



**UNIVERSITI ISLAM MALAYSIA**  
ISLAMIC UNIVERSITY OF MALAYSIA *الجامعة الإسلامية بماليزيا*



## *STUDENT HANDBOOK*

**WELCOME TO  
UNIVERSITI ISLAM MALAYSIA**



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# ABOUT UIM



Universiti Islam Malaysia (UIM) was founded on the 1<sup>st</sup> day of November 2013 under the umbrella of UIM Sdn. Bhd. and the campus were situated in Cyberjaya Selangor. UIM is wholly owned by *Lembaga Pemegang Amanah Kolej Islam Malaya (LAKIM) Berdaftar*. Universiti Islam Malaysia is unique and exclusive as we are the first university in Malaysia established and commenced by offering programmes at postgraduate levels until the Year 2019.

UIM expands and spread its' wings by introducing new programmes at the undergraduate levels. All academic programmes offered are accredited by Malaysian Qualification agency (MQA)\*.

This is in sync with the vision of LAKIM which encompasses creating opportunities for students to gain formal knowledge and in structured manner whereby, at the same time, extending aid and assistance mainly to the underprivileged to enable them to pursue their studies and dreams.

UIM officially shifted from Cyberjaya Campus to Petaling Jaya Campus on the 1<sup>st</sup> day of September 2021, in line with UIM's desire and vision to be an integration hub for wisdom and knowledge to produce visionary scholars and thinkers that balanced with Islamic values and to serve the needs of Malaysia and ummah in line with Malaysia Education Blueprint (2015-2025) and the National Key Economic Area (Education) refers to NKEA 10.

The 30 acres fenced area and equipped with security controls in Petaling Jaya Campus is the realization of that vision. Petaling Jaya Campus offers comfortable and modern facilities and amenities. These facilities meet the needs of students among others are welfare of the students, Teaching & Learning activities, co-curricular and spiritual included, for undergraduate students and postgraduate students. Also, the education ambience prevails in Petaling Jaya Campus as Petaling Jaya are also famously known as 'Bandar Universiti' which reflects those public amenities for students are all within reach underpinned by almost every type of transportation service available.

# VISION, MISSION & OBJECTIVES

## VISION

To inspire the well-being, prosperity and happiness of the people through universal wisdom rooted in Islamic education, as well as to believe that the believers who help (religion) Allah will help and uphold the position of believers.

## MISSION

Determined to be a leader in Islamic-based education at the regional and Islamic world through innovative education systems, combining knowledge and wisdom together with integrity and credible leadership with best governance practices.

## OBJECTIVES

1. Strengthen Islam's will to the development of knowledge based on the exclamation of the craved in the word of Allah S.W.T which means And pray by saying, "O my Lord, increase my knowledge"
2. Produce insightful thinkers and scholars as well as holistic, balanced and entrepreneurial graduates through a mix of visionary knowledge and wisdom.
3. Provide a stimulating and effective educational environment to instill a love and affection for knowledge, fellow human beings and the environment.
4. Build an organization that is at the forefront of best practices of governance and leadership.
5. Strengthen the capacity to increase donations to stakeholders including the needy community, University citizens, donors, and others.
6. Support the strengthening of Islamic management institutions (IPI) through human resource and organizational development to ensure the progress of Islam and the Ummah.

# ADMINISTRATION

NAME	DESIGNATION
PROF. EMERITA SITI NAAISHAH HAMBALI	<ul style="list-style-type: none"> <li>• <b>Chief Executive/Vice Chancellor</b></li> <li>• Head of Cluster (Laws and Shariah)</li> </ul>
PROF. DATO' DR MOHD JAMIL MAAH	<ul style="list-style-type: none"> <li>• <b>Professor/Deputy Vice Chancellor</b></li> </ul>
MADAM MONA MOHAMED ANNUAR	<ul style="list-style-type: none"> <li>• <b>Assistant Vice Chancellor (Operations) and Registrar</b></li> </ul>
MR. MOHD SUHAIMI SURATMAN	<ul style="list-style-type: none"> <li>• <b>Bursar</b></li> </ul>
TAN SRI PROF. DATUK WIRA DR. ABDUL LATIFF ABU BAKAR	<ul style="list-style-type: none"> <li>• <b>Professor</b></li> <li>• Head of Cluster (Heritage and Civilization Cluster)</li> <li>• Head of Cluster (Islamic Leadership and Management)</li> </ul>
MR. MOHD AFIQ BIN AB JALIL	<ul style="list-style-type: none"> <li>• Head of Cluster (Islamic Economics, Business and Entrepreneurship)</li> <li>• Head of Programme Level (Masters)</li> </ul>
DR. MUHAMMAD AZIZUR RAHMAN BIN RAMLI	<ul style="list-style-type: none"> <li>• Head of Cluster (Islamic Accounting, Finance and Banking)</li> <li>• Head of Programme Level (Doctor Philosophy)</li> </ul>
DR. WAN MOHAMMED SALLAM BIN WAN SULAIMAN	<ul style="list-style-type: none"> <li>• Head of Cluster (Quranic, Hadith and Islamic Education)</li> <li>• Head of Programme Level (Bachelor's Degree)</li> </ul>
MR. AHMAD AKRAM MAHMAD ROBBI	<ul style="list-style-type: none"> <li>• Head of Cluster (World Major Languages and General Studies)</li> </ul>
MS. NIK FARAH AYUNNI BINTI NIK SHARIFUDDIN	<ul style="list-style-type: none"> <li>• Head of Programme Level (Diploma)</li> </ul>

# CONTACT DETAIL

NAME	DESIGNATION/CLUSTER	EMAIL
Prof. Emerita Siti Naaishah Hambali	<ul style="list-style-type: none"> <li>• <b>Chief Executive/Vice Chancellor</b></li> <li>• Head of Cluster (Laws and Shariah)</li> </ul>	naaishah@uim.edu.my
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Tan Sri Prof. Datuk Wira Dr. Abdul Latiff Abu Bakar	<ul style="list-style-type: none"> <li>• <b>Professor</b></li> <li>• Head of Cluster (Heritage and Civilization Cluster)</li> <li>• Acting Head of Cluster (Islamic Leadership and Management)</li> </ul>	Latiff.ab@uim.edu.my
Mr. Mohd Afiq Bin Ab Jalil	<ul style="list-style-type: none"> <li>• <b>Senior Assistant Registrar</b></li> <li>• Head of Cluster (Islamic Economics, Business and Entrepreneurship)</li> <li>• Head of Programme Level (Masters)</li> <li>• Coordinator (Exam)</li> </ul>	afiq@uim.edu.my
Dr. Muhammad Azizur Rahman Bin Ramli	<ul style="list-style-type: none"> <li>• Head of Cluster (Islamic Accounting, Finance and Banking)</li> <li>• Head of Programme Level (Doctor Philosophy)</li> <li>• Head of Programme (Masters and Doctor Philosophy)</li> </ul>	<a href="mailto:azizur@uim.edu.my">azizur@uim.edu.my</a>
Dr. Wan Mohammed Sallam Bin Wan Sulaiman	<ul style="list-style-type: none"> <li>• Head of Cluster (Quranic, Hadith and Islamic Education)</li> <li>• Head of Programme Level (Bachelor's Degree)</li> <li>• Head of Programme (Masters and Doctor Philosophy of Quranic, Hadith and Islamic Education)</li> </ul>	<a href="mailto:sallam@uim.edu.my">sallam@uim.edu.my</a>
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NAME	DESIGNATION/CLUSTER	EMAIL
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Ms. Nik Farah Ayunni Binti Nik Sharifuddin	<ul style="list-style-type: none"> <li>• Head of Programme Level (Diploma)</li> <li>• Coordinator Programme (Diploma of Accounting)</li> <li>• Assistant (Academic Quality Assurance)</li> </ul>	<a href="mailto:nikfarah@uim.edu.my">nikfarah@uim.edu.my</a>
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NAME	DESIGNATION/CLUSTER	EMAIL
Mr. Muhammad Iezlan Bin Mohd Rakip	<ul style="list-style-type: none"> <li>• Technician (Information Technology)</li> </ul>	iezlan@uim.edu.my
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# **POSTGRADUATE PROGRAMMES**

# POSTGRADUATE PROGRAMMES

MASTER		
COURSEWORK		
PROGRAMME	DURATION	
	MINIMUM	MAXIMUM
Master of Comparative Financial Studies (N/343/7/0147)(MQA/FA 4726)(07/19)	1 ½ years	3 years
RESEARCH		
Master of Comparative Laws (N/380/7/0033)(MQA/FA 7118)(08/20)	2 years	3 years (local)
Master of Comparative Heritage (R/227/7/0005)(MQA/FA 7120)(08/25)		
Master of Comparative Management (R/345/7/0819)(MQA/FA 7119)(08/25)		5 years (international)
Master of Quranic & Hadith Studies (N/221/7/0230)(MQA/PA 13010)(12/26)		
DOCTORATE		
RESEARCH		
PROGRAMME	DURATION	
	MINIMUM	MAXIMUM
Ph.D in Comparative Finance (R/343/8/0192)(MQA/FA7116)(08/27)	3 years	8 years
Ph.D in Comparative Laws (R/380/8/0032)(MQA/FA7115)(08/27)		
Ph.D in Heritage (N/227/8/0004)(MQA/FA 7121)(02/21)		
Ph.D in Comparative Management (N/345/8/0818)(MQA/FA 7121)(08/20)		
Ph.D in Quranic & Hadith Studies (N/221/8/0210)(MQA/PA 13011)(12/26)		

# PROGRAMME DETAILS

## Master of Comparative Financial Studies

### INTRODUCTION

The Cluster welcomes students who wish to enhance their knowledge, indulge in meaningful learning experience, and sharpen their skills as wisdom scholars, thinkers and professionals from comparative perspective. The programme consists of Islamic core courses and a range of electives covering the main areas of applied finance which enable the integration of Islamic concepts and values. The programme aims to provide students with both practical skills and comparative theoretical knowledge to facilitate them as a competent practitioner in the field of finance.

Medium of Instruction: Malay & English

Programme Option: By Coursework

### ADMISSION REQUIREMENT

- A Bachelor's degree in related field with a minimum CGPA of 2.75 out of 4.00 or its equivalent qualification as accepted by the university Senate; or
- A Bachelor's degree in a related field with CGPA below 2.75 out of 4.00 but above 2.50 out of 4.00 or its equivalent qualification can be accepted, subject to a minimum of 5 years working experience in a relevant field.

International students are required to achieve a minimum score of 6.5 for International English Language Testing System (IELTS) or equivalent.

FEES		
MODE	LOCAL STUDENT (MYR)	INTERNATIONAL STUDENT (MYR)
FULL TIME	28,750	38,400
PART TIME	28,750	38,400

DURATION		
MODE	MINIMUM	MAXIMUM
FULL TIME	1½ YEARS	3 YEARS
PART TIME	2½ YEARS	5 YEARS

# PROGRAMME DETAILS

## Master of Comparative Financial Studies

COURSE STRUCTURE (MASTER OF COMPARATIVE FINANCIAL STUDIES)						
YEAR	SEMESTER	COURSE NAME (COURSE CODE)	CREDIT HOUR	MODE OF STUDY	CLASSIFICATION	PREREQUISITE
1	1	Philosophy of Knowledge and Wisdom (UCC 6113)	3	Coursework	Compulsory	None
		Financial Management (IFM 6123)	3	Coursework	Major	None
		High Muamalat (IFM 6133)	3	Coursework	Major	None
		Principles and Practices of Islamic Finance (IFM 6153)	3	Coursework	Major	None
	2	Research Methodology (UCC 6433)	3	Coursework	Compulsory	Philosophy of Knowledge and Wisdom (UCC 6113)
		Uslu'Fah and Qawaid Fiqhiyyah (IFM 6113)	3	Coursework	Major	Financial Management (IFM 6123)
		Corporate Finance (IFM 6233)	3	Coursework	Major	High Muamalat (IFM 6133)
		Legal Issues in Comparative Financial Management (IFM 6333)	3	Coursework	Major	Principles and Practices of Islamic Finance (IFM 6153)
	3	Islamic Thought and Civilization (UCC 6123)	3	Coursework	Compulsory	Research Methodology (UCC 6433)
		Islamic Financial Institution & Markets (IFM 6213)	3	Coursework	Major	Uslu'Fah and Qawaid Fiqhiyyah (IFM 6113)
		Financial Statement Analysis (IFM 6223)	3	Coursework	Major	Corporate Finance (IFM 6233)
		Quantitative Methods (IFM 6243)	3	Coursework	Major	Legal Issues in Comparative Financial Management (IFM 6333)
		Investment Analysis and Portfolio Management (IFM 6313)	3	Coursework	Elective Course	None
		Islamic Banking Operations (IFM 6343)	3	Coursework	Elective Course	None
		Islamic Insurance (Takaful) (IFM 6353)	3	Coursework	Elective Course	None
4	Project Paper (IFM 6716)		6	Coursework	Compulsory	Islamic Thought and Civilization (UCC 6123)
			Coursework	Major	Islamic Financial Institution & Markets (IFM 6213)	
			Coursework	Major	Financial Statement Analysis (IFM 6223)	
			Coursework	Major	Quantitative Methods (IFM 6243)	
			Coursework	Elective Course	Investment Analysis and Portfolio Management (IFM 6313)	
			Coursework	Elective Course	Islamic Banking Operations (IFM 6343)	
			Coursework	Elective Course	Islamic Insurance (Takaful) (IFM 6353)	

**\*\*SUBJECT TO CHANGES**

### Total Credit Hours

45 credit hours of coursework

# PROGRAMME DETAILS

## Master of Comparative Laws

### INTRODUCTION

Legal profession today requires knowledge and experience far beyond the regular basic contents provided by the baccalaureate curriculum. Particularly for those who are involved with public policies and administration, an in-depth knowledge is critical in order to establish or apply a more just and equitable legal standing or judgment. UIM, through a team of outstanding professors of wide academic and professional experience both locally and internationally, provide an environment whereby students can further explore in-depth into areas relating to the legal and shariah issues and practices.

Medium of Instructions: Malay & English

Programme Option: By Research

### ADMISSION REQUIREMENT

- A Bachelor`s degree in Law or Shariah with a minimum CGPA of 2.75 out of 4.00 or its equivalent qualification as accepted by the HEP Senate; or
- A Bachelor`s degree in Law or Shariah not meeting CGPA of 2.75 but above CGPA 2.50 out of 4.00 or its equivalent qualification may be accepted, subject to the HEP rigorous internal assessment; or
- A Bachelor`s degree in Law or Shariah below a CGPA of 2.50 out of 4.00 or its equivalent qualification may be accepted subject to a minimum of 5 years working experience.
- International students are required to have a score of 600 for TOEFL or 100 for online TOEFL test or a score of 6.0 for IELTS or its equivalent.

Note: For specialized LL.M, applicants without a Bachelor of Laws can be considered, provided they have a degree and experience in the related field of studies

FEES		
MODE	LOCAL STUDENT (MYR)	INTERNATIONAL STUDENT (MYR)
FULL TIME	22,450	29,500
PART TIME	30,450	39,500

DURATION		
MODE	MINIMUM	MAXIMUM
FULL TIME	2 YEARS	4 YEARS
PART TIME	3 YEARS	5 YEARS

# PROGRAMME DETAILS

## Master of Comparative Laws

AREAS OF RESEARCH TOPIC IN LAWS AND SHARIAH	
Shariah Law	Personal Laws
Human Rights	International Laws
Public Laws	Customary Laws
Private Commercial Laws	Legal & Shariah Aspects of Finance and Banking

COURSE STRUCTURE (MASTER OF COMPARATIVE LAWS)						
YEAR	SEMESTER	COURSE NAME (COURSE CODE)	CREDIT HOUR	MODE OF STUDY	CLASSIFICATION	PREREQUISITE
1	1	Seminar in Laws (CLC 6113)	3	Courswork	Compulsory	None
		Proposal for Master Dissertation (CLC 6813)	3	Supervision	Major	None
	2	Advanced Research Methodology (UCC 6423)	3	Courswork	Compulsory	Seminar in Laws (CLC 6113)
		Proposal for Master Dissertation (CLC 6823)	3	Supervision	Major	Proposal for Master Dissertation (CLC 6813)
	3	Philosophy of Knowledge and Wisdom (UCC 6113)	3	Courswork	Compulsory	Advanced Research Methodology (UCC 6423)
		Proposal for Master Dissertation (CLC 6833)	3	Supervision	Major	Proposal for Master Dissertation (CLC 6823)
2	4				Compulsory	Philosophy of Knowledge and Wisdom (UCC 6113)
		Master Dissertation (CLC 6916)	6	Supervision	Major	Proposal for Master Dissertation (CLC 6833)
		Master Dissertation (CLC 6926)	6	Supervision	Major	Master Dissertation (CLC 6916)
	5	Master Dissertation (CLC 6936)	6	Supervision	Major	Master Dissertation (CLC 6926)

**\*\*SUBJECT TO CHANGES**

### Total Credit Hours

9 credit hours of coursework

27 credit hours of supervision

# PROGRAMME DETAILS

## Master of Comparative Heritage

### INTRODUCTION

The program has been designed to attract students who wish to enhance their knowledge and skills as wisdom scholars, thinkers or professionals in the field of theology, science-based socio-cultural history, anthropology, language, arts, literature, journalism, media and broadcasting with comparative elements. The program offers an excellent environment for learning experience supported by prominent academicians and professionals.

Medium of Instructions: Malay & English

Program Option: By Research

### ADMISSION REQUIREMENTS

- A Bachelor degree (or, MQF level 6 qualification) with a minimum CGPA of 3.00, or Second Class Upper, or Jayyid Jiddan in a related field from an institution of higher learning recognized by the Senate; or
- A Bachelor degree (MQF level 6 qualification) with a minimum CGPA of 2.50 and below 3.00, or Second Class Lower, or Jayyid in a related field from an institution of higher learning recognized by the Senate and with at least 3 years work experience in a relevant field; or
- A Bachelor degree (or, MQF level 6 qualification) with a minimum CGPA of 2.00 and below 2.50, or Third Class, or Maqbul in a related field from an institution of higher learning recognized by the Senate and with at least 5 years working experience in a relevant field; or
- Other qualifications and with relevant work experience recognized by the Senate.

FEES		
MODE	LOCAL STUDENT (MYR)	INTERNATIONAL STUDENT (MYR)
FULL TIME	22,450	29,500
PART TIME	30,450	39,500

DURATION		
MODE	MINIMUM	MAXIMUM
FULL TIME	2 YEARS	4 YEARS
PART TIME	3 YEARS	5 YEARS



# PROGRAMME DETAILS

## Master of Comparative Heritage

AREAS OF RESEARCH TOPIC IN HERITAGE	
Folklore	Archaeology and Museums
Politics	Manuscripts, Documents and Archiving
Architecture	Language and Literature
Socio Economy and Technology	Economic Heritage
Science and Technology	Media and Communication
Maritime	Culture and Customs
History and Civilization	

COURSE STRUCTURE (MASTER OF COMPARATIVE HERITAGE)						
YEAR	SEMESTER	COURSE NAME (COURSE CODE)	CREDIT HOUR	MODE OF STUDY	CLASSIFICATION	PREREQUISITE
1	1	Seminar in Heritage (CHC 6143)	3	Coursework	Compulsory	None
		Proposal for Master Dissertation (CHC 6813)	3	Supervision	Major	None
	2	Advanced Research Methodology (UCC 6423)	3	Coursework	Compulsory	Seminar in Heritage (CHC 6143)
		Proposal for Master Dissertation (CHC 6823)	3	Supervision	Major	Proposal for Master Dissertation (CHC 6813)
	3	Philosophy of Knowledge and Wisdom (UCC 6113)	3	Coursework	Compulsory	Advanced Research Methodology (UCC 6423)
		Proposal for Master Dissertation (CHC 6833)	3	Supervision	Major	Proposal for Master Dissertation (CHC 6823)
2	4				Compulsory	Philosophy of Knowledge and Wisdom (UCC 6113)
		Master Dissertation (CHC 6916)	6	Supervision	Major	Proposal for Master Dissertation (CHC 6833)
	5	Master Dissertation (CHC 6926)	6	Supervision	Major	Master Dissertation (CHC 6916)
	6	Master Dissertation (CHC 6936)	6	Supervision	Major	Master Dissertation (CHC 6926)

**\*\*SUBJECT TO CHANGES**

### Total Credit Hours

9 credit hours of coursework

27 credit hours of supervision

# PROGRAMME DETAILS

## Master of Comparative Management

### INTRODUCTION

Management and leadership are key determinants in developing successful public or private organizations. The Cluster welcomes students who wish to expand their knowledge, indulge in meaningful learning experience and sharpen their skills as wisdom scholars, thinkers or professionals in the field of management.

Medium of instructions: Malay & English

Program Option: By Research

### ADMISSION REQUIREMENTS (LOCAL & INTERNATIONAL)

- A Bachelor's degree in a Business-related field with a minimum CGPA of 2.75 out of 4.00 or its equivalent qualifications as accepted by the HEP Senate; or
- A Bachelor's degree in a Business-related field not meeting CGPA of 2.75 but above the CGPA of 2.50 out of 4.00 or its equivalent qualifications may be accepted, subject to the HEP rigorous internal assessment (may include tests, interviews or portfolio); or
- A Bachelor's degree in a Business-related field with a CGPA below 2.50 out of 4.00 or its equivalent qualifications may be accepted, subject to a minimum of 5 years of working experience in the relevant field.
- International students are required to achieve a minimum score of 6.0 for IELTS or equivalent.

FEES		
MODE	LOCAL STUDENT (MYR)	INTERNATIONAL STUDENT (MYR)
FULL TIME	22,450	29,500
PART TIME	30,450	39,500

DURATION		
MODE	MINIMUM	MAXIMUM
FULL TIME	2 YEARS	4 YEARS
PART TIME	3 YEARS	5 YEARS

# PROGRAMME DETAILS

## Master of Comparative Management

AREAS OF RESEARCH TOPIC IN MANAGEMENT	
Islamic management & Leadership	Quality management
Human resource management	Entrepreneurship
Organizational behaviors	Internal audit and corp. governance
Marketing management	Management education
Islamic financial institution management	Muamalat management

COURSE STRUCTURE (MASTER OF COMPARATIVE MANAGEMENT)						
YEAR	SEMESTER	COURSE NAME (COURSE CODE)	CREDIT HOUR	MODE OF STUDY	CLASSIFICATION	PREREQUISITE
1	1	Seminar in Management (CMC 6133)	3	Coursework	Compulsory	None
		Proposal for Master Dissertation (CMC 6813)	3	Supervision	Major	None
	2	Advanced Research Methodology (UCC 6423)	3	Coursework	Compulsory	Seminar in Management (CMC 6133)
		Proposal for Master Dissertation (CMC 6823)	3	Supervision	Major	Proposal for Master Dissertation (CMC 6813)
	3	Philosophy of Knowledge and Wisdom (UCC 6113)	3	Coursework	Compulsory	Advanced Research Methodology (UCC 6423)
		Proposal for Master Dissertation (CMC 6833)	3	Supervision	Major	Proposal for Master Dissertation (CMC 6823)
2	4				Compulsory	Philosophy of Knowledge and Wisdom (UCC 6113)
		Master Dissertation (CMC 6916)	6	Supervision	Major	Proposal for Master Dissertation (CMC 6833)
	5	Master Dissertation (CMC 6926)	6	Supervision	Major	Master Dissertation (CMC 6916)
	6	Master Dissertation (CMC 6936)	6	Supervision	Major	Master Dissertation (CMC 6926)

**\*\*SUBJECT TO CHANGES**

### Total Credit Hours

9 credit hours of coursework

27 credit hours of supervision

# PROGRAMME DETAILS

## Master of Quranic & Hadith Studies

### INTRODUCTION

The Cluster welcomes students who wish to deepen their knowledge, indulge in meaningful learning experience and sharpen their skills as wisdom scholars, thinkers or professionals in the field of finance.

Medium of instructions: Malay & English

Program Option: By Research

### ADMISSION REQUIREMENTS (LOCAL & INTERNATIONAL)

- Bachelor's Degree recognized in Islamic Studies or equivalent to CGPA of minimum 2.75 out of 4.00; OR
- Candidates with a CGPA of between 2.50 and 2.75 may be admitted by the HEP as an appeal case, provided that the appeal is based on certain justifications; OR
- Candidates with a Bachelor's Degree in other fields are eligible to pass the qualification examination which confirms their level of knowledge in Islamic Studies.

### English Requirement (For International Students)

International English Language Testing System (IELTS) 5.0 / Test of English as a Foreign Language (TOEFL) 500 or equivalent.

FEES			DURATION		
MODE	LOCAL STUDENT (MYR)	INTERNATIONAL STUDENT (MYR)	MODE	MINIMUM	MAXIMUM
FULL TIME	25,000	30,000	FULL TIME	2 YEARS	4 YEARS

# PROGRAMME DETAILS

## Master of Quranic & Hadith Studies

AREAS OF RESEARCH TOPIC IN QURANIC AND HADITH	
Quranic Exegesis	Sufism
Hadith	Arabic Language and Rhetoric
Kalam and History of Islamic Sects.	Recitation of the Quran and Study of the
Islamic Law	Qiraat

COURSE STRUCTURE (MASTER OF QURANIC AND HADITH STUDIES)						
YEAR	SEMESTER	COURSE NAME (COURSE CODE)	CREDIT HOUR	MODE OF STUDY	CLASSIFICATION	PREREQUISITE
1	1	Seminar in Quranic and Hadith Studies (CQC 6113)	3	Coursework	Compulsory	None
		Proposal for Master Dissertation (CQC 6813)	3	Supervision	Major	None
	2	Advanced Research Methodology (UCC 6423)	3	Coursework	Compulsory	Seminar in Quranic and Hadith Studies (CQC 6113)
		Proposal for Master Dissertation (CQC 6823)	3	Supervision	Major	Proposal for Master Dissertation (CQC 6813)
	3	Philosophy of Knowledge and Wisdom (UCC 6113)	3	Coursework	Compulsory	Advanced Research Methodology (UCC 6423)
		Proposal for Master Dissertation (CQC 6833)	3	Supervision	Major	Proposal for Master Dissertation (CQC 6823)
2	4				Compulsory	Philosophy of Knowledge and Wisdom (UCC 6113)
		Master Dissertation (CQC 6916)	6	Supervision	Major	Proposal for Master Dissertation (CQC 6833)
	5	Master Dissertation (CQC 6926)	6	Supervision	Major	Master Dissertation (CQC 6916)
	6	Master Dissertation (CQC 6936)	6	Supervision	Major	Master Dissertation (CQC 6926)

**\*\*SUBJECT TO CHANGES**

### Total Credit Hours

9 credit hours of coursework

27 credit hours of supervision

# PROGRAMME DETAILS

## Ph.D in Comparative Finance

### INTRODUCTION

The program has been designed to suit students who wish to enhance their knowledge and sharpen their skills as wisdom scholars, thinkers, professionals, and competent practitioners from comparative perspectives in the field of finance, banking, insurance, investments as well as accounting. The program offers excellent environment for meaningful learning experience supported by outstanding expertise who had wide academic and professional experience.

Medium of instructions: Malay & English

Program Option: By Research

### ADMISSION REQUIREMENTS (LOCAL & INTERNATIONAL)

- Master's degree in finance, banking, insurance, or related field as accepted by the university Senate.
- International students are required to achieve a minimum score of 6.5 for International English Language Testing System (IELTS) or equivalent.

Notes:

- There shall be no direct entry from bachelor's degree level to Doctoral degree level.
- However, candidates with bachelor's degree qualification, registered for master's degree by research programs may apply to convert their candidacy to Doctoral degree programs.
- Application approval is subject to:
  - Having shown competence and capability in conducting research at Doctoral degree level;
  - Rigorous internal assessment by the university; and
  - Approval by the university Senate

FEES		
MODE	LOCAL STUDENT (MYR)	INTERNATIONAL STUDENT (MYR)
FULL TIME	32,250	41,600
PART TIME	40,250	51,600

DURATION		
MODE	MINIMUM	MAXIMUM
FULL TIME	3 YEARS	6 YEARS
PART TIME	4 YEARS	8 YEARS

# PROGRAMME DETAILS

## Ph.D in Comparative Finance

AREAS OF RESEARCH TOPIC IN FINANCE	
Islamic Finance, Banking and Takaful	Personal Financial Planning and Wealth Management
Capital Markets and Investment Management	Financial Institutions, Markets, and Regulations
Financial Economics Systems	International Trades and Financing
Risk Management and Insurance	Financial Education
Accounting Issues	Financial Technology (FinTech)
Financial Management	Portfolio Management

COURSE STRUCTURE (PH.D IN COMPARATIVE FINANCE)						
YEAR	SEMESTER	COURSE NAME (COURSE CODE)	CREDIT HOURS	MODE OF STUDY	CLASSIFICATION	PREREQUISITE
1	1	Seminar in Finance (CFC 8123)	3	Coursework	Compulsory	None
		Proposal for Doctoral Thesis (CFC 8813)	3	Supervision	Major	None
	2	Advanced Research Methodology (UCC 8423)	3	Coursework	Compulsory	Seminar in Finance (CFC 8123)
		Proposal for Doctoral Thesis (CFC 8823)	3	Supervision	Major	Proposal for Doctoral Thesis (CFC 8813)
	3	Philosophy of Knowledge and Wisdom (UCC 8113)	3	Coursework	Compulsory	Advanced Research Methodology (UCC 8423)
		Proposal for Doctoral Thesis (CFC 8833)	3	Supervision	Major	Proposal for Doctoral Thesis (CFC 8823)
2	4				Compulsory	Philosophy of Knowledge and Wisdom (UCC 8113)
		Doctoral Thesis (CFC 8919)	9	Supervision	Major	Proposal for Doctoral Thesis (CFC 8833)
	5	Doctoral Thesis (CFC 8929)	9	Supervision	Major	Doctoral Thesis (CFC 8919)
	6	Doctoral Thesis (CFC 8939)	9	Supervision	Major	Doctoral Thesis (CFC 8929)
3	7	Doctoral Thesis (CFC 8949)	9	Supervision	Major	Doctoral Thesis (CFC 8939)
	8	Doctoral Thesis (CFC 8959)	9	Supervision	Major	Doctoral Thesis (CFC 8949)
	9	Doctoral Thesis (CFC 8969)	9	Supervision	Major	Doctoral Thesis (CFC 8959)

**\*\*SUBJECT TO CHANGES**

### Total Credit Hours

9 credit hours of coursework

27 credit hours of supervision

# PROGRAMME DETAILS

## Ph.D in Comparative Laws

### INTRODUCTION

Legal profession today requires knowledge and experience far beyond the regular basic contents provided by the baccalaureate curriculum. Particularly for those who are involved with public policies and administration, an in-depth knowledge is critical in order to establish or apply a more just and equitable legal standing or judgment. UIM, through a team of outstanding professors of wide academic and professional experience both locally and internationally, provides an environment whereby students can further explore in-depth into areas relating to the legal and shariah issues and practices.

Medium of instructions: Malay & English

Program Option: By Research

### ADMISSION REQUIREMENTS (LOCAL & INTERNATIONAL)

- Bachelor's degree in Law or Shariah; and
- A Master's degree or its equivalent as accepted by the HEP Senate.

Notes:

International students are required to have a score of 600 for Test of English As A Foreign Language (TOEFL) or 100 for online TOEFL test or a score of 6.0 for IELTS or its equivalent.

FEES			DURATION		
MODE	LOCAL STUDENT (MYR)	INTERNATIONAL STUDENT (MYR)	MODE	MINIMUM	MAXIMUM
FULL TIME	32,250	41,600	FULL TIME	3 YEARS	6 YEARS
PART TIME	40,250	51,600	PART TIME	4 YEARS	8 YEARS



# PROGRAMME DETAILS

## Ph.D in Comparative Laws

AREAS OF RESEARCH TOPIC IN IN LAWS AND SHARIAH	
Shariah Law	Personal Laws
Human Rights	International Laws
Public Laws	Customary laws
Private Commercial Laws	Legal & Shariah Aspects of Finance and Banking

COURSE STRUCTURE (PH.D IN COMPARATIVE LAWS)						
YEAR	SEMESTER	COURSE NAME (COURSE CODE)	CREDIT HOUR	MODE OF STUDY	CLASSIFICATION	PREREQUISITE
1	1	Seminar in Laws (CLC 8111)	3	Coursework	Compulsory	None
		Proposal for Doctoral Thesis (CLC 8811)	3	Supervision	Major	None
	2	Advanced Research Methodology (UCC 8421)	3	Coursework	Compulsory	Seminar in Laws (CLC 8111)
		Proposal for Doctoral Thesis (CLC 8821)	3	Supervision	Major	Proposal for Doctoral Thesis (CLC 8811)
	3	Philosophy of Knowledge and Wisdom (UCC 8111)	3	Coursework	Compulsory	Advanced Research Methodology (UCC 8421)
		Proposal for Doctoral Thesis (CLC 8831)	3	Supervision	Major	Proposal for Doctoral Thesis (CLC 8821)
2	4				Compulsory	Philosophy of Knowledge and Wisdom (UCC 8111)
		Doctoral Thesis (CLC 8911)	9	Supervision	Major	Proposal for Doctoral Thesis (CLC 8831)
	5	Doctoral Thesis (CLC 8921)	9	Supervision	Major	Doctoral Thesis (CLC 8911)
		Doctoral Thesis (CLC 8931)	9	Supervision	Major	Doctoral Thesis (CLC 8921)
	6	Doctoral Thesis (CLC 8941)	9	Supervision	Major	Doctoral Thesis (CLC 8931)
		Doctoral Thesis (CLC 8951)	9	Supervision	Major	Doctoral Thesis (CLC 8941)
3	7	Doctoral Thesis (CLC 8961)	9	Supervision	Major	Doctoral Thesis (CLC 8951)
	8	Doctoral Thesis (CLC 8971)	9	Supervision	Major	Doctoral Thesis (CLC 8961)
	9	Doctoral Thesis (CLC 8981)	9	Supervision	Major	Doctoral Thesis (CLC 8971)

**\*\*SUBJECT TO CHANGES**

### Total Credit Hours

9 credit hours of coursework

27 credit hours of supervision

# PROGRAMME DETAILS

## Ph.D in Comparative Heritage

### INTRODUCTION

The program has been designed to attract students who wish to enhance their knowledge and skills as wisdom scholars, thinkers or professionals in the field of theology, science-based socio-cultural history, anthropology, language, arts, literature, journalism, media and broadcasting with comparative elements. The program offers an excellent environment for learning experience supported by prominent academicians and professionals.

