

*In the name of God, Most Gracious, Most Merciful*  
**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**  
**SENATE RULES 2012**

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ARRANGEMENT OF RULES

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**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**  
**SENATE RULES 2012**

In exercise of the powers conferred by subarticle 42(2) of the Memorandum and Articles of Association (“the Constitution”) of the International Islamic University Malaysia, the Senate makes the following rules:

**PART 1**

**PRELIMINARY**

**Citation**

1. These rules may be cited as the **International Islamic University Malaysia, Senate Rules 2012.**

**Interpretation**

2. In these Rules, unless the context otherwise requires—

“appointed member” means a member selected under rule 3(1)(e) of these rules;

“Chairman” means Chairman of the Senate;

“Secretary” means Secretary of the Senate;

“Constitution” means collectively the Memorandum and Articles of Association of the University;

"member" means a member of the Senate;

"Senate" means the University Authority established under article 20 of the Constitution; and

‘University’ means the International Islamic University Malaysia.

## PART II

### SENATE MEMBERSHIP

#### Membership

3. (1) The Senate shall consist of—
  - (a) the Rector, who shall be the Chairman;
  - (b) Deputy Rectors;
  - (c) Deans in charge of academic programme;
  - (d) Executive Directors;
  - (e) five professors appointed by the Rector;
  - (f) the Dean or Director of divisions or centres as may be determined by the Senate;
  - (g) a Legal Adviser; and
  - (h) the Chief Librarian.
  
- (2) in the event the Rector is unavailable, the Rector may delegate the chairmanship to the Deputy Rector in charge of academic affairs.

(3) The Dean in charge of admissions and records shall be the secretary of the Senate as appointed by the Rector.

(4) The Senate may invite any person to attend meetings of the Senate, but such person shall have no voting right.

### **Term of membership of the appointed members**

4. (1) Members mentioned under rule (3)(1)(e) shall be appointed for a period not exceeding three years and shall be eligible for reappointment.

(2) The appointment of the members mentioned under rule (3)(1)(e) shall be made by the Rector based on criteria which include–

- (a) experience in the academic field;
- (b) professional commitment; and
- (c) commitment to the vision and mission of the University.

### **Resignation, suspension, revocation or termination**

5. (1) The appointed member may resign by giving notice in writing to the Rector.

(2) Notwithstanding rule 3(1), the Rector may at any time, in the interest of the University, suspend, revoke or terminate the members of the Senate appointed under rule 3(1)(e).

## PART III

### POWERS AND FUNCTIONS OF THE SENATE

#### **Powers and Functions of the Senate**

6. (1) The powers of the Senate shall include power over the general direction and quality of programmes of studies; teaching and learning, instruction; research; examinations; awarding of degrees, diplomas and certificates; setting up of departments under any centre of studies; determining student admission criteria, student development; and academic linkages with other institutions.

(2) The Senate may make Rules and Regulations from time to time consonant with the philosophy, vision, mission and objectives of the University.

(3) The Senate may form committees to regulate the academic and student affairs of the University.

(4) The Senate may delegate any of its functions, powers, and duties to any committee or person as it may deem appropriate for any specific purpose.

(5) The Senate shall consider any matter transmitted to it by the Majlis under article 18(2) of the Constitution.

## Power to make Rules and Regulations

7. As provided under article 42(2) of the Constitution the Senate may make, amend or revoke any Rules and Regulations to deal with any or all of the following:

- (a) the determination of the degrees, diplomas, and other academic distinctions to be conferred by the University;
- (b) matters relating to student affairs including the criteria of admission, residence, and welfare;
- (c) matters relating to the conduct of student elections;
- (d) the powers and duties of the Dean of centres of studies or the head of any service division or department;
- (e) courses of study or syllabuses or academic programmes;
- (f) the appointments, powers, and duties of examiners;
- (g) the number, conduct, and scope of examinations and matters related to examinations; and
- (h) the admission of students to the examinations, and degree and diploma courses of the University.

## **8. Deprivation of degree etc. on ground of academic dishonesty or misconduct**

Where a person who has received a degree, diploma, certificate or other academic distinction from the University is found guilty of academic dishonesty or misconduct, the Senate may on the agreement of not less than two-thirds of its members, after going through due process and hearings, deprive the said person of the degree, diploma, certificate or other academic distinction conferred upon him by the University.

## **PART IV**

### **MEETINGS OF THE SENATE**

#### **Meetings of the Senate**

9. (1) The Senate shall convene its meetings on the date, at the time and place as determined by the Chairman and such meetings shall be called by the Secretary.

(2) The duration of the Senate meeting may proceed as follows:

(a) an ordinary meeting may adjourn after three hours; or

(b) it may continue for an additional half an hour at the discretion of the Chairman but shall adjourn after three and a half hours; or

(c) thereafter, if two thirds of the members who are present propose that the meeting continues, it may do so for a maximum period of one additional hour.

(3) A Special Meeting may be held at the Chairman's discretion.

## Notice of Meeting

10. (1) Notice for an ordinary meeting must be communicated by the Secretary of the Senate to all members no later than fourteen (14) days before the day of the meeting.

(2) Notice for a Special Meeting must be made known to all members either in writing or such other mode of communication no later than forty eight (48) hours before the time of the meeting.

## Agenda

11. (1) Any member who wishes to bring forward any matter into the agenda of an ordinary meeting must inform the Secretary on the matter no later than fourteen (14) days before the date of the meeting.

