  
Postal Address  
(Perhatian: Sebarang pertukaran alamat hendaklah diberitahu Institusi dengan segera.)  
(N.B. Any change in address must be notified promptly to the Institution)

Nombor Telefon : Rumah : ..... Pejabat : .....  
Telephone Nos House Office

#### 2. BUTIR-BUTIR DIRI PERSONAL PARTICULARS

Tempat lahir : ..... Tarikh lahir : ..... Umur : .....  
Place of Birth Date of Birth Age

Kewarganegaraan : ..... Nombor Kad Pengenalan : .....  
Nationality I.C. No.

#### 3. KEDUDUKAN MASAKINI PRESENT POSITION

Nama Universiti : .....  
Name of University

Tajuk Program Kejuruteraan : ..... Cawangan Kejuruteraan : .....  
Title of Engineering Programme Branch of Engineering

Tajuk Ijazah : .....  
Title of degree

Tarikh Kursus Dimulakan : .....  
Date of Commencement of Course

Tahun Kursus yang sedang diikuti : \*Tahun pertama / kedua / ketiga / keempat / akhir .....  
Year currently studying \*1st / 2nd / 3rd / 4th / Final Year

Tahun tamatkan kursus : .....  
Expected Year of Graduation

#### 4. KENYATAAN OLEH PENCADANG\* STATEMENT BY THE PROPOSER\*

\* Pencadang mesti terdiri daripada Ahli Bersekutu Institusi Jurutera Malaysia atau Dekan / Ketua Fakulti Kejuruteraan dari Institusi Pengajian Tinggi  
\* Proposer must be either Corporate Member of IEM or Dean / Head of Engineering Faculties from Institution of Higher Learning

SETELAH mengenali pemohon selama .....tahun, saya mengesyorkan beliau adalah sesuai dilantik sebagai Siswa Institusi Jurutera ini. Beliau berumur lebih daripada 18 tahun tetapi kurang daripada 30 tahun dan telah mengikuti kursus penyediaan serta latihan di bawah saya yang bertujuan melaksanakan kerja-kerja yang meliputi bidang kejuruteraan.

HAVING known the applicant for .....years, I recommend him, to be worthy of the privilege to be admitted as Student of The Institution. He is upwards of 18 years of age and is under 30 years of age and is, or has been, bona fide in the course of preparation and training under me, with the object of becoming engaged in the execution of such works as are comprised within the profession of the Engineer.

Nama Pencadang : .....  
Name of Proposer

Gred : \*Ahli Fellow / Ahli (jika ada).  
Grade : Fellow / Member (if any)

\* No. Ahli : .....  
Membership No.

Jawatan dan cop rasmi : .....  
Designation and official stamp

Alamat : .....  
Address

Tandatangan : ..... Tarikh : .....  
Signature Date

#### 5. PERJANJIAN YANG DITANDATANGANI OLEH PEMOHON (sila baca dengan teliti) UNDERTAKING TO BE SIGNED BY APPLICANT (Please read carefully)

Saya, yang bertandatangan di bawah, berjanji bahawa sekiranya diterima sebagai Ahli, saya akan mematuhi Perlembagaan, Undang-Undang dan Peraturan-Peraturan Institusi pada masa ianya dikuatkuasakan dan saya akan menerima sebagai muktamad segala keputusan Majlis terhadap semua perkara yang dilakukan oleh Majlis, setaraf dengan peruntukan Perlembagaan, Undang-Undang dan Peraturan-Peraturan;

Saya berjanji akan meningkatkan objektif Institusi mengikut seberapa daya yang boleh, melainkan apabila saya menulis kepada Setiausaha bahawa saya berhasrat keluar sebagai ahli Institusi dan saya akan dibebaskan daripada tanggungjawab ini selepas menjelaskan segala tunggakan yang berhutang daripada saya.

Saya bertanggungjawab terhadap ketepatan butir-butir yang terkandung dalam borang permohonan ini, dan bersetuju bahawa sekiranya dilantik pengesahan lantikan akan bergantung kepada ketepatan butir-butir tersebut seperti mana yang dikehendaki oleh Undang-Undang.

I, the undersigned, do hereby promise that, in the event of my election, I will be governed by the Constitution, By-Laws and Regulations of the Institution for the time being in force, and that I will accept as final and binding the decisions of the Council on all matters dealt with by them in accordance with the provisions of the said Constitution, By-Laws and Regulations;

I further undertake that I will promote the objects of the Institution as far as may be in my power; provided that whenever I shall signify in writing to the Secretary that I am desirous of withdrawing from the Institution, I shall, after the payment of any arrears, which may be due from me at the period, be free from this obligation.

I accept responsibility for the accuracy of the particulars contained in this application form and agree that if I am admitted the validity of my admission shall depend upon the accuracy of such particulars as required by the By-Laws.

Saya mengakui bahawa keahlian Siswa Institusi tidak melayakkan pemindahan ke taraf keahlian Siswazah secara automatik.

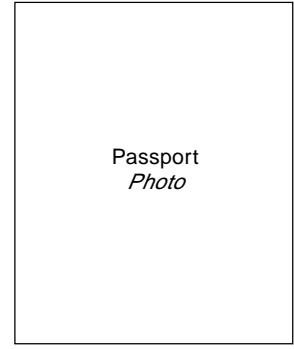
I hereby acknowledge that Student membership with the Institution does not automatically qualify a person for transfer to the grade of Graduate member.

Tarikh : .....  
Date

Tandatangan pemohon : .....  
Signature of Applicant

\* potong mana yang tidak berkenaan.

\* Please delete whichever not applicable



Passport  
Photo





# INSTITUSI JURUTERA MALAYSIA

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### Training Scheme

#### 1.0 INTRODUCTION

1.1 The objective of the Institution of Engineers, Malaysia is the advancement of engineering profession. Before becoming a Corporate member of the Institution and/or being registered under the Registration of Engineers Act, 1967 a person must have received engineering education and advanced training to standards determined by the Institution and the Board of Engineers, Malaysia.

1.2 The Institution and the Board are two separate bodies. However, their representatives work together in committees of the Institution to establish common standards of education and training and the Board normally accepts the standards of the Institution as satisfying its requirements. Professional Interviews are conducted by the Institution for Corporate membership of the Institution.

#### 2.0 THE INSTITUTION TRAINING

2.1 The Institution Training Scheme is drawn up by the Institution to provide for the proper practical training of young graduates entering the profession of engineering and to ensure the such training conforms to the Institution Rules concerning the admission of Corporate Members.

2.2 Although not obligatory, it will normally be advantageous for a candidate appearing for the Professional Interview to obtain his practical experience under a formal training scheme of the Institution supervised by a Corporate Member of the Institution.

2.3 The Professional Interview Regulations state that a Candidate shall have had at least 4 to 6 years (depending on training requirements) of approved experience in planning, design, execution or management of such works as stipulated and relevant to the profession of an engineer. Candidates can apply for P.I. after having undergone 4 to 6 years of practical training - either through the log book training scheme or working experience.

2.4 Other training scheme(s) bearing similar provisions as the Institution training scheme may be accepted as its equivalent. Prior approval of the Institution is required for such scheme to be accepted. Please check with Secretariat.

#### 3.0 ADMINISTRATION OF TRAINING SCHEMES

3.1 The Institution shall prepare, maintain and keep under review, a register of Corporate Members who are willing to act as mentors to candidates for approved practical training as set out in the IEM Professional Interview Regulations.

3.2 Applicants for inclusion in the register may be made to the Honorary Secretary of the Institution on a prescribed Form. The requirements are as follows:

(a) The Corporate Member shall be in such a position of responsibility as will enable him, in the opinion of the council, to ensure that the Candidate obtains adequate and relevant practical training in the field, office and on works, and to exercise such supervision that he can sign the certificate required by the Institution on the completion of the training period.

(b) He shall have been a Corporate Member for at least three years.

(c) He shall not act as mentor to more than three candidates at any one time.

(d) He shall undertake to report any change of circumstances which may prevent him from providing proper training to the Candidate.

3.3 The Candidate shall perform this practical training under the Institution Training Scheme on a prescribed Institution Log Book available at a prescribed fee of RM10/- per copy.

3.4 On satisfactory completion of the period of training, the Candidates shall prepare the necessary documents to be signed by the Corporate Member and shall submit this with his application to sit for the Professional Interview.

# HOW TO BE A PROFESSIONAL ENGINEER

The IEM Secretariat receives numerous enquiries almost daily from graduate engineers as to how they can qualify as professionals.

To help these anxious engineers, we list below the steps which are necessary to enable them to be registered by the Board of Engineers, Malaysia (BEM) as Professional Engineers (P.E).

First they should register themselves with the Board of Engineers upon graduation as it is compulsory under the Engineers Act 1967 for all practising engineers to register with the Board.

After registration with the Board, the engineers could approach towards their objectives of obtaining P.E. either on their own or through the IEM Log book scheme.

If they intend to complete their training on their own they will have to undergo 3 years or 4 years to 6 years (depending on requirements) training stints as far as possible under a P.Eng. who is in the same discipline.

If they opt for the IEM log book scheme, training will take 4 to 6 years for those graduating after 1.1.1998 and three years for those who graduated prior to this date.

Once the candidates complete their training (either on their own or through the IEM Log Book scheme), the next step for them is to sit for the Professional Interview conducted by IEM. Once they pass this interview (which consists of oral questions and essay writing) they could be admitted as Corporate Members of IEM and are then eligible to apply to be registered as P. Eng.

## Training Requirements with effect from 1st Jan, 1998

For Graduate Engineer who register with BEM from 1st Jan, 1998 please note:-

### **GRADUATE (A)**

The practical experience that a registered Graduate Engineer (A) is required to obtain under section 10(1)(b) of the Act in order to be entitled to apply for registration as a Professional Engineer shall be carried out in a manner satisfactory to the Board for a period of not less than FOUR years.

### **GRADUATE (B)**

The practical experience that a registered Graduate Engineer (B) is required to obtain under section 10(1)(b) of the Act in order to be entitled to apply for registration as a Professional Engineer shall be carried out in a manner satisfactory to the Board for a period of not less than SIX years

# NEW IEM AND BEM TRAINING REQUIREMENT

The Institution of Engineers, Malaysia and The Board of Engineers, Malaysia will implement new training requirements for all Graduate Engineers who register from January 1, 1998.

The Institution of Engineers, Malaysia (IEM) will implement the new training requirement for all Graduate Engineers as follows:

- (a) Young engineer graduating prior to 1.1.1998 - at least 3 years working experience.
- (b) Young engineer graduating after 1.1.1998 - at least 4 years working experience.
- (c) Young engineer to be registered under Category R will require at least 6 years of working experience regardless of year of graduation.

The Board of Engineers, Malaysia and The Institution of Engineers, Malaysia have decided to implement revised training requirements for graduate engineers who desire to become professional engineers. This is in view of the fact that engineering students follow varied routes in their pursuit for an engineering degree. The requirements include, besides extended training period, compulsory courses to be undertaken, participation in professional development programmes and involvement in continuing engineering education programmes. With these measures, it is hoped that we will improve the quality of our Professional Engineers who will be able to serve globally.

For graduates who do not follow a fulltime engineering course in a university environment, the training period is further extended.

The revised training requirements will be effective for graduates from accredited university programmes registered after 1st. January 1998 and for graduates through other programmes from 22nd. May 1997. The detailed requirements are as follows:

## GRADUATE FROM ACCREDITED UNIVERSITY PROGRAMMES

The practical experience that a registered Graduate Engineer is required to obtain under Section 10 (l)(b) of the Act in order to be entitled to apply for registration as a Professional Engineer shall be carried out in a manner satisfactory to the Board for a period of not less than FOUR years covering the following:

- (a) General Training, which should link the conceptual analytical abilities developed during the degree course with its wide application in industry and give a sound base for professional development, for a period of not less than TWO years of which up to twelve months of relevant, accredited and recognised industrial training during the undergraduate course may be credited.
- (b) Professional Career Development Training, which will provide exposure to skills awareness, management, responsibility, teamwork, logical approach etc. for a period of not less than TWO years.
- (c) Satisfactory Attendance in the following course conducted by BEM or institutions approved by BEM.
  - (i) code of ethics 12 hrs
  - (ii) occupational safety and health at work, relevant bylaws / regulations 12 hrs
  - (iii) engineering management practice 12 hrs
  - (iv) topics related to branch of engineering 24 hrs
- (d) Completion of not less than 30 units of professional development which includes attendance at talks, seminars, meetings and community services.

## GRADUATE FROM APPROVED TWINNING, PART-TIME, DISTANCE LEARNING PROGRAMME

The practical experience that a registered Graduate Engineer is required to obtain under section 10(l)(b) of the Act in order to be entitled to apply for registration as a Professional Engineers shall be carried out in a manner satisfactory to the Board for a period of not less than SIX years covering the following:

- (a) General Training, which should link the conceptual analytical abilities developed during the degree course with its wide application in industry and give a sound base for professional development, for a period of not less than THREE years of which up to twelve months of relevant, accredited and recognised industrial training during the undergraduate course may be credited.
- (b) Professional Career Development Training, which will provide exposure to skills awareness, management, responsibility, teamwork, logical approach etc. for a period of not less than THREE years.
- (c) Satisfactory Attendance in the following courses conducted by BEM or institutions approved by BEM.
  - (i) code of ethics 12 hrs
  - (ii) occupational safety and health at work, relevant bylaws / regulations 12 hrs
  - (iii) engineering management practice 12 hrs
  - (iv) topics related to branch of engineering 24 hrs
- (d) Attendance in Continuing Engineering Education Programmes totalling 24 days.
- (e) Completion of not less than 45 units of professional development which includes attendance at talks, seminars, meetings and community services.

One unit of professional development is equal to one hour's participation in the above activities subject to a maximum of four units in a day.

Training as prescribed in (a) and (b) must be supervised by a Mentor/Professional Engineer in the same branch although Mentor/Professional Engineers in other disciplines are acceptable, with prior approval from the BEM.

At least one year of the professional experience shall be obtained in Malaysia. It is recommended that engineers maintain a log book of training endorsed by the mentor at quarterly intervals. The log book should also contain details of involvement in professional development.