Medium of instructions: Malay & English

Program Option: By Research

### ADMISSION REQUIREMENTS (LOCAL & INTERNATIONAL)

- A Master's degree (Level 7, MQF) in related field as accepted by the University Senate; or Other qualifications equivalent to a Master's degree (Level 7, MQF) as accepted by the University Senate

Note:

- There shall be no direct entry from Bachelor degree (Level 6, MQF) level to Doctoral degree (Level 8, MQF) level
- Candidates registered with Bachelor degree (Level 7, MQF) qualification with at least CGPA 3.67 for Master degree (Level 6, MQF) may apply to convert their candidacy to Doctoral degree (Level 8, MQF) programs in 1 year after registered for Master degree (Level 7, MQF). Application approval is subject to:
  - Having shown competence and capability in conducting research at doctoral degree level;
  - Rigorous internal assessment by the University; and
  - Approval by the University Senate

FEES		
MODE	LOCAL STUDENT (MYR)	INTERNATIONAL STUDENT (MYR)
FULL TIME	32,250	41,600
PART TIME	40,250	51,600

DURATION		
MODE	MINIMUM	MAXIMUM
FULL TIME	3 YEARS	6 YEARS
PART TIME	4 YEARS	8 YEARS

# PROGRAMME DETAILS

## Ph.D in Comparative Heritage

AREAS OF RESEARCH TOPIC IN HERITAGE	
Folklore	Archaeology and Museums
Politics	Manuscripts, Documents and Archiving
Architecture	Language and Literature
Socio Economy and Technology	Economic Heritage
Science and Technology	Media and Communication
Maritime	Culture and Customs
History and Civilization	

COURSE STRUCTURE (PH.D IN COMPARATIVE HERITAGE)						
YEAR	SEMESTER	COURSE NAME [COURSE CODE]	CREDIT HOUR	MODE OF STUDY	CLASSIFICATION	PREREQUISITE
1	1	Seminar in Heritage [CHC 8143]	3	Coursework	Compulsory	None
		Proposal for Doctoral Thesis [CHC 8813]	3	Supervision	Major	None
	2	Advanced Research Methodology [UCC 8423]	3	Coursework	Compulsory	Seminar in Heritage [CHC 8143]
		Proposal for Doctoral Thesis [CHC 8823]	3	Supervision	Major	Proposal for Doctoral Thesis [CHC 8813]
	3	Philosophy of Knowledge and Wisdom [UCC 8113]	3	Coursework	Compulsory	Advanced Research Methodology [UCC 8423]
		Proposal for Doctoral Thesis [CHC 8833]	3	Supervision	Major	Proposal for Doctoral Thesis [CHC 8823]
2	4				Compulsory	Philosophy of Knowledge and Wisdom [UCC 8113]
		Doctoral Thesis [CHC 8919]	9	Supervision	Major	Proposal for Doctoral Thesis [CHC 8833]
	5	Doctoral Thesis [CHC 8929]	9	Supervision	Major	Doctoral Thesis [CHC 8919]
3	6	Doctoral Thesis [CHC 8939]	9	Supervision	Major	Doctoral Thesis [CHC 8929]
	7	Doctoral Thesis [CHC 8949]	9	Supervision	Major	Doctoral Thesis [CHC 8939]
	8	Doctoral Thesis [CHC 8959]	9	Supervision	Major	Doctoral Thesis [CHC 8949]
	9	Doctoral Thesis [CHC 8969]	9	Supervision	Major	Doctoral Thesis [CHC 8959]

**\*\*SUBJECT TO CHANGES**

### Total Credit Hours

9 credit hours of coursework

27 credit hours of supervision

# PROGRAMME DETAILS

## Ph.D in Comparative Management

### INTRODUCTION

Management and leadership are key determinants in developing successful public or private organizations. The Cluster welcomes students who wish to deepen their knowledge, indulge in meaningful learning experience and sharpen their skills as wisdom scholars, thinkers or professionals in the field of management.

Medium of instructions: Malay & English

Program Option: By Research

### ADMISSION REQUIREMENTS (LOCAL & INTERNATIONAL)

- A Master's degree in a Business or related field as accepted by the HEP Senate;
- Other qualifications equivalent to a Master's degree as accepted by the HEP Senate. International students are required to achieve a minimum score of 6.0 for IELTS or its equivalent.

Note:

- There shall be no direct entry from Bachelor degree level to Doctoral degree level.
- However, candidates with Bachelor degree qualification, registered for Master degree by research program may apply to convert their candidacy to Doctoral degree programs.
  - having shown competence and capability in conducting research at Doctoral degree level;
  - rigorous internal assessment by the HEP; and
  - approval by the HEP senate

FEES		
MODE	LOCAL STUDENT (MYR)	INTERNATIONAL STUDENT (MYR)
FULL TIME	32,250	41,600
PART TIME	40,250	51,600

DURATION		
MODE	MINIMUM	MAXIMUM
FULL TIME	3 YEARS	6 YEARS
PART TIME	4 YEARS	8 YEARS

# PROGRAMME DETAILS

## Ph.D in Comparative Management

AREAS OF RESEARCH TOPIC IN MANAGEMENT	
Islamic management & leadership	Islamic financial institutions
Strategic management	Total quality management
Human resource management	Entrepreneurship
Organizational behaviors	Corporate governance and internal audit
Marketing management	Management education

COURSE STRUCTURE (PH.D IN COMPARATIVE MANAGEMENT)						
YEAR	SEMESTER	COURSE NAME (COURSE CODE)	CREDIT HOUR	MODE OF STUDY	CLASSIFICATION	PREREQUISITE
1	1	Seminar in Management (CMC 8133)	3	Coursework	Compulsory	None
		Proposal for Doctoral Thesis (CMC 8813)	3	Supervision	Major	None
	2	Advanced Research Methodology (UCC 8423)	3	Coursework	Compulsory	Seminar in Management (CMC 8133)
		Proposal for Doctoral Thesis (CMC 8823)	3	Supervision	Major	Proposal for Doctoral Thesis (CMC 8813)
	3	Philosophy of Knowledge and Wisdom (UCC 8113)	3	Coursework	Compulsory	Advanced Research Methodology (UCC 8423)
		Proposal for Doctoral Thesis (CMC 8833)	3	Supervision	Major	Proposal for Doctoral Thesis (CMC 8823)
2	4				Compulsory	Philosophy of Knowledge and Wisdom (UCC 8113)
		Doctoral Thesis (CMC 8919)	9	Supervision	Major	Proposal for Doctoral Thesis (CMC 8833)
	5	Doctoral Thesis (CMC 8929)	9	Supervision	Major	Doctoral Thesis (CMC 8919)
3	6	Doctoral Thesis (CMC 8939)	9	Supervision	Major	Doctoral Thesis (CMC 8929)
	7	Doctoral Thesis (CMC 8949)	9	Supervision	Major	Doctoral Thesis (CMC 8939)
	8	Doctoral Thesis (CMC 8959)	9	Supervision	Major	Doctoral Thesis (CMC 8949)
	9	Doctoral Thesis (CMC 8969)	9	Supervision	Major	Doctoral Thesis (CMC 8959)

**\*\*SUBJECT TO CHANGES**

### Total Credit Hours

9 credit hours of coursework

27 credit hours of supervision

# PROGRAMME DETAILS

## Ph.D in Quranic & Hadith Studies

### INTRODUCTION

The program is to develop students' skills and understanding of Quran and Hadith studies perspectives. It provides students with both theoretical and operational knowledge of Quran and Hadith to develop necessary technical skills and integrate them in contemporary application of Quran and Hadith. Besides providing students with the conventional knowledge in each module, technical skills are taught with emphasis on Islamic jurisprudence as guiding principles, so that students can apply Quran and Hadith knowledge. Thus, the Doctor of Philosophy in Quran and Hadith Studies program will increase student's knowledge and skills in specific areas of Quran and Hadith. This program emphasizes on integration of Islamic jurisprudence knowledge of Quran and Hadith to produce outstanding graduates with in-depth understanding and meet market demand in the fast growing industry.

Medium of instructions: Malay & English

Program Option: By Research

### ADMISSION REQUIREMENTS (LOCAL & INTERNATIONAL)

- Master degree in Islamic Studies or related field as accepted by the HEP Senate; OR
- Master degree in other fields are eligible to pass the qualification examination which confirms their level of knowledge in Islamic Studies.
- English Requirement (For International Students)
- International English Language Testing System (IELTS) 5.0 / Test of English as a Foreign Language (TOEFL) 500 or equivalent.

FEES		
MODE	LOCAL STUDENT (MYR)	INTERNATIONAL STUDENT (MYR)
FULL TIME	35,000	40,000

DURATION		
MODE	MINIMUM	MAXIMUM
FULL TIME	3 YEARS	6 YEARS

# PROGRAMME DETAILS

## Ph.D in Quranic & Hadith Studies

### AREAS OF RESEARCH TOPIC IN QURANIC AND HADITH

Quranic Exegesis	Sufism
Hadith	Arabic Language and Rhetoric
Kalam and History of Islamic Sects	Recitation of The Quran and
Islamic Law	Study of the Qiraat

COURSE STRUCTURE (PH.D IN QURANIC AND HADITH STUDIES)						
YEAR	SEMESTER	COURSE NAME (COURSE CODE)	CREDIT HOUR	MODE OF STUDY	CLASSIFICATION	PREREQUISITE
1	1	Seminar in Quranic and Hadith (CQC 8113)	3	Coursework	Compulsory	None
		Proposal for Doctoral Thesis (CQC 8813)	3	Supervision	Major	None
	2	Advanced Research Methodology (UCC 8423)	3	Coursework	Compulsory	Seminar in Quranic and Hadith (CQC 8113)
		Proposal for Doctoral Thesis (CQC 8823)	3	Supervision	Major	Proposal for Doctoral Thesis (CQC 8813)
	3	Philosophy of Knowledge and Wisdom (UCC 8113)	3	Coursework	Compulsory	Advanced Research Methodology (UCC 8423)
		Proposal for Doctoral Thesis (CQC 8833)	3	Supervision	Major	Proposal for Doctoral Thesis (CQC 8823)
2	4				Compulsory	Philosophy of Knowledge and Wisdom (UCC 8113)
		Doctoral Thesis (CQC 8919)	9	Supervision	Major	Proposal for Doctoral Thesis (CQC 8833)
	5	Doctoral Thesis (CQC 8929)	9	Supervision	Major	Doctoral Thesis (CQC 8919)
		Doctoral Thesis (CQC 8939)	9	Supervision	Major	Doctoral Thesis (CQC 8929)
	6	Doctoral Thesis (CQC 8949)	9	Supervision	Major	Doctoral Thesis (CQC 8939)
		Doctoral Thesis (CQC 8959)	9	Supervision	Major	Doctoral Thesis (CQC 8949)
3	7	Doctoral Thesis (CQC 8969)	9	Supervision	Major	Doctoral Thesis (CQC 8959)
	8	Doctoral Thesis (CQC 8979)	9	Supervision	Major	Doctoral Thesis (CQC 8969)

**\*\*SUBJECT TO CHANGES**

### Total Credit Hours

9 credit hours of coursework

27 credit hours of supervision

# **UNDERGRADUATE PROGRAMMES**



# PROGRAMME DETAILS

## Diploma in Corporate Administration (MQA/PA12238)

### Programme Outcomes (PO) / Learning Outcomes

Upon completing this Diploma in Corporate Governance programme, students will be able to:

The programme outcomes/learning outcomes are based on the following learning outcomes:

- 1) Acquire knowledge on the concept and principles of corporate governance. **(Knowledge and Understanding)**
- 2) Exercise rationale thinking at higher order and solve problems in organizational settings. **(Cognitive Skills)**
- 3) Functional Work Skills
  - a) Use tools of decision making in handling practical issues in the field of corporate governance. **(Practical Skills)**
  - b) Exhibit socially wise and responsible behaviour for the progress of the nation and to communicate wisely in a social context especially among corporate governance fraternity. **(Interpersonal & Communication Skills)**
  - c) Possess digital & numeracy skills in collecting and managing related information and the distribution of information to users. **(Digital & Numeracy Skills)**
  - d) Communicate effectively and to foster teamwork and leadership and cooperation. **(Leadership, Autonomy & Responsibility)**
- 4) Demonstrate entrepreneurial tendency towards innovation, opportunity seeking, risk taking and penchant for results of new inventions. **(Personal & Entrepreneurial Skills)**

- 5) Exhibit social responsibility, akhlak, ethical and professional behavior in organizational settings. **(Akhlak, Ethics & Professionalism)**

### **Entry requirements**

- i. Possesed *Sijil Pelajaran Malaysia* (SPM) or equivalent at least credits in three subjects; OR
  - ii. A pass in *Sijil Tinggi Pelajaran Malaysia* (STPM) with at least Grade C (GP 2.0) in any subject; OR
  - iii. A pass in *Sijil Tinggi Agama Malaysia* (STAM) with at least Grade Maqbul; OR
  - iv. Pass the Malaysian Skills Certificate (SKM) Level 3 in a related field; OR
  - v. Pass Certificate (Level 3 KKM) or equivalent; OR
  - vi. Pass the Unified Examination Certificate (UEC) with at least Grade B in 3 subjects; OR
  - vii. Pass O-Level with at least grade C in 3 subjects; OR
  - viii. Passed a Community College Certificate equivalent to Level 3 KKM in the field related; OR
  - ix. Other equivalent qualifications recognized by the Malaysian Government;
- AND;

English language competency requirements for international students: Minimum score of 5.0 International English Language Testing System (IELTS) or equivalent.

YEAR	SEMESTER	COURSE	CODE	COMPONENTS	CREDITS
1	1	Pengajian Malaysia 2 (U1) - local	MPU 4162	University Course	2
		Bahasa Melayu Komunikasi 1 (U1) - foreign	MPU 4132	University Course	2
		Quranic Language 1 (U2)	MPU 4221	University Course	1
		English 1 (U2)	MPU 4241	University Course	1
		Pengantar Fiqh Islam (Ibadah, Munakahat Dan Jenayat) (U3)	MPU 4313	University Course	2
		Introduction to Corporate Governance	DTK 1013	Faculty Course	3
		English for Academic Writing	DTK 1023	Faculty Course	3
Business Mathematics	DTK 1033	Faculty Course	3		
<b>TOTAL</b>					<b>15</b>

YEAR	SEMESTER	COURSE	CODE	COMPONENTS	CREDITS
1	2	Fundamentals Of Entrepreneurship (U2)	MPU 4261	University Course	2
		Quranic Language 2 (U2)	MPU 4231	University Course	1
		English 2 (U2)	MPU 4251	University Course	1
		Cost and Management Accounting	DTK 1043	Faculty Course	3

		Economics	DTK 1053	Faculty Course	3
		Industrial Relations	DTK 1063	Faculty Course	3
		International Relations	DTK 1073	Faculty Course	3
<b>TOTAL</b>					<b>16</b>

YEAR	SEMESTER	COURSE	CODE	COMPONENTS	CREDITS
1	3	Pengantar Ulum Al-Quran Dan Al-Hadith (U3)	MPU 4313	University Course	2
		Malaysian Business Law	DTK 1083	Faculty Course	3
		Malaysian Economy	DTK 1093	Faculty Course	3
		Principles of Internal Audit	DTK 1103	Discipline Course	3
		Statistic for Business and Social Science	DTK 1113	Discipline Course	3
		Principles of Corporate Governance	DTK 1123	Discipline Course	3
<b>TOTAL</b>					<b>17</b>

YEAR	SEMESTER	COURSE	CODE	COMPONENTS	CREDITS
2	4	Co-Curriculum (U4)	MPU 4412	University Course	2
		Social Security and Employment Benefit	DTK 2133	Discipline Course	3

		Introduction To Political Science	DTK 2143	Discipline Course	3
		Organizational Behaviour	DTK 2153	Discipline Course	3
		Project Management	DTK 2163	Discipline Course	3
		Hire Purchase Act Law	DTK 2173	Discipline Course	3
<b>TOTAL</b>					<b>17</b>

<b>YEAR</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>
2	5	Social Work (U4)	MPU 4422	University Course	2
		Seminar in Corporate Governance	DTK 2183	Discipline Course	3
		Research Methodology and Data Analysis	DTK 2193	Discipline Course	3
		Contract Law	DTK 2203	Discipline Course	3
		Financial Management	DTK 2213	Elective Course	3
		Principles of Macroeconomics	DTK 2223	Elective Course	3
		Maqasid Al-Shari'ah	DTK 2233	Elective Course	3
		Principles and Practices of Management	DTK 2243	Elective Course	3
		Auditing for Banking Sector		Elective Course	3
		Corporate Communications		Elective Course	3

		Shariah Governance		Elective Course	3
		Management Audit		Elective Course	3
TOTAL					<b>17</b>

YEAR	SEMESTER	COURSE	CODE	COMPONENTS	CREDITS
2	6	Industrial Training	DTK 2258	Practicum	8
TOTAL					<b>8</b>

### **Fee structure**

No.	Component	Local Student (RM)	International Student (RM)
	<b>Total Fees</b>	<b>20,000.00</b>	<b>25,000.00</b>

\* Note :

1. Student visa is based upon EMGS fees
2. All medical checkup expenses will be fully covered by student
3. Total fees is not including accommodation & subjected to current market value and upon request
4. The above total fees is based on Graduate On Time (GOT). Student are required to pay **RM200.00** per credit (for Local Students) and **RM250.00** per credit (for International Students) for repeat or any additional subjects

# PROGRAMME DETAILS

## Diploma in Muamalat Administration (MQA/PA12209)

### Programme Outcomes (PO) / Learning Outcomes

Upon completing this Diploma in Muamalat Administration programme, students will be able to:

- 1) Acquire knowledge on the concept and principles of Muamalat Administration. **(Knowledge and Understanding)**
- 2) Exercise rationale thinking at higher order and solve problems in organizational settings. **(Cognitive Skills)**
- 3) Functional Work Skills
  - a) Use tools of decision making in handling practical issues in the field of Muamalat Administration **(Practical Skills)**
  - b) Exhibit socially wise and responsible behaviour for the progress of the nation and to communicate wisely in a social context especially among Muamalat Administration fraternity. **(Interpersonal & Communication Skills)**
  - c) Possess digital & numeracy skills in collecting and managing related information and the distribution of information to users. **(Digital & Numeracy Skills)**
  - d) Communicate effectively and to foster teamwork and leadership and cooperation. **(Leadership, Autonomy & Responsibility)**
- 4) Demonstrate entrepreneurial tendency towards innovation, opportunity seeking, risk taking and penchant for results of new inventions. **(Personal & Entrepreneurial Skills)**
- 5) Exhibit social responsibility, *akhlak*, ethical and professional behavior in organizational settings. **(Akhlak, Ethics & Professionalism)**

**Entry Requirements**

Possessed *Sijil Pelajaran Malaysia* (SPM) or equivalent at least credits in three subjects and PASS mathematic subject; OR

- i. A pass in *Sijil Tinggi Pelajaran Malaysia* (STPM) with at least Grade C (GP 2.0) in any subject; AND Pass Mathematic in SPM or STPM: OR
  - ii. A pass in *Sijil Tinggi Agama Malaysia* (STAM) with at least Grade Maqbul; OR
  - iii. Pass in *Sijil Kemahiran Malaysia* (SKM) Level 3 in a related field and;
    - Pass SPM with at least credit in 1 subject and PASS Mathematic.
    - Pass SPM with at least credit in 1 subject and PASS Mathematics course (for those who failed in Mathematic during SPM); OR
  - iv. Pass Certificate (Level 3 KKM) or equivalent and;
    - Pass SPM with at least credit in 1 subject and PASS Mathematic.
    - Pass SPM with at least credit in 1 subject and PASS Mathematics course (for those who failed in Mathematic during SPM); OR
  - v. Pass Certificate (Level 3 KKM) in related field (recognized by *Muamalat and Islamic Finance*, MIF)
  - vi. Pass the Unified Examination Certificate (UEC) with at least Grade B in 3 subjects and”
    - PASS Mathematic in SPM (equivalent); OR
  - vii. Pass O-Level with at least grade C in 3 subjects and PASS mathematics; OR
  - viii. Other equivalent qualifications recognized by the Malaysian Government;
- AND;



English language competency requirements for international students: Minimum score of 5.5 International English Language Testing System (IELTS), TOEFL score of 550 or equivalent.

YE AR	SEMES TER	COURSE	CODE	COMPONE NTS	CRED ITS	LECTU RER
1	1	Pengajian Malaysia 2 (U1)	MPU 4162	University Course	2	NA
		English 1 (U2)	MPU 4241	University Course	1	NA
		Quranic Language 1 (U2)	MPU 4221	University Course	1	NA
		Pengantar Ulum Al-Quran dan Al-Hadith	MPU 4322	University Course	2	NA
		Introduction to Business Management	DMA 1023	Faculty Core	3	Dr. Aqma
		Etika Kerja Islam	DMA 1133	Program Core	3	Dr. Rose
		Al-Qawaid Al-Fiqhiyyah	DMA 1123	Program Core	3	Dr. Fairoo z
		Pengajian Malaysia 3 (U1) - foreign	MPU 6172	University Course	2*	NA
		Bahasa Melayu Komunikasi 2 (U1) - foreign	MPU 4132	University Course	2*	NA
TOTAL					<b>15 (19*)</b>	

YE AR	SEMES TER	COURSE	CODE	COMPONE NTS	CRED ITS	LECTU RER
1	2	Quranic Language 2 (U2)	MPU 4231	University Course	1	NA
		English 2 (U2)	MPU 4251	University Course	1	NA

		Fundamentals Of Entrepreneurship (U2)	MPU 4262	University Course	2	Dr. Fairooz
		Fiqh Muamalat I	DMA 1043	Faculty Core	3	Dr. Fairooz
		Management of Banking and Takaful Institution	DMA 1073	Program Core	3	Dr. Rose
		Marketing Principles and Practice	DMA 1083	Program Core	3	Dr. Aqma
		Principles of Management	DMA 1093	Program Core	3	Dr. Rose
<b>TOTAL</b>					<b>16</b>	

<b>YE AR</b>	<b>SEMES TER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>	<b>LECTURER</b>
1	3	Pengantar Fiqh Islam (Ibadah, Munakahat dan Jenayat) (U3)	MPU 4312	University Course	2	NA
		Co-Curriculum (U4)	MPU 4412	University Course	2	Dr. Aqma
		Information and Communication Technology	DMA 1052	Faculty Core	2	En. Azlan
		Mandarin Language	DMA 1063	Faculty Core	3	NA
		Business Accounting	DMA 1103	Program Core	3	Pn. Hazni
		Fiqh Muamalat II	DMA 1113	Program Core	3	Dr. Fairooz
		Usul Fiqh	DMA 1012	Faculty Core	2	Dr. Fairooz
<b>TOTAL</b>					<b>17</b>	

YE AR	SEMES TER	COURSE	CODE	COMPONE NTS	CRED ITS	LECTU RER
2	4	Social Work (U4)	MPU 4422	University Course	2	Dr. Aqma
		Pemikiran Kreatif dan Penyelesaian Masalah	DMA 2013	Faculty Core	3	NA
		English for Academic Purpose	DMA 1033	Faculty Core	3	NA
		Management Accounting	DMA 2043	Program Core	3	Pn. Hazni
		Malaysian Economics	DMA 2053	Program Core	3	Dr. Aqma
		Operation Management	DMA 2063	Program Core	3	Pn. Haniza h
TOTAL					<b>17</b>	

YE AR	SEMES TER	COURSE	CODE	COMPONE NTS	CRED ITS	LECTU RER
2	5	Kelakuan Organisasi	DMA 2033	Faculty Core	3	Dr. Aqma
		Principles and Practices of Islamic Banking	DMA 2073	Program Core	3	Dr. Fairoo z
		Principles of Financial Management	DMA 2113	Program Core	3	Dr. Rose
		Business Communication	DMA 2083	Program Core	3	Pn. Haniza h
		Microeconomics	DMA 2093	Program Core	3	Dr. Aqma
		Business Mathematics	DMA 2103	Program Core	3	Dr. Rose
TOTAL					<b>18</b>	

YE AR	SEMES TER	COURSE	CODE	COMPONE NTS	CRED ITS	LECTU RER
2	6	Industrial Training	DMA 2128	Practicum	8	NA
TOTAL					<b>8</b>	

### **Fee structure**

No.	Component	Local Student (RM)	International Student (RM)
	<b>Total Fees</b>	<b>20,000.00</b>	<b>25,000.00</b>

\* Note :

1. Student visa is based upon EMGS fees
2. All medical checkup expenses will be fully covered by student
3. Total fees is not including accommodation & subjected to current market value and upon request
4. The above total fees is based on Graduate On Time (GOT). Student are required to pay **RM200.00** per credit (for Local Students) and **RM250.00** per credit (for International Students) for repeat or any additional subjects

# PROGRAMME DETAILS

## Diploma in Accounting (MQA/PA12237)

### Programme Outcomes (PO) / Learning Outcomes

Upon completing this Diploma in Accountancy programme, students will be able to:

- 1) Acquire knowledge on the concept and principles of Accountancy.  
**(Knowledge and Understanding)**
- 2) Exercise rationale thinking at higher order and solve problems in organizational settings. **(Cognitive Skills)**
- 3) Functional Work Skills
  - a) Use tools of decision making in handling practical issues in the field of Accountancy. **(Practical Skills)**
  - b) Exhibit socially wise and responsible behaviour for the progress of the nation and to communicate wisely in a social context especially among accountancy fraternity. **(Interpersonal & Communication Skills)**
  - c) Possess digital & numeracy skills in collecting and managing related information and the distribution of information to users. **(Digital & Numeracy Skills)**
  - d) Communicate effectively and to foster teamwork and leadership and cooperation. **(Leadership, Autonomy & Responsibility)**
- 4) Demonstrate entrepreneurial tendency towards innovation, opportunity seeking, risk taking and penchant for results of new inventions. **(Personal & Entrepreneurial Skills)**
- 5) Exhibit social responsibility, akhlak, ethical and professional behavior in organizational settings. **(Akhlak, Ethics & Professionalism)**

**Entry requirements**

- i. Possessed *Sijil Pelajaran Malaysia* (SPM) or equivalent at least credits in three subjects Including Mathematic and PASS English Language subject; OR
  - ii. A pass in *Sijil Tinggi Pelajaran Malaysia* (STPM) with at least Grade C (GP 2.0) in any subject; AND credit in Mathematic subject with PASS in English Language in SPM or STPM: OR
  - iii. A pass in *Sijil Tinggi Agama Malaysia* (STAM) with at least Grade *Maqbul* with credit in Mathematic subject; OR
  - iv. Pass in *Sijil Kemahiran Malaysia* (SKM) Level 3 in a related field and;
    - Pass SPM with at least credit in 1 subject including Mathematic and PASS English Language.
  - v. Pass Certificate (Level 3 KKM) in related field; or equivalent;
    - Pass SPM with at least credit in 1 subject including Mathematic and PASS English Language.
  - vi. Pass Certificate (Level 3 MQF) or equivalent in related field; OR
  - vii. Pass the Unified Examination Certificate (UEC) with at least Grade B in 3 subjects including mathematic and;
    - PASS English Language subject; OR
  - viii. Pass O-Level with at least grade C in 3 subjects including Mathematic subject and PASS English Language; OR
  - ix. Other equivalent qualifications recognized by the Malaysian Government;
- AND;

English language competency requirements for international students: Minimum score of 5.5 International English Language Testing System (IELTS), TOEFL score of 550 or equivalent.

<b>YE AR</b>	<b>SEMES TER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CRED ITS</b>	<b>LECTU RER</b>
1	1	Pengajian Malaysia 2 (U1)	MPU 4162	University Course	2	NA
		English 1 (U2)	MPU 4241	University Course	1	NA
		Quranic Language 1 (U2)	MPU 4221	University Course	1	NA
		Pengantar Ulum Al-Quran dan Al-Hadith	MPU 4322	University Course	2	NA
		Principles of Management	DAC 1013	Faculty Course	3	Pn Norhan izah
		Mathematics for Management	DAC 1023	Faculty Course	3	Dr Aqma
		Principles of Macroeconomics	DAC 1033	Faculty Course	3	Dr Aqma
		Pengajian Malaysia 3 (U1) - foreign	MPU 6172	University Course	2*	NA
		Bahasa Melayu Komunikasi 2 (U1) - foreign	MPU 4132	University Course	2*	NA
<b>TOTAL</b>					<b>15 (19*)</b>	

<b>YE AR</b>	<b>SEMES TER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CRED ITS</b>	<b>LECTU RER</b>
1	2	Quranic Language 2 (U2)	MPU 4231	University Course	1	NA
		English 2 (U2)	MPU 4251	University Course	1	NA
		Fundamentals Of Entrepreneurship (U2)	MPU 4262	University Course	2	PM Dr Fairooz
		Principles of Microeconomics	DAC 1043	Faculty Course	3	Dr Aqma

		<i>Financial Reporting 1</i>	DAC 1123	<i>Discipline Course</i>	3	Pn Hazni
		<i>Business Law</i>	DAC 1063	<i>Faculty Course</i>	3	Pn Norhan izah
		<i>Communication in Business</i>	DAC 1073	<i>Faculty Course</i>	3	Pn Norhan izah
<b>TOTAL</b>					<b>16</b>	

<b>YE AR</b>	<b>SEMES TER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CRED ITS</b>	<b>LECTU RER</b>
1	3	Pengantar Fiqh Islam (Ibadah, Munakahat dan Jenayat) (U3)	MPU 4312	<i>University Course</i>	2	NA
		<i>Co-Curriculum (U4)</i>	MPU 4412	<i>University Course</i>	2	PM Dr Fairooz
		<i>Business ethics</i>	DAC 1083	<i>Faculty Course</i>	3	Dr Rose
		<i>Statistics of Management</i>	DAC 1053	<i>Faculty Course</i>	3	Dr Aqma
		<i>Financial Reporting 2</i>	DAC 2013	<i>Discipline Course</i>	3	Pn Hazni
		<i>Financial Management</i>	DAC 1113	<i>Discipline Course</i>	3	Dr Rose
<b>TOTAL</b>					<b>16</b>	

<b>YE AR</b>	<b>SEMES TER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CRED ITS</b>	<b>LECTU RER</b>
2	4	<i>Social Work (U4)</i>	MPU 4422	<i>University Course</i>	2	PM Dr Fairooz
		<i>Financial Reporting 3</i>	DAC 2023	<i>Discipline Course</i>	3	Pn Hazni



		<i>Corporate Law &amp; Secretarial Practices</i>	DAC 1093	<i>Discipline Course</i>	3	Pn Norhan izah
		<i>Corporate Finance</i>	DAC 2043	<i>Discipline Course</i>	3	PM Dr Fairouz
		<i>Management Accounting 1</i>	DAC 2053	<i>Discipline Course</i>	3	Dr Rose
		<i>Accounting Information System</i>	DAC 1133	<i>Discipline Course</i>	3	Pn Hazni
TOTAL					<b>17</b>	

<b>YE AR</b>	<b>SEMES TER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CRED ITS</b>	<b>LECTU RER</b>
<b>2</b>	<b>5</b>	<i>Financial Reporting 4</i>	DAC 2073	<i>Discipline Course</i>	3	Pn Hazni
		<i>Malaysian Taxation 1</i>	DAC 2033	<i>Discipline Course</i>	3	Dr Aqma
		<i>Management Accounting 2</i>	DAC 2103	<i>Discipline Course</i>	3	Dr Rose
		<i>Auditing 1</i>	DAC 2113	<i>Discipline Course</i>	3	Pn Hazni
		<i>Financial Markets &amp; Institutions</i>	DAC 2063	<i>Discipline Course</i>	3	Dr Rose
TOTAL					<b>15</b>	

<b>YE AR</b>	<b>SEMES TER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CRED ITS</b>	<b>LECTU RER</b>
<b>2</b>	<b>6</b>	<i>Financial Reporting 5</i>	DAC 2083	<i>Discipline Course</i>	3	Pn Hazni
		<i>Auditing 2</i>	DAC 2123	<i>Discipline Course</i>	3	Pn Hazni
		<i>Malaysian Taxation 2</i>	DAC 2093	<i>Discipline Course</i>	3	Dr Aqma

		<i>Islamic Finance</i>	DAC 2133	<i>Discipline Course</i>	3	Dr Rose
TOTAL					<b>12</b>	

### **Fee structure**

No.	Component	Local Student (RM)	International Student (RM)
	<b>Total Fees</b>	<b>20,000.00</b>	<b>25,000.00</b>

\* Note :

1. Student visa is based upon EMGS fees
2. All medical checkup expenses will be fully covered by student
3. Total fees is not including accommodation & subjected to current market value and upon request
4. The above total fees is based on Graduate On Time (GOT). Student are required to pay **RM200.00** per credit (for Local Students) and **RM250.00** per credit (for International Students) for repeat or any additional subjects

# PROGRAMME DETAILS

## Bachelor of Islamic Finance (Hons.) (MQA/PA12207)

### Programme Outcomes (PO) / Learning Outcomes

- 1) Acquire knowledge on the concept and principles of Islamic Finance. **(Knowledge and Understanding)**
- 2) Exercise rationale thinking at higher order and solve problems in organizational settings. **(Cognitive Skills)**
- 3) Functional Work Skills
  - a) Use tools of decision making in handling practical issues in the field of Islamic Finance. **(Practical Skills)**
  - b) Exhibit socially wise and responsible behaviour for the progress of the nation and to communicate wisely in a social context especially among Islamic Finance fraternity. **(Interpersonal & Communication Skills)**
  - c) Possess digital & numeracy skills in collecting and managing related information and the distribution of information to users. **(Digital & Numeracy Skills)**
  - d) Communicate effectively and to foster teamwork and leadership and cooperation. **(Leadership, Autonomy & Responsibility)**
- 4) Demonstrate entrepreneurial tendency towards innovation, opportunity seeking, risk taking and penchant for results of new inventions. **(Personal & Entrepreneurial Skills)**
- 5) Exhibit social responsibility, akhlak, ethical and professional behavior in organizational settings. **(Akhlak, Ethics & Professionalism)**

**Entry requirements**

- i. A pass in *Matriculation / Foundation* from any IPTA/IPTS with minimum CGPA of 2.00 AND PASS Mathematic in SPM or equivalent: OR
- ii. A pass in *Sijil Tinggi Pelajaran Malaysia (STPM)* with at least Grade C (NMGP 2.0) in any subject; AND PASS Mathematic in SPM or equivalent: OR
- iii. A pass in *Sijil Tinggi Agama Malaysia (STAM)* with at least Grade *Jayyid*; OR
- iv. Diploma in the field related with *Muamalat and Islamic Finance (MIF)* with minimum CGPA of 2.50, OR
- v. Diploma in any other field with CGPA at least 2.50 AND PASS Mathematic in SPM or equivalent: OR
- vi. Other equivalent qualifications recognized by the Malaysian Government;
  - English language competency requirements for international students: Minimum score of 5.0 International English Language Testing System (IELTS), TOEFL score of 550 or equivalent.
  - PPT must provide the Arabic Language intensive course for student.

## Course Offered By Semester

YEAR	SEMESTER	COURSE	CODE	COMPONENTS	CREDITS	LECTURER
1	1	Hubungan Etnik (U1) - local	MPU 6112	University Course	2	NA
		Tamadun Islam Dan Tamadun Asia (U1) - local	MPU 6122	University Course	2	NA
		Quranic Language 1 (U2)	MPU 6221	University Course	1	NA
		Bahasa Melayu Komunikasi 2 (U1) - foreign	MPU 6142	University Course	2	NA
		Pengajian Malaysia 3 (U1) - foreign	MPU 6172	University Course	2	NA
		Akidah Islam (U3)	MPU 6312	University Course	2	NA
		Wisdom And Well-Being (U3)	MPU6 322	University Course	2	NA
		Pengantar Fiqh Islam (Ibadah, Munakahat Dan Jenayat) (U3)	MPU 6333	University Course	3	NA

		English 1 (U2)	MPU 6251	University Course	1	NA
<b>TOTAL</b>					<b>13</b>	

<b>YE A R</b>	<b>SEMEST E R</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>	<b>LECTURER</b>
1	2	English 2 (U2)	MPU 6261	University Course	1	NA
		Quranic Language 2 (U2)	MPU 6231	University Course	1	NA
		Fundamenta ls of Entreprene urship (U2)	MPU 6281	University Course	2	Dr. Aqma
		Islamic Finance	BIF 1013	Faculty Course	3	Dr. Rose
		Islamic Economics	BIF 1023	Faculty Course	3	Dr. Aqma
		Fiqh Muamalat 1	BIF 1033	Faculty Course	3	Dr. Fairouz
		Financial Managemen t 1	BIF 1093	Programme Course	3	Dr. Rose
<b>TOTAL</b>					<b>16</b>	

<b>YE A R</b>	<b>SEMEST E R</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>	<b>LECTURER</b>
1	3	Pengantar Ulum Al- Quran Dan Al-Hadith (U3)	MPU 6343	University Course	3	NA
		Quranic Language 3 (U2)	MPU 6241	University Course	1	NA

		English (U2)	3	MPU 6271	University Course	1	NA
		Principles and Operation of Takaful		BIF 1103	Programme Course	3	Dr. Aqma
		Money and Banking		BIF 1113	Programme Course	3	Dr. Fairouz
		Intermediate Financial Management		BIF 1123	Programme Course	3	Dr. Rose
<b>TOTAL</b>						<b>14</b>	

<b>YE A R</b>	<b>SEMEST ER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>	<b>LECTURER</b>
2	4	Co-Curriculum (U4)	MPU 6412	University Course	2	Dr. Aqma
		Principles of Economics	BIF 2043	Faculty Course	3	Dr. Aqma
		Usul Fiqh	BIF 2053	Open Elective	3	Dr. Fairouz
		ICT for Islamic Finance	BIF 2063	Faculty Course	3	En. Azlan
		Qawaid Fiqhiyyah for Islamic Finance	BIF 2133	Programme Course	3	Dr. Fairouz
<b>TOTAL</b>					<b>14</b>	

YE R	SEMEST ER	COURSE	CODE	COMPONENTS	CREDITS	LECTURER
2	5	Social Work (U4)	MPU 6422	University Course	2	Dr. Aqma
		Corporate Finance	BIF 2143	Programme Course	3	Dr. Fairouz
		Principles and Practices of Management	BIF 2073	Open Elective	3	Prof Muhamad
		Islamic Financing Management	BIF 2153	Programme Course	3	Dr. Rose
		Islamic Capital Markets	BIF 2163	Programme Course	3	Dr. Aqma
TOTAL					<b>14</b>	

YE R	SEMEST ER	COURSE	CODE	COMPONENTS	CREDITS	LECTURER
2	6	Statistical Method	BIF 2083	Faculty Course	3	NA
		Legal Aspects of Islamic Banking and Finance	BIF 2173	Programme Course	3	Dr. Rose
		Malaysian Business Law	BIF 2183	Programme Course	3	Pn. Hanizah
		Bank Management	BIF 2193	Programme Course	3	Dr. Rose



		Fiqh Muamalat 2	BIF 2203	Programme Course	3	Dr. Fairouz
<b>TOTAL</b>					<b>15</b>	

<b>YE A R</b>	<b>SEMEST E R</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>	<b>LECTURER</b>
3	7	Auditing and Governance for Islamic Financial Institutions	BIF 3213	Programme Course	3	NA
		Accounting for Islamic Finance	BIF 3223	Programme Course	3	Dr. Aqma
		Marketing for Financial Services	BIF 3233	Programme Course	3	Pn. Hanizah
		Waqf Management	BIF 3243	Programme Course	3	NA
		Zakat Accounting	BIF 3253	Programme Course	3	NA
<b>TOTAL</b>					<b>15</b>	

<b>YE A R</b>	<b>SEMEST E R</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>	<b>LECTURER</b>
3	8	Elective 1		Discipline Elective	3	
		Elective 2		Discipline Elective	3	
		Elective 3		Discipline Elective	3	

		Elective 4		Discipline Elective	3	
		Elective 5		Discipline Elective	3	
<b>TOTAL</b>					<b>15</b>	

<b>YEAR</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>	<b>LECTURER</b>
3	9	Industrial Training	BIF 3328		8	NA
<b>TOTAL</b>					<b>8</b>	

<b>LIST OF DISCIPLINE ELECTIVE COURSES</b>	<b>CODE</b>	<b>CREDIT</b>	<b>LECTURER</b>
Investment Analysis	BIF 3263	3	NA
Financial Statement Analysis	BIF 3273	3	Dr. Rose
History of Islamic Economics Thought	BIF 3283	3	NA
Maqasid of Shari'ah	BIF 3293	3	Dr. Fairouz
Fundamental of Management Accounting	BIF 3303	3	Pn. Hazni
Islamic Money and Payment Systems	BIF 3313	3	NA
Islamic Financial System	BMA 2113	3	NA

<b>LIST OF OPEN ELECTIVE COURSES</b>	<b>CODE</b>	<b>CREDIT</b>	<b>LECTURER</b>
Usul Fiqh	BIF 2053	3	Dr. Fairouz
Principles and Practices of Management	BIF 2073	3	Pn. Hanizah

**Fee structure**

No.	Component	Local Student (RM)	International Student (RM)
	<b>Total Fees</b>	<b>33,000.00</b>	<b>40,000.00</b>

\* Note :

1. Student visa is based upon EMGS fees
2. All medical checkup expenses will be fully covered by student
3. Total fees is not including accommodation & subjected to current market value and upon request
4. The above total fees is based on Graduate On Time (GOT). Student are required to pay **RM250.00** per credit (for Local Students) and **RM300.00** per credit (for International Students) for repeat or any additional subjects

# PROGRAMME DETAILS

## Bachelor of Muamalat Administration (Hons.) (MQA/PA12208)

### Programme Outcomes (PO) / Learning Outcomes

- 1) Acquire knowledge on the concept and principles of Muamalat Administration. **(Knowledge and Understanding)**
- 2) Exercise rationale thinking at higher order and solve problems in organizational settings. **(Cognitive Skills)**
- 3) Functional Work Skills
  - a) Use tools of decision making in handling practical issues in the field of Muamalat Administration **(Practical Skills)**
  - b) Exhibit socially wise and responsible behaviour for the progress of the nation and to communicate wisely in a social context especially among Muamalat Administration fraternity. **(Interpersonal & Communication Skills)**
  - c) Possess digital & numeracy skills in collecting and managing related information and the distribution of information to users. **(Digital & Numeracy Skills)**
  - d) Communicate effectively and to foster teamwork and leadership and cooperation. **(Leadership, Autonomy & Responsibility)**
- 4) Demonstrate entrepreneurial tendency towards innovation, opportunity seeking, risk taking and penchant for results of new inventions. **(Personal & Entrepreneurial Skills)**
- 5) Exhibit social responsibility, *akhlak*, ethical and professional behavior in organizational settings. **(Akhlak, Ethics & Professionalism)**

**Entry requirements**

- i. A pass in *Matriculation / Foundation* from any IPTA/IPTS with minimum CGPA of 2.00 AND PASS Mathematic in SPM or equivalent: OR
- ii. A pass in *Sijil Tinggi Pelajaran Malaysia (STPM)* with at least Grade C (NMGP 2.0) in two (2) subjects; AND PASS Mathematic in SPM (or equivalent) or STPM; OR
- iii. A pass in *Sijil Tinggi Agama Malaysia (STAM)* with at least Grade *Jayyid* AND Pass Mathematic in SPM or equivalent; OR
- iv. Diploma in the field related with *Muamalat and Islamic Finance (MIF)* with CGPA at least 2.50, OR
- v. Diploma in any other field with minimum CGPA of 2.50 AND PASS Mathematic in SPM or equivalent: OR
- vi. Other equivalent qualifications recognized by the Malaysian Government;
  - English language competency requirements for international students: Minimum score of 5.0 International English Language Testing System (IELTS), TOEFL score of 500 or equivalent.
  - PPT must provide the Arabic Language intensive course for student.

### Courses Offered Per Semester (Bachelor of Muamalat Administration)

YE AR	SEME STER	COURSE	CODE	COMPONENT S	CRE DIT S	LECTURER
1	1	Tamadun Islam Dan Tamadun Asia (U1) - local	MPU 6122	University Course	2	NA
		English 1 (U2)	MPU 6251	University Course	1	NA
		Quranic Language 1 (U2)	MPU 6221	University Course	1	Prof. Basri
		Hubungan Etnik (U1) - local	MPU 6112	University Course	2	NA
		Wisdom And Well-Being (U3)	MPU 6322	University Course	2	NA
		Pengantar Fiqh Islam (Ibadah, Munakahat Dan Jenayat) (U3)	MPU 6333	University Course	3	Prof. Basri
		Akidah Islam (U3)	MPU 6312	University Course	2	NA
		Usul Fiqh	BMA 1012	Faculty Core	2	Dr. Fairouz
		Pengajian Malaysia 3 (U1) - <b>foreign</b>	MPU 6172	University Course	2*	NA
		Bahasa Melayu Komunikasi 2 (U1) - <b>foreign</b>	MPU 6142	University Course	2*	NA
TOTAL					<b>15 (19*)</b>	

YE AR	SEME STER	COURSE	CODE	COMPONENT S	CRE DIT S	LECTURER
1	2	Quranic Language 2 (U2)	MPU 6231	University Course	1	Prof. Basri

		English 2 (U2)	MPU 6261	University Course	1	NA
		Fundamentals Of Entrepreneurship (U2)	MPU 6281	University Course	2	Dr. Aqma
		Principles and Practice of Management	BMA 1073	Program Core	3	Prof Dato Muhamad
		Pengajian Turath dan Halaqah	BMA 1023	Faculty Core	3	Prof. Basri
		Fiqh Muamalat I	BMA 1013	Faculty Core	3	Dr. Fairouz
		Information and Communication Technology	BMA 1022	Faculty Core	2	En. Azlan
<b>TOTAL</b>					<b>15</b>	

<b>YE A R</b>	<b>SEME S T E R</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENT S</b>	<b>CRE DIT S</b>	<b>LECTURER</b>
1	3	Quranic Language 3 (U2)	MPU 6241	University Course	1	Prof. Basri
		Pengantar Ulum Al-Quran Dan Al-Hadith (U3)	MPU 6343	University Course	3	Prof. Basri
		English 3 (U2)	MPU 6271	University Course	1	NA
		Pemikiran Kreatif dan Penyelesaian Masalah	BMA 1032	Faculty Core	2	NA
		Introduction To Business Management (U2)	BMA 2012	Faculty Core	2	Dr. Aqma
		Principles of Economics	BMA 1063	Program Core	3	Dr. Rose
		Maqasid Shari'ah	BIF 3293	Open Elective	3	Dr. Fairouz
<b>TOTAL</b>					<b>15</b>	

YE A R	SEME STER	COURSE	CODE	COMPONENT S	CRE DIT S	LECTURER
2	4	Co-Curriculum (U4)	MPU 6412	University Course	2	Dr. Aqma
		English for Academic Purpose	BMA 2013	Faculty Core	3	NA
		Al-Qawaid Al- Fiqhiyyah	BMA 2033	Program Core	3	Dr. Fairouz
		Management Accounting	BMA 2043	Program Core	3	Pn. Hazni
		Principles and Practice of Marketing	BMA 2053	Program Core	3	Dr. Aqma
TOTAL					<b>14</b>	

YE A R	SEME STER	COURSE	CODE	COMPONENT S	CRE DIT S	LECTURER
2	5	Social Work (U4)	MPU 6422	University Course	2	Dr. Aqma
		Mandarin Language	BMA 2023	Faculty Core	3	NA
		Business Mathematics	BMA 2063	Program Core	3	Dr. Rose
		Etika Kerja Islam	BMA 2103	Discipline Elective	3	Dr. Rose
		Islamic Financial System	BMA 2113	Discipline Elective	3	Dr. Aqma
TOTAL					<b>14</b>	

YE A R	SEME STER	COURSE	CODE	COMPONENT S	CRE DIT S	LECTURER
2	6	Principles of Financial Management	BMA 2093	Program Core	3	Dr. Rose



	Principles and Practices of Islamic Banking	BMA 2073	Program Core	3	Dr. Fairouz
	Business Statistics	BMA 2123	Discipline Elective	3	NA
	Kelakuan Organisasi	BMA 3103	Discipline Elective	3	Dr. Aqma
	Islamic Money and Payment System	BIF 3313	Open Elective	3	Dr. Rose
<b>TOTAL</b>				<b>15</b>	

### Fee structure

No.	Component	Local Student (RM)	International Student (RM)
	<b>Total Fees</b>	<b>33,000.00</b>	<b>40,000.00</b>

\* Note :

1. Student visa is based upon EMGS fees
2. All medical checkup expenses will be fully covered by student
3. Total fees is not including accommodation & subjected to current market value and upon request
4. The above total fees is based on Graduate On Time (GOT). Student are required to pay **RM250.00** per credit (for Local Students) and **RM300.00** per credit (for International Students) for repeat or any additional subjects

# PROGRAMME DETAILS

## Bachelor of Accountancy (Hons.) (MQA/PA12210)

### Programme Outcomes (PO) / Learning Outcomes

Upon completing this Bachelor of Accountancy programme, students will be able to:

- 1) Acquire knowledge on the concept and principles of Accountancy.  
**(Knowledge and Understanding)**
- 2) Exercise rationale thinking at higher order and solve problems in organizational settings. **(Cognitive Skills)**
- 3) Functional Work Skills
  - a) Use tools of decision making in handling practical issues in the field of Accountancy. **(Practical Skills)**
  - b) Exhibit socially wise and responsible behaviour for the progress of the nation and to communicate wisely in a social context especially among accountancy fraternity.  
**(Interpersonal & Communication Skills)**
  - c) Possess digital & numeracy skills in collecting and managing related information and the distribution of information to users. **(Digital & Numeracy Skills)**
  - d) Communicate effectively and to foster teamwork and leadership and cooperation. **(Leadership, Autonomy & Responsibility)**
- 4) Demonstrate entrepreneurial tendency towards innovation, opportunity seeking, risk taking and penchant for results of new inventions. **(Personal & Entrepreneurial Skills)**
- 5) Exhibit social responsibility, akhlak, ethical and professional behavior in organizational settings. **(Akhlak, Ethics & Professionalism)**

**Entry requirements**

- i. A pass in *Matriculation / Foundation* from any IPTA/IPTS with minimum CGPA of 2.50 AND CREDIT in Mathematic and PASS English Language subject in SPM; OR
- ii. A pass in *Sijil Tinggi Pelajaran Malaysia (STPM)* with at least Grade C+ (NMGP 2.33) in two (2) subjects; AND CREDIT in Mathematic and PASS English Language in SPM; OR
- iii. A pass in *Sijil Tinggi Agama Malaysia (STAM)* with at least Grade *Jayyid* AND CREDIT in Mathematic and PASS English Language in SPM; OR
- iv. A pass in Diploma (Level 4 KKM) in accounting or any related field or equivalent with minimum CGPA of 2.50 AND CREDIT in Mathematic and Pass English Language subject in SPM; OR
- v. A pass in *Unified Examination Certificate (UEC)* with minimum grade B in five (5) subjects including Mathematic and PASS English Language subject; OR
- vi. Other equivalent qualifications recognized by the Malaysian Government;
  - English language competency requirements for international students: Minimum score of 5.5 International English Language Testing System (IELTS), TOEFL score of 550 or equivalent.

YE R	SEME STER	COURSE	CODE	COMPONE NTS	CREDITS	LECTUR ER
1	1	Hubungan Etnik (U1) - local	MPU 6112	University Course	2	NA
		Tamadun Islam Dan Tamadun Asia (U1) - local	MPU 6122	University Course	2	NA
		Quranic Language 1 (U2)	MPU 6221	University Course	1	NA
		Bahasa Melayu Komunikasi 2 (U1) - foreign	MPU 6142	University Course	2	NA
		Pengajian Malaysia 3 (U1) - foreign	MPU 6172	University Course	2	NA
		Akidah Islam (U3)	MPU 6312	University Course	2	NA
		Wisdom And Well-Being (U3)	MPU6322	University Course	2	NA
		Pengantar Fiqh Islam (Ibadah, Munakahat Dan Jenayat) (U3)	MPU 6333	University Course	3	NA
		English 1 (U2)	MPU 6251	University Course	1	NA
<b>TOTAL</b>					<b>13</b>	

YE R	SEME STER	COURSE	CODE	COMPONE NTS	CREDITS	LECTUR ER
1	2	English 2 (U2)	MPU 6261	University Course	1	NA
		Quranic Language 2 (U2)	MPU 6231	University Course	1	NA

		Fundamentals Of Entrepreneurship (U2)	MPU 6281	University Course	2	Dr Fairouz
		Mathematics for Management	BAC1013	Faculty Course	3	NA
		Principles of Microeconomics	BAC1023	Faculty Course	3	Dr Aqma
		Principles of Management	BAC1033	Faculty Course	3	Pn. Hanizah
<b>TOTAL</b>					<b>13</b>	

<b>YEAR</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>	<b>LECTURER</b>
1	3	Pengantar Ulum Al-Quran Dan Al-Hadith (U3)	MPU 6343	University Course	3	NA
		Quranic Language 3 (U2)	MPU 6241	University Course	1	NA
		English 3 (U2)	MPU 6271	University Course	1	NA
		Principles of Macroeconomics	BAC1043	Faculty Course	3	Dr. Rose
		Statistics for Management	BAC1053	Faculty Course	3	Dr Aqma
		Business Law	BAC1063	Faculty Course	3	Pn. Hanizah
<b>TOTAL</b>					<b>14</b>	

<b>YEAR</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>	<b>LECTURER</b>
2	4	Co-Curriculum (U4)	MPU 6412	University Course	2	Dr Aqma
		Communication in Business	BAC2073	Faculty Course	3	Pn. Hanizah

		Business Ethics	BAC2083	Faculty Course	3	Dr. Rose
		Corporate Law & Secretarial Practices	BAC2093	Faculty Course	3	Pn. Hanizah
		Financial Accounting and Reporting 1	BAC2103	Discipline Course	3	Pn. Hazni
<b>TOTAL</b>					<b>14</b>	

<b>YEA R</b>	<b>SEME STER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CREDITS</b>	<b>LECTUR ER</b>
2	5	Social Work (U4)	MPU 6422	University Course	2	Dr Aqma
		Accounting Information System	BAC2123	Discipline Course	3	Pn. Hazni
		Financial Accounting and Reporting 2	BAC2113	Discipline Course	3	Pn. Hazni
		Malaysian Taxation 1	BAC2143	Discipline Course	3	Dr. Aqma
		Management Accounting 1	BAC2173	Discipline Course	3	Pn. Hazni
<b>TOTAL</b>					<b>14</b>	

<b>YEA R</b>	<b>SEME STER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CREDITS</b>	<b>LECTUR ER</b>
2	6	Financial Accounting and Reporting 3	BAC2133	Faculty Course	3	Pn. Hazni
		Financial Markets and Institutions	BAC2213	Discipline Course	3	Dr. Rose

		Malaysian Taxation 2	BAC2183	Discipline Course	3	Dr. Aqma
		Management Accounting 2	BAC2203	Discipline Course	3	Pn. Hazni
		Auditing 1	BAC2223	Discipline Course	3	Pn. Hazni
<b>TOTAL</b>					<b>15</b>	

<b>YEA R</b>	<b>SEME STER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CREDITS</b>	<b>LECTUR ER</b>
3	7	Financial Accounting and Reporting 4	BAC3153	Discipline Course	3	Pn. Hazni
		Auditing 2	BAC3233	Discipline Course	3	Pn. Hazni
		Corporate Finance	BAC3163	Discipline Course	3	Dr. Fairouz
		Financial Management	BAC3243	Discipline Course	3	Dr. Rose
		Strategic Management	BAC3253	Discipline Course	3	Prof. Muhama d
		Integrated Case Study	BAC3273	Discipline Course	3	Pn. Hazni
<b>TOTAL</b>					<b>18</b>	

<b>YEA R</b>	<b>SEME STER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CREDITS</b>	<b>LECTUR ER</b>
3	8	Financial Accounting and Reporting 5	BAC3193	Discipline Course	3	Pn. Hazni
		Seminar in Management Accounting	BAC3263	Discipline Course	3	Dr. Rose

		Organization Behaviour	BAC 3283	Discipline Course	3	NA
		Elective 1		Elective Course	3	
		Elective 2		Elective Course	3	
		Elective 3		Elective Course	3	
<b>TOTAL</b>					<b>18</b>	

<b>YEA R</b>	<b>SEME STER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONE NTS</b>	<b>CREDITS</b>	<b>LECTUR ER</b>
3	9	Industrial Training	BAC 3328		8	NA
<b>TOTAL</b>					<b>8</b>	

<b>LIST OF ELECTIVE COURSES</b>	<b>CODE</b>	<b>CREDIT</b>	<b>LECTURER</b>
Forensic Accounting	BAC3273	3	NA
Industry Consulting Project	BAC3293	3	NA
Islamic Finance	BAC3303	3	Dr. Aqma
Internal Audit	BAC3313	3	NA
Analysis and Design of Information System	BAC3333	3	En. Azlan



**Fee structure**

<b>No.</b>	<b>Component</b>	<b>Local Student (RM)</b>	<b>International Student (RM)</b>
	<b>Total Fees</b>	<b>33,000.00</b>	<b>40,000.00</b>

\* Note :

1. Student visa is based upon EMGS fees
2. All medical checkup expenses will be fully covered by student
3. Total fees is not including accommodation & subjected to current market value and upon request
4. The above total fees is based on Graduate On Time (GOT). Student are required to pay **RM250.00** per credit (for Local Students) and **RM300.00** per credit (for International Students) for repeat or any additional subjects

# PROGRAMME DETAILS

## Bachelor of Fatwa Management (Hons.) (MQA/PA12311)

### Programme Outcomes (PO) / Learning Outcomes

- 1) Acquire knowledge on the concept and principles of Fatwa.  
**(Knowledge and Understanding)**
- 2) Exercise rationale thinking at higher order and solve problems in organizational settings. **(Cognitive Skills)**
- 3) Functional Work Skills
  - a) Use tools of decision making in handling practical issues in the field of Fatwa. **(Practical Skills)**
  - b) Exhibit socially wise and responsible behaviour for the progress of the nation and to communicate wisely in a social context especially among Fatwa management fraternity. **(Interpersonal & Communication Skills)**
  - c) Possess digital & numeracy skills in collecting and managing related information and the distribution of information to users. **(Digital & Numeracy Skills)**
  - d) Communicate effectively and to foster teamwork and leadership and cooperation. **(Leadership, Autonomy & Responsibility)**
- 4) Demonstrate entrepreneurial tendency towards innovation, opportunity seeking, risk taking and penchant for results of new inventions. **(Personal & Entrepreneurial Skills)**
- 5) Exhibit social responsibility, akhlak, ethical and professional behavior in organizational settings. **(Akhlak, Ethics & Professionalism)**

**Entry requirements**

- i. A pass in *Matriculation / Foundation* from any IPTA/IPTS with minimum CGPA of 2.00 in related field: OR
- ii. A pass in *Sijil Tinggi Pelajaran Malaysia (STPM)* with at least Grade C (NMGP 2.0) with at least PASS two (2) subjects with one (1) subject related to Islamic Studies; OR
- iii. A pass in *Sijil Tinggi Agama Malaysia (STAM)* with at least Grade *Maqbul*; OR
- iv. Diploma in Islamic Studies (Level 4 KKM) or any related field with minimum CGPA of 2.00; OR
- v. Other equivalent qualifications recognized by the Malaysian Government;
  - English language competency requirements for international students: Minimum score of 5.0 International English Language Testing System (IELTS), TOEFL score of 500 or equivalent.
  - PPT must provide the Arabic Language intensive course of student.

**Courses Offered Per Semester**

<b>Year</b>	<b>Semester</b>	<b>Course</b>	<b>Code</b>	<b>Components</b>	<b>Credit</b>	<b>Lecturer</b>
<b>1</b>	<b>1</b>	Hubungan Etnik	MPU6112	Wajib Universiti	<b>2</b>	<b>NA</b>
		TITAS	MPU6122	Wajib Universiti	<b>2</b>	<b>NA</b>
		Akidah Islam	MPU6312	Wajib Universiti	<b>2</b>	<b>NA</b>
		Quranic Language 1	MPU6221	Wajib Universiti	<b>1</b>	<b>NA</b>
		Wisdom And Well-Being	MPU6322	Wajib Universiti	<b>2</b>	<b>NA</b>
		Pengantar Fiqh Islam (Ibadah, Munakahat Dan Jenayat)	MPU6333	Wajib Universiti	<b>3</b>	<b>NA</b>

		English 1	MPU6251	Wajib Universiti	<b>1</b>	<b>NA</b>
		Bahasa Melayu Komunikasi 2	MPU6142	Wajib Universiti (Foreign)	<b>2*</b>	<b>NA</b>
		Pengajian Malaysia 3	MPU6172	Wajib Universiti (Foreign)	<b>2*</b>	<b>NA</b>
					<b>13</b>	

<b>Year</b>	<b>Semester</b>	<b>Course</b>	<b>Code</b>	<b>Components</b>	<b>Credit</b>	<b>Lecturer</b>
<b>1</b>	<b>2</b>	Bahasa Arab 1	BFF1012	Wajib Fakulti	<b>2</b>	<b>NA</b>
		Fiqah Ibadah	BFF1023	Wajib Fakulti	<b>3</b>	<b>NA</b>
		Quranic Language 2	MPU6231	Wajib Universiti	<b>1</b>	<b>NA</b>
		Usul Fiqah 1	BFF1033	Wajib Fakulti	<b>3</b>	<b>Dr. Fairooz</b>
		English 2	MPU6261	Wajib Universiti	<b>1</b>	<b>NA</b>
		Fundamentals Of Entrepreneurship	MPU6282	Wajib Universiti	<b>2</b>	<b>Dr. Aqma</b>
		Pentadbiran Undang-Undang Islam Di Malaysia	BFF1123	Wajib Program	<b>3</b>	<b>Dr. Fairooz</b>
					<b>15</b>	

<b>Year</b>	<b>Semester</b>	<b>Course</b>	<b>Code</b>	<b>Components</b>	<b>Credit</b>	<b>Lecturer</b>
<b>1</b>	<b>3</b>	Bahasa Arab 2	BFF1042	Wajib Fakulti	<b>2</b>	<b>NA</b>
		Fiqah Muamalat	BFF1053	Wajib Fakulti	<b>3</b>	<b>Dr. Fairooz</b>
		Quranic Language 3	MPU6241	Wajib Fakulti	<b>1</b>	<b>NA</b>
		Usul Fiqah 2	BFF1063	Wajib Fakulti	<b>3</b>	<b>Dr. Fairooz</b>
		Hafalan Al- Quran	BFF1071	Wajib Fakulti	<b>1</b>	<b>NA</b>
		English 3	MPU6271	Wajib Universiti	<b>1</b>	<b>NA</b>
		Pengantar Ulum Al- Quran Dan Al- Hadith	MPU6343	Wajib Fakulti	<b>3</b>	<b>NA</b>
					<b>14</b>	

Year	Semester	Course	Code	Components	Credit	Lecturer
2	1	Fiqah Kekeluargaan	BFF2132	Wajib Program	2	NA
		Qawaid Fiqhiyyah	BFF2143	Wajib Fakulti	3	Dr. Fairooz
		Qawaid Usuliyyah	BFF2153	Wajib Program	3	NA
		Kajian Teks Fatwa Dan Kefatwaan	BFF2163	Wajib Program	3	NA
		Takhrij Al-Hadith	BFF2172	Elektif Major	2	NA
		Co-Curriculum	MPU6412	Wajib Universiti	2	Dr. Aqma
					<b>15</b>	

Year	Semester	Course	Code	Components	Credit	Lecturer
2	2	Kajian Sirah Rasul	BFF2082	Wajib Fakulti	2	NA
		Fiqah Jenayah	BFF2093	Wajib Fakulti	3	NA
		Maqasid Syariah	BFF2173	Wajib Program	3	Dr. Fairooz
		Ayat-Ayat Hukum	BFF2183	Wajib Program	3	NA
		Pengurusan Fatwa Di Malaysia	BFF2193	Wajib Program	3	NA
		Social Work	MPU6422	Wajib Universiti	2	Dr. Aqma
					<b>16</b>	

Year	Semester	Course	Code	Components	Credit	Lecturer
2	3	Fiqah Keutamaan	BFF2102	Wajib Fakulti	2	NA
		Research Methodology	BFF2113	Wajib Program	3	NA
		Fiqah Perbandingan	BFF2203	Wajib Program	3	NA
		Hadith-Hadith Hukum	BFF2213	Wajib Program	3	NA
		Kajian Teks Mazhab Syafie	BFF2223	Wajib Program	3	NA
		Pengurusan Dan Pembahagian	BFF2233	Wajib Program	3	NA

		Harta Pusaka Di Malaysia				
					<b>17</b>	

Year	Semester	Course	Code	Components	Credit	Lecturer
<b>3</b>	<b>1</b>	Metode Istinbat Hukum	BFF3282	Elektif Major	<b>2</b>	<b>NA</b>
		Fatwa-Fatwa Berkaitan Fiqah Semasa Di Malaysia	BFF3243	Wajib Program	<b>3</b>	<b>NA</b>
		Fiqah Kontemporari	BFF3293	Elektif Major	<b>3</b>	<b>NA</b>
		Siasah Syar'iyah Dalam Negara Islam	BFF3253	Wajib Program	<b>3</b>	<b>NA</b>
		Kajian Teks Fiqah Jawi	BFF3303	Elektif Major	<b>3</b>	<b>NA</b>
		Latihan Ilmiah	BFF3263	Wajib Program	<b>3</b>	<b>NA</b>
					<b>17</b>	

Year	Semester	Course	Code	Components	Credit	Lecturer
<b>3</b>	<b>2</b>	Kajian Teks Akidah	BFF3313	Open Elective	<b>3</b>	<b>NA</b>
		Sistem Kewangan Islam Semasa Di Malaysia	BFF3323	Open Elective	<b>3</b>	<b>Dr. Rose</b>
		Bahasa Mandarin	BFF3333	Open Elective	<b>3</b>	<b>NA</b>
		Fiqah Pengurusan Bersuci Kontemporari	BFF3343	Open Elective	<b>3</b>	<b>NA</b>
					<b>12</b>	

Year	Semester	Course	Code	Components	Credit	Lecturer
<b>3</b>	<b>3</b>	Latihan Industri	BFF3358	Elektif Major	<b>8</b>	<b>NA</b>
					<b>8</b>	

**Fee structure**

No.	Component	Local Student (RM)	International Student (RM)
	<b>Total Fees</b>	<b>33,000.00</b>	<b>40,000.00</b>

\* Note :

1. Student visa is based upon EMGS fees
2. All medical checkup expenses will be fully covered by student
3. Total fees is not including accommodation & subjected to current market value and upon request
4. The above total fees is based on Graduate On Time (GOT). Student are required to pay **RM250.00** per credit (for Local Students) and **RM300.00** per credit (for International Students) for repeat or any additional subjects

# PROGRAMME DETAILS

## Bachelor of Gerontology Management (Hons.) (MQA/PA12213)

### Programme Outcomes (PO) / Learning Outcomes

Upon completing this Bachelor of Gerontology Management programme, students will be able to:

- 1) Acquire knowledge on the concept and principles of Gerontology Management. **(Knowledge and Understanding)**
- 2) Exercise rationale thinking at higher order and solve problems in organizational settings. **(Cognitive Skills)**
- 3) Functional Work Skills
  - a) Use tools of decision making in handling practical issues in the field of Gerontology Management. **(Practical Skills)**
  - b) Exhibit socially wise and responsible behaviour for the progress of the nation and to communicate wisely in a social context especially among Gerontology Management fraternity. **(Interpersonal & Communication Skills)**
  - c) Possess digital & numeracy skills in collecting and managing related information and the distribution of information to users. **(Digital & Numeracy Skills)**
  - d) Communicate effectively and to foster teamwork and leadership and cooperation. **(Leadership, Autonomy & Responsibility)**
- 4) Demonstrate entrepreneurial tendency towards innovation, opportunity seeking, risk taking and penchant for results of new inventions. **(Personal & Entrepreneurial Skills)**
- 5) Exhibit social responsibility, akhlak, ethical and professional behavior in organizational settings. **(Akhlak, Ethics & Professionalism)**



**Entry requirements**

- i. A pass in *Matriculation / Foundation* from any IPTA/IPTS with minimum CGPA of 2.00 AND CREDIT in Mathematics and Science, and PASS English Language subject in SPM; OR
- ii. A pass in *Sijil Tinggi Pelajaran Malaysia (STPM)* with at least Grade C (NMGP 2.00) in two (2) subjects; AND CREDIT in Mathematics and Science, and PASS English Language in SPM; OR
- iii. A pass in *Sijil Tinggi Agama Malaysia (STAM)* with at least Grade *Jayyid* AND CREDIT in Mathematics and Science, AND PASS English Language in SPM; OR
- iv. Diploma in any field with minimum CGPA of 2.00 AND CREDIT in Mathematics and Science, AND Pass English Language subject in SPM; OR
- v. Diploma in Psychology with minimum CGPA of 2.00; OR
- vi. A pass in *Unified Examination Certificate (UEC)* with minimum grade B in five (5) subjects including Mathematics, Science, and English Language subject; OR
- vii. Other equivalent qualifications recognized by the Malaysian Government;
  - English language competency requirements for international students: Minimum score of 5.0 International English Language Testing System (IELTS), TOEFL score of 500 or equivalent.

YE R	SEMEST ER	COURSE	CODE	COMPONENTS	CREDI TS
1	1	Hubungan Etnik (U1) - local	MPU 6112	University Course	2
		Tamadun Islam Dan Tamadun Asia (U1) - local	MPU 6122	University Course	2
		Quranic Language 1 (U2)	MPU 6221	University Course	1
		Bahasa Melayu Komunikasi 2 (U1) - foreign	MPU 6142	University Course	2
		Pengajian Malaysia 3 (U1) - foreign	MPU 6172	University Course	2
		Akidah Islam (U3)	MPU 6312	University Course	2
		Wisdom And Well-Being (U3)	MPU6322	University Course	2
		Pengantar Fiqh Islam (Ibadah, Munakahat Dan Jenayat) (U3)	MPU 6333	University Course	3
English 1 (U2)	MPU 6251	University Course	1		
<b>TOTAL</b>					<b>13</b>

YE R	SEMEST ER	COURSE	CODE	COMPONENTS	CREDI TS
1	2	English 2 (U2)	MPU 6261	University Course	1
		Quranic Language 2 (U2)	MPU 6231	University Course	1
		Fundamentals Of Entrepreneurship (U2)	MPU 6281	University Course	2
		Introduction To Business Management	BMG 1013	Faculty Course	2

		Asas Pengurusan Maklumat	BMG 1023	Faculty Course	3
		English for Academic Purpose	BMG 1033	Faculty Course	3
<b>TOTAL</b>					<b>12</b>

<b>YEA R</b>	<b>SEMEST ER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDI TS</b>
1	3	Pengantar Ulum Al-Quran Dan Al-Hadith (U3)	MPU 6343	University Course	3
		Quranic Language 3 (U2)	MPU 6241	University Course	1
		English 3 (U2)	MPU 6271	University Course	1
		Introduction to Psychology	BMG 1043	Faculty Course	3
		Principles of Family Development	BMG 1053	Faculty Course	3
		Introduction to Sociology	BMG 1063	Faculty Course	3
<b>TOTAL</b>					<b>14</b>

<b>YEA R</b>	<b>SEMEST ER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDI TS</b>
2	4	Co-Curriculum (U4)	MPU 6412	University Course	2
		Introduction to Statistical Analyses	BMG 2073	Faculty Course	3
		Basic Human Communication	BMG 2083	Faculty Course	3
		Introduction to Gerontology	BMG 2093	Discipline Course	3
		Health an Aging Process	BMG 2103	Discipline Course	3
		Gerontology Theories of Normal Aging	BMG 2113	Discipline Course	3

<b>TOTAL</b>	<b>17</b>
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<b>YEA R</b>	<b>SEMEST ER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDI TS</b>
2	5	Social Work (U4)	MPU 6422	University Course	2
		Aging and Well-Being	BMG 2123	Discipline Course	3
		Epidemiology of Aging	BMG 2133	Discipline Course	3
		Aging, Politics and Policy	BMG 2143	Discipline Course	3
		Culture and Aging	BMG 2153	Discipline Course	3
<b>TOTAL</b>					<b>14</b>

<b>YEA R</b>	<b>SEMEST ER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDI TS</b>
2	6	Retirement: Adjustment and Planning	BMG 2163	Discipline Course	3
		The Experience of Dementia	BMG 2173	Discipline Course	3
		Gender and Aging	BMG 2183	Discipline Course	3
		Introduction to Human Services	BMG 2193	Discipline Course	3
		Program Development and Management	BMG 2203	Discipline Course	3
<b>TOTAL</b>					<b>15</b>

<b>YEAR</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>
3	7	The Business of Aging	BMG 3213	Discipline Course	3
		Environments for Aging	BMG 3223	Discipline Course	3
		Skills and Techniques in Counselling	BMG 3233	Discipline Course	3
		Supervised Honours Project Paper	BMG 3246	Discipline Course	6
<b>TOTAL</b>					<b>15</b>

<b>YEAR</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>
3	8	Elective 1		Elective Course	3
		Elective 2		Elective Course	3
		Elective 3		Elective Course	3
		Elective 4		Elective Course	3
<b>TOTAL</b>					<b>12</b>

<b>YEAR</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>CODE</b>	<b>COMPONENTS</b>	<b>CREDITS</b>
3	9	Industrial Training	BMG 3318		8
<b>TOTAL</b>					<b>8</b>

<b>LIST OF ELECTIVE COURSES</b>	<b>CODE</b>	<b>CREDIT</b>
Human Communication Skills	BMG 3253	3
Social Science Research Methods	BMG 3263	3
Death and Dying	BMG 3273	3
Exercise in Older Adults	BMG 3283	3
Special Topics in Gerontology Seminar	BMG 3293	3
Long Term Case Administration	BMG 3303	3
<b>TOTAL</b>		<b>18</b>

### **Fee structure**

<b>No.</b>	<b>Component</b>	<b>Local Student (RM)</b>	<b>International Student (RM)</b>
	<b>Total Fees</b>	<b>33,000.00</b>	<b>40,000.00</b>

\* Note :

1. Student visa is based upon EMGS fees
2. All medical checkup expenses will be fully covered by student
3. Total fees is not including accommodation & subjected to current market value and upon request
4. The above total fees is based on Graduate On Time (GOT). Student are required to pay **RM250.00** per credit (for Local Students) and **RM300.00** per credit (for International Students) for repeat or any additional subjects

# ACADEMIC RULES & REGULATION

## Universiti Islam Malaysia (Postgraduate Studies)

### **DEFINITIONS**

In this Regulation, the following words shall bear the following meaning:

“Academic Adviser” means a member of the teaching staff from the School appointed to guide a candidate pursuing studies by coursework;

“Candidate” means a student who has registered to follow a programme of study in the University;

“Co-Supervisor” means a person appointed jointly with the main supervisor to supervise the research, thesis preparation and guide and assess a candidate’s studies;

“Coordinator” means a member of the teaching staff appointed by the University to coordinate a programme;

“Course” means a subject offered under a programme;

“Course Unit” means points accorded for a course based on the number of contact hours and coverage of the said course;

“K” means Credit Transfer or Exemption

“Degree” means an award conferred by the University on a candidate who has fulfilled the requirements for a master’s or doctor of philosophy degree or its equivalent;

“External Examiner” means a member of the teaching staff from outside the University appointed by the Senate to assess the status a candidate in the programme;

An external examiner for PhD candidate must have at least a PhD or an associate professorship or equivalent and be experienced in the area of study with a reasonable number of publications and at least five (5) years’ experience in the research area of the candidate.

An external examiner for a master’s degree candidate must have a master’s degree and at least three (3) years’ experience in the research area of the candidate.

“Graduate Examination Committee” means a committee comprising the Vice Chancellor of Academic & International Division, Vice Chancellor of School, and Academic Adviser/Supervisor/Chairman of the Post-Graduate Committee to evaluate the examination results of the students;

“Internal Examiner” means a member of the teaching staff from the University appointed by the Academic & International Division on the recommendation of the School to assess the status of a candidate in the programme;

“Main Supervisor” means a member of the teaching staff from the University appointed to head the group of supervisors to supervise the research, thesis preparation and to guide and assess a candidate’s studies;

“Oral Examination Committee” means the examiners’ committee comprising the Vice Chancellor of Academic (or his/her representative) as chairman, external examiner (if relevant), and internal examiner as members;

“Payment” means all payments and fees chargeable by the University for the candidates of a programme;

“Post-Graduate Committee” means the committee set up in the School to supervise research, thesis presentation and to guide and assess a candidate’s studies;

“Programme” means the study plan for the master’s or doctor of philosophy degree in specific areas;

“Qualifying Examination” means the overall examination of the main and subareas of knowledge pursued by a candidate in his/her coursework;

“Semester” means a specific period of time within a session as may be determined by the Senate;

“Senate” means the Senate of Universiti Islam Malaysia;

“Session” means an academic year, the date of which are determined by the Senate;

“Supervision committee” means committee set up in the School to supervise research for a specific candidates.

“Thesis” means an academic composition that states the findings from the research undertaken by a candidate;

“University” means Universiti Islam Malaysia.



## **1.0 APPLICATION**

**1.1** Applicants must submit completed application forms with all required supporting documents to the Academic and International Division.

**1.2** Each application shall be referred to the Selection Committee (SC) for consideration.

**1.3** The university will appoint an Academic Advisor upon acceptance of application.

**1.4** A candidate who fails to register in any semester within the specified period without any formal consent from the Vice Chancellor of Academic and International Relations will be deferred or dismissed from the University.

## **1.5 Deferment of Study**

1.5.1. Candidates who have been accepted but have yet to register may choose to defer their studies for a period of not less than one (1) semester and not more than two (2) semesters through a written application to the Vice Chancellor of Academic and International Division within four (4) weeks from the date of registration. The offer will be cancelled if the candidates do not apply to defer their studies within the stipulated time period.

## **2.0 SEMESTER REGISTRATION**

**2.1** All candidates must register their academic semester online via UIM portal within the time indicated by the University. Students who failed to settle any outstanding amount due will not be able to access the registration system. Registration system and students accounts can be accessed from <http://www.uim.edu.my/>

## **2.2 Registration period**

2.2.1. Registration is opened until week 2 of the new academic semester.

**2.3** A candidate shall not be allowed to register after 2 weeks from the commencement of the semester.

**2.4** After submitting the thesis, a candidate must continue to register for every semester until the viva voce examination is completed. Candidate is required to pay “Writing Fee” for every additional semester after normal period. 3 years period (Ph.D. – Full Time) and 4 years period for (Ph.D. – Part Time). 2 years period for (Master – Full Time) and 3 years period for (Master – Part Time).

## **2.5 Nature of Registration**

2.5.1. A candidate will be given a choice of undertaking a programme either on a full time or part time basis.

2.5.2. A part time candidate who undertakes a fully research of study shall prepare a schedule for meetings supervisor with the supervisor of not less than twenty (20) contact hours for every semester.

2.5.3. A candidate who intends to change the nature of registration from full time to part time basis or vice versa may apply to the Vice Chancellor of Academic and International Division.

2.5.4. Working candidate is required to provide evidence from the employer stating that permission has been granted to undertake the studies.

## **2.6 Deferment of Registration**

2.6.1. Candidates who have registered may apply to defer their registration by providing reasonable grounds. This period of deferment will not be computed as part of the specified period of the study. Written application to the Vice Chancellor of Academic and International Relations must be made within four (4) weeks after the commencement of the semester.

2.6.2. Deferment is allowed for a period of not less than one (1) semester but not exceeding two (2) semesters throughout the period of the study.

2.6.3. If the application is not approved, the candidate shall be required to continue with his candidature for the semester concerned.

### **3.0 COURSE REGISTRATION**

#### **3.1 By Coursework and Research**

3.1.1. Students who is pursuing a programme of study by coursework must formally register for the selected courses within the first two weeks of the commencement of every semester.

3.1.2. Registration of courses can be done online via UIM portal once the student status is activated.

3.1.3. Student who not register in the registration period, will not be allowed to attend classes and to sit for examination

3.1.4. Students must print their course registration slip and bill as reference.

#### **3.2 Changing, Adding and Dropping Courses**

3.2.1. Candidates are allowed to change and add courses that have been registered after obtaining the advice and support of the academic adviser within the first four (4) weeks of a semester, and drop courses not later than the ninth (9) week.

3.2.2. Courses that have been dropped will not be taken into account on the calculation of Cumulative Grade Point Average (CGPA).

3.2.3. Changing, adding and dropping of courses must not affect the total minimum and maximum number of units that must be taken in every semester.

### **4.0 MODE OF STUDIES**

**4.1** A candidate can choose one of the following types of study (subject to the type of studies offered):

4.1.1. Coursework

4.1.2. Research

### **5.0 ACADEMIC SESSION**

**5.1** UIM Academic Session consists of:

5.1.1. Two Semesters per Academic Session; or

5.1.2. Three Semesters per Academic Session

## **6.0 CREDIT TRANSFER**

**6.1** Transfer of credit refers to a situation is given based on equivalent Course(s) undergone by the student previously that do not need to be replaced by another course(s). The transferred credit hours are counted as part of the fulfilment of the total credit hours completed for the respective programme offered by the university.

**6.2** Students are eligible for credit transfer of courses taken with other institutions, provided:

6.2.1. The course was undertaken in other institutions of higher learning which are recognized by the university Senate or recognized by the government of the countries from which the qualification was obtained.

6.2.2. The course is at a comparable level and the course content is equivalent to the course offered in the university.

6.2.3. The course has obtained at least 'B' grade of equivalent.

**6.3** Application for credit transfer should be submitted together with the application form, accompanied by certified copies of the course syllabus and transcripts. The application will only be considered upon the student's registration.

**6.4** A course given credit transfer shall be noted with 'K' on the student's transcript. The credit of the course shall not be included in computing GPA and CGPA of the student. However, the transferred credits contribute towards the computation of the total credit requirement for the purpose of graduation

**6.5** The total exemptions and credit transfers given to any students are subjected to the rules stipulated by the Malaysian Qualification Agency. Currently the total credits exempted and transferred shall not exceed 30% of the programme credits.

**7.0 CREDIT EXEMPTIONS**

- 7.1** Exemption refers to a situation where students are exempted from taking certain course(s). Exemption of courses may be allowed for equivalent courses that have been taken elsewhere subject to certified copies of evidence and the Vice Chancellor of Academic and International Division is satisfied that the content and depth is similar.
- 7.2** Courses taken in a previous academic programme of a lower level provided that the student has completed and graduated in that previous programme subject to the approval from the Vice Chancellor of Academic and International Division.
- 7.3** The value and grade of a subject eligible for credit exemption will not be calculated into the students Grade Point Average (GPA) and CGPA in the new academic programme.
- 7.4** The university has the right to institute additional tests, interview and other means in determining the equivalent course status to a student.

**8.0 APPLICATION PROCEDURE FOR CREDIT TRANSFER AND CREDIT EXEMPTIONS**

- 8.1** All applications must be accompanied by the certified copies of the original transcript of examinations results and syllabus or outline of the subjects at the relevant institutions.
- 8.2** Applications must be made in writing to the Vice Chancellor of Academic and International Division before week 9 of the commencement of first semester.

**9.0 COURSEWORK**

Type of Coursework Registration: -

**9.1. Coursework with Credit**

Courses registered for with credit (core/major/elective courses) will be taken into account to determine the CGPA.

**9.2. Coursework without Credit**

Courses registered without credit or courses that are enrolled as audit will not be taken into account to determine the CGPA. Credit hours for these courses shall not be considered in determining the coursework workload for each semester.

**9.3. Pre-requisite Course**

Students who are required to register for pre-requisite course(s) must obtain a passing grade as a condition to proceed with their programme of study. However, it will not be taken into account to determine the CGPA.

**9.4. Malay Language Courses**

A foreign candidate shall be required to register for a Malay Language Course as stipulated by the university.

**10.0 COURSE LOAD****10.1. By Coursework**

10.1.1 Full-time students pursuing a programme of study other than full research can take a minimum nine (9) credit hours and a maximum of eighteen (18) credit hours each semester. Part-time students can take between three (3) and nine (9) credit hours each semester. This total does not include subjects registered for audit.

10.1.2. Within a semester for which a student is registered, the minimum study load a student may register is:

- i. Two (2) courses for a part-time student
- ii. Three (3) courses for a full-time student

**10.2. By Research (Thesis/Dissertation)**

- 10.2.1. The number of credit hours is normally having 16 credits for Thesis/Dissertation.
- 10.2.2. A student is allowed to start Thesis/Dissertation after completion and passing all courses as may be determined under the programme study.

**11.0 ACADEMIC ADVISOR/THESIS SUPERVISOR/THESIS COMMITTEE****11.1. Academic Advisor**

- 11.1.1. One or more academic advisor will be appointed for every programme of study. The Academic Advisor will be responsible to advise, guide and monitor the progress of students. Students are advised to contact the academic advisors frequently to obtain advisory services for the programme of study undertaken.

**11.2. Thesis Supervisor and Thesis Committee**

- 11.2.1. Students pursuing a programme of study by research will be guided by:
  - i) One supervisor; or
  - ii) One main Supervisor and Co-Supervisor; or
  - iii) A Thesis Committee comprising at least three (3) members one of whom is principal supervisor.

**11.3. Appointment of Supervisors for Doctoral must be among:**

- i) Professors; or
- ii) Academic Staff with Ph.D. qualifications in a related field and five (5) years experienced.
- iii) Co-supervisor (if any) can be appointed from among Non-academic staff with at least a Ph.D. qualification or equivalent approved by the University

Senate. iv) Co-supervisor (if any) can be appointed from other universities with at least a Ph.D. qualification in a related field and have five (5) years working experience.

#### **11.4. Appointment of Supervisors for Masters student must be among:**

- i) Professors; or
- ii) Academic staff with at least a Ph.D. degree qualification in a related field and have five (5) years working experience.
- iii) Co-supervisor (if any) can be appointed from among Non-academic staff with at least a Ph.D. qualification or equivalent approved by the University Senate. iv) Co-supervisor (if any) can be appointed from other universities with at least Ph.D. qualification in a related field and have five (5) years working experience.

### **12.0 EXAMINATIONS**

#### **12.1. Number and scope of examinations**

12.1.1. The number and scope of examinations shall be determined under these Regulations as may be approved by the Senate on the recommendation of the University.

12.1.2. The examination in any course and thesis may incorporate written tests, orals, practical and clinical in any form as well as other assessment methods as may be approved by the Senate on the recommendation of the University.

12.1.3. The Committee of Examiners may at its discretion require a candidate to sit for any additional examination that is deemed necessary for the assessment of his thesis.

#### **12.2. Committee of Examiners**



12.2.1. A Committee of Examiners shall be appointed for each examination or part thereof of the Degree programme of study.

### **12.3. Programme of Study by Research Mode**

12.3.1. The membership of the Committee of Examiners shall comprise the following:-

- i) The Chairman or representative;
- ii) A representative of the Senate Academician;
- iii) A representative of Cluster; and
- iv) Two (2) examiners with expertise in the field concerned of whom at least one are external examiner appointed by the Senate.

12.3.2. The quorum for the meeting of the Committee of Examiners shall be at least one-third including an examiner and the Chairman.

12.3.3. Where the Vice Chancellor of Academic is the supervisor or examiner of the thesis of the candidate concerned, the chairman of the Committee of Examiners may be one of the Professors in the field concerned or such officer as may be determined by the University.

12.3.4. Where the Vice Chancellor of Academic responsible for the Degree of Doctor of Philosophy or Head of Cluster is the supervisor for the candidate concerned, he shall attend the meeting of the Committee of Examiners on the invitation of the Committee of Examiners and not as a member thereof.

12.3.5. Except otherwise provided, where the Vice Chancellor of Academic or such officer as may be determined by the University for any reasons is not able to perform his duties as the chairman of the Committee of Examiners, the Head of Cluster who is responsible for postgraduate matters or such officer as may be determined by the University may perform the duties of the Vice Chancellor of Academic as the chairman of the Committee of Examiners with the approval of the Senate.

12.3.6. Members of the Committee of Examiners shall not delegate to any other person who are not members of the Committee of Examiners to

represent him in any meeting of the Committee of Examiners except with the written approval of the Senate.

12.3.7. The officer from Academic Division shall be the secretary of the meeting of the Committee of Examiners.

12.3.8. The supervisor may be invited to attend the meeting of the Committee for the purpose of advising on matters under discussion but he does not have the right to participate in the consideration and the results of the examination of the candidate's thesis.

12.3.9. The Committee of Examiners shall consider the examiners' reports with regard to the thesis of a candidate, conduct viva voce and arrive at a decision regarding the level of achievement of the thesis in accordance with the provisions of these Regulations in its recommendation to the Senate. The Committee of Examiners shall also report to the Senate on any matter concerning the standard or conduct of an examination.

#### **12.4. Programme of study by Coursework Mode**

12.4.1. Separate Committees of Examiners shall be required for the coursework component and the research component.

12.4.2. The Committee of Examiners for the research component shall be as provided.

12.4.3. The membership of the Committee of Examiners for the coursework component shall comprise the following as approved by the Senate:

- i) The Chairman or representative;
- ii) A representative of the Senate Academician;
- iii) The representative of Cluster;
- iv) The external examiner with expertise in the field concerned; and
- v) Any examiner who is a full-time academic staff or any other person appointed by the Senate.

12.4.4. The quorum for the meeting of the Committee of Examiners for the coursework for the component is the Chairman and one-third of the members of the Committee of Examiners.

12.4.5. A part-time academic staff of the University may be invited to attend a meeting of the Committee of Examiners.

12.4.6. Members of the Committee of Examiners shall not delegate to any other person who are not members of the Committee of Examiners to represent him in any meeting of the Committee of Examiners.

12.4.7. The officer from Academic Division shall be the secretary of the meeting of the Committee of Examiners.

12.4.8. In the event of an emergency, the Vice Chancellor of Academic may appoint any full-time academic staff of the University as a member of the Committee of Examiners on condition the appointment is reported to the Senate as soon as possible.

12.4.9. The functions of the Committee of Examiners are as follows:-

- i. To consider the examination results in accordance with the marking scheme as provided (iii) below and to determine the candidates who have passed or failed an examination;
- ii. To recommend to the Senate that the candidates who have failed the examination in any course be permitted to repeat the course and to retake the examination for the course concerned or not be permitted to retake the examination or to be readmitted into the Degree programme of study; and iii. To report to the Senate on any matters in connection with the quality or conduct of an examination.

## **12.5. Examination assessment of programme of study by Research Mode**

12.5.1. The method of assessment shall be as follows:

- i. The method of assessment for a programme of study by Research shall be by examination of the thesis and a viva voce with respect to the thesis concerned.
- ii. A thesis shall be examined, evaluated and recommended by each examiner as to whether it be:-
  - a. awarded a Pass or a Fail;

- b. referred for corrections without re-examination; or
  - c. referred for further work and be submitted for re-examination.
- iii. No mark or grade shall be awarded in the examination of a thesis.
- iv. The candidate shall be required to attend a viva voce with respect to his thesis. The Committee of Examiners has the power to determine the method of conducting a viva voce with respect to the thesis of a candidate. The Committee of Examiners may, if necessary, invite an academic staff of the University who has the experience and expertise related to the area of research of the candidate to attend the meeting of the Committee of Examiners and the viva voce of the candidate concerned.
- v. The Committee of Examiners shall after considering the reports of the examiners, the candidate's thesis and viva voce, decides and recommends that the thesis of the candidate concerned:-
- a. has achieved sufficient academic merit to be awarded the
    - Degree without any corrections;
  - b. has achieved sufficient academic merit to be awarded the

Degree subject to the candidate making corrections within six

- (6) months to nine (9) months without any re-examination;
  - c. be referred for further work within a period of between after nine (9) to twelve (12) months as may be determined by the Committee of Examiners and be submitted for re-examination before the expiry of the stipulated period; or
  - d. has not achieved sufficient academic merit and the candidate has failed in the examination of his thesis.
- vi. Notwithstanding subparagraph (c), further work for a period exceeding twelve (12) months shall only be recommended by the Committee of Examiners in special circumstances and based on the reports of the examiners concerned.

- vii. For the purpose of these Regulations, “**further work**” means revision and re-writing the thesis including further research with respect to the topic of the research concerned. “**Re-examination**” means the re-evaluation of the thesis of the candidate by the Committee of Examiners after further work.
- viii. A candidate referred for further work may require by the Committee of Examiners to attend a viva voce with regard to his thesis for the second (2) time.
  - a. The results of the meeting of the Committee of Examiners shall be based on the reports of the examiners and the performance of the candidate during the viva voce and as far as possible be arrived at unanimously. Where no results can be reached unanimously, an additional examiner may be appointed to assist the Committee of Examiners in making a decision.

12.5.2. The corrections and re-examination of a thesis shall be as follows:

- i. A candidate required to make the corrections as provided under subparagraph 12.5.1.(v)(a) before above shall submit his thesis before the expiry of the period stipulated for the said corrections. Where the candidate fails to do so, he shall be presumed to have failed the examination of his thesis except in special circumstances where the Vice Chancellor of Academic has approved an extension of the stipulated period by a period of not more than ninety days.
- ii. A candidate required to make the corrections as provided under subparagraph 12.5.1.(v)(c) before above shall submit his thesis before the expiry of the period stipulated for the said corrections. Where the candidate fails to do so, he shall be presumed to have failed the examination of his thesis except where the Senate, on the recommendation of the Committee of Examiners has approved an extension of the stipulated period. For the purpose of this paragraph, the extension shall begin a day after the expiry of the stipulated period for further work.

- iii. A thesis that has been resubmitted for examination shall be sent to all the examiners concerned for re-examination and a new report shall be prepared by each examiner and submitted to the Committee of Examiners for its consideration.
- iv. The Committee of Examiners shall after considering the examiners' reports, the candidate's thesis and viva voce (if any), decide and recommend whether the thesis of the candidate be awarded a Pass or a Fail. Where the thesis has not achieved sufficient academic merit to be awarded the degree of Doctor of Philosophy, the Committee of Examiners shall recommend that a Master's in the relevant field be awarded after being satisfied that the thesis of the candidate has achieved sufficient merit to be awarded a Master's degree.
- v. Subject to the provisions of subparagraphs 12.5.1.(ii)(c) and 12.5.1.(v)(c) before above no candidate shall be permitted to submit his thesis for re-examination more than once.
- vi. A candidate required to resubmit his thesis for re-examination shall continue with his registration as a candidate and pay the registration fees concerned.

## **12.6. Examination assessment of programme of study by Coursework Mode**

12.6.1. The method of assessment for the coursework component shall be

as follows:-

- i. The method of assessment of a course shall depend on the learning outcomes and course content. The contributory ratio or weight of an assessment method in the final total marks for a course shall be determined by the University and shall be approved by the Senate.

**ii. Attendance in class**

- a. A candidate shall attend all classes. It is the responsibility of each lecturer to inform the candidate of the consequences of failure to attend classes. It is the responsibility of a candidate to ensure that the lecturer is informed early of his non-attendance of class. The lecturer is required to keep records of class attendance and report on any non-attendance exceeding twenty percent (20%) to the office of the Vice Chancellor of Academic.
- b. Any candidate who has less than eighty percent (80%) of class attendance for a course in a semester without any acceptable reasons or without obtaining prior approval of the lecturer concerned may be barred from sitting for the final examination for the course concerned in a semester by the Vice Chancellor of Academic. Where a candidate is barred from sitting for the final examination of a course for a semester he shall be informed in writing by the Vice Chancellor of Academic at least one (1) week before the commencement of the semester examination concerned.
- c. Any candidate who is barred from sitting for the final examination in a semester shall be given a zero mark for the final examination of the course concerned.

**12.7. Marking scheme**

12.7.1. The assessment for the examination for the coursework component shall be based on the following marking scheme:-

<b>Mark</b>	<b>Grade</b>	<b>Grade Point</b>	<b>Status</b>
80-100	A	4.00	Pass with excellence
75-79	A-	3.67	Pass with excellence

Mark	Grade	Grade Point	Status
70-74	B+	3.33	Pass
65-69	B	3.00	Pass
60-64	B-	2.67	Conditional Pass
55-59	C+	2.33	Conditional Pass
50-54	C	2.00	Conditional Pass
45-49	C-	1.67	Fail
40-44	D	1.00	Fail
<40	E	0.00	Fail

12.7.2. For the purpose of this paragraph, a Conditional Pass means a pass in the course concerned if the CGPA is 3.0 or greater in the semester the course is taken.

12.7.3. Grade I is given when:-

- (A) a candidate did not take the final examination for any course in a semester on medical or compassionate grounds and the grade is recommended by the Committee of Examiners; or
- (B) a portion of the candidate's course requirements has not been completed due to reasons beyond the candidate's control that may be accepted by the Committee of Examiners concerned.

12.7.4. In situation (A), the candidate is permitted to take the examination for the course concerned without being required to attend the course again. In situation (B), the candidate is permitted to complete the relevant portion of the course at the first opportunity in the following semester.

12.7.5. In both situations (A) and (B), the candidate must register to attend the course concerned when offered in the immediate following semester. However, no fees will be imposed for the registration of the course



concerned and the credit hours concerned shall not be taken into account in the number of credit hours that can be registered in a semester.

12.7.6. A candidate shall be given a zero mark for the final examination for the course or the portion of the course requirement concerned if he did not:-

- (A) Register and take the final examination for the course concerned when it is offered in the immediate following semester; or
- (B) Where applicable, did not complete that portion of his course requirements at the first opportunity in the following semester.

12.7.7. The mark that is obtained in the final examination of the portion of the course requirement for a course as mentioned above shall be added to the mark for the course that is given a Grade I in order to obtain the actual grade for that course.

12.7.8. A candidate who is given a Grade I for a course shall not be permitted to repeat the course under any circumstances until the Grade I is dropped.

12.7.9. Other than the grades as shown in the marking scheme and in subparagraph 12.7.1. and Grade I in subparagraph 12.7.3., the following grades may also be given to a candidate for courses attended by candidates:

- i. Grade K, given for courses that are approved for the transfer and exemption of credit.
- ii. Grade P, given for courses that are conducted over more than one semester.
- iii. Grade P, given for courses for which the candidate's performance is graded as satisfactory. iii. Grade U, given for

courses for which the candidate's performance is graded as unsatisfactory.

- iv. Grade R, given for courses registered by the candidate for auditing only. No credit hour value is given for this grade
- v. Grade W, given for a course(s) from which a candidate has withdrawn officially during the semester.
- vi. Grade W1, given where a candidate has withdrawn officially from a semester. vii. Grade W2, given where a candidate has withdrawn officially from the University.
- viii. Grade UW, given for any course for which a candidate has not been attending and has not withdrawn officially in a semester.

## 12.8. Determination of academic performance

12.8.1. The academic performance of a candidate in a semester is indicated by the GPA and CGPA. The GPA is determined by dividing the total grade points obtained by the total credit hours taken in a semester.

12.8.2. The following is an example of how the GPA is determined:-

Course	Grade	Grade Point	Credit Hours	Credit Hours x Grade Point
K1	A	4.00	4	4x4.00 = 16.00
K2	C+	2.33	3	3x2.33 = 6.99
K3	E	2.00	3	3x0.00 = 0.00
K4	C		3	3x2.00 = 6.00
Total			— 13 —	— 28.99 —
				GPA = $\frac{28.99}{13}$ = 2.23

$$\text{CGPA} = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

$G_i$  = Course Point Grade no.-i

$U_i$  = Course Unit Grade no.-i

$n$  = number of course undertaken

**The CGPA is determined by dividing the total grade points obtained by the total credit hours taken from the first semester to the current semester.**

12.8.3. The grade points and credit hours that are obtained for courses registered in a semester shall be included in the calculation of the GPA and CGPA for that semester.

12.8.4. The credit hours for a course with grade C-, D+, D or F shall be included in the calculation of the GPA and the CGPA for the semester concerned. However, courses with these grades shall not be given any credit hour values. The grade UW shall be converted to grade F at the end of the semester concerned and be taken into account in the determination of the GPA and CGPA.

12.8.5. Grade I or P for a course shall be taken into account in the determination of the GPA and CGPA when the final grade for that course is obtained in the following semester concerned.

12.8.6. Grades K, R, S, U, W, W1 and W2 shall not be taken into account in the determination of the GPA and CGPA.

12.8.7. Credit hour values shall be given for courses with grades A, A-, B+, B, B-, C+, C, K and S. No credit hour values shall be given for courses with Grades C-, D+, D, F, R, U, UW, W, W1 and W2. For courses that must be passed with at least Grade B, the credit hour value shall be given where the candidate achieves at least Grade B for the courses concerned.

12.8.8. Courses with Grades I and P shall be given the credit hour values when the final grades for the courses other than Grades C-, D+, D, F and U, are obtained in the following semester.

12.8.9. Where a candidate has repeated a course, the mark and grade that are taken into account in the determination of the CGPA shall be the better mark and grade achieved by the candidate.

## **12.9. Examination results**

12.9.1. The report of the Committee of Examiners for any final examination that qualifies the candidate concerned to the award of a Degree shall be tabled before the Senate for its approval.

12.9.2. The registration number and identity of the candidate concerned for any course shall not be revealed to the examiner except in a meeting of the Committee of Examiners that is held to determine the results of the examination of the candidate concerned.

12.9.3. The examination marks that are given to the candidate for any course, procedure and conduct of the meeting and report of the Committee of Examiners shall be confidential and not revealed to anyone who is not a member of the Committee of Examiners or the Senate.

12.9.4. Notwithstanding anything that is stated in second sub regulation, the examiner of a course may inform the candidate concerned of the grade for an individual course before the meeting of the Committee of Examiners on condition the grade that is revealed is subject to the confirmation of the Committee of Examiners and the approval of the Senate. The examination results may be made known to the candidate after the meeting of the Committee of Examiners on condition that any results that are announced are subject to the approval of the Senate.

## **13. PAYMENT OF FESS**

**13.1.** Tuition Fees must be paid within the date stipulated in Academic Calendar

**13.2.** Student must refer to the **FINANCE RULES & REGULATIONS FOR STUDENT** for detailed information.

#### **14. STATUS OF PROBATION**

##### **14.1. Probation 1 (P1)**

Student with a CGPA less than 3.00 in the semester or failed during proposal / research progress.

##### **14.2. Probation 2 (P2)**

Student with a CGPA less than 3.00 or failed during proposal / research progress with a P1 status in the previous semester.

#### **15. TERMINATION FROM STUDY**

**15.1.** Student with the following status will be terminated from the University

- i. Obtained a CGPA less than 3.00 or failed during proposal / research progress with a P2 status in the previous semester;
- ii. Failed in a course for a third time;
- iii. Have maximize the period of extension study; OR
- iv. Failed to pay tuition fees for three (3) consecutive semesters.

#### **16. GRADUATION REQUIREMENTS**

**16.1. Programme of study by Research Mode (Research to Coursework component is more than 70%).**

**16.1.1. A candidate shall fulfil the following requirements for the purpose of graduation for a programme of study by Research Mode:**

- i. Achieve at least a final CGPA of 3.00 for all the coursework, including prerequisite courses, as may be prescribed;
- ii. Pass in the examination of the thesis or dissertation;
- iii. Pass the oral examination (viva voce);
- iv. Published in acceptable refereed journals at least two (2) articles from the doctoral research or one (1) article from the master's research;
- v. Presented in recognized conference at least one (1) paper from the doctoral or master's research;
- vi. Fulfil the language requirements as may be prescribed; and
- vii. Fulfil any other requirements set by the University where the candidate is attending a programme of study.

**16.2. Programme of study by Mixed Mode (Coursework and Research; of which the component of research is in range of 50% to 70%).**

16.2.1. A candidate shall fulfil the following requirements for the purpose of graduation for a programme of study by Mixed Mode.

**16.2.2. Fulfil the requirements of the Coursework Mode component:**

- i. Achieve a final CGPA of at least 3.00;
- ii. Pass all the prescribed courses including compulsory, prerequisite and exempted courses;
- iii. Fulfil any other requirements set by the University where the candidate is attending a programme of study; and
- iv. Fulfil requirements, if any, of the University with which he is registered for his programme of study.

Grade Point Average	Achievement Status	Qualified for Continuation	Qualified to be Conferred a Degree
CGPA $\geq$ 3	Pass	Qualified	Qualified

Grade Point Average	Achievement Status	Qualified for Continuation	Qualified to be Conferred a Degree
$2 \leq \text{CGPA} < 3$	Conditional Pass	Probation	Not Qualified
$\text{CGPA} < 2$	Fail and Discontinued	Not Qualified	Not Qualified

### 16.2.3. Fulfil the requirements of the Research component, that is:-

- i. Pass in the examination of the thesis or dissertation;
- ii. Pass the oral examination (viva voce);
- iii. Published in acceptable refereed journals at least two (2) articles from the doctoral research or one (1) article from the master's research;
- iv. Presented in recognized conference at least one (1) paper from the doctoral or master's research;
- v. Fulfil the language requirements as may be prescribed; and vi. Fulfil any other requirements set by the University where the candidate is attending a programme of study.

### 16.3. Award of distinction for thesis.

16.3.1. A thesis qualifies to be awarded a distinction if:-

- i. A distinction is recommended in the reports of all the examiners; ii. It is recommended by the Committee of Examiners; and iii. It is completed and submitted by the candidate for examination not more than three (3) semesters with respect to the Degree programme of study by Research and eight (8) semesters with respect to the Degree programme of study by Mixed Mode from the date of the initial registration of the candidate concerned.

**16.4. Programme of study by Coursework Mode; of which the component of coursework is at least 70%).**

- 16.4.1. A candidate shall fulfil the following requirements for the purpose of graduation for a programme of study by Coursework.
- i. Achieve a final CGPA of at least 3.00;
  - ii. Pass all the prescribed courses including compulsory, prerequisite and exempted courses;
  - iii. Passed in Master Project as prescribed by the programme;
  - iv. Fulfil the language requirements as may be prescribed; and
  - v. Fulfil any other requirements set by the University where the candidate is attending a programme of study.



# ACADEMIC RULES & REGULATION

## Universiti Islam Malaysia (Undergraduate Studies)

### 1. PRELIMINARY

#### 1.1 Definition and Interpretation

In these Regulations, unless the context otherwise requires—

**“Aegrotat”** means the pass status and fulfilment of the requirements for the conferment of the Bachelor Degree or diploma accorded to any student who is unable to complete their studies due to permanent loss of ability or death, subject to the Policy on Aegrotat and Posthumous Conferment of Bachelor Degree, Diploma, Certificates and Other Academic Distinctions.

**“Posthumous”** means the conferment of the Bachelor’s Degree, diploma, certificates and other academic distinctions to a student after his death subject to the Policy on Aegrotat and Posthumous Conferment of Bachelor Degree, Diploma, Certificates and Other Academic Distinctions.

**“credit load”** means the total number of credits undertaken by a student in a semester.

**“CGPA”** (Cumulative Grade Point Average) means the average sum of grade point values obtained for all semesters.

**“Re-Registration (DS)”** means the status of a student who has failed the first year of first semester and is allowed to recommence his studies in the next Academic Session.

**“Head of Cluster”** means the Head of a Cluster appointed by the Vice Chancellor.

**“Cluster”** means the University Authority, which is responsible for conducting academic programmes, and is vested with the powers from the Senate to confer Bachelor’s Degrees and Diplomas to students.

**“GAC”** means Good Academic Standing

**“Academic Standing”** means the code used to indicate a student’s academic standing.

**“GPA”** (Grade Point Average) means the average Grade Point Values obtained in a semester.

**“grade”** means the letter used to indicate a student’s achievement in a course.

**“Direct Entry”** means a student who is enrolled directly into the second year of study based on Credit Transfer approved by the University.

**“CAST”** means Conditional Academic Standing.

**“credit for graduation”** means the number of credits in a curriculum structure determined by the Cluster and approved by the Senate which a student must earn in order to graduate.

**“coursework”** means any form of assessment carried out in the duration of instructional session of a semester.

**“credit”** means the unit of measurement for the load of a course.

**“Credit Earned”** means the total number of credits earned for courses passed including Credit Transfer.

**“Credit Counted”** means the number of credits obtained for courses passed and is taken into account in the calculation of the GPA and the CGPA.

**“curriculum”** means the arrangement of courses organised for a programme.

**“course”** means components of a programme.

**“Audit Course”** means any course taken by a student which is not a requirement of the current programme’s curriculum.

**“Grade Point Value”** means the equivalent numerical value for each grade.

**“Elective Course”** means the optional course offered within a course to fulfill the graduation requirement.

**“Massive Open Online Courses (MOOC)”** means an online course aimed at unlimited participation and open access via the web.

**“student”** means an individual who has completed registration to follow a programme

**“senior student”** means a student who has completed at least one (1) semester of study at the University.

**“special student”** means the final year student who only registers for one course that has been previously taken.

**“deferment of studies”** means the status of the student who does not register for a continuation of study in a semester due to specific reasons approved by the University.

**“studies”** means the levels of learning in order to earn a Bachelor Degree or Diploma.

**“Accreditation of Prior Experiential Learning (APEL)”** means a systematic process that involves the identification, documenting and assessment of prior experiential learning, i.e., knowledge, skills and attitudes, to determine the extent to which an individual has achieved the desired learning outcomes and is used for access to a programme of study and/or for the award of credit.

**“APEL for experience assessment (APEL(A))”** A combination of aptitude test and portfolio that an applicant must pass to be awarded with APEL certificate to enable individuals to pursue their studies in Higher Education Institutions (HEIs) with non-formal learning.

**“APEL for Credit Award (APEL(C))”** is a learning evaluation process (informal and non-formal) of an individual based on cumulative experiences (knowledge and skills) to obtain credit transfer for course(s) in the programme enrolled, whereby recognise learning acquired through work experience and short courses attended.

**“suspension of studies”** means the status of a student who is barred from attending any instructional meetings in a semester as directed by the University due to disciplinary reasons.

**“final examination”** means the assessment carried out at the end of the semester to measure students’ academic achievement.

**“Special Examination”** means a replacement for the examination.

**“instructional session”** means the teaching and learning activities in a specific period.

**“Credit Transfer”** means the process of transferring the credits for courses which a student has undertaken in his previous programme to the current programme of study. This process allows the credits that have been acquired to be counted as part of the graduation credit requirement of the current programme that the students are pursuing.

Essentially, transferable credit should be from courses that are equivalent to the courses of the programme of study being pursued at the University.

**“Credit Transfer with Grade”** means the horizontal transfer of course credits for a student who is still actively studying, at the same level of qualification as the current programme being followed by the student at the University.

**“Credit Transfer without Grade (also known as Credit Exemption)”** means the transfer of course credits of a student who has graduated or has achieved competency in the course either vertically or horizontally to the current programme of study being attended by the student at the University.

**“programme”** means an arrangement of courses that are structured for a specified duration and learning volume to achieve the stated learning outcomes, which usually leads to an award of qualification.

**“semester”** means the duration of study in an Academic Session as stipulated by the University.

**“Short Semester”** means an 8-week duration of study conducted at the end of an Academic Session.

**“Long Semester”** means a seventeen (17)-week duration of study determined by the University.

**“Academic Session”** means a twelve (12)-month duration as determined by the Senate.

**“maximum duration of study”** means the maximum number of semesters allowed in order to complete a programme of study.

**“transcript”** means an official statement issued by the University listing all the examination results obtained by a student during his duration of study.

**“University”** means Universiti Islam Malaysia.

## **1.2 Name, Commencement and Application**

This document outlines the policies made by the Senate to ensure the standard of education and award of Bachelor’s Degree and Diploma at Universiti Islam Malaysia (UIM).

This document is published to all students, academic, and non-academic staff, all of whom are responsible for reading and adhering to these policies.

## **2. APPLICATION FOR ADMISSION**

### **2.1 Advertisement and Admission**

- 1) The University's undergraduate programme (Diploma and Bachelor's Degree) of study shall be advertised from time to time by the relevant authority.
- 2) Admission into any Diploma and Bachelor's Degree programme of study shall be made in accordance with the procedures prescribed by the relevant authority.

### **2.2 Admission Requirement**

1) Every citizen and Permanent Resident applicant, having an Identity Card/MyKad number, who wishes to pursue a Diploma or Bachelor's Degree programme of study at the University Islam Malaysia shall fulfil the following requirements:

- a. General requirements of the University as prescribed by the Malaysian Ministry of Education, and in accordance with Programme Standard of each Programme offered (if any) and,
- b. Special requirements of the programme as prescribed by the Senate from time to time.

2) An applicant who is not a citizen who wishes to pursue a Diploma or Bachelor's Degree programme of study at the Universiti Islam Malaysia shall have completed and passed a minimum of eleven (11) years of study and obtained the following qualifications:

#### Diploma:

- a. A pass in SPM with at least three credits in any three (3) subjects, or its equivalent;

- b. A pass in Sijil Kemahiran Malaysia (SKM) at Level three (3) in the related field;
- c. A pass in Sijil Tinggi Persekolahan Malaysia (STPM)/ Sijil Tinggi Agama Malaysia (STAM) or its equivalent;
- d. A Certificate (Level 3, MQF) in the related field;
- e. Other relevant equivalent qualifications recognized by Malaysian Government with Senate's approval.

#### Bachelor's Degree (Check IPTS)

- a. A pass in the Sijil Tinggi Persekolahan Malaysia (STPM)/A-Level/IB/Equivalent; or
- b. A Diploma that is recognised by the University with at least a CGPA of 2.50; and
- c. Obtained the following results in any one (1) of the following English Language proficiency examinations that are listed below:
  - i) a score of 500 (PBT), 173 (CBT) or 60 (IBT) in Test of English as a Foreign Language (TOEFL);
  - ii) band 5.0 (Diploma) and 6.0 (Bachelor) for International English Language Testing System (IELTS) (Academic);
  - iii) band 2 and above in the Malaysian University English Test (MUET) or as per requirement for each programme or as prescribed by the Malaysian Ministry of Education, and in accordance with Programme Standard of each Programme offered (if any);
  - iv) a pass in SPM or its equivalent with a minimum of 3 credits or as per requirement for each programme;

- v) a score according to the programme standard of the Malaysian Qualifications Agency (MQA) respectively if the requirement is higher than (i) until (iv);
- d. Fulfils the requirement of special admission conditions to the programme of study concerned.

3) Notwithstanding the conditions stated in sub-regulations (1) and (2) above, under certain circumstances, the admission of a student is subject to the decision of the Senate upon recommendation of the Committee for the Admission Selection of the Cluster concerned.

### **2.3 Other Requirements**

An applicant shall confirm the acceptance of the offer within the period determined by the University. The validity period of an offer of admission is as stated in the offer of admission document. Upon expiry of the said period, the offer shall lapse if the candidate fails to report himself.

### **2.4 Deferment**

1) Students certified to be medically unfit by a government Medical Practitioner may request for a deferment of study from the Head of the Cluster. The semester approved for the deferment will not be counted as part of the total semesters used for the duration of the programme.

2) The maximum deferment for every application is two (2) consecutive semesters. If students require deferment of more than four (4) consecutive semesters, the case will be referred to the government medical practitioner and the senate to decide whether the student should be allowed to continue or have his/her study terminated.

3) Students may also apply for deferment due to other reasons. This application must be made before the last working day of week seven (7) of the semester. Students are allowed to apply for a deferment of only one (1) semester in every application. The semester approved for the deferment will be counted as part of the total semesters used for the duration of the programme. However, with endorsement from the Head of the respective Cluster, and approval from the Deputy Vice-Chancellor (Academic), this deferred semester may not be counted.

4) The deferment period of students whose studies have been deferred by the University due to misconduct, will not be taken into account as part of the total semesters used for the duration of the programme.

## **2.5 Re-admission**

1) First year students in the first semester, excluding direct entry students who obtained Fail Status, will be allowed to continue their study by registering for courses in the semester determined by the Cluster. These students will be categorised as Re-Admission Students.

2) Re-Admission Students will have to register for the courses within the compulsory registration period. Students who fail to register will be terminated from their study and given Fail Status.

3) Re-Admission Students will resume their study with a new GPA and CGPA record (whereby the credit counted and credit earned will be reset to ZERO (0)).

4) The first semester used will not be counted as part of the duration of their study.

5) Re-Admission Students will be terminated from their study if they fail to obtain Good Status in the semester in which they resume their study.

## **3. REGISTRATION**

### **3.1 Academic Session**

1) The University Academic Session is divided into two (2) long semesters and one (1) short semester per academic year.

2) The Academic Session is as shown in Table 1.

Table 1: Academic Session\*



<b>SEMESTER I (Long Semester)</b>	
Lectures	14 weeks
Mid-Semester Break	1 week
Revision	1 week
Final Examination	2 weeks
End of Semester Break	3 weeks
<b>Total</b>	<b>21 weeks</b>
<b>SEMESTER II (Short Semester)</b>	
Lectures	7 weeks
Final Examination	1 week
End of Semester Break	2 weeks
<b>Total</b>	<b>10 weeks</b>
<b>SEMESTER III (Long Semester)</b>	
Lectures	14 weeks
Mid-Semester Break	1 week
Revision	1 week
Final Examination	2 weeks
End of Semester Break	3 weeks
<b>Total</b>	<b>21 weeks</b>
<b>TOTAL</b>	<b>52 weeks</b>

*\* Subject to amendments*

Note: -

The actual implementation dates for the above academic session are based on the academic calendar determined by the University.

### 3.2 Programme Registration

- 1) All student candidates must register for programme offered on the date stipulated by the University.
- 2) For the student candidates who fail to register on the stipulated date without any reason acceptable by the University, the programme offered shall be revoked.

- 3) Semester registration for the senior student will be done automatically by the University administration based on the examination results of the previous semester.
- 4) A senior student shall re-register for the programme if (s)he has a break in the period of study due to deferment, suspension etc.
- 5) Students are allowed to change the programme of study with permission from Cluster and approved by the Deputy Vice Chancellor (Academic).

### 3.3 Course Registration

- 1) All students including special students are required to register for courses in accordance with the stage of study that has been prescribed. The stage of study is determined by the number of credits that has been completed by the student as follows:

#### Bachelor's Degree

Stage of Study	Credits Accumulated
First Year	45 credits and below
Second Year	46-89 credits
Third Year	90 credits and above

#### Diploma

Stage of Study	Credits Accumulated
First Year	45 credits and below
Second Year	46 credits and above

- 2) A student is required to pursue his/her programme of study based on the structure of the programme of study as prescribed by the Cluster and approved by the Senate. Any courses registered other than that prescribed in the programme of study structure will not be considered for the purposes of fulfillment of the studies.
- 3) A student is required to register for the course within the period prescribed. Activities involved in the course registration process is as in the table as follows:

Activity	Long Semester	Short Semester
Add	Week 1 – 2	Week 1 - 2
Drop	Week 1 – 7	-

- 4) Registration for any course must be completed by the second (2<sup>nd</sup>) lecture week of the semester and payment must be made upon the registration period. Any student who does not complete his registration within the duration prescribed may not be allowed to pursue the course concerned.
- 5) Registration for a course with pre-requisite is only allowed after the student has passed the prescribed pre-requisite course by obtaining at least a grade C.
- 6) A student is responsible to check and ensure that the course code that is registered for is correct. At the end of the prescribed period, the courses that are registered is final and no further changes are allowed.
- 7) A student who does not register within the prescribed period and does not give any response until the seventh (7<sup>th</sup>) lecture week for the semester concerned will be recorded as Not Registered.
- 8) The student who is recorded as Not Registered based on sub-regulation (7) above, may appeal as prescribed in Regulation 7.3(1)(a). A student, whose appeal is successful, has to register in the following semester.
- 9) Any student who fails to register continuously for a duration of two (2) Long Semesters and fails to register until the seventh (7<sup>th</sup>) lecture week in the following Short Semester may cease being a student and his status of studies will be terminated.
- 10) Registration for any course is strictly not allowed under the following circumstances:
  - a. registration which is backdated.
  - b. registration after the examination week has commenced.

- 11) registration for courses with pre-requisite simultaneously. The maximum number of credits which can be registered by a student is not exceeding twenty (20) credits in the Long Semester and ten (10) credits in the Short Semester. For students under the Academic Probationary Period, the maximum number of credits that can be registered by a student is not exceeding fifteen (15) credits in the Long Semester and nine (9) credits in the Short Semester.
- 12) Notwithstanding the provisions in the sub-regulation (11) above, the maximum number of credits that can be registered by a student (except for a student under the Academic Probationary Period) in one (1) academic session are as follows:
  - a. Fifty (50) credits for registration for courses that do not include Industrial Training.
  - b. Fifty-two (52) credits for registration for courses that include Industrial Training.
- 13) Notwithstanding anything that is stated under Regulation 3.3, in certain circumstances, the Deputy Vice-Chancellor (Academic) concerned may make a decision otherwise.
- 14) Direct Entry students shall register for courses according to the curriculum of the cohort of the previous Academic Session.
- 15) Students are allowed to register for any course beyond the curriculum of the current programme as an Audit Course with the permission of the Head of Cluster. If the Audit Course involves other Clusters, the approval of both Head of Clusters is required.
- 16) A student who fails to register for the courses within the Compulsory Course Registration Period is required to register the courses during the Late Course Registration Period with penalty. A student who still fail to register during the Late Course Registration Period shall be dismissed by the University, except with reasons acceptable by the University and will be subjected to a penalty payment amounted to one credit hour charges of the programme for each subject.

### **3.4 Concurrent Registration**

- 1) A student shall not be allowed to register concurrently for any other programme of study which leads to the award of a diploma/first degree/post graduate degree at the University or other institution or university.
- 2) Notwithstanding anything stated under sub-regulation (1) above, a student is allowed to register concurrently in circumstances where the University conducts a programme in collaboration with another university or institution which will lead to the award of a degree.
- 3) Any student found to be in breach of sub-regulation (1) above may be terminated from his programme of study without refund of any fees and other payments that have been paid.

### **3.5 Attendance in Programme of Study**

- 1) It is compulsory for a student to attend all teaching and learning activities related to his programme of study.
- 2) A student who does not attend any teaching and learning activities is required to inform the reason for his absence to the lecturer immediately together with the relevant supporting documents. The lecturer shall inform the student of the consequences of being absent and is responsible to keep the records of the notification and class attendance.
- 3) Students must attend not less than 80% of scheduled face-to-face/online learning activities in ONE (1) semester as stipulated by specific courses including Compulsory Audit Courses [CA] and Audit Courses [R].
- 4) The guideline on action to be taken on students with less than 80% attendance is as follows:

**GUIDELINE ON ACTION TO BE TAKEN ON STUDENTS WITH LESS THAN 80% ATTENDANCE**

1. Students must attend all forms of scheduled face-to-face/online learning activities (lectures/tutorials/practical etc.). If students do not attend these activities, the student will have to obtain approval from his/her lecturers immediately and provide valid reasons for his/her absence.
2. Students who have been absent for more than 20% of the total number of scheduled contact hours of learning activities for a course without valid reasons accepted by the university will be awarded ZERO (0) mark. The student will be barred from sitting for the examination and will have to repeat the course.
3. The Cluster has to inform the students in writing of the results of the action as stated in 2.0.

### 3.6 Withdrawal from a Course

- 1) "Withdrawal from a course" means withdrawal from one (1) or more courses in any semester after the second (2<sup>nd</sup>) lecture week. Details of withdrawal from course are as below:

Semester	Duration	Fees	Grade Obtained
Long Semester	Week 1 - 2	No	No Grade
	Week 3 - 7	Yes	Grade W
Short Semester	Week 1 - 2	No	No Grade

- 2) A student may withdraw from a course not later than the second lecture week of a semester. The student shall not be liable to pay any fees and his course registration record for the affected course will be expunged.
- 3) A student who withdraws from a course after the second (2<sup>nd</sup>) lecture week of a Long Semester will be liable to pay fees and will be recorded with grade W for the course concerned. Withdrawal from any course after the seventh (7<sup>th</sup>) lecture week of a Long Semester and after the second lecture week of a Short Semester is not permitted except for medical reasons.

- 4) Withdrawal from a course on medical reason shall be made to the Deputy Vice Chancellor concerned through the Head of the Cluster. If it is approved, Grade W will be recorded for the course concerned. Fees will be imposed if the application is submitted after the seventh (7<sup>th</sup>) lecture week of a Long Semester or after the second (2<sup>nd</sup>) lecture week of a Short Semester.
- 5) An application on medical reasons shall be supported by a medical report issued by a government hospital/teaching hospital/Private Medical Centre.
- 6) If an application is not approved, the student shall be required to continue with his studies for the course concerned. Failure of the student to continue with his studies for the whole course concerned may result in the student being given a Grade F.
- 7) Withdrawal from a course on reasons stated below is not allowed:
  - a. performance of the student is not satisfactory for any of the course;
  - b. insufficient preparation for the course concerned; or
  - c. dissatisfaction towards any of the course.
- 8) Withdrawal from any of the course is not permitted once the examination period for the semester has commenced.
- 9) A student who stopped attending lectures and did not follow all the teaching and learning activities of a course without officially withdrawing himself will be given a grade F and will be recorded in the student's official record for the course concerned.
- 10) Notwithstanding anything stated in Regulation 3.6, in certain circumstances, the Deputy ViceChancellor concerned may make a decision otherwise.

### **3.7 Withdrawal from Semester**

- 1) "Withdrawal from a semester" means withdrawal from all courses registered for the semester concerned. A student is only allowed to

withdraw from a semester after he has undergone his programme of study for at least one (1) semester except for medical reasons.

- 2) Withdrawal from a semester is categorised as follows:
  - a. Semester Leave on Personal Reasons
  - b. Semester Leave on Mobility Programme Reasons
  - c. Semester Leave on Medical Reasons
  - d. Gap Year Leave
- 3) Application to withdraw from a semester shall be made to the Head of the Cluster within the period allowed in accordance to the prescribed rules for his consideration and approval.
- 4) Details of withdrawal from a semester is stated below:
 

Category	Long Semester	Short Semester	Fees	Duration of Study
Personal Reason	Week 1-2	Week 1-2	No	Included
	Week 3-7	-	Yes	Included
Medical Reason	Week 1-7	Week 1-2	No	Included
	Week 8-14	Week 3-7	Yes	Not Included
- 5) A student is allowed to apply to follow a Gap Year Leave after having attended at least one (1) session of study.

The application for a Gap Year Leave shall be made to the Deputy Vice-Chancellor concerned through the Head of the Cluster together with proof of documentation concerned.

- 6) A student may withdraw from a semester on personal reason not later than the second lecture week in a particular semester. The student will not be subjected to fees and the course concerned will be recorded as Grade W1.
- 7) Application for withdrawal from a semester for personal reason made between the third (3<sup>rd</sup>) lecture week until the seventh lecture week of the Long Semester will be subjected to fees and the course concerned will be recorded as Grade W1.



- 8) Application for withdrawal from a semester due to medical reasons made before the seventh (7<sup>th</sup>) lecture week of the Long Semester may be approved subject to a medical report issued by a government hospital/teaching hospital/Private Medical Centre. If approved, the fees will not be charged and the course concerned will be recorded as Grade W1.
- 9) A student is not permitted to withdraw from a semester after the seventh (7<sup>th</sup>) lecture week of a Long Semester or after the second lecture week of a Short Semester except for medical reasons which is supported by a medical report that is issued by a government hospital/teaching hospital/Private Medical Centre. The application shall be made to the Deputy Vice-Chancellor concerned through the Head of the Cluster for consideration and approval. If the application is approved, the fees will be charged and the course concerned will be recorded as Grade W1.
- 10) If the application for withdrawal from a semester is not approved, the student shall be required to continue with his studies for the semester concerned. Failure of the student to continue with his studies may result in the student being given a Grade F for the registered courses.
- 11) A student who stopped attending lectures of a course without withdrawing officially may be given a grade F and recorded in the student's official record for the course concerned.
- 12) The maximum duration for withdrawal from a semester on personal reasons for a student is two (2) Long Semesters throughout his studies duration which may be taken either continuously or otherwise. The withdrawal from a semester will be taken into account as part of his maximum duration of study except for medical/Mobility Programme/Gap Year leave reasons supported by medical reports from a government hospital/teaching hospital/Private Medical Centre or documentation proof concerned.
- 13) Withdrawal from a semester on any of the reasons stated below is not allowed:
  - a. Performance of the student is not satisfactory for any of the courses;
  - b. Insufficient preparation for the course concerned;

- c. Dissatisfaction towards any of the course.
- 14) Withdrawal from a semester is not allowed once the examination period for the semester concerned has commenced.
  - 15) Notwithstanding anything stated in Regulation 3.7, in certain circumstances, the Deputy Vice-Chancellor concerned may make the decision otherwise.

### **3.8 Withdrawal from Programme of Study**

- 1) "Withdrawal from Programme of Study" means withdrawal from the programme of study that is currently being undertaken by the student.
- 2) Application for withdrawal from the programme of study shall be made officially to the Deputy Vice-Chancellor concerned through the Head of the Cluster and the decision of the University is final.
- 3) A student, who has been approved to withdraw from his/her programme of study after the second lecture week will:
  - a. pay the fees and other payments as stated in Regulation 4, and
  - b. be recorded Grade W2 for any courses registered in the semester where the student withdraws from the programme of study concerned.
- 4) The student is liable for any and all implications arising from this action. The University reserves the rights to claim any outstanding debt from the student, his guarantor or next of kin.

### **3.9 Re-Registration**

- 1) A student with FAS in his first semester of the first year may apply to the Cluster to re-register (DS) within six (6) weeks after the Academic Standing result is announced.
- 2) A re-register (DS) student shall be terminated from his studies if he fails to obtain GAC in accordance to sub-regulation 6.11(1).
- 3) A re-register (DS) student shall register for courses in accordance to the curriculum of the current academic group.

- 4) A student who has been approved for Re-Registration is not allowed for any Credit Transfer.

### **3.10 Suspension**

- 1) Students may be suspended during their studies due to the following reasons:
  - a. Disciplinary action
  - b. Failure to pay the Education Fees
- 2) The duration of suspension shall count towards the calculation of the duration of study at the University.
- 3) A student who is suspended from his studies shall not be allowed to utilise any facility and service of the University.

### **3.11 Termination of Programme of Study on Medical Reason**

A student, whose withdrawal from a semester has been approved on medical reason for four (4) Long Semesters consecutively, may be terminated from his programme of study for the following semester upon being certified by a government hospital/teaching hospital/Private Medical Centre after the student's case has been reexamined by the Registered Medical Practitioner concerned.

### **3.12 Change of Programme of Study**

- 1) A student who has registered for a programme of study that was offered is not allowed to change his programme of study.
- 2) Notwithstanding anything stated in sub-regulation (1) above, in certain circumstances, a student may submit an application for a change in the programme of study to the Deputy ViceChancellor (Academic) concerned latest by the second (2<sup>nd</sup>) lecture week of the second (2<sup>nd</sup>) semester of his study.
- 3) Consideration for the application for a change of programme of study is subject to the following conditions:

- a. allowed only for a first (1<sup>st</sup>) year student who has undergone at least one (1) semester of study and passed the first (1<sup>st</sup>) semester examination with GPA 2.0;
  - b. fulfilled the special admission requirements of the new programme of study that is applied for and other requirements as determined by the University from time to time;
  - c. there is availability for the applied programme;
  - d. allowed only once throughout the duration of his study at the University;
  - e. has not been convicted of any disciplinary action; and
  - f. obtain the recommendation from the original Head of the Cluster and the agreement of the Head of the Cluster that will be accepting the student concerned.
- 4) A student that is approved for a change of programme of study will register to follow the new programme of study in the subsequent Long Semester.

## **4. PAYMENT**

### **4.1 Fees and Other Payments**

- 1) A student shall pay all fees and other payments due to the University at the time of initial registration of every semester except where he has been exempted from any fee or payment or both.
- 2) A student who intends to pay any fee or other payments due to the University by instalments shall apply to the Bursar following the procedures prescribed by the University.
- 3) A student who fails to pay any fee or any other payments or any part of the fee or other payment due to the University will be subjected to any one or a combination of the following actions:
  - a. may not be allowed to register for the following semester;
  - b. examination results, transcripts or the degree scroll will not be issued to the student.

## 5. MATTERS CONCERNING STRUCTURE OF PROGRAMME OF STUDY

### 5.1 Structure of Programme of Study

- 1) The Degree Studies Structure for each programme of study shall contain three (3) course components that is determined by the Cluster and approved by the Senate.

Component
University Course/General Course
Discipline Course
Elective Course

- 2) Notwithstanding anything stated in sub-regulations (1) above, any programme of study that has a Malaysian Qualifications Agency programme (MQA) standard or professional body standard, the programme concerned shall be subjected to the compliance of the requirement as prescribed.

### 5.2 Credit Hour Load per Semester

- 1) All students shall take at least twelve (12) credits in a long semester and three (3) credits in a short semester except in the final semester.
- 2) All Diploma and Bachelor students are allowed to take a maximum of twenty (20) credits in a Long semester and ten (10) credits in a Short semester.
- 3) A student taking fewer than the minimum credit, or more than the maximum credits allowed must obtain the Head of Cluster's special approval.

### 5.3 Duration of Completion of Programme of Study

- 1) The minimum and maximum duration to complete a programme of study is as follows:

Level of Study	Year	
	Minimum	Maximum
Diploma	2	4

Degree	3	6
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#### 5.4 Offer and Completion of Courses

- 1) The calculation of credits of any course is based on the actual student learning time comprising of all teaching and learning activities that are required to achieve the prescribed course learning outcome.
- 2) Course offered in any semester will be decided by Cluster
- 3) The offer of new course(s) will be upon Senate's approval.
- 4) Any amendment of the course title, code, credit, course learning outcome, and assessment for the particular courses can only be made after the approval of Senate.
- 5) Every course offered shall be conducted, completed, and assessed within one (1) semester. Only certain courses which have obtained prior approval from the Senate may be permitted to be conducted for a period exceeding one semester and completed in two (2) semesters consecutively.

#### 5.5 Credit System

- 1) All courses have specific credit values as quantitative measurement approved by the University to represent the learning volume or learning load in achieving the learning outcomes of the courses.
- 2) The learning load is the quantitative measurement of all learning activities required to achieve a set of learning outcomes. These activities include attending lectures, tutorials, seminars, and doing practicums, independent studies, information searches, research, field studies, as well as preparing and sitting for examinations.
- 3) For the purpose of calculating the student learning time, three (3) credit hour is equivalent to forty-two (42) hours of notional learning.

#### 5.6 Credit Transfer

- 1) Transfer of credit may be categorised as follows:

- a. Transfer of credit with grade.
  - b. Transfer of credit without grade.
- 2) Transfer of credit with grade
- a. “Transfer of credit with grade” means transfer of credits together with the grade for the course(s) from the same level of qualifications (horizontal) for students who are still in the programme of study.
  - b. Application for credit transfer of a course from other institutions must be done one (1) semester before taking the course.
  - c. A course that has been approved for a transfer of credit with grade will be awarded the grade that is equivalent to the University’s grading scheme and the University’s approved credit for the course concerned.
  - d. The credit obtained together with the grade points for the approved course will be taken into account in the calculation of GPA and CGPA of the student. The credits for the course concerned will be taken into account for the purpose of completion requirements for graduation.
  - e. For the purpose of transfer of credit with grade, the student shall have completed the course and achieved the required competency in the course applied for.
  - f. The application shall be submitted to the Head of the Cluster not later than third (3<sup>rd</sup>) lecture week in the following Normal Semester in accordance with the rules prescribed by the University. Application received after the specified period will be considered in the subsequent semester.
  - g. The total number of credit transfer from other institutions should not exceed thirty-three percentage (33%) of the total number of credits required for the award of a degree.
  - h. Students are not allowed to use the credit transfer facility to complete their final semester at other institutions.

- i. Only students with active status are allowed to apply for Credit Transfer.
  - j. The processing fee for the transfer of credit with grade is amounted to one credit hour of the programme.
- 3) Transfer of credit without grade
- a. "Transfer of credit without grade" means transfer of credit without carrying the previous grade obtained for the course(s) from:
    - i) lower level of qualification (vertical) for a student who has completed his studies successfully; and/or
    - ii) same level of qualification (horizontal) for a student who:
      - A) has completed his studies successfully; or
      - B) has not completed his studies (excluding a student who has been terminated from his programme of study) but has achieved the required competency level in the course applied for.
- 4) A course approved for transfer of credit without grade will be given a grade K and is not required to be replaced by another course. The credit will not be taken into account in the calculation of the student's GPA and CGPA but will be taken into account for the purpose of completion of his degree.
- 5) A student is not allowed to transfer the credit without grade for the following courses:
- a. University Course/General Course from a lower level of qualification; and
  - b. A course from a higher level of qualification.
- 6) The application shall be made to the Head of the Cluster in the first two (2) semester of study.



- 7) Transfer of credit shall be based on the mapping of course(s) that has been taken previously with the course(s) offered at the University.
- 8) Permission to transfer credit for sub-regulation (2) and (3) above is subject to the following conditions:
  - a. Grade or grade point obtained for the course concerned after being made equivalent with the University's grading scheme shall not be less than grade C or 2.0 (horizontal) and B or 3.0 (vertical);
  - b. Course taken previously has the same credit value or more after it is made equivalent with the credit value of the course offered at the University;
  - c. Course taken previously has at least eighty percent (80%) overlap with the course offered at the University;
  - d. Course taken previously shall be from a programme that has been accredited/recognized by an authoritative body in the country concerned;
- 9) For the purposes of graduation, the maximum number of credits which may be transferred from another institution/university cannot exceed one third (1/3) of the overall total credit for the programme of study.
- 10) Notwithstanding the provisions stated in sub-regulations (2) and (4) above, the course taken during the Mobility Programme which is not listed in the Diploma and Degree Programme Structure may be considered for transfer of credit with grade, subject to the course being recommended by the Head of the Cluster whether the course:
  - a. replaces the External Cluster Elective Course\* and/or any of the Elective Courses. Grade and grade points will be taken into calculation of the GPA and CGPA and the course credit concerned will be taken into account for the purpose of completion requirements for graduation.

For the purpose of this sub-regulation, the course shall fulfil the conditions specified in sub-regulations (5)(a) and (b) above; or

b. does not replace any course which has been prescribed in this programme structure of studies. The course concerned will be recorded on the academic transcript of the student. Grade and grade points of the course will be taken into account in the calculation of GPA and CGPA but the course credits will not be taken into account for the purpose of completion requirements for graduation.

For the purpose of this paragraph, course(s) shall fulfil the conditions specified in subregulation (5)(a) above and will be given the value of the credit that has been made equivalent with the calculation of notional hours of the University.

- 11) Transfer of credit for professional programmes are subject to the regulations as determined by the respective professional bodies.
- 12) The application shall be submitted together with:
  - a. proof of processing fees payment at a prescribed rate. This fee is nonrefundable; and
  - b. compulsory supporting documents which is the course learning outcomes, syllabus/course content and grading scheme of the course from another institution/university.
- 13) Application for credit transfer shall be submitted for consideration of the Senate after obtaining the recommendation from the designated special committee.
- 14) A course which has been approved for credit transfer cannot be withdrawn by the student.
- 15) The decision on the student's application for credit transfer will be notified by the Head of the Cluster
- 16) The processing fee for the transfer of credit without grade is amounted to one (1) credit hour of the programme.

## 5.7 Course Exemption

- 1) "Course Exemption" means exemption from registering and pursuing a course offered to a student based on the equivalency of the course content that is applied for with proof of knowledge and skills of the student.
- 2) Application for course exemption shall only be allowed for the University Course and General Course.
- 3) Course exemption will not result in a student obtaining credit for the course which is exempted. For this purpose, the course which has been approved for exemption will be given a grade K1.
- 4) Application for course exemption shall be submitted to the Head of the Cluster who will obtain the recommendation of the designated special committee. The recommended application shall be submitted for consideration by the Senate.
- 5) Decision on application for course exemption of the student will be notified by the Head of the Cluster of the programme of study.
- 6) The total maximum unit exemption allowed should not exceed thirty percentage (30%) of the total unit requirement for graduation.

## 5.8 Programme External Assessor

- 1) Programme External Assessors shall be appointed for each academic programme by the Deputy Vice-Chancellor concerned not exceeding two (2) persons for every programme of study upon recommendation of the Cluster concerned.
- 2) Criteria
  - a. A Programme External Assessor shall be appointed from among established university academia who is qualified, knowledgeable and has expertise in the programme of study concerned and has experience in the administration of the university.
  - b. In certain circumstances, an expert from the industry in the field of study concerned may be appointed as one (1) of the Programme External Assessors.

- c. An academician may be appointed as a Programme External Assessor with the condition that he:
  - i) has the relevant experience and expertise in the programme of study concerned;
  - ii) has left the University service for a period of not less than five (5) years from the date of his appointment as a Programme External Assessor; and
  - iii) is currently teaching at other institutions of higher learning of the same level or practising in a field of specialisation related to the programme of study concerned.

d. An Emeritus Professor or Adjunct Professor who is appointed by Universiti Islam Malaysia cannot be appointed as a Programme External Assessor.

3) The duration of the appointment of the Programme External Assessor is for four (4) academic sessions.

## **6. EXAMINATION**

### **6.1 Permission to sit for Examination**

- 1) A student is only permitted to take an examination in any course if he/she has:
  - a) registered for the courses which are prescribed for his programme of study; and
  - b) paid the prescribed fees.
- 2) A student shall bring his Identity Card/Passport and the Student's Registration Card for the purpose of verification of identity to sit for the final examination of the registered course.
- 3) A student may be barred from sitting for the final examination of a course by the Head of the Cluster based on reasons determined by the Cluster. The Cluster is responsible to inform the student of the

reasons which may result in the student being barred from sitting for the examination not later than third lecture week.

The student who is barred from sitting for a course's final examination in the semester will be informed by the Head of the Cluster in writing latest by the twelfth (12<sup>th</sup>) lecture week in a Long Semester and fifth lecture week in a Short Semester. The student is given one (1) week from the date of the said letter to submit his appeal. The Head of the Cluster may withdraw the notice for barring from sitting for the examination on reasonable grounds. The decision regarding the student's appeal has to be finalised by the Head of the Cluster latest by fourteenth (14<sup>th</sup>) lecture week for a Long Semester and seventh (7<sup>th</sup>) lecture week for a Short Semester.

- 4) A student who is barred from sitting for the final examination of the semester concerned for a course will be deemed to have failed in the final examination component for the course concerned. The student shall repeat the subject in the following semesters, unless valid reason is given and acceptable by university.

## **6.2 Course Assessment Method**

- 1) The method of assessment for a course depends on the learning outcome and content of the course concerned. The weightage ratio of the assessment of a course will be decided by the Cluster according to the Programme Standard and approved by the Senate. For the purposes of this regulation, continuous assessment includes written test, oral test, practical or practicum assessment, assignment, project, quiz, and any other method determined by the Cluster.
- 2) Courses in the form of practical or project such as Industrial Training, Academic Project or Teaching Practicum may be assessed 100% based on continuous assessment throughout the duration of the training concerned.
- 3) A student shall be informed of the results of the continuous assessment component for each course that he pursues. The announcement shall be made after the due date of the assessment of the said component no later than the thirteenth lecture week for the Long Semester and the sixth (6<sup>th</sup>) lecture week for the Short Semester. Any re-attempt of the assessment shall be given one (1)

week remodification and the final announcement for the assessment shall be made before the final exam of the Semester.

### 6.3 Committee of Examiners

- 1) The membership of the Committee of Examiners
  - a) The membership of the Committee of Examiners shall be as follows:
    - i) The Deputy Vice-Chancellor;
    - ii) The Head of the Cluster concerned, as the Chairman provided that the
    - iii) Deputy Vice-Chancellor shall chair whenever he is present at any meeting of the Committee of Examiners;
    - iv) The coordinator responsible for any of the courses or programmes of study which is not included in any field of any Department within the Cluster, if relevant;
    - v) Any Internal Examiners; and/or
    - vi) Any other persons appointed by the Senate
  - b) In the event of an emergency, the Vice-Chancellor may appoint any person as a member of any Committee of Examiners unless otherwise provided for under these Regulations.
  - c) The Registrar or his representative shall be the Secretary of the Committee of Examiners.
- 2) The powers of the Committee of Examiners
  - a) The Committee of Examiners is given the powers by the Senate to determine the following matters:
    - i) The student's performance status, whether:
      - A) pass and allowed to continue his study;

- B) pass and eligible to be awarded a degree;
  - C) fail and terminated from study;
  - D) place under Probationary Period and allowed to continue his study; or
  - E) given grade I and allowed to sit for a Special Examination.
- ii) New mark and grade to replace Grade I;
  - iii) Adding marks;
  - iv) Withhold the examination's result; or
  - v) The amendment of marks and/or grades that have been recommended by the Cluster Appeals Committee.
- b) The Committee of Examiners shall recommend to the Senate, students who passed and are eligible to be awarded a Degree as stated in sub-regulation 6.3(2)(a)(i)(B) above.
  - c) The Committee of Examiners may report to the Senate through the Cluster on any matters pertaining to the examination.
- 3) Quorum for a Committee of Examiners' meeting shall comprise the Chairman and one third (1/3) of the appointed membership of the Committee of Examiners approved by the Senate.
- 4) Internal Examiner
    - a) The Cluster may appoint a full-time or part-time University teacher as an Internal Examiner for the purpose of assessing any teaching and learning activities that have been prescribed by the Senate.
    - b) Tutors cannot be appointed as an internal examiner to examine any courses. However, he may with the consent and supervision of the course examiner, assist in marking the answer scripts of the examination for a particular course.

For the purpose of the sub-regulation above, a tutor is appointed among those who have academic qualification in the field of study concerned.

- c) In the event of an emergency, the Head of the Cluster concerned may appoint another Internal Examiner to examine any course provided that such appointment shall be notified to the Cluster.

## 6.4 Grading Scheme

- 1) The official University grades including the marks and their meaning are as follows:

Marks	Grade	Grade Point	Meaning
90-100	A+	4.0	High Distinction
80-89	A	4.0	Distinction
75-79	A-	3.75	Distinction
70-74	B+	3.3 3.0	Good
65-69	B	2.7	Good
60-64	B-		Good
55-59	C+ C	2.3	Pass
50-54		2.0	Pass
45-49	C- D+	1.75	Fail
40-44	D	1.3 1.0	Fail
35-39	F	0.0	Fail
00-34			Fail

- 2) All courses shall be assessed using grade A+ to F.
- 3) The passing grade for all courses is grade C.
- 4) Besides the grades listed above, the following grading is also used

I (Incomplete)	-	Grade given to students who did not sit for the final examinations or were unable to complete their coursework due to illness or other reasons accepted by the University.
R (Audit)	-	Grade given to registered audit courses.



UR	-	Incomplete audit courses.
Pass	-	Passing Grade given to course registered with Pass Status.
Fail (F)	-	Failing Grade given to course registered with Fail Status.
K	-	Transfer Credit.
W1	-	Withdrawal from Semester.
W2	-	Withdrawal from Programme of Study.

- 5) A student has not fulfilled a part of the course requirement in a semester due to medical/compassionate reasons or a situation beyond the student's control that is accepted by the Committee of Examiners concerned.

### 6.5 Management of Marks and Grades

- 1) Marks and grades for courses shall be presented to the Committee of Examiners within the period prescribed by the University.
- 2) Final marks and grades for a course for each student are as approved by the Committee of Examiners.
- 3) The Registrar is responsible for keeping the official records of a student and to release to each student the results of the examination for his/her programme of study

### 6.6 Determination of Student Academic Performance

- 1) The achievement of students in any semester is based on Grade Point Average (GPA) achieved from all the registered courses in a particular semester. GPA is the indicator to determine the academic performance of students in any semester.
- 2) CGPA is the Cumulative Grade Point Average accumulated by a student from one semester to another during the years of study.

The formula to compute GPA and CGPA is as follows:

$$\text{Grade Point Average} = \frac{\sum_{i=1}^n U_i M_i}{\sum_{i=1}^n U_i}$$

Where:

$n$  = Number of courses taken  
 $U_i$  = Course units for course  $i$   
 $M_i$  = Grade point for course  $i$

Example of calculation for GPA and CGPA:

	Course	Unit	Grade Point (GP)	Grade (G)	Total GP
Semester 1	ABC XX1	4	3.00	B	12.00
	ABC XX2	4	2.33	C+	9.32
	BCD XX3	3	1.67	C-	5.01
	CDE XX4	4	2.00	C	8.00
	EFG XX5	3	1.33	D+	3.99
	EFG XX6	2	2.67	B+	5.34
		20			43.66

$$\text{GPA} = \frac{43.66}{20} = 2.18$$

	Course	Unit	Grade Point (GP)	Grade (G)	Total GP
Semester 2	ABC XX7	3	1.00	D	3.00
	ABB XX8	4	2.33	C+	9.32
	BBC XX9	4	2.00	C	8.00
	BCB X10	4	2.67	B-	10.68
	XYZ XX1	3	3.33	B+	9.99
		18			40.99

$$\text{GPA} = \frac{40.99}{18} = 2.28$$

$$\text{CGPA} = \frac{\text{Total Accumulated GP}}{\text{Accumulated Unit}} = \frac{43.66 + 40.99}{20 + 18} = \frac{84.65}{38} = 2.23 \quad \text{Total}$$

From the above examples, the CGPA is calculated as the total grade point accumulated for all the registered courses and divided by the total number of the registered credit.

- 3) Determination of GPA and CGPA based on Credit Counted and completion of his degree based on Credit Obtained are as stated in the following table:

Grade	Determination of GPA and CGPA		Completion of Degree
	Credit Obtained	Credit Counted	
A+ to C	Yes	Yes	Yes
C- to F	No	Yes	No
K	Yes	No	Yes
I, R	No	No	No

- 4) Courses with grades I will not be given credit until the actual grade of that course is obtained in the semester concerned.
- 5) Notwithstanding anything stated in sub-regulations (1) to (4) above, the calculation of the CGPA for a student repeating the failed course or improving his academic performance is determined as follows:
- student repeating the failed course, the best grade point will be taken into account; or
  - student improving his academic performance by taking additional Elective Course, the grade point will be taken into account cumulatively.

### 6.7 Minimum requirement for Academic Performance

A student shall obtain a GPA and CGPA of not less than 2.00 for each semester until the completion of his studies.

## 6.8 Honor's Award

- 1) Students who obtained GPA of 3.75 and above will be awarded the Head of Cluster's List Certificate with the condition that the student has registered for at least twelve (12) credits excluding Audit Courses [R] and Compulsory Audit Courses [CA] in that semester.
- 2) A student who fulfils the conditions in the sub-regulation (1) above but also obtains grade I for any course in the semester concerned will be considered for the Head of Cluster's Award after the grade I concerned is replaced by the actual grade achieved by the student. Under such circumstances, the student qualifies to be awarded the Head of Cluster's Award retrospectively for the semester concerned.
- 3) Achievement of the Honor's List will be recorded in the student's transcript.

## 6.9 Academic Standing

- 1) The academic achievement of a student is evaluated using the GPA and the CGPA.
  - a) The Academic Standing of a student is determined at the end of programme as shown below:-

Academic Standing	CGPA
Good Academic Standing (GAC)	$\geq 2.00$
Conditional Academic Standing (CAST)	$1.75 \leq \text{CGPA} < 2.00$
Fail Academic Standing (FAS)	$< 1.75$

- b) With the approval of the Senate, a student who obtains Conditional Academic Standing (CAST) may;
  - i) Continue his studies with GAC, **or**
  - ii) Be instructed to defer his studies to the next semester with GAC, **or**

- iii) Be terminated from his studies with FAS
- 2) The Academic Standing of a student in the Short Semester shall not be determined. Grades obtained in the Short Semester shall be taken into consideration in calculating the CGPA for the subsequent semester. However, calculation of the CGPA will be done in the Short Semester for a student who is due to graduate based on the Repeat or Redeem Course.
- 3) A student who obtains CAST for three (3) consecutive semesters shall be given FAS.
- 4) A student who obtains FAS shall be terminated from his studies.

### **6.10 Academic Probationary and Warning**

Any student with a GPA of below 2.00 in a semester will be given the result Probation for that semester concerned and be placed in an Academic Probationary Period in the following semester where the student registers. This period will remain until the student's GPA achieves 2.00. The Head of the Cluster of Undergraduate shall give a warning to the student concerned about his/her academic probationary status.

### **6.11 Failed and terminated from programme of study**

- 1) A student may be failed and terminated from his programme of study if he/she:
  - a. is placed under an Academic Probationary Period and subsequently obtains a GPA of 2.00 or less for two (2) consecutive semesters;
  - b. obtains a grade F three (3) times for the same course;
  - c. obtains a CGPA of less than 1.75 for two (2) consecutive semesters; or
  - d. fails to complete the requirements of his programme of study within the prescribed maximum period.

- 2) When a student has been terminated from his programme of study, the termination notice shall be sent to the student by the Academic Management and Quality Assurance Department.
- 3) Any student who appealed and is re-admitted after being terminated from his programme of study, shall have his study terminated if he obtains a GPA of less than 2.00 for the semester in which the student is re-admitted. The said student remains subjected to the conditions stated in the sub-regulation (1) above.

### **6.12 Absent from examination**

Subject to the provisions stated in these Regulations, a student who does not attend the final examination for any course shall be given a zero (0) mark for the final examination component of the course concerned.

### **6.13 Management of Grade I**

- 1) Absent from Final Examination
  - a. Where a student does not attend a part or the whole of the examination because of medical reasons or on compassionate reasons i.e. misfortune or death of parents/parents in law and nearest kin such as guardians, child, husband/wife, sibling, grandfather or grandmother shall submit an application in writing to the Head of the Cluster for his case to be considered by the Committee of Examiners concerned. In this situation, his case shall be managed in accordance with sub-regulation (b) below. If no written request is received, the case shall be managed in accordance with Regulation 6.12 above.
  - b. A written request as referred to in sub-regulation (a) above shall be submitted to the Head of the Cluster not later than two (2) working days from the last date of that student's final examination paper. The written application shall be attached with:
    - i) a medical certificate and a doctor's report pertaining to the type of illness and the health condition of the student issued by a government hospital/teaching hospital due to medical

reasons. Medical certificate and a doctor's report issued by any private clinic shall not be considered; or

- ii) a report from the District Officer/police officer who is the head of the district if the student could not attend part of or the whole of his examination due to compassionate reasons as stated in sub-regulation (a) above
  - iii) If the student fails to show medical report, the student need to re-sit the examination with penalty payment amounted to one credit hour charges of the programme for each subject.
- c. Upon receipt of a written application as referred to in sub-regulation (a) and (b) above, the Head of the Cluster of the student shall report the matter to the Committee of Examiners concerned. The Committee of Examiners after considering the case may decide whether:
- i) the student is given zero (0) mark for the final examination component for the course he did not attend; or
  - ii) the student is given grade I and allowed to sit for the Special Examination for a course which the student did not attend. The Special Examination shall be held not later than two (2) weeks after the Committee of Examiners concerned has made its decision.
- d. Notwithstanding the provisions in sub-regulation (c)(ii) above, in certain circumstances, the Head of the Cluster may allow the postponement of the date of the Special Examination until not later than two (2) weeks after the commencement of the following semester. On medical reasons, the postponement of the date of the special examination concerned may be granted until not later than four (4) Long Semesters and two (2) Short Semesters consecutively.
- 2) Incompletion of Part of the Course Requirement for Courses Without Final Examination
- a. Where a student has not fulfilled part of the requirements of any course in a semester as set out in Regulation 6.4(5), a written application shall be submitted to the Head of the Cluster latest

before the commencement of the University's final examination and together with documents as stated in sub-regulation (1)(b)(i) and (ii) for medical/compassionate reasons or submit a letter of endorsement/support for reasons beyond the control of the student.

- b. For the purpose of sub-regulation (a) above, a candidate is required to complete part of the said course requirement at the latest within one (1) week after the Committee of Examiners concerned makes a decision. However, in certain circumstances, the Head of the Cluster may allow the postponement of completion of the course concerned at the latest before the fifteenth (15) lecture week for the following long semester.
  - c. Where a student has not fulfilled part of the requirements of any course in a semester as set out in Regulation 6.4(5) and not provided medical/compassionate reasons or submit a letter of endorsement/support for reasons beyond the control, the student is charged with a penalty of one credit hour of the programme for each subject.
- 3) In a case where the student is given a grade I as specified in the sub-regulations (2)(a) and (b) above:
- a. the student will not be charged any fees;
  - b. when the student passes the special examination and/or completes part of the requirement for the course concerned, the grade obtained will be given to replace the grade I in the semester in which the student obtained the grade I.
  - c. a student who does not take the special examination for the course concerned when it is held and/or does not complete part of the course requirement within the specified period, the grade I for the said course will be amended to the actual grade based on the achievement of the student for other components of the course concerned; and
  - d. the student is not allowed to repeat the course concerned in any circumstances until the grade I is dropped.



### 6.14 Final Examination

- 1) The final examination shall be conducted within a specified period of time and in accordance to the procedures determined by the University.
- 2) All registered students shall sit for the final examination for a particular course determined by the Cluster. Any student who fails to attend the final examination without valid reason(s) shall be given zero (0) mark for the of that particular course.

### 6. 15 Special Examination

- 1) Apart from the Special Examination for the purpose of replacing a grade I approved by the Committee of Examiners, a Special Examination for other purposes or for exceptional circumstances will only be given to students subject to the Senate's approval.
- 2) For the purpose of sub-regulation (1) above, Special Examination refers to:
  - a) any final examination held after the original date of examination as stipulated in the Examination Schedule; and/or
  - b) any other suitable form of assessment which is given to student with physical disability and/or unable to take the examination on the recommendation of the Cluster in order to replace the examination that has been determined.
  - c) A final year student who passes with a GAC but fails one course of the final two semesters, and the student has not yet exceeded the maximum duration of study.
  - d) A final semester student who passes with a GAC but fails one Repeat Course (UM) on the condition that the course is being taken every time it is offered.
  - e) Reasons for absence from the final examination other than (i) and (ii) above shall not be considered unless with the approval of the Senate.

- 3) In the event of an emergency, the Deputy Vice-Chancellor (Academic) may, after considering the recommendation of the Head of the Cluster concerned, give permission for the Special Examination to be held and it shall be reported to the Senate as soon as possible.
- 4) In the event of unforeseen circumstances where evaluations and examinations have to be conducted in various ways, the structure of evaluations and examinations is subjected to the approval of the examination committee.
- 5) A student who does not take the whole or part of the special examination of a course registered without reasons that are acceptable by the Committee of Examiners will be given zero (0) mark for the whole or part of the course.

### **6.16 Redemption of Course Grade**

A student may submit an application to redeem a grade C for any category of courses subject to the approval of the Head of the Cluster on the following conditions:

- 1) an application to redeem grade C shall be made within one (1) week after the date of the official announcement of examination results and upon the approval of the Senate;
- 2) the course redemption may be carried out through assignment, test or other assessment methods as determined by the course examiner concerned;
- 3) redemption is limited to only one (1) course for the semester concerned;

### **6.17 Improvement of Academic Performance**

- 1) Subject to the structure of the programme of study pursued by a student as approved by the Senate and the maximum duration of study, a student who has passed any course may apply to improve his academic performance as follows:

- a) repeat the same course, once only and the best grade point shall be taken into account for the purpose of calculating the CGPA; and/or
  - b) take Elective Course or External Cluster Elective Course\* as addition and the grade point of the course concerned will be taken into account cumulatively for the purpose of calculating the CGPA.
- 2) A student who has fulfilled the requirements of his programme of study may apply to the Head of the Cluster of his programme of study to postpone the award of the degree for the purpose of improving his academic performance within one (1) week from the date of the official announcement of the examination results.
  - 3) Notwithstanding anything stated under sub-regulations (1) and (2) above, a student shall not be allowed to upgrade his grade and/or academic performance once the Senate has approved the award of the degree to the student.
  - 4) A final semester student who has fulfilled the Credit Earned requirement but obtains a CAST shall be given the opportunity to improve his Academic Standing with the following conditions:-
    - i) The maximum duration of study has not exceeded.
    - ii) Required to re-take a number of courses with the approval of the Cluster.
    - iii) A student who fails to improve his Academic Standing by earning GAC shall be given FAS and dismissed.

### **6.18 Repeating a Failed Course**

- 1) A student who fails any University Course/General Course (except External Cluster Elective Course\* and Co-Curriculum) and Core Course is required to repeat the same course until he achieves at least a passing grade subject to the maximum duration of his study. The best grade point will be taken into account for the calculation of CGPA.

- 2) A student who fails any Elective Course, External Cluster Elective Course or Co-Curriculum, may repeat the same course or take another course in the same category as a replacement to the failed course.

Calculation of CGPA is as follows:

- a) for a student repeating the same course, the best grade point will be taken into account; and
- b) for a student taking a different course as a replacement, the grade point of that course will be taken into account cumulatively

### **6.19 Other matters Related to Examination**

- 1) Examination Invigilators

Examination invigilators shall be appointed by Deputy Vice Chancellor (Academic) for each examination and is responsible to the Vice-Chancellor.

- 2) General Instructions for Examination

General Instructions for examination is issued from time to time by the University. Each examination conducted by the University is subject to the General Instructions for examination as specified in Schedule A of this Regulations.

- 3) Illness during examination

A student who falls ill at the time of the examination shall report to the chief invigilator or any invigilator who is on duty. He/she shall then arrange for the student to be examined immediately by the government hospital. The doctor's report and the report of the chief invigilator or the invigilator regarding the incident shall be forwarded to the Head of the Cluster as soon as possible but not later than two (2) working days from the date of the student's last examination paper.

- 4) Examination Results

- a. Results of all examinations shall be submitted for the approval of the Senate or to any other party duly authorised by the Senate. The date of the official notification is the date when the results of the examination are notified to the student by the Academic Management and Quality Assurance Department.
  - b. through any methods and/or any channels as may be prescribed by the University.
- 5) Confidentiality in Examination Matters

All matters relating to the examination are confidential and will not be disclosed to any party except with the permission of the University.

- 6) Student must fulfil MUET requirement as specified by each programmes. .

## 6.20 Academic integrity

Universiti Islam Malaysia asserts its students to respect and ensure that any matters relating to academic integrity will be well-preserved. The university expects its students to abide to the manners, ethics and integrity essential in academics during their studies in the University.

The following are practices or acts that are considered as conducts which lack integrity in academics:

### 1) Cheating

Cheating in the context of academic include copying during examination, usage of information or other aids in any academic exercise without authorisation or in dishonest manner. There are numerous ways and methods of cheating which include:

- a. copying answers from others during test or exam;
- b. any suspicious action that can be described as cheating or an attempt to cheat in an exam;

- c. using unauthorised materials or devices without authorisation (calculators, PDAs, mobile phones, pagers, or any smart device, and other unauthorised devices) during tests or exams;
- d. asking or allowing another student to take test or exam on behalf and vice-versa;
- e. sharing answers or programmes in assignments or projects.
- f. purposely tampering the marks/grades given in any course work, and then resubmitting it for remarking/regarding;
- g. give command, to force, persuade, deceive or threaten others to conduct research, write, programme or do any task for personal gain and
- h. submitting any identical or similar work in more than one course without consulting or prior permission from the lecturers concerned

## 2) Plagiarism

Plagiarism describes the University's strong commitment to uphold academic integrity in relation to plagiarism. It will come into effect when there is an infringement of academic conduct relating to plagiarism.

This policy acts as a guideline that both educates and prevents and can be used as the basis if anyone that is part of the university violates any rules and regulations of the University. The policy applies to all students, former students, staff and former staff which include fellows, post-doctorates, visiting scholars, as well as academic, non-academic, research, contract and temporary staff who are studying, serving or have served; or have graduated from the university.

Plagiarism is defined as the act of presenting, quoting, copying, paraphrasing or passing off of ideas, images, processes, works, data, own words or those of other people or sources without proper acknowledgement, reference or quotation of the original source(s). The acts of plagiarism include, but are not limited to, the following:

- a. quoting verbatim (word-for-word replication of) works of other people;

- b. paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source(s);
- c. submitting another person's work in whole or part as one's own;
- d. auto-plagiarising or self-plagiarising (one's own work or previous work) that has already been submitted for assessment or for any other academic award and pass it as a new creation without citing the original content; and
- e. insufficient or misleading referencing of the source(s) that would enable the reader to check whether any particular work has indeed been cited accurately and/or fairly and thus to identify the original writer's particular contribution in the work submitted.

The University will take action of every report and offences relating to plagiarism and if the student is found guilty, the student can be charged by the university according to the Students Disciplinary Rules.

### 3) Fabrication

Fabrication refers to a process of invention, adaptation or copying with the intention of cheating. This is an act of deceiving other people. Fabrication is somewhat related to matters which have been 'created' or altered.

Invention or task outcome or academic work without acknowledgement, alteration, falsification or misleading use of data, information or citation in any academic work constitutes fabrication. Fabricated information neither represent the student's own effort nor the truth concerning a particular investigation or study, and thus violating the principle of truth in knowledge. Some examples are:

- a. creating or exchanging data or results, or using someone else's results, in an experiment, assignment or research;
- b. citing sources that are not actually used or referred to;

- c. listing with intent, incorrect or fictitious references;
- d. forging signatures of authorisation in any academic record or other university documents; and
- e. developing a set of false data

#### 4) Collusion

Collusion refers to the cooperation in committing or to commit or to do work with negative intentions. Some examples of collusion include:

- a. paying, bribing or allowing someone else to do an assignment, test/exam, project or research for you;
- b. doing or assisting others in an assignment, test/exam, project or research for something in return;
- c. permitting your work to be submitted as the work of others; and
- d. providing material, information or sources to others knowing that such aids could be used in any dishonest act

#### 5) Other violations relating to academic integrity

- a. Lateness in attending lecture, tutorial, class or other form of teaching relating to their courses.
- b. Lateness in sending or submitting any assignment relating to their courses.
- c. Hiring someone else to do the assignment or thesis.
- d. Carrying out businesses by providing services to write assignments or theses of students.
- e. Any other violations that the university deems as violating academic integrity



### **Consequences of Violating Academic Integrity**

Students are responsible in protecting and upholding academic integrity in the university. If, in any specific event, should a student encounter any incident that denotes academic dishonesty, the student needs to submit a report to the relevant lecturer. The lecturer is then responsible to investigate and substantiate the violation and report the matter to the Head of the Cluster.

- 1) If any violation of academic integrity is considered as not of a serious nature, the Head of Cluster may take administrative action on the students.
- 2) However, if the violation is deemed serious by the school, this matter shall be brought to the attention of the Secretariat of the University Student Disciplinary Committee (Academic Cases) for further disciplinary action as specified in the Rules.
- 3) If a student is caught copying or cheating during examination, the Investigation Committee of Copying/Cheating in Examination will pursue the matter according to the University's procedures. If the investigation found that there is a case, the student(s) will be brought to be decided by the Student's Disciplinary Committee of the University.
- 4) If the student who commits a disciplinary offence and is found guilty of the offence shall be liable to any one or any appropriate combination of two or more of the following penalties as follows:
  - a. a warning;
  - b. a fine not exceeding two hundred Malaysian Ringgit (RM200).
  - c. exclusion from any specific part or parts of the University for a specified period;
  - d. suspension from being a student of the University for a specified period; and
  - e. expulsion from the University.

Any student(s) who is found guilty and suspended from being a student of the University for a specific period as decided by the Student's Disciplinary Committee (Academic

Cases) or the Student's Disciplinary Committee (General Cases), Such suspension period shall not be counted in calculating the candidature period of study of the student.

## **7. APPEAL**

### **7.1 Appeal against Examination Result**

- 1) A student who is not satisfied with his examination results including the continuous assessment component and/or final examination of the course may appeal for a review of his examination results. The appeal shall be made within two (2) weeks from the official date of announcement of his examination results.
- 2) A payment based on the prescribed rate shall be made to process the application for examination results to be reviewed. The processing fee is only charged to unsuccessful appeal.
- 3) The appeal shall be made in a prescribed form by the University. The completed form shall be submitted to the Head of the Cluster together with a copy of the receipt of the payment for the appeal made.
- 4) The form for an appeal will not be accepted if it is:
  - a. submitted after the period stipulated in sub-regulation (1) above;
  - b. incomplete; or
  - c. submitted without the payment receipt.
- 5) When an appeal is received, the Head of the Cluster shall appoint a second (2<sup>nd</sup>) examiner for the course concerned. The original Examiner and the appointed second (2<sup>nd</sup>) Examiner shall review the answer script and/or any assessment component for the said course and report the results of the review to the Cluster Appeals Committee.
- 6) The Cluster Appeals Committee will decide whether the mark and/or grade of the said student is retained or amended. The original examiner and the second examiner concerned may attend the Cluster Appeals Committee's meeting if needed.

- 7) The Cluster Appeals Committee shall consider and make recommendations to the Committee of Examiners of any amendments of marks and/or grades of the course for its approval.

## **7.2 Appeal to Extend Duration of Study**

- 1) A student who is in the final two (2) semesters of his study but has yet to complete the graduation requirements of the programme concerned may submit an appeal for an extension of his duration of study to the Head of the Cluster.
- 2) An appeal for the extension of duration of study will only be considered once by the Cluster Appeals Committee. The maximum extension of duration of study may be given is for two (2) Long Semesters and one (1) Short Semester only.
- 3) Notwithstanding anything stated in sub-regulation (2) above, the Cluster Appeals Committee, in certain circumstances, may recommend the appeal for the extension of duration of study more than once and/or appeal for the extension of duration exceeding the prescribed limit for the consideration of the University Appeals Committee.
- 4) A student who is allowed to extend his/her studies must pay the normal semester's fee and the insurance charges.

## **7.3 Appeal to Continue with Studies**

- 1) Not Registered
  - a. A student whose academic status has been recorded as "Not Registered" according to subregulation 3.3(7) and 3.3(8) may submit his appeal to the Head of the Cluster to continue his studies.
  - b. The appeal shall be made during the semester concerned.
  - c. The Cluster Appeals Committee shall consider the student's appeal. The result of the appeal shall be notified by the Head of the Cluster.

## 2) Lapsed and terminated from study

A student whose academic status is recorded as lapsed and is terminated from his study cannot submit an appeal to continue his study and will cease from becoming a student and his study will be terminated.

## 3) Failed and terminated from study

A student who failed and is terminated from his study in accordance may appeal to the Head of Cluster to continue his study. The appeal shall be submitted within the period of one (1) semester from the semester in which his academic status was terminated as follows:

- a. Failed and terminated from his study due to academic performance
  - i) An appeal by a student who failed and is terminated from his study shall be considered by the Cluster Appeals Committee.
  - ii) An appeal that is recommended by the Cluster Appeals Committee shall be submitted for consideration by the University Appeals Committee that is formed by the Senate.
  - iii) An appeal for readmission will only be considered once by the University Appeals Committee.
- b. The result of an appeal shall be notified to the student by the Academic Management and Quality Assurance Department and this decision is final.
- c. Failed and terminated from his study due to expiry of maximum duration of study.
  - i) An appeal from a student who has failed and is terminated from his study shall be considered by the Cluster Appeals Committee in accordance to 7.3(3).
  - ii) The maximum duration that may be given by the Cluster Appeals Committee is two (2) Long Semesters and one (1) Short Semester only.

- iii) An appeal to continue his study will only be considered once by the Cluster Appeals Committee. The result of the appeal shall be notified to the student by the Head of the Cluster.
  - iv) Notwithstanding anything stated in sub-regulations (ii) and (iii) above, the Cluster Appeals Committee, in certain circumstances, may recommend the appeal more than once and/or appeal for the extension of duration exceeding the prescribed limit for the consideration of the University Appeals Committee.
  - v) The result of an appeal shall be notified to the student by the Academic Management and Quality Assurance Department and this decision is final.
- 4) The appeal to continue with the studies is subjected to a processing fee amounted to one credit hour of the programme for each of the subject.

#### **7.4 Membership of the Cluster Appeals Committee**

- 1) The Cluster level Appeals Committee comprises:
  - a) Head of the Cluster as Chairman;
  - b) Deputy Head of Cluster;
  - c) Programme Coordinator concerned; and
  - d) Full-time University teacher appointed by the Cluster.
- 2) If the Head of the Cluster for any reason is unable to perform his/her duties as the Chairman of the Cluster Appeals Committee, the Deputy Head of Cluster may perform the duties as Chairman of the Appeals Committee at the said Cluster level.
- 3) Quorum for a meeting of Cluster Appeals Committee shall comprise of the Chairman and two (2) members.

#### **7.5 Powers of the Cluster Appeal Committee**

- 1) The Cluster Appeal committee shall consider and recommend to the Committee of Examiners of any amendments on marks and/or course grade for approval.
- 2) The Cluster Appeal committee shall consider and approve an appeal by a student whose academic status is recorded as Not Registered
- 3) The Cluster Appeals Committee shall consider and approve the duration not exceeding two (2) Long Semesters and one (1) Short Semester for first appeal for extension of study duration for the following matters:
  - a. Student who is in their last two (2) semesters of study.
  - b. Student who failed and terminated from his study due to expiry of maximum duration of study.
- 4) The Cluster Appeal Committee shall consider and recommend the student's appeal to the University Appeals Committee for the following matters:
  - a. Failed and terminated due to poor academic achievement
  - b. The second extension of duration of study has expired due to the approval of the first appeal by the Cluster Appeals Committee.
  - c. Failed and terminated from study for the second time because the maximum duration of study has expired due to the approval of the first time appeal by the Cluster Appeals Committee.

## **8. GRADUATION**

### **8.1 Requirement for Graduation**

- 1) The student shall fulfil the requirements for the programme of study, that is:
  - a. achieves a final CGPA of 2.00 and above;
  - b. completes the number of credits as prescribed for his programme of study;

- c. fulfils the Cluster's requirements (if any) where he registered for his programme of study;
  - d. fulfils the language requirements as prescribed by the qualification agency; and
  - e. fulfils the other requirements approved by the Senate from time to time.
- 2) Minimum duration requirements for study

A student shall complete the minimum duration of study that has been prescribed for his programme of study for the purpose of graduation.

### **8.2 Conferment of Diploma/Degree with Honors**

- 1) A student may be awarded a diploma / degree once all the requirement of his programme has been fulfilled;
- 2) The student will be entitled to graduate with CGPA not less than 2.00

### **8.3 Conferment of Diploma/Degree with Honors (With Distinction)**

- 1) Achieved final CGPA of 3.75;
- 2) Has never obtain grade F in their entire semester throughout the academic years;
- 3) Has never repeated any courses (including upgrade the course grade) throughout the duration of the programme
- 4) Graduated on time within minimum duration of study.

### **8.4 Aegrotat Award**

- 1) In a situation where a student is unable to complete his programme of study on medical reasons or have passed away may be considered to be given an Aegrotat Award.
- 2) Where a student has completed at least two-thirds (2/3) of the work required for the programme of study, to the satisfaction of the Senate

but has been prevented by illness or other sufficient cause from completing the programme of study, the Senate may confer him an Aegrotat Award in the Cluster concerned.

- 3) An Aegrotat Award is conferred without class or distinction, and it does not necessarily entitle the holder to registration with a professional body, or exemption from the requirements of any professional qualification, or progression to another academic programme or another stage of a programme which might otherwise be associated with the programme of study concerned.
- 4) Application for consideration for the grant of an Aegrotat Award must be made by the student, student's family or next of kin in writing to the Head of the Cluster not later than one week after the end of the student's final examination paper. The written application must be accompanied by a medical report issued by the Doctor of government hospital or recognized private medical centre.
- 5) The Committee of Examiners shall lay before the Senate a report on the work completed by the said student in his programme of study which must show without any doubt that he or she would have obtained the degree but for the illness or event which occurred.
- 6) No student may be granted an Aegrotat Award on more than one occasion.
- 7) If a student dies before completing the programme of study, the Senate may, upon the recommendation of the Committee of Examiners concerned and upon such conditions as it shall think fit, confer a posthumous Aegrotat Award.
- 8) Application for consideration for the posthumous grant of an Aegrotat Award must be made by the deceased student's family or next of kin, in writing to the Head of the Cluster within a year from the death of the student.

## **9. GENERAL**

### **9.1 Auditing Courses**

- 1) The Head of the Cluster is given the authority to allow a student to audit courses subject to the following requirements:



- a. obtaining the approval of the said course teacher, and
  - b. not more than one (1) academic session.
- 2) The teacher will verify that the student has fulfilled the minimum requirement of eighty percentage (80%) attendance for a programme of study to be eligible to be awarded a grade R for the audited course and recorded in the academic transcript. A Grade UR will be given for the student who does not fulfil eighty percentage (80%) attendance.
  - 3) An auditing student is not permitted to sit for the examination for the course registered.

## **9.2 Authority of the Senate**

The Senate has the authority to make, repeal or amend any regulations governing the Degree programme of study as provided under these Regulations. Any new regulations, repeal or amendment to the said regulations shall be announced to the student before the commencement of the student's academic session concerned.

## **9.3 Exemption from Application**

Notwithstanding anything that is stated in these Regulations, the Senate has the right to exempt the application of these Regulations or any provisions of these Regulations to any Diploma and Degree programme of study of the University.

## **9.4 Compliance to the Private Higher Educational Institution Act, Statutes, Rules and Regulations of the University**

- 1) Any forms of future implementation may be made under the terms and conditions within the guidelines of the Academic Rules and Regulations. All forms of implementation must be adhered to. Nevertheless, the Senate has the right to make changes from time to time when the need arises.
- 2) The information in this Academic Rules and Regulation is accurate at the time of publication and or until and unless repealed or amended.
- 3) The following are considered as academic wrongdoing:

- a. Copying/plagiarising such as copying phrases, ideas or information without citing the original source; or
- b. committing misconduct and behaving suspiciously during an examination; and/or
- c. any forms of behaviour or attempts at cheating other than those mentioned.

## GENERAL EXAMINATION INSTRUCTIONS

### 1) IDENTITY CARD/PASSPORT AND STUDENT REGISTRATION CARD

Candidates must bring along their Identity Card/Passport and Student Registration Card. Candidates who do not bring their Identity Card/Passport and Student Registration Card will not be allowed to sit for the examination until their eligibility to take the examination can be verified.

### 2) PROHIBITIONS

Candidates are NOT ALLOWED-

- a) to bring into the examination hall or take out from the examination hall any books, papers, brochures, pictures or any documents or other items except for goods/materials that are allowed by the Examiner/Chief Invigilator/Invigilator;
  - i. to bring bags, handbags, calculators and electronic gadgets that make sound or can be programmed, calculator gloves and pencil cases into the examination hall. For security reasons, valuables like wallets and purses can be brought into the examination hall, but must be placed under each candidate's examination table;
  - ii. to bring any electronic equipment or communication equipment, electronic dictionaries, mobile phones, and personal digital assistant (PDA). If there are candidates who take in this equipment, the candidates are required to turn it off and put it under the examination table. The University will not be responsible for lost/damaged items placed outside the examination hall;
- b) to enter the examination hall upon the announcement from the Chief Invigilator. Candidates are responsible to sit in the spaces provided with the allocated examination paper.

- c) to wear any clothing that is immodest and inappropriate clothing according to the situation, slippers, hats, shorts and gloves (except medical students during clinical and in the laboratory) in the examination hall;
- d) to enter the examination hall thirty (30) minutes after the examination begins. Candidates who are late but not later than the time limit of thirty (30) minutes will not be given extra time for the said examination papers;
- e) to leave the examination hall within the first thirty (30) minutes after the examination begins. Candidates cannot leave the examination hall fifteen (15) minutes before the examination ends;
- f) to smoke and eat in the examination hall during the examination. However, candidates may bring in drinking water/mineral water in a small transparent bottle and shall be placed under the examination table. Other types of beverages are not allowed at all.

### 3) INSTRUCTIONS WHEN INSIDE THE EXAMINATION HALL

#### 1. When candidates are inside the examination hall, the candidates CANNOT-

- i. receive any books, papers, brochures or pictures or any other documents from anyone, except goods/materials allowed by the Examiner/Chief Invigilator/Invigilator.
- ii. communicate with one another in any way during the examination. If candidates want to speak to the Chief Invigilator/Invigilator, candidates must raise their hands;
- iii. leave the examination hall to go to the toilet or for any specific reasons without the permission of the Chief Invigilator/Invigilator. If candidates want to go to the toilet, the candidates must raise their hands.

#### 2. Once seated, the CANDIDATES MUST-

- i) fill in the details in the Attendance Slips and put it together with the Identity Card/Passport/Student Registration Card on the right hand corner of the table to be collected by the Invigilators. Candidates are

reminded to take back their respective Identity Card/Passport/Student Registration Card and Examination Slips after examined;

- ii) write only the registration number of the students and number of questions on the answer booklet. CANDIDATES ARE PROHIBITED FROM WRITING THEIR NAMES OR ANY NOTES TO THE EXAMINERS ON THE ANSWER BOOKLET; and
- iii) comply with all instructions listed on the front page of the question paper and answer booklet. All outlines of answers must be made in the answer booklet. Candidates are not allowed to tear/separate any part of the answer booklet.

#### 4) DIRECTIONS AFTER THE END OF EXAMINATION

- a) The Chief Invigilator/Invigilator will announce the end of each examination. After the announcement is made, all CANDIDATES MUST-
  - i. stop writing;
  - ii. bind additional answer booklet and any additional answer scripts (if any) to the main answer booklet; and
  - iii. place the answer booklet on the top right hand corner of the table to allow the invigilators to collect the answer booklet.
- b) All answer booklets, whether used or not, must be left in the examination hall. Candidates are not allowed to take any books/papers out of the examination hall.
- c) Multiple-choice question (MCQ) papers cannot be taken out of the examination hall (subject to permission from the lecturer for the course concerned only).

#### 5) SUSPENSION OR CANCELLATION OF EXAMINATION

- a) If the Head of Cluster has reasons to believe that the state or the contents of any examination question or content of any examination question papers may have been known prior to the date and time of the actual exam by any person other than the examiners or the Committee of Examiners concerned or the Registrar or any person authorised by

the Registrar, the Head of Cluster may order the suspension of the examination or cancellation of the examination question papers and give instruction to prepare new question papers.

- b) If a situation arises where the Chief Invigilator feels, requires the cancellation or postponement of an examination, he shall stop the examination and, has to quickly collect all the answer sheets that have been written and report the matter to the Head of Cluster.

#### 6) COMPLAINTS ABOUT EXAMINATION

- a) If, in the opinion of the Chief Invigilator/Invigilator, during the examination, a situation arises which makes the examination unfair to any candidate, he shall report the matter to the Head of Cluster.
- b) Any candidate, lecturer or any staff of the University may complain to the Head of Cluster that the examination had been carried out incorrectly.
- c) An examination committee is set up to review the report of the complaints of the examination and orders another examination to be held if it is deemed fit. The examination shall be considered as the examination as prescribed under any Rule or Regulation that governs the relevant course.
- d) complaint by any lecturer of the University that the examination had been carried out incorrectly or that the provisions of any Rules or Regulations related has not been observed, the examination committee shall investigate the complaint and report the results of its investigations to the Senate. The Senate may then take such action as it deems appropriate.

#### 7) DISCIPLINARY ACTION FOR NON COMPLIANCE OF GENERAL EXAMINATION INSTRUCTIONS

Disciplinary action will be taken against candidates who violate any of the instructions set out in the General Examination Instructions or additional instructions in force from time to time.

# CODE OF CONDUCT

## 1. Code of Conduct

Positive faculty and staff reactions result from many aspects of manners and decorum at all times.

UIM desires that our students project and embrace the most Mahmuudun (مَحْمُودٌ) and Adiibun (أَدِيبٌ) behaviors.

Copies of the handbook are to be distributed to the students, along with other orientation materials, at the time of enrolment to discuss

## 2. Disciplinary Policy

The disciplinary policy of the program is based on the premise that personal freedom is accompanied by the accountability to pursue his academic responsibilities and to respect the freedom of others. Behave in a sensible and courteous manner having due regard for all the other members of the UIM community.

UIM provides an environment that creates equal opportunities which everyone is expected to honor. Considerate behavior in the immediate environment of UIM is also expected and required.

Students are expected to behave in a courteous and respectful manner to ALL UIM personnel and students. Insubordination, inappropriate language, and rudeness will not be tolerated.

Students are expected to maintain professional decorum in the lecture hall, lecture room, recreation area, laboratory, all UIM functions and any other venue of UIM.

In order for any policy to be effective, it is necessary that UIM has your support and cooperation. Co-operate with the staff and comply with any required procedures not specifically mentioned above

## 3. Student Card

The visible wearing of a Student Card is compulsory for security reasons and failure to wear it will result in administrative consequences.

Students are not to mutilate or deface the Student Cards and or tags or wearing another student's Student Card and or tag.

Students must purchase a replacement Student Cards and or tags for a fee. Student Cards should not be shared with anyone.

#### **4. Smoking and Alcohol Consumption.**

Smoking and alcohol consumption are strictly prohibited.

#### **5. Care of Facilities**

The safety and cleanliness of the buildings and the equipment is a shared responsibility of the staff and students.

Every student must use and care for equipment according to directions and must clean up his or her own mess.

No student shall misuse equipment and if an individual causes damage, whether willfully or through negligence, he/she is responsible for making full payment for the damage done.

#### **6. Internet Use Guidelines**

IT facilities are to be used for course work and or teaching and learning purposes only. Guidance and direction from designated staff are available on request. Any deviation from this guideline will result in administrative consequences.

#### **7. Dress Code and Ethics**

Dress in a manner which is appropriate for a working environment and not in a manner which is extreme or distracting, or a potential Health & Safety risk and is Syariah Compliance. (Please refer to details as in Attachment of UIM Dress Code).

Student dress and grooming shall be clean and in keeping with health, sanitary and safety practices.

#### **8. Attendance**

Attendance at classrooms, seminars and any other educational activity is mandatory. Unexcused absences may result in grade reduction and or failure.

Absence due to illness, injury or special circumstances may be excused upon receipt of a doctor's report or parent/guardian's written information. An excused absence must be made up within two months and an unexcused absence must be made up the same month of the class missed, or the class/classes will be forfeited.

Punctuality is an essence, and a student is considered tardy if she/he is not in class and prepared to work when the passing period ends. If a student misses more than fifteen (15) minutes, he/she will be counted absent for that class period.

**9. Forgery**

Forgery is the act of falsifying a signature which is other than the student's own name or impersonating a parent on the telephone. If the student is suspected of forgery and is in a class in which he/she has access to records, the student may be dropped from the class with an "E" Grade.

**10. Weapons**

Parents/guardians and students should be aware that possession of weapons, explosives, or other dangerous objects on the UIM campus is considered serious and will result in an expulsion hearing. Weapons are guns, knives, or any object that could cause injury.

**11. Gambling**

Prohibitions on games of chance played for money, checks, credit, or other representative of value. The Head of Cluster will contact parents and take appropriate action.

**12. Notes**

Administrative consequences for those infractions mentioned above could include detention, additional duties, removal from activities or honors, removal from a class, denial of privileges, a meeting with parent/guardian, out of college suspension, removal, or expulsion.

Violations that will result in suspensions include fighting or harassment, vandalism, profanity and threats or verbal abuse to any student and or UIM employee.



# PART I INTRODUCTION

## **i. Citation**

This code may be cited as the Universiti Islam Malaysia will be referred to as "UIM Dress Code" after this.

## **ii. Application**

UIM Dress Code shall apply to every student and staff of the University.

## **iii. Interpretation**

In this UIM Dress Code, interpretation made by the University in relation to the UIM Dress Code shall be final and conclusive unless the context otherwise requires:

"disciplinary misconduct" means a misconduct committed under the relevant disciplinary rules governing staff and students of the University;

This list is non-exhaustive, and the Vice Chancellor may include any other person or persons from time to time as he deems necessary;

"formal activities" means all activities organized by the University or by other entities registered under the University, conducted either through physical or virtual means, and shall include but not limited to classes, talks, forums, symposiums, social gatherings, shows, sporting or recreational events, and staff and student programs;

"Identification card" means the Student's Card or the Staff Card;

"officer" means a person including fellows with an executive function attached to any office, cluster or division whether directly or indirectly under the Top Management in the University, whether such office, cluster or division is voluntary, or for remuneration, or otherwise;

"Shariah" means the laws of Islam as recognised by ahlul Sunnah wal jama'ah;

"staff" means any person employed under a contract of service with the University.

"student" includes any undergraduate student, postgraduate student, part-time student, student under distance learning or off-campus programme, diploma student, matriculation student, and non-graduating student of the University;

"University" as defined in the Constitution;

“University Authority” as defined in the Constitution and includes any person or body of persons authorised to act on behalf of the University;

Whereas: -

Words importing the masculine gender include the feminine and neuter gender;

The recitals, headings and underlines are for convenience only and do not affect the interpretation of these Rules;

Words and phrases defined in the UIM Dress Code, shall bear the same meanings herein;

Words importing the singular include the plural and vice versa;

A reference to any statute or legislation shall, unless otherwise indicated, be a reference to the statute or legislation of Malaysia and includes any statutory modification, amendment or re-enactment thereof;

Reference to “Islam” and “Shariah” shall, unless otherwise indicated, bear the same meaning herein;

All schedules, attachments, notice, standing order, publication and appendix hereto form part of the UIM Dress Code;

## PART II COMMON CODE

### **i. Display of the University's identification card.**

Staff and students shall display their respective University's identification cards at all material times whilst in the University's premises except when attending non-formal activities, sports and outdoor activities.

### **ii. Approved attire**

(a) Staff and students shall dress in accordance with the approved attire by the University as illustrated in Appendix A of the UIM Dress Code.

(b) Staff and students shall not wear any attires which have provocative or detrimental designs, images, words, or phrases that are against the UIM Dress Code.

(c) Staff and students are not allowed to wear any attires which symbolize any particular external organization or group except on certain proper occasions and with the permission from the University Authority.

### **iii. Attire must cover the aurah**

(a) The attire of a male in public must be reasonably decent in accordance with the urf (local custom) and shall cover the aurah of the male body except under permissible circumstances such as sporting events and in the Hostel room.

(b) A female Muslim attire should cover the whole body save for the face and the palm.

(c) A female Non-Muslim may adopt Islamic dress, if she so desires, or at least cover the head with a scarf or shawl or similar headgear as a symbol of respect to the Islamic university.

### **iv. Formal dressing**

(a) Staff shall wear approved office attire during the working hours, other official University functions and other formal activities

(b) Students may wear shirts and collared T-shirts when attending classes and the shirts and collared T-shirts shall at all material times be tucked in the trousers.

Notwithstanding the above, the Kulliyah may determine the proper attire for the students in accordance with the specific requirement of the disciplines of studies.

(c) Slippers, non-strip sandals, round neck T-shirts, tight-fitting trousers including jeans or pants should not be worn by students during lectures, tutorials, official University

functions and other formal activities as well as within the proximity of UIM administrative and faculty buildings and centers.

**v. National dress**

Staff and students are encouraged to wear complete national dresses/attires provided that they do not violate or infringe the UIM Dress Code and Islamic values and norms.

**vi. Cross dressing**

Staff and students are not allowed to wear dresses, accessories or cosmetic products which resemble the opposite gender.

**vii. Accessories and jewellery**

(a) Staff and students shall not display excessive accessories, apply excessive cosmetic products, and use strong perfumes.

(b) Staff and students are not allowed to wear any accessories, which symbolize any particular external organization or group except on certain proper occasions and with the permission from the University Authority.

(c) No male shall wear necklace and bracelet except for medical purposes and identification or on religious and/or traditional grounds.

**viii. Ceremonial attire**

Save as for convocation, the ceremonial attire for graduates, shall be such as determined by the University from time to time.

**ix. Trousers**

(a) Males are allowed to wear jeans during non-formal activities and during physical activities such as sports or recreation, provided that they are not tight-fitting, multi-colored, faded, and fancy in design, torn or with patches.

(b) Females may wear loose pants which cover the ankles provided that the pants are worn with long, loose upper dresses, which cover the hip. Tight-fitting or figure-hugging pants are not allowed to be worn except in the hostel room.

**x. Upper dress and blouse**

A female staff and student may wear a loose-fitting blouse and upper dress provided that the items do not have long slits or side cuts which reveal the hips or thigh area, the length covers the hips, and the sleeves are long enough reaching the wrists.

**xi. Hairstyles**

(a) The length of the hair of a male shall not extend beyond the collar and the hairdo shall not be of unusual or extraordinary style.

(b) Staff and students are prohibited to dye or color his or her hair unnecessarily.

**xii. Head-cover and men's headwear**

(a) A female Muslim is required to wear a proper head-cover which serves the purpose of covering the aurah.

(b) A non-Muslim female is required to cover her head with a scarf or shawl or similar headgear when she is in the University or outside the University when she is representing the University in any formal or informal activities.

(c) Male staff and students shall not wear hats or caps whilst attending official and formal functions except on religious and/or traditional grounds.

**xiii. Footwear**

(a) Staff must wear proper office shoes during working hours, official University functions and other formal activities.

(b) The footwear for females shall cover the feet, and the heels of the footwear shall not be excessively high.

(c) Students are allowed to wear formal shoes, sports shoes and strip sandals during lectures, tutorials, official University functions and other formal activities within the proximity of UIM administrative and administrative buildings and areas.

(d) Slippers, non-strip sandals and slip-on shoes are prohibited to be worn during the official University functions and other formal activities.

# PART III LIBRARY

## 1. UIM LIBRARY

### 1.1. Vision

Library as a knowledge reference center.

### 1.2. Mission

To provide services and facilities to customers by offering information services, library resources supported through the use of the latest technology to support learning, teaching, consulting and research based on academic University.

### 1.3. Objectives

- i. To provide efficient services, effective, up-to-date and user friendly to the campus community and society in general
- ii. To optimize usage of various information resources and facilities.
- iii. To upgrade staff expertise (knowledge workers)
- iv. To improve the distribution of cost effectiveness
- v. To strengthen user education program towards lifelong learning
- vi. To develop, document, maintain and strengthen teaching and research resources of all disciplines either in print, multimedia and electronic format.
- vii. To upload knowledge and intellectual property of university-community in turning the library as a resources and knowledge heritage

### 1.4. History

Universiti Islam Malaysia (UIM) has two libraries and a waqf corner that has been built for the purpose of teaching and learning. The various library services offered include aspects of providing information and printed reading materials. The UIM library has strengths in terms of the specialization of the materials it has in addition to conducive facilities and customer-friendly services.

The two libraries are as follows:

- i. UIM Wisdom Library
- ii. CIMB Islamic – Main Islamic Finance Library

The collection in these two libraries are further strengthened with digital materials that can be accessed online.



**Figure 1: CIMB Islamic Launching Ceremony - Primary Islamic Finance Library by DYTM Tuanku Syed Faizuddin Putra Ibnu Tuanku Syed Sirajuddin Jamalullail**



**Figure 2: CIMB Islamic Library launching ceremony- Primary Islamic Finance Library**



**Figure 3: CIMB Islamic Library- Primary Islamic Finance Library**

## 2. LIBRARY SERVICES

UIM Library offers borrowing, return and reference services of reading materials. Students, lecturers and staff of UIM are registered Library users and can borrow library materials in accordance with the library material borrowing policy.

The Library also offers membership to external users such as Alumni and Individuals. External users who have registered as library members in 2016 are from Universiti Sains Islam Malaysia and Universiti Kebangsaan Malaysia. The statistics of library visitors and users for 2015 and 2016 are as follows:

Year	2015	2016	2017	2018	2019
<b>Bil.</b>	714	12,827	15,587	13,478	3,420

Reference Services such as search for information or materials as well as advisory services on research, use of search equipment, etc. are offered to library users. Training on research in the library is held regularly and continuously. Nine training sessions were organized in 2015 and 2016 as follows:

BIL.	TITLE PROGRAMME	DATE
1.	Emerald Insight Hands-on-training	8 September 2015
2.	Islamic Finance News	28 September 2015
3.	Getting Started with Eikon Thomson Reuters	29 November 2015
4.	Knowing your Library (Program Induksi Pelajar Baharu)	15 Februari 2016
		22 September 2016
5.	Early Arabic Printed Book	25 Februari 2016
6.	Online Databases Training on Ebrary, Al Manhal, and Proquest Digital Dissertations)	5 Mac 2016
7.	Science Direct Hands-On Training	19 Mac 2016
8.	Getting Started with Thomson Reuters Eikon	8 September 2016
9.	Lexis-Nexis Hands-On Training	25 Oktober 2016



UIM Library has also organized programs related to librarianship in 2015 to 2018 as follows: -

BIL.	TITLE PROGRAMME	DATE
1.	MoU antara Perpustakaan UIM dan ISTAC (IIUM)	13 March 2015
2.	Perasmian Wisdom Library	14 September 2015
3.	Perasmian CIMB Islamic - Primary Islamic Finance Library	28 October 2015
4.	SIERRA online training (EVA)	26 November 2015
5.	SIERRA on-site training and practice (JASON BOLAN)	14 to 16 December 2015
6.	SIERRA on-site training and practice (JASON BOLAN)	1 to 3 Februari 2016
7.	Lawatan ke Perpustakaan Za'aba Universiti Malaya	28 April 2016
8.	Lawatan Penandaaras di UMT dan UnisZA	7 to 9 Mei 2016
9.	Bengkel Pengurusan Fail dan Rekod UIM Siri 1	24 Mei 2016
10.	Bengkel Pengurusan Fail dan Rekod UIM Siri 1	13 Jun 2016
11.	4th KKPI Annual Meeting	25 July 2016
12.	Lawatan Penandaaras di Universiti Teknologi Petronas (KKPI)	15 Ogos
13.	Pertanding Bowling Perpustakaan UIM	26 December 2016
14.	Jom Baca 10 Minit Plus	26 April 2017
15.	Sesi "Book & Breakfast 2.0"	16 Ogoa 2017
16.	Library Open Day	23 Mei 2017
17.	Program Mengenal Perpustakaan UIM	Yearly
18.	Jom Baca 10 Minit	25 April 2018

UIM library can lead materials available in other University libraries through the inter-library loan services (ILL). Library users can borrow books from the National Library of Malaysia, the International Islamic University of Malaysia (IIUM) Library and the Dewan Bahasa dan Pustaka Documentation Center through the UIM Library. UIM Library has a total of 4,514 books (3,430) until 2019.



**Figure 4: Wisdom Library reading room**

## 2.1. Seminar Organization

UIM Library in collaboration with various parties has organized seminars and workshops attended by Librarians and information professionals as follows: -

Bil	TITLE PROGRAMME	DATE
1.	Implementing knowledge Management in Libraries and Information Services: A workshop for Information professionals	30 to 31 March 2015
2.	Organizing Media Resources, Electronic Resources and Serials using RDA Cataloging Standard	15 to 18 February 2016
3.	Library Innovation Talk 2016	25 Julai 2016
4.	Bengkel Eksplorasi Perpustakaan Digital PNM	30 November 2016
5.	Knowledge Sharing Session	March 2017

## 2.2. Waqf and Donations

UIM Library receives book donations from individuals and organizations as follows: -

BIL.	NAME/ORGANIZATION
1.	Prof. Tan Sri Dato' Dzulkifli Abdul Razak
2.	Datuk Abdul Manaf Haji Ahmad
3.	Prof. Dato' Dr. Abdul Monir Yaacob
4.	Dato' Dr. Danial Zainal Abidin
5.	En. Nasharuddin Mat Isa
6.	S.S Prof Madya Dato' Arif Perkasa Dr. Mohd Asri Zainul Abidin
7.	Allahyarham Datuk Dr. Haron Din
8.	Tun Haji Mohamed Ayob Yasin
9.	Prof. Dr. Aminah Abdullah
10.	Puan Kamariah Abu Samah
11.	Puan Baayah Mohd Noor
12.	Cik Nor Saleha Ngademan
13.	Prof. Dr. Adel M. AbdulAziz Al-Geriani
14.	Prof. Dr. Mujahid Bahjat
15.	Datuk Dr. Chamil Wariya
16.	En. Mohd Fairus Ahmad Fuzi
17.	Cik Siti Umairah Ali Hamdan
18.	Cik Alia Mohamed Firdous
19.	Prof. Dr. Ismail Hamid
20.	Allahyarham Dr. Saad Abdul Rahman
21.	Perpustakaan Negara Malaysia
22.	Majlis Agama Islam Selangor
23.	The Other Press Sdn. Bhd.
24.	Ustaz Jamli Awang Lirai
25.	Dato' Dr. Haji Haron Din
26.	Datuk Haji Mohamed Amat
27.	Dato' Haji Shahrani Abdullah
28.	Jabatan Kemajuan Islam Malaysia (JAKIM)
29.	United Nation (UN)



**Figure 5: Collection of Waqf and donations**

On 2019, UIM Library are moving to another place at Petaling Jaya on Level 2, Khadijah Building, PT1, Jalan Profesor Diraja Ungku Aziz, 46350 Petaling Jaya, Selangor. We are already fully operational.

### 2.3. Operation Hour

DAY/HOUR	MORNING	REST HOUR	EVENING
<b>MONDAY-FRIDAY</b>	8.30am-1.00pm	1.00pm-2.00pm	2.00pm 5.30 pm
<b>FRIDAY</b>	8.30am-12.30pm	12.30pm-2.45pm	2.45pm-5.30pm
<b>SATURDAY &amp; SUNDAY</b>	CLOSE	CLOSE	CLOSE
<b>PUBLIC HOLIDAY</b>	CLOSE	CLOSE	CLOSE

### 2.4. Borrowing, Returning and Renewing Time

DAY/HOUR	MORNING	REST HOUR	EVENING
<b>MONDAY-FRIDAY</b>	8.30am-1.00pm	1.00pm-2.00pm	2.00pm 5.30 pm
<b>FRIDAY</b>	8.30am-12.30pm	12.30pm-2.45pm	2.45pm-5.30 pm
<b>SATURDAY &amp; SUNDAY</b>	CLOSE	CLOSE	CLOSE
<b>PUBLIC HOLIDAY</b>	CLOSE	CLOSE	CLOSE

Users who want to borrow, return and renew can follow this step: -

#### a) Borrowing

1. Users choose their suitable books.
2. User needs to see Librarian for borrowing.
3. Librarian will key-in the student information and book details in excel.
4. The librarian will send the email to inform the users when they need to return the books.

**b) Returning**

1. User must bring the book and give it to the Librarian for key in the date of return.
2. Librarian will check the books with the good condition if the books have been damaged, user need to pay for it. (See on the Fine table).
3. Users need to keep the books on the shelves according to the call numbers.

**c) Renewal**

1. User needs to reply the email or see the Librarian and bring the books.
2. The librarian will check with other users if the book is not being used.
3. Users can renew only twice. No renewal is allowed if another user has made an order for the same materials. Online renewal (email) is possible done before the return date.

**2.5. Inter Library Loan (ILL)**

UIM library provides the services to get missing material in the library collections from the library IPTA branches and libraries local/external institution. The Library offers an Inter Library Loan Service focused on academic books. The use of the service is limited to students, staff or others. The service is provided for free; however, any postal or other cost that may be incurred by collaborating with other Libraries is borne solely by the user.

Users who wish to make use of the ILL service must complete the appropriate email to Librarian ([amirah@uim.edu.my](mailto:amirah@uim.edu.my)).

**2.6. Reserved Items**

The Reserve Collection consists mainly of books that are used primarily as teaching materials. As long as these remain on reserved status, they cannot be borrowed, and they are only used on the Library premises. During periods that reserve items have increased demand (exam periods etc.), the users are required to book them in advance so that access is ensured for the maximum number of users.

## 2.7. Computer

User can use any provided PC in the premise with free internet access.



*Figure 6: Area of computer*

### 3. REGISTRATION

#### 3.1. Student and Staff

- a) The registration session will be done after the students have registered with the management of Universiti Islam Malaysia (UIM).
- b) All University staff must fill out for library membership application to keep membership records.

#### 3.2. Temporary Staff and External Members

- a) Matric card numbers are allocated to part-time staff and external members. So, they are required to bring ONE (1) passport-sized photograph to the library and registration can be made at the Library Division during office hours.
- b) Membership cards will be issued by the UIM library
- c) Membership must be renewed annually except UIM registered members and UIM Alumni only.

#### 3.3. Replacement of Membership Card

- a) Loss of matric card should be reported IMMEDIATELY to the library and IT division to prevent any misuse of the card.
- b) Replacement of membership card will be charged RM10.00
- c) Membership cards are not transferable to others.

### 4. MEMBERSHIP

#### 4.1. Internal Membership

UIM registered staff and students are entitled to the full privileges of the library. Registered users are issued with a University card (staff or Student Matriculation Card) which must be physically displayed upon entering the Library. A University Card is required to borrow books or library materials

USER CATEGORY	LOAN ELIGIBILITY	LOAN PERIOD
TOP MANAGEMENT	10 Materials	30 days
ACADEMIC	10 Materials	30 days
PROFESSIONAL AND EXECUTIVE	3 Materials	14 days
SUPPORT STAFF	2 Materials	14 days
STUDENT UIM	3 Materials	7 days

## 5. FINE

USER CATEGORY	COLLECTIONS	DESCRIPTION
TOP MANAGEMENT	OPEN SOURCES	1.00 per day of delay, calculated from the first day delay
ACADEMIC		1.00 per day of delay, calculated from the first day delay
PROFESSIONAL AND EXECUTIVE		1.00 per day of delay, calculated from the first day delay
SUPPORT STAFF		1.00 per day of delay, calculated from the first day delay
STUDENT UIM		1.00 per day of delay, calculated from the first day delay

## 5.1. Replacement of Lost/Damaged Materials

Lost or damaged materials should be reported immediately to the Librarian. Charge for the replacement of lost or damaged material is subject to the cost of replacing the material in addition to processing cost and accumulated fines.

TYPES OF MATERIAL	BOOKS	BOOKS/WITHOUT PRICES	THESES	JOURNAL
SUBSTITUTION MATERIAL	Same edition/latest	<b>Edition International:-</b> RM300.00 added RM25.00 payment process  <b>Local edition:-</b> RM150.00 added RM25.00 payment process	RM350.00- First Degree RM450.00 Degree Masters RM550.00 Degree Doctorate	Same title and output
	Price book added RM25.00 payment process		RM25.00 payment process	Price magazine added RM25.00 payment process



## 6. LATE MATERIAL WARNING NOTICE

Librarian will be sent by email to user before the due date. The first notice (1) is sent 1 day after the due date. The second notice (2) follows after 14 days from the expiry date. The 3rd notice (final) is issued 28 days from the loan expiry date and the final notice is the "Notice of Outstanding fines" that have not yet been paid by the user along with the price of the materials.

## 7. COLLECTION AND LOCATION OF MATERIALS

TYPES	DESCRIPTION	SYMBOL /CALL NUMBER
OPEN SHELVES	All books are arranged according to a predetermined call	A-Z
REFERENCE MATERIALS	All reference materials are placed in a special area and cannot be borrowed and only read in the library.	.ref
UIM THESIS	The material is from research by UIM Students and UIM Staff	ref

### 7.1. Green Spot



All collection provide green spot tagging are not available to borrow and can be use/read only at CIMB Library.

**Figure 7: Collection of Green Spot**

## 7.2. Open Shelf Collection



A collection of books covering all subject areas offered by the UIM as well as subjects of general interests

**Figure 8: Collection of Open Shelf**

## 8. CLASSIFICATION OF LIBRARY MATERIALS

The material on the shelves are arranged according to the Library of Congress Classification Scheme. LCC divides the entire field of knowledge into 21 main classes, each identified by a single capital letter of the alphabet. The letters I, O, W, X, Y have not been assigned subject areas but could be used for future expansion. This is to make it easier for users to find books on shelves.

<b>TWENTY-ONE MAIN CLASSES OF LCC</b>	
<b>A</b>	<b>General Works</b>
<b>B</b>	<b>Philosophy. Psychology. Religion</b>
<b>C</b>	<b>Auxiliary Sciences of History</b>
<b>D</b>	<b>World History and History of Europe, Asia, Africa, Australia, New Zealand, etc.</b>
<b>E</b>	<b>History of the Americas</b>
<b>F</b>	<b>History of the Americas</b>
<b>G</b>	<b>Geography. Anthropology. Recreation</b>
<b>H</b>	<b>Social Sciences</b>
<b>J</b>	<b>Political Science</b>
<b>K</b>	<b>Law</b>
<b>L</b>	<b>Education</b>
<b>M</b>	<b>Music and Books on Music</b>
<b>N</b>	<b>Fine Arts</b>
<b>P</b>	<b>Language and Literature</b>
<b>Q</b>	<b>Science</b>
<b>R</b>	<b>Medicine</b>
<b>S</b>	<b>Agriculture</b>
<b>T</b>	<b>Technology</b>
<b>U</b>	<b>Military Science</b>
<b>V</b>	<b>Naval Science</b>
<b>Z</b>	<b>Bibliography. Library Science. Information Resources (General)</b>

Examples:

Statistics for management, by Richard I. Levin and David S. Rubin, published in 1998.

<b>HA29 .L48 1998</b>	
Class Number	
HA	Statistics
29	Theory and method of social science statistics – General works – English
Item Number	
.L48	Cutter for the author in the main entry (Levin, Richard I.)
1998	Year of publication

## 9. LIBRARY RULES

- a) The Library can be used by University Board Members, University staff has been registered University students, Alumni and parties involved in special research for which an application must be made to the Library to obtain the approval of the Librarian
- b) Registered library members are allowed to borrow books but need to be returned within the borrowing period given.
- c) The eligibility of each category of registered users and loan book eligibility is determined by the Librarian.
- d) For non-members, the application to borrow must be approved by the Library and borrowing is only allowed after the payment of fees and deposits is completed.
- e) Fines will be imposed on all members of the Library who fail to return books or other items within the stipulated time.
- f) All members of the library, including academic staff must return books to the Library as soon as they receive "return notification" from the Librarian.
- g) The borrower is responsible for all problems that occur to the borrowed books such as damage, defects and loss by paying the cost of replacing the book.
- h) Borrowers who lose the borrowed book will be asked to replace the book or pay twice the cost of replacing the book and will be charged a minimum of RM25 for local print and RM80 for overseas.
- i) Librarians may lend materials to other libraries for a period exceeding one material and the book must be required for the use of University users.
- j) Reference books and series collections (bound and unbound) can only be in the Library area. It cannot be taken out of the Library.
- k) All library members must adhere to the dress code set by the University.
- l) It is forbidden to talk on the phone around the reading area.
- m) Smoking, eating and drinking are prohibited in the Library area.
- n) Animals are not allowed to bring to the Library.
- o) Registered library users must use a matric card to borrow books from the Library.
- p) Children under the age of 16 are not allowed to enter the library. However, this rule does not apply to the child-friendly area in this facility (subject to terms and conditions).

## 10. ONLINE DATABASE SUBSCRIPTION

### 10.1 Accession Library Catalogue

UIM Library has a computerized online catalog of all the available materials which is called Online Public Access Catalog (OPAC). This catalog can be accessed by several computer terminals within the library or the Internet. This OPAC is accessible through the following internet address [www.opac.uim.edu.my](http://www.opac.uim.edu.my).

### 10.2 Accession Online Database

#### 10.2.1 Emerald Insight

It is committed to providing peer-reviewed, international content that can be trusted by researchers, students and professionals. Emerald is accessible over the internet through the free website searching and can search using a computer or mobile device connected to the Internet through <https://www.emerald.com/insight/>

The Entry Page of Emerald Database is presented: -



**Figure 9: Front page of Emerald Insight**

To start searching Emerald using "quick search", simply enter the words or phrases that best describe the subject area in which you are interested and click on "Search".

If more than one word/term needs to be searched, Boolean operators ("And", "Or" or "Not") can be used to find all of the terms in each article



**Figure 10: Page of searching online database**

("And"), any one of the terms in each article ("Or") or find articles that contain one term, but do not contain another ("Not").

### **10.2.2 MY CITE (MALAYSIAN CITATION INDEX)**

The Ministry of Education (MOE) Malaysia initiated the establishment of the Malaysian Citation Center (MCC) in 2011. MCC is responsible for collating, monitoring, coordinating and improving the standard of scholarly journal publications in Malaysia. MCC will maintain a citation system, named MyCite or Malaysian Citation Index. MyCite will provide access to bibliographic as well as full-text contents of scholarly journals published in Malaysia in the fields of Sciences, Technology, Medicine, Social Sciences and the Humanities. Besides this, MyCite will provide citation and bibliometric reports on Malaysian researchers, journals and institutions based only on the contents within MyCite. It is estimated that there are over 500 Malaysian journals, the contents of which need to be made visible globally so that Malaysian researchers can identify expertise, areas of possible collaboration, stimulate use and citations.

MY CITE is accessible over the internet through the free website searching and can search using a computer or mobile device connected to the Internet through

<https://mycite.mohe.gov.my/en/journal-citation-report/mycite-citation-report>

The screenshot shows the MyCite website interface. At the top, there is a navigation bar with 'MYCITE' logo and 'CITATION REPORT' text. Below the navigation, there is a search bar and a 'MyCite Citation Report' section. The main content area displays a table with the following columns: No., Journal Name, ISSN, Year, Volume, Issue, Pages, and Citation Count. The table contains several rows of data, including journal titles like 'Library: The Journal of the American Library Association' and 'Journal of the American Library Association'. To the right of the table, there is a sidebar with 'Downloads' and 'MyCite Citation Report' sections.

No.	Journal Name	ISSN	Year	Volume	Issue	Pages	Citation Count
1	Library: The Journal of the American Library Association	0022-0272	2010	40	5	0-100	0
2	Journal of the American Library Association	0022-0272	2010	40	5	0-100	0
3	Journal of the American Library Association	0022-0272	2010	40	5	0-100	0
4	Journal of the American Library Association	0022-0272	2010	40	5	0-100	0
5	Journal of the American Library Association	0022-0272	2010	40	5	0-100	0

*Figure 11: Front page of MyCite*

## 11. EMERGENCY PROCEDURES

Please notice where the emergency doors are located in the library.

In care of fire: -

- a) The bell will ring
- b) Librarian will give instructions to users.
- c) Remain calm and follow the instructions
- d) Leave the books on the table.
- e) Take all personal belongings
- f) Follow the library staff to the emergency doors
- g) Go down the stairs in an orderly manners. Don't push others
- h) Go to the designated assembly point



# PART IV FEE

## UIM FEE POLICY

### 1. Policy for Student Fees

This document sets out the policy and procedures of Universiti Islam Malaysia (UIM) concerning student fees, charges, and refunds. Bursary provides advice and input to the policy.

All student fees are required to be paid by a specified due date.

Failure to pay outstanding fees will result in the cancellation of a student's enrolment.

Final year students will not be recorded as a graduate and no complete results or complete academic record will be issued unless full payment of all outstanding debts is made.

All student fees are required to be paid by a specified due date as mentioned in the Fee Structure.

### 2. Final Notices

Where a student has been invoiced and there is an outstanding debt, then a Final Notice and/or email will be issued within **two weeks** of the original invoice due date.

### 3. Encumbrance

Where a student continues to have an outstanding debt (i.e. tuition fees, fines etc), their enrolment will be encumbered if they have not paid this debt by the date/time period advised by the University. The encumbrance will cause the following restrictions to apply:

- Loss of access to library borrowing and other library services.
- Loss of access to UIM's computer systems, including internet facilities.
- Loss of access to any teaching & learning activities.
- Barred from sitting the mid semester examination and final examination, until payment made for the outstanding balance.
- Registration of subjects are not allowed in the following semester.

- Loss of access to enrolment records, examination results and academic transcripts.
- Inability to graduate until the outstanding debt is cleared.

Encumbered students will be informed that if they make no further payment or do not contact the University concerning their debt, their enrolment may be cancelled (i.e. invalidated).

#### **4. Invalidation for non-payment of fees**

##### **4.1 Authority**

(Please refer to Academic Rules & Regulations for Undergraduate Programme and/or Post Graduate Programme)

##### **4.2 Invalidation process**

Invalidation of a student's enrolment will occur at a fixed time in relation to Final Notices. The student may be invalidated at anytime throughout a semester, fourteen (14) days after the notification date shown on their Final Notice.

Invalidated students who seek only a full academic history, then removal of the Invalidation status can be affected by payment of outstanding debt and the activation fee. This then allows for generation of a complete academic transcript.

##### **4.3 Nature of debts that cause invalidation.**

Invalidation may be invoked in cases where students have outstanding course fees for any UIM programmes. Any course fees paid for the relevant course and teaching period will be retained.

##### **4.4 Reinstatement**

Where an invalidated student seeks reinstatement to continue their study at the University, they must pay:

- all outstanding debt and fine involved.
- a reinstatement fees.

Once all payments have been made, students seeking to continue their course in the following semester must apply for readmission directly to the Admission Unit and Cluster for enrolment.

The Admission Unit and Cluster will determine whether they may be re-admitted to the course in which the invalidation occurred, and the manner in which re-admission might occur.

Student Administration can affect reinstatement of the student's enrolment within a current semester after reinstatement approval is granted by the Admission Unit and Cluster and all outstanding fees are made. Where possible all payments should be made at the Bursary office.

## 5. Transcripts

Where an invalidated full fee-paying student wishes to obtain a transcript without seeking re-admission to study at the University, then upon payment of outstanding debt and the activation fee at UIM, a transcript will be issued.

## 6. Refund Policy

6.1 Please note that all tuition fee refunds upon withdrawal are as follows:

Number of weeks	% to be refunded
2 weeks before registration/session starts	100%
2 to 4 weeks after registration/session starts	65%
4 to 6 weeks after registration/session starts	50%
6 weeks after registration/session starts	none

6.2 Students who do not formally withdraw from a course are considered registered in the semester, even if they are no longer attending classes.

## 6.3 Deferment

Number of weeks	% to be refunded
Approval for deferment prior to mid semester ends	50%
Approval for deferment after mid semester ends	none

## 6.4 Hostel

Number of weeks	% to be refunded
2 weeks before registration/session starts	100%
2 weeks to 3 weeks after registration/session starts	<i>Based on Pro rata deductions</i>
3 weeks after registration/session starts	none

## 7. Procedure of Refund

- Applicant can obtain Fee Refund Form from the Admission & Quality Department.
- Student Finance Department will process the refund after getting the Fee Refund Form from the applicant.
- The fee would be refunded only after the applicant has surrendered the original fee receipt, student ID card (if issued) and any other documents, as required by UIM at the time of refund.
- Once the form and payment receipt has been verified, the University will deduct admission processing charges, as applicable, from the amount collected as admission fees.
- Refund, if any, shall be made only through applicant's bank account.

## PART V PENALTY

### **i. Compound**

(a) Any person who contravenes any provision of this Code shall be subjected to a compound for a sum of Ringgit Malaysia Fifty (RM50.00) for each offense under this Code.

(b) A compound issued under this Code shall be paid within seven (7) days from the date of its issuance.

(c) A compound issued under this Code shall be dealt with in accordance with the compound procedures made by the University.

(d) Any reduction of a compound issued under this Code shall be decided by the relevant Executive Personnel.

### **ii. Subsequent misconduct**

(a) For any subsequent misconduct committed by a student or staff, he or she shall be subjected to a minimum compound of Ringgit Malaysia one hundred (RM100.00) and shall not exceed Ringgit Malaysia three hundred (RM300.00) for each subsequent misconduct.

(b) Any reduction of a compound issued under this Code shall be decided by the relevant Executive Personnel.

### **iii. Failure to settle compound**

Failure of students to settle any outstanding compound in accordance with the compound procedures made by the University shall result in the suspension of the following services:

- (a) registration of course and Hostel;
- (b) issuance of course and Hostel registration slip;
- (c) issuance of examination slip;
- (d) access to examination results; and
- (e) clearance for graduation.

## **PART VI MISCELLENEOUS**

### **i. Enforcement of rules, orders, directives, etc.**

Executive Personnel or officers shall enforce this UIM Dress Code and orders, or directives given by the University Authority from time to time.

### **ii. Reservation**

(a) The University reserves the absolute right to interpret and decide on any matter including but not limited to any Shariah and Islamic issues.

(b) Notwithstanding the above, in relation to any interpretation of any Shariah and Islamic affair, doctrine or thought including but not limited to all recognized Islamic schools; the University shall have the absolute discretion to decide and determine the interpretation.

Any interpretation and decision made by the University shall be final and conclusive.

### **iii. Presumptions**

Muslim students and staff are presumed to have knowledge of the Islamic Dress Code and shall observe the same at all times. Non-Muslim students and staff are presumed to have knowledge of the UIM Dress Code and shall observe the same at all times.

# APPENDIX I

## Male Student Attire



# APPENDIX I

## Female Student Attire





# APPENDIX II

## International Student

### IMPORTANT INFO

#### 1. Passport Validity

- ✓ Your passport must have at least eighteen (18) months validity from the date of entry into Malaysia.

#### 2. Single-Entry Visa

- ✓ Malaysia requires certain countries to enter with a Single-Entry Visa.
- ✓ To obtain this Single-Entry Visa, you will have to go to the Malaysian Embassy with the Visa Approval Letter.
- ✓ Upon entry into Malaysia, you will be granted a temporary Special Pass (**NOT** a Social Visit Pass) which will be converted into a Student Pass.

#### 3. Airport Immigration Clearance

- ✓ Please send us your flight details (including a copy of your ticket) one week (7) days before your arrival.
- ✓ Our representative will meet you at the airport Immigration for clearance process.

#### 4. Student Pass

- ✓ You are only allowed to study in Malaysia with a VALID Student Pass.
- ✓ The pass is valid for 1 (one) year and is renewable yearly.

#### 5. Social Visit Pass

- ✓ In order to study in Malaysia, anyone who enters with a Social Visit Pass will have to leave Malaysia
- ✓ You may re-enter Malaysia after received a valid visa.

## 6. Expiry and Renewal of Student Pass

- ✓ It is your responsibility to remember when your Student Pass expires.
- ✓ Application for renewal should be submitted three months before the expiry date. Failing to do so may cause you to be compounded for overstaying in Malaysia by the Immigration Department.

## 7. Working in Malaysia

- ✓ Malaysia allows international students to work on a part-time basis for a maximum of twenty (20) hours per week during semester breaks of more than seven (7) days long.

## 8. Leaving and Re-entry to Malaysia

- ✓ When returning to Malaysia from abroad, ensure that your Student Pass is still valid for no less than one (1) month from the date of re-entry. You are advised to inform us of your travel plans and the length of your stay abroad.

## 9. Validity of Passport

- ✓ If your passport has expired or is damaged, you will have to renew it or apply for a new one at your country's Embassy, High Commission, Diplomatic, or Consulate Office in Kuala Lumpur.

## 10. Transfer of Student Pass Endorsement

- ✓ If you are issued a new passport, you will have to apply for the transfer of the endorsement of your student pass from your old passport to the new one.

## 11. Important Note:

- ✓ All students and visitors to Malaysia are subject to the Immigration Act 1959/63.
- ✓ The information above is valid at the time of writing. Check with your local Malaysian Embassy, High Commission or Consulate that this information is still up to date, as immigration rules change from time to time. You can also check from the Malaysian Immigration website at [www.imi.gov.my](http://www.imi.gov.my) **OR** you may log-on into Education Malaysia Global Services (EMGS) at [www.educationmalaysia.gov.my](http://www.educationmalaysia.gov.my)

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## New Student Pass Application

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### 1 passport size photograph

1 passport size photograph with WHITE background (35mm x 45mm).

Check our complete details of the [photo requirements](#)




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### A copy of your Passport:

You will be required to submit a copy of your passport. Here's what we need:

- Your passport data page (bio-data page which shows your face, name etc)
- All pages with Visa information. We don't need all the pages of your passport. If the page is empty, you do not need to submit it.
  - **Note:** Students originating from the countries listed below must provide a copy of ALL passport pages during the submission of student pass application to EMGS:-
    - Libya
    - Iran
    - Iraq
    - Somalia
    - Sudan
    - Syria
    - Yemen
- Observation page (showing any extensions, clarifications of name, and previous passport numbers)
- Recommended passport validity duration is 18 months
 

**Note:** For one-off Student Pass applications, the recommended validity is 12 months longer than the duration of study.
- Special Pass or Exit Stamp (if applicable)

## Offer Letter

A copy of your offer letter is required in order to apply for a student visa in Malaysia. If you are making an online application, you will only be able to fill out the form and submit an application once you have received a letter of acceptance/offer from your university/college.

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## Health Declaration Form

You will be required to fill up and submit a copy of the health declaration form to apply for a student visa in Malaysia.

If you are making an online application, you are required to upload the scanned copy of the form. Click [here](#) to download the Health Declaration Form.

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## Your academic certificates and transcripts

You need to provide copies of all academic records, certificates or transcripts of studies previously undertaken. Some courses have additional entry requirements.

For information regarding these additional requirements check the entry requirements provided by your educational institution.

If you are coming from a country which is considered to be at a high risk of yellow fever, you will be required to obtain the necessary inoculations before coming to Malaysia. You will be asked to provide your yellow fever vaccination booklet/card before you can clear Immigration at the point of entry.

Countries or areas where “a risk of yellow fever transmission is present,” as defined by the World Health Organization, are countries or areas where “yellow fever has been reported currently or in the past, plus vectors and animal reservoirs currently exist” (see the current country list within the International Travel and Health publication (Annex 1) at [www.who.int/ith/en/index.html](http://www.who.int/ith/en/index.html)).

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## Personal Bond

The Immigration Department requires all education institutions in Malaysia to sign a personal bond on behalf of the candidate, binding the University for a specified sum.

To comply with this requirement, the institution will require you to lodge the specified amount for this purpose.

This money will be returned to you upon completion or withdrawal of your study in the institution, on condition that there is no violation of any provision of the Immigration laws of Malaysia.

Note: The personal bond form can be submitted after you have arrived in Malaysia for the student pass endorsement.

If the personal bond is submitted before the VAL is issued, any errors found will not affect the VAL approval process; however institutions are advised to make the necessary corrections before the student pass sticker endorsement.

Click [here](#) to find the personal bond fees by country.

---

## No-Objection Certificate (NOC)

No-Objection Certificate (NOC) is only required if the student is from Sudan .

This document must be applied by the institution and can only be collected from the Sudanese Embassy in Kuala Lumpur by the institution representatives.

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## Letter of Eligibility (LOE)

Letter of Eligibility (LOE) is only required if the student is from Iran.

The institution must apply an LOE for the student at the Iranian Embassy in Kuala Lumpur.

Once the LOE application is approved, the embassy will provide the LOE details to EMGS directly.

Institute representatives are not required to collect the LOE from the Iranian Embassy.

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## English Language Requirement

Most courses in universities in Malaysia are conducted in English, so you need to show your English language competency is good enough for you to be able to participate fully in your course.

This means that proficiency in English is a prerequisite for admission. When you apply for a Visa Approval Letter (VAL) you must demonstrate that you have an acceptable level of English language proficiency and upload the certificate as part of your application.

The English Language tests which are accepted for Student Pass Application are:

- PTE - Academic (Pearson Test of English),
- IELTS (International English Language Testing System),
- TOEFL (Test of English as a Foreign Language),
- CAE (Cambridge English: Advance),
- CPE (Cambridge English: Proficiency), and
- MUET (Malaysian University English Test)

**IMPORTANT!** If you **do not attach your English language certificate** when creating your VAL application, your application processing may be delayed. In addition, you will also not be eligible to receive a student pass for the full duration of your course.

## Renewal of Student Pass

### 1 passport size photograph

1 passport size photograph with WHITE background (35mm x 45mm).

Check our complete details of the [photo requirements](#)



### A copy of your Passport:

You will be required to submit a copy of your passport. Here's what we need:

- Your passport data page (bio-data page which shows your face, name etc)
- All pages with Visa information. We don't need all the pages of your passport. If the page is empty, you do not need to submit it.

- **Note:** Students originating from the countries listed below must provide a copy of ALL passport pages during the submission of student pass application to EMGS:
  - Libya
  - Iran
  - Iraq
  - Somalia
  - Sudan
  - Syria
  - Yemen
  
- Observation page (showing any extensions, clarifications of name, and previous passport numbers)
  
- Recommended passport validity duration is 12 months
  
- Special Pass or Exit Stamp (if applicable)

### Your academic certificates and transcripts

You need to provide copies of all academic records, certificates or transcripts of studies previously undertaken. Some courses have additional entry requirements.

For information regarding these additional requirements check the entry requirements provided by your educational institution.

Note: You must achieve a CGPA of at least 2.0 in order to renew your student pass. Your overall attendance must also be at least 80% in order to renew your student pass.

### Variation and Progression

#### 1 passport size photograph

1 passport size photograph with WHITE background (35mm x 45mm).

Check our complete details of the [photo requirements](#)



---

### A copy of your Passport:

You will be required to submit a copy of your passport. Here's what we need:

- Your passport data page (bio-data page which shows your face, name etc)
- All pages with Visa information. We don't need all the pages of your passport. If the page is empty, you do not need to submit it.
- **Note:** Students originating from the countries listed below must provide a copy of ALL passport pages during the submission of student pass application to EMGS:
  - Libya
  - Iran
  - Iraq
  - Somalia
  - Sudan
  - Syria
  - Yemen
- Observation page (showing any extensions, clarifications of name, and previous passport numbers)
- Recommended passport validity duration is 18 months
- Special Pass or Exit Stamp (if applicable)

**Note:** For one-off Student Pass applications, the recommended validity is 12 months longer than the duration of study.

---

### Offer Letter

A copy of your offer letter is required in order to apply for a student visa in Malaysia. If you are making an online application, you will only be able to fill out the form and submit an application once you have received a letter of acceptance/offer from your university/college.

---

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---

## Personal Bond

The Immigration Department requires all education institutions in Malaysia to sign a personal bond on behalf of the candidate, binding the university for a specified sum. To comply with this requirement, the institution will require you to lodge the specified amount for this purpose.

This money will be returned to you upon completion or withdrawal of your study in the institution, on condition that there is no violation of any provision of the Immigration laws of Malaysia. The personal bond form can be submitted after you have arrived in Malaysia for the student pass endorsement.

If the personal bond is submitted before the VAL is issued, any errors found will not affect the VAL approval process; however Institutions are advised to make the necessary corrections before the student pass sticker endorsement stage.

Note: The personal bond form can be submitted after you have arrived in Malaysia for the student pass endorsement. If personal bond is submitted before the VAL is issued, any errors found will not affect the VAL approval process; however institutions are advised to make necessary corrections before the student pass sticker endorsement stage.

Click [here](#) to find the personal bond fees by country.

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Letter Of Eligibility (LOE) is only required if the student is from Iran. The institution must apply an LOE for the student at the Iranian Embassy in Kuala Lumpur.

Once the LOE application is approved, the embassy will provide the LOE details to EMGS directly.

Institute representatives are not required to collect the LOE from the Iranian Embassy.

## Clearance Letter

A clearance/release letter from the previous Educational Institution will be required. A letter of completion issued by the previous Educational Institution will also be accepted.

---

## English Language Requirement

Most courses in universities in Malaysia are conducted in English, so you need to show your English language competency is good enough for you to be able to participate fully in your course.

This means that proficiency in English is a prerequisite for admission.

When you apply for a Visa Approval Letter (VAL) you must demonstrate that you have an acceptable level of English language proficiency and upload the certificate as part of your application.

The English Language tests which are accepted for Student Pass Application are:-

- PTE - Academic (Pearson Test of English),
- IELTS (International English Language Testing System),
- TOEFL (Test of English as a Foreign Language),
- CAE (Cambridge English: Advance),
- CPE (Cambridge English: Proficiency), and
- MUET (Malaysian University English Test)

**IMPORTANT!** If you **do not attach your English language certificate** when creating your VAL application, your application processing may be delayed. In addition, you will also not be eligible to receive a student pass for the full duration of your course.