(2) The agenda for an ordinary meeting together with the papers related to the agenda must be circulated to all members no later than five (5) days before the date of the meeting.

(3) The agenda for a Special Meeting shall be circulated to the members together with the notice of meeting.

(4) All papers to be submitted to the Senate shall be recommended by the relevant committee meeting.

(5) Papers pertaining to the establishment of new academic programmes shall be recommended by the Board of Studies..

(6) No paper shall be circulated in the Senate by any member or invited person under rule 3(3) except through the Secretary and approved by the Chairman.



### **Quorum for Ordinary meeting**

12. (1) One-third of the Senate members shall constitute a quorum for any ordinary meeting.

(2) If there is no quorum after half an hour from the stipulated time, then the meeting shall be adjourned to a new date and time as determined by the Chairman.

(3) The new date and time of meeting shall be communicated to the members at least twenty-four (24) hours prior to the meeting.

(4) No new items shall be added to the existing agenda.

(5) If on the new date and time as stated in rule 12(3) there is still no quorum, then the meeting shall start immediately, and any decisions made in the meeting are valid.

### **Quorum for Special Meeting**

13. (1) If there is no quorum after twenty (20) minutes from the stipulated time, the meeting shall be adjourned and the matter shall be brought to the immediately next ordinary meeting.

### **Proceedings of the Senate meeting**

14. (1) Proceedings of the meeting shall be confined to the items in the agenda.

(2) Any matter which is not in the agenda of the meeting, shall not be discussed or endorsed by the Senate except with the approval of the Chairman and shall be placed under "Other Matters".

(3) If any meeting is adjourned before all matters in the agenda have been dealt with, then such matters may be brought to the next meeting.

(4) A member shall confine his remarks to the subject under discussion and shall not make references to any matter which is pending before the Disciplinary Authority or, a court of law.

(5) A Senate member shall have the right to express his view related to the in the agenda with the approval of the Chairman.

### **Decision by Voting**

**15.** (1) Motions at meetings shall be decided by a simple majority of votes of the members present.

(2) The Chairman and every member shall have and exercise one vote each, but in the event of equality of votes, then the Chairman has the right to a second or deciding vote.

(3) A member objecting to any decision made by the Senate regarding any matter may request that the number of objecting and supporting votes including his own vote be recorded.

### **Decision by Consensus**

16. If there is a consensus on a specific matter, the Chairman shall regard such consensus as the final decision taken for all intents and purposes.

### **Decision by Circulation**

17. (1) The Chairman may allow an urgent matter to be decided by a circulation, which is to be responded to by the members within the prescribed period and the decision shall be by simple majority.

(2) Decisions made by circulation shall be endorsed by the Senate.

### **Minutes**

18. (1) Minutes of the meeting shall be circulated to all members within fourteen (14) days after the meeting, or such reasonable period having regard to all circumstances.

(2) Corrections to the minutes shall be submitted by the members to the Secretary within five (5) days after circulation. Failing such, minutes are considered correct.

(3) Minutes of the meeting shall be confirmed in the subsequent meeting and shall not be discussed or confirmed in a Special Meeting.

(4) The confirmed minutes of the meeting shall be conclusive evidence of the Senate proceedings.

(5) Minutes of the meeting shall be submitted to the Majlis for notification.

### **Confidentiality**

19. (1) Documents circulated to members of the Senate and the proceedings at the meeting shall be treated as confidential.

(2) No press release or other public statement on any matter discussed by the Senate shall be made by any member without the approval of the Chairman of the Senate.

### **Authority to Authenticate and Sign**

20. The Secretary or any person appointed by the Senate for that purpose shall have power to authenticate and sign any documents related to the Senate and certify copies thereof or extracts thereof as true copies or extracts.

## **PART V**

### **DELEGATION OF POWERS**

#### **Power to delegate**

21. (1) The Senate may assign or delegate to its members or a committee consisting of its members or a centre of studies or any other University authority, or any officer, any of its powers, functions, and responsibilities.

(2) Notwithstanding the above, the Senate may if it deems fit, review any recommendation or decision made by any of its committees and may confirm, revoke, vary or request reconsideration of the recommendation or decision.

## PART VI

### SUSPENSION, AMENDMENT OR REVOCATION OF THE SENATE RULES

22. A motion for the suspension, amendment, or revocation of these Rules shall be carried out by a simple majority of the members who are present and voting.

## PART VII

### COMMITTEES OF SENATE

23. The Senate committees shall include:

**(1) Academic and Planning**

- i. Dean's Council
- ii. University Academic Integrity Committee
- iii. Student Admission Committee
- iv. University Certification and Accreditation Committee
- v. Centre of Studies (Kulliyah) Committee Meeting
- vi. Committee of Postgraduate Studies
- vii. Board of Studies
- viii. Committee of Examiners
- ix. Committee of Appeal

**(2) Research and Innovation**

- i. University Research Committee
- ii. University Library Management Committee
- iii. Strategic Business Unit (SBU) Committee

**(3) Internationalisation & Industry and Community Relations**

- i. University Committee for Promotion and Marketing
- ii. Directors Committee
- iii. Alumni Committee
- iv. University Internationalisation Council

**(4) Student Affairs**

- i. Student Affairs Committee
- ii. University Awards Committee

Made this \_\_\_\_\_ 2012M  
Made this \_\_\_\_\_ 1433H

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*Chairman of the Senate*  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

Diagram for Rule 23: The relationship between the Senate and committees at the centre of studies (Kulliyah / school / institute) level in handling academic and student management are as follows